


9.2 Track Continued Student Eligibility for Aid

Purpose: To track student eligibility for financial aid using ctcLink.

Audience: Financial Aid staff.

Verify whether Service Indicator was correctly assigned to ineligible Academic Plans.

 You must have at least one of these local college managed security roles:

- ZD CC Service Indicate Student
- ZZ CC Service Indicate Student

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Track Continued Student Eligibility for Aid

Mass Assign

Navigation: NavBar > Navigator > Campus Community > Service Indicators (Student) > Mass Assign

1. The Mass Assign run control search page displays.
2. Select the **Add a New Value** tab.
3. Enter the **Run Control ID**.
4. Select **Add** button.
5. The Mass Assign page displays.
6. Select the **Selection Tool** field and choose **PS QUERY** from the List.
7. Enter **CTC_FA_INELIG_PLAN_SI_ASSIGN** in the **Query Name** field.
8. Enter the **Institution**.
9. Select the **Edit Prompts** link.

Mass Assign

Run Control ID: MASS_ASSIGN Report Manager Process Monitor Run

Population Selection

Selection Tool: PS Query Edit Prompts

Query Name: CTC_FA_INELIG_PLAN_SI_ASSIGN Launch Query Manager Preview Selection Results

Service Indicator Data

*Institution: Spokane CC

*Service Indicator Code: *Reason: ☐ Use System Date

Effective Period

Start Term: End Term: Start Date: End Date: ☐ By

Assignment Details

*Department: Reference: Amount: 0.000 Currency Code: USD Dollar

Contact Information

Contact ID: Contact Person: Placed Person ID: Placed By:

Comments

Save Notify Add Update/Display

10. The Query Prompts pagelet displays.
11. Enter values into the following fields:
 - **Academic Institution**
 - **Aid Year**
 - **Term**
12. Select the **OK** button.

Query Prompts

Academic Institution: WA171

Aid Year: 2019

Term: 2191

OK Cancel

13. The Mass assign page displays.
14. Select the **Preview Selection Results** link.

Mass Assign

Run Control ID: MASS_ASSIGN Report Manager Process Monitor Run

Population Selection

Selection Tool: [Edit Prompts](#)
 Query Name: [Launch Query Manager](#) **Preview Selection Results**

Service Indicator Data

*Institution:
 *Service Indicator Code: ☐ Use System Date
 *Reason:

Effective Period

Start Term: End Term:
 Start Date: End Date:

Assignment Details

*Department:
 Reference:
 Amount: Currency Code: Dollar

Contact Information

Contact ID: Contact Person:
 Placed Person ID: Placed By:

Comments

Save Notify Add Update/Display

15. The Preview Selection Results display.
16. Select the **Return** button.

Preview Selection Results

Return

	Empl ID	Institution	Aid Year
1		WA171	2019
2		WA171	2019
3		WA171	2019
4		WA171	2019
5		WA171	2019
6		WA171	2019
7		WA171	2019
8		WA171	2019
9		WA171	2019
10		WA171	2019
11		WA171	2019
12		WA171	2019
13		WA171	2019
14		WA171	2019
15		WA171	2019
16		WA171	2019
17		WA171	2019
18		WA171	2019
19		WA171	2019
20		WA171	2019

17. The Mass Assign page displays.
18. Enter the **Service Indicator Code** in the Service Indicator Data section.
19. Enter the **Reason**.

- 20. Enter the **Start Date** in the Effective Period section.
- 21. Enter the **Department** if not already populated in the Assignment Details section.
- 22. Select the **Run** button.

Mass Assign

Run Control ID MASS_ASSIGN Report Manager Process Monitor **Run**

Population Selection

Selection Tool [PS Query] Edit Prompts
Query Name CTC_FA_INELIG_PLAN_SI_ASSIGN Launch Query Manager Preview Selection Results

Service Indicator Data

*Institution [Spokane CC]
*Service Indicator Code [F04] FA Ineligible Academic Plan
*Reason [FIP] Ineligible Acad Plan for FA ☐ Use System Date

Effective Period

Start Term [2191] End Term []
Start Date [01/07/2019] End Date []

Assignment Details

*Department [99304] SCC Financial Aid/Work Study
Reference []
Amount [0.000] Currency Code [USD] Dollar

Contact Information

Contact ID [] Contact Person []
Placed Person ID [] Placed By []

Comments

[] Save [] Notify [] Add [] Update/Display

- 23. The Process Scheduler Request page displays.
- 24. Select the **SCC_SI_ASSN** process.
- 25. Select the **OK** button.

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID MASS_ASSIGN

Server Name [] Run Date [01/24/2019] []
Recurrence [] Run Time [8:38:36AM] **Reset to Current Date/Time**
Time Zone []

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Publish Assign Service Ind	EIPSIASG	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SCC_SI_ASSN	SCC_SI_ASSN	Application Engine	Web	TXT	Distribution

OK **Cancel**

- 26. The Mass Assign page displays.
- 27. Make note of the **Process Instance** number.
- 28. Select the **Process Monitor** link. The Process List tab displays.

Mass Assign

Run Control ID: MASS_ASSIGN

Report Manager: **Process Monitor** Run

Process Instance: 27012891

Population Selection

Selection Tool: PS Query
Query Name: CTC_FA_INELIG_PLAN_SI_ASSIGN

Edit Prompts
Launch Query Manager Preview Selection Results

Service Indicator Data

*Institution: Spokane CC
*Service Indicator Code: F04 FA Ineligible Academic Plan
*Reason: FIP Ineligible Acad Plan for FA ☐ Use System Date

Effective Period

Start Term: 2191 WINTER 2019 End Term:
Start Date: 01/07/2019 End Date:

Assignment Details

*Department: 99304 SCC Financial Aid/Work Study
Reference:
Amount: 0.000 Currency Code: USD Dollar

Contact Information

Contact ID: Contact Person:
Placed Person ID: Placed By:

Comments

Save Notify Add Update/Display

29. The Process Monitor page displays.

30. From the Process List tab, select the **Refresh** button till the **Run Status** is **Success** and **Distribution status** is **Posted**.

Process List Server List

View Process Request For

User ID: _KFORSBERG Type: Last 1 Days Refresh
Server: Name: Instance From: Instance To:
Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize Find View All First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27012891		Application Engine	SCC_SI_ASSN	CTC_KFORSBERG	01/24/2019 8:38:36AM PST	Success	Posted	Details


[Go back to Mass Assign](#)

Save Notify

[Process List](#) | [Server List](#)

31. The Mass Assign process is now complete.

MANAGE SERVICE INDICATORS

 To validate the SI was assigned we'll navigate to the Manage Service Indicators page

Navigation: NavBar > Navigator > Campus Community > Service Indicators (Student) > Manage Service Indicators

- 1. The Manage Service Indicators search page displays.
- 2. Enter the **Empl ID** taken from the **Preview Selection Results** in prior section.
- 3. Select the **Search** button.
- 4. The Search Results display.
- 5. Select the **EMPL ID**.

Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID

begins with ▼

Academic Career = ▼

National ID begins with ▼

Campus ID begins with ▼


Last Name begins with ▼

First Name begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search 

Save Search Criteria

- 6. The Manage Service Indicators page displays.
- 7. Enter the **Institution**.
- 8. Select the **Refresh** button.

Manage Service Indicators

Display Effect **All** Institution **Spokane CC** **Refresh**

[+ Add Service Indicator](#)

Service Indicator Summary									
Personalize Find View All									
Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date	
F04	FA Ineligible Academic Plan	Ineligible Acad Plan for FA	WA171	2191	2019 WINTR		01/07/2019		
R01	Academic Warning	Advising Req	WA171	2111	2011 WINTR		03/23/2011		

[+ Add Service Indicator](#)

[Return to Search](#) [Notify](#)

9. The process to validate the Service Indicator was assigned is now complete.

VERIFY INELIGIBLE PLANS REPORT

Verify whether Ineligible Plans report displays results.

You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Reporting Tools > Query > Query Viewer

1. Select the **Query Name** field and choose **CTC_FA_INELIG_PLAN_RPT** from the list.
2. Select the **Search** button.
3. The Search Results displays.
4. From the Search Results, select the **HTML** link. A new browser window will open.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

Query				Personalize Find View All							First 1 of 1 Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites		
CTC_FA_INELIG_PLAN_RPT	F04/FIP Service Ind/Rsn Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite		

- The query page displays.
- Enter the **Institution**.
- Enter the **Aid Yr**.
- Enter the **Term**.
- Select the **View Results** button.

CTC_FA_INELIG_PLAN_RPT - F04/FIP Service Ind/Rsn Report

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (66 kb)
[View All](#) First 1-100 of 190 Last

First Name	Last Name	Empl ID	Service Indicator Term	FA Term	Service Indicator Code	Service Indicator Reason	Service Indicator Date Time	Acad Plan	Descr	Short Desc
------------	-----------	---------	------------------------	---------	------------------------	--------------------------	-----------------------------	-----------	-------	------------

- The information displayed are students that have an Academic Plan with a short description that begins with zero (ineligible for financial aid) and already have the service indicator value of 'F04' and Reason of 'FIP' assigned.
- The process to run the Ineligible Plans report is complete.

Assign Checklist for Ineligible Academic Plan

You must have at least one of these local college managed security roles:

- ZC CC 3Cs User
- ZZ CC 3Cs User

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Campus Community > 3C Engine > Run 3C Engine

- The 3C Engine search page displays.
- Enter the **Run Control ID**.

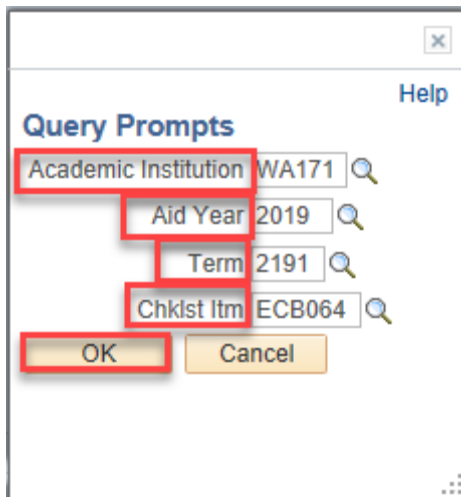
3. Select the **Search** button and select the link from the Search Results.
4. The Run 3C Engine page displays.
5. Select the **Population Selection** checkbox on the 3C Engine Parameters tab.
6. Enter the **Academic Institution**.
7. Select desired value from the **Administrative Function** field.
8. Select desired value from the **Event ID** field.
9. Select **PS Query** from the **Selection Tool** field.
10. Choose **CTC_FA_INELIG_PLAN_CKL_ASSIGN** from the **Query Name** field.
11. Select the **Edit Prompts** field which opens a new window.

The screenshot shows the '3C Engine Parameters' page. At the top, there are tabs for '3C Engine Parameters' and 'Manage Duplicate Assignment'. Below these are links for 'Run Control ID', 'MASS_ASSIGN_INELIG_ACAD_PLAN', 'Report Manager', 'Process Monitor', and a 'Run' button. The main content area is divided into several sections:

- Process 3Cs:** Contains checkboxes for 'Population Selection' (checked), 'Trigger Table', and 'Mass Change'.
- Process Joint Records:** Contains radio buttons for 'No Joint Processing' (selected), 'Yes, all Joint IDs', and 'Yes, if match exists'.
- Event Selection:** Contains search fields for 'Academic Institution' (WA171), 'Administrative Function' (FINT), and 'Event ID' (FISESP064I). Below these are expandable sections for 'Communication Key', 'Checklist Code' (showing ESP064 and a checklist item), and 'Comment Category'.
- Population Selection:** Contains a 'Selection Tool' dropdown set to 'PS Query', a 'Query Name' field set to 'CTC_FA_INELIG_PLAN_CKL_ASSIGN', and an 'Edit Prompts' button. There are also links for 'Launch Query Manager' and 'Preview Selection Results'.

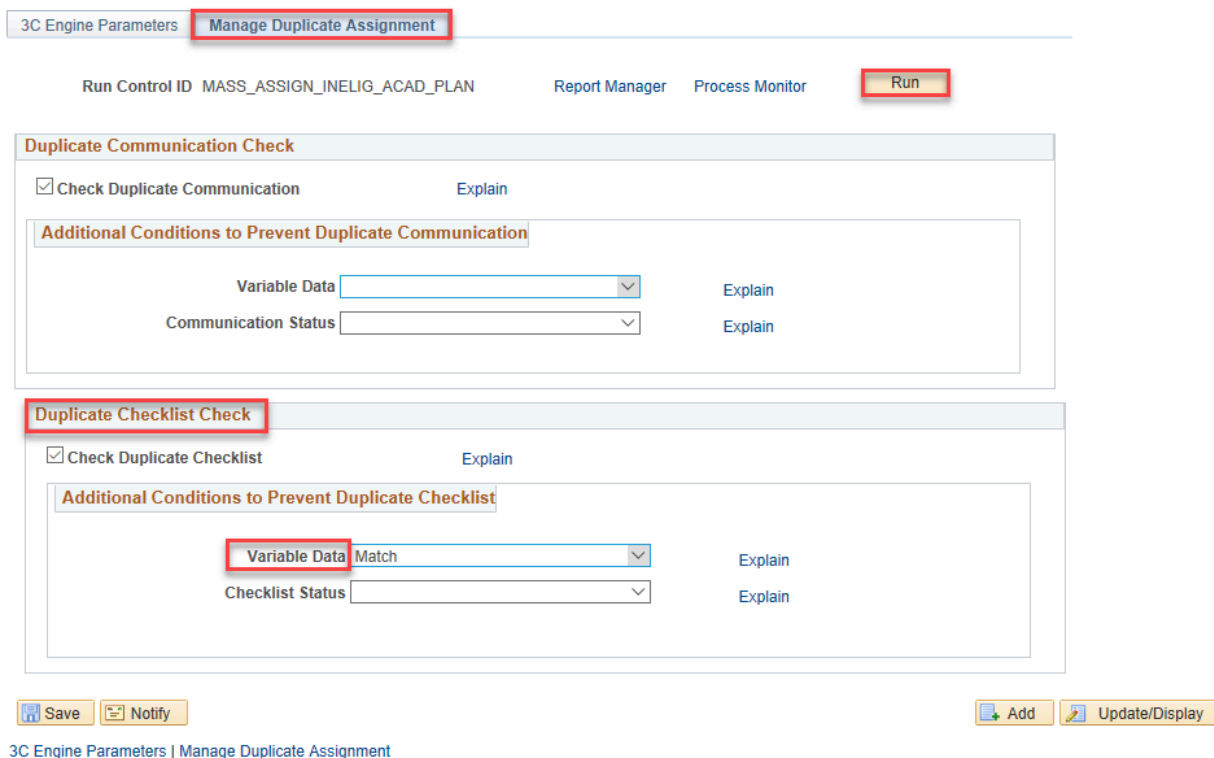
At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display', along with a breadcrumb trail: '3C Engine Parameters | Manage Duplicate Assignment'.

12. The Query Prompts pagelet displays.
13. Enter values into the following fields:
 - **Institution**
 - **Aid Year**
 - **Term**
 - **Checklist**
14. Select the **OK** button.



A dialog box titled "Query Prompts" with a "Help" link in the top right. It contains four input fields, each with a magnifying glass icon to its right: "Academic Institution" with the value "WA171", "Aid Year" with "2019", "Term" with "2191", and "Chklist Itm" with "ECB064". At the bottom are "OK" and "Cancel" buttons. Red boxes highlight the "Academic Institution" field, the "Aid Year" field, the "Term" field, the "Chklist Itm" field, and the "OK" button.

15. The Run 3C Engine page displays.
16. Select the **Manage Duplicate Assignment** Tab.
17. Select the **Variable Data** field under the **Duplicate Checklist Check** and choose **Match**.
18. Select the **Run** button.



The "3C Engine Parameters" page with the "Manage Duplicate Assignment" tab selected. The page header shows "Run Control ID MASS_ASSIGN_INELIG_ACAD_PLAN", "Report Manager", "Process Monitor", and a "Run" button. The main content area has two sections: "Duplicate Communication Check" and "Duplicate Checklist Check".

Duplicate Communication Check

- ☒ Check Duplicate Communication [Explain](#)
- Additional Conditions to Prevent Duplicate Communication**
 - Variable Data: [Explain](#)
 - Communication Status: [Explain](#)

Duplicate Checklist Check

- ☒ Check Duplicate Checklist [Explain](#)
- Additional Conditions to Prevent Duplicate Checklist**
 - Variable Data: [Explain](#)
 - Checklist Status: [Explain](#)

At the bottom, there are "Save", "Notify", "Add", and "Update/Display" buttons. The breadcrumb "3C Engine Parameters | Manage Duplicate Assignment" is at the bottom left.

19. The Process Scheduler Request page displays.
20. Select the **3C ENGINE** process and then the **OK** button.

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID MASS_ASSIGN_INELIG_ACAD_PLAN

Server Name Run Date 01/24/2019

Recurrence Run Time 9:31:34AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	3C ENGINE	3CENGINE	Application Engine	Web	TXT	Distribution

21. The Run 3C Engine page displays.
22. Select the **Process Monitor** Link.
23. Select the **Refresh** button till the **Run Status** is **Success**.

[Process List](#) [Server List](#)

View Process Request For

User ID Type Last 1 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27012892		Application Engine	3CENGINE	CTC_KFORSBERG	01/24/2019 9:32:46AM PST	Success	Posted	Details
<input type="checkbox"/>	27012891		Application Engine	SCC_SI_ASSN	CTC_KFORSBERG	01/24/2019 8:38:36AM PST	Success	Posted	Details

[Go back to 3C Engine](#)

[Process List](#) | [Server List](#)

24. The following screenshots demonstrate the applicable ID is now in an Initiated Status.

Person Checklist Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

ID	begins with	<input type="text"/>	<input type="button" value="Q"/>
Sequence Number	=	<input type="text" value="4"/>	<input type="button" value="Q"/>
Administrative Function	begins with	<input type="text"/>	<input type="button" value="Q"/>
Checklist Code	begins with	<input type="text"/>	<input type="button" value="Q"/>
National ID	begins with	<input type="text"/>	<input type="button" value="Q"/>
Campus ID	begins with	<input type="text"/>	<input type="button" value="Q"/>
Last Name	begins with	<input type="text"/>	<input type="button" value="Q"/>
First Name	begins with	<input type="text"/>	<input type="button" value="Q"/>

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First 1-4 of 4 Last

ID	Administrative Function	Checklist Code	National ID	Country	NID Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
	FINA	ESP008	USA		SSN	*****		Male			HILL	DANE
	FINA	FSP007	USA		SSN	*****		Male			HILL	DANE
	FINA	FSP031	USA		SSN	*****		Male			HILL	DANE
	FINT	ESP064	USA		SSN	*****		Male			HILL	DANE

Checklist Detail 1

Checklist Detail 2

ID



Checklist Date Time 01/24/2019 9:33:06AM

[Variable Data](#)

Administrative Function FINT

Financial Aid Term

Academic Institution Spokane CC

Checklist Code ESP064

Ineligible Academic Plan

Status Initiated

Status Date 01/24/2019

Due Date 02/23/2019

Due Amount

Currency Code

Comments

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Checklist Detail 1](#) | [Checklist Detail 2](#)

25. You have successfully assigned a checklist for an ineligible academic plan.

Waive Checklist for Ineligible Academic Plan

Navigation: NavBar > Navigator > Campus Community > 3C Engine > Run 3C Engine

1. The Run 3C Engine search page displays.
2. Select **Add a New Value**.
3. Enter the **Run Control ID**.
4. Select the **OK** button.
5. Select the **Search** button and select the link.
6. The 3C Run Engine page displays.
7. Select the **Population Selection** checkbox.
8. Enter the **Academic Institution**.
9. Select desired value from the **Administrative Function** field.
10. Select desired value from the **Event ID** field.
11. Select **PS Query** from the **Selection Tool** field.
12. Choose **CTC_FA_INELIG_PLAN_CKL_WAIVE** from the **Query Name** field.
13. Select the **Edit Prompts** field which opens a new window.

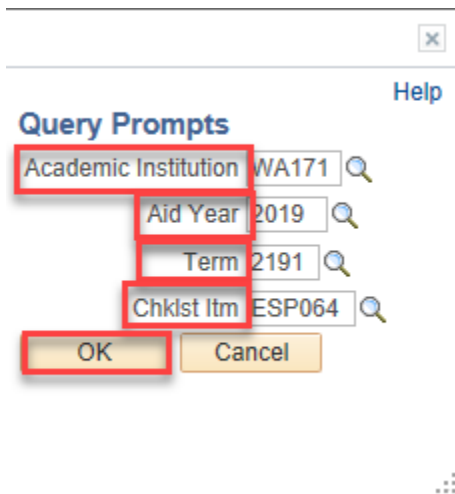
The screenshot shows the '3C Engine Parameters' page. At the top, there are tabs for '3C Engine Parameters' and 'Manage Duplicate Assignment'. Below the tabs, there's a header area with 'Run Control ID' set to 'WAIVE_CL_INELIGIBLE_ACAD_PLAN', and links for 'Report Manager', 'Process Monitor', and a 'Run' button.

The main content area is divided into several sections:

- Process 3Cs:** Contains checkboxes for 'Population Selection' (checked), 'Trigger Table', and 'Mass Change'.
- Process Joint Records:** Contains radio buttons for 'No Joint Processing' (selected), 'Yes, all Joint IDs', and 'Yes, if match exists'.
- Event Selection:** Contains search fields for 'Academic Institution' (WA171), 'Administrative Function' (FINT), and 'Event ID' (FISESP064W). Below these are expandable sections for 'Communication Key', 'Checklist Code' (showing ESP064 and a checklist item), and 'Comment Category'.
- Population Selection:** Contains a 'Selection Tool' dropdown set to 'PS Query', a 'Query Name' field set to 'CTC_FA_INELIG_PLAN_CKL_WAIVE', and an 'Edit Prompts' button. There are also links for 'Launch Query Manager' and 'Preview Selection Results'.

At the bottom, there are 'Save' and 'Notify' buttons on the left, and 'Add' and 'Update/Display' buttons on the right.

14. The Query Prompts pagelet displays.
15. Enter values into the following fields:
 - **Institution**
 - **Aid Year**
 - **Term**
 - **Checklist**
16. Select the **OK** button.



Query Prompts

Academic Institution WA171

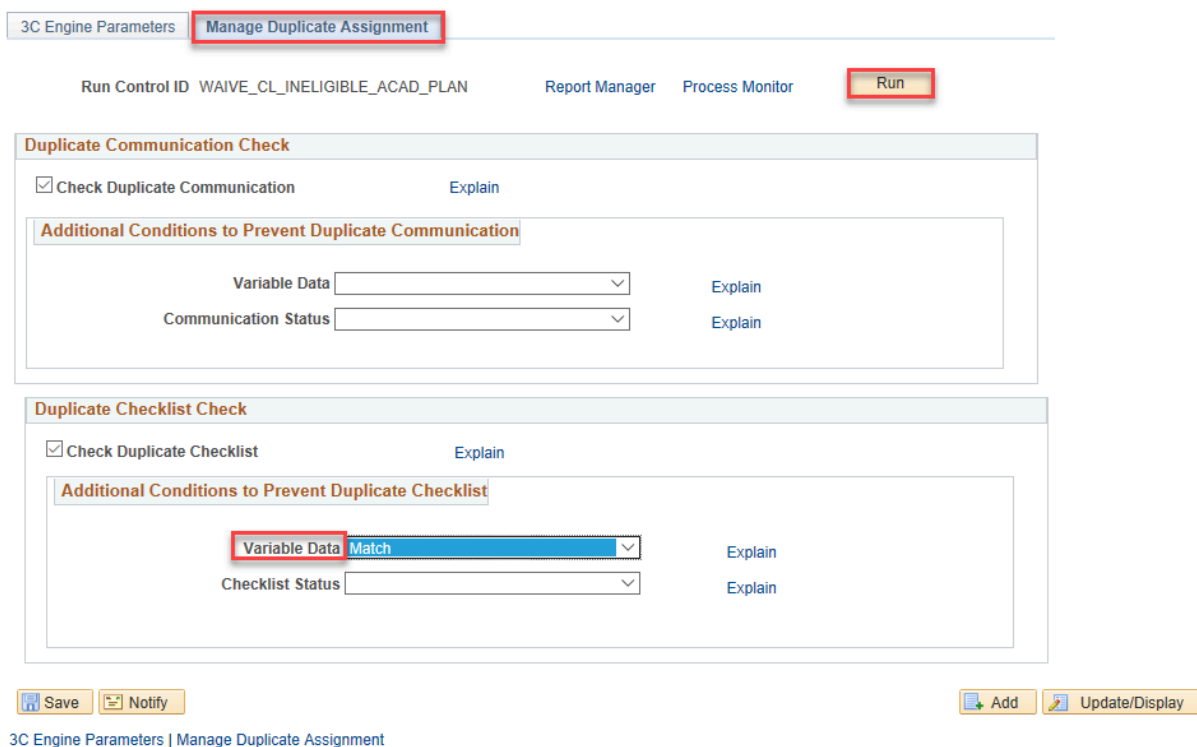
Aid Year 2019

Term 2191

Chklist Itm ESP064

OK Cancel

17. The Run 3C Engine page displays.
18. Select the **Manage Duplicate Assignment** Tab.
19. Select the **Variable Data** field under the **Duplicate Checklist Check** and choose **Match**.
20. Select the **Run** button.



3C Engine Parameters **Manage Duplicate Assignment**

Run Control ID WAIVE_CL_INELIGIBLE_ACAD_PLAN Report Manager Process Monitor **Run**

Duplicate Communication Check

☒ Check Duplicate Communication Explain

Additional Conditions to Prevent Duplicate Communication

Variable Data Explain

Communication Status Explain

Duplicate Checklist Check

☒ Check Duplicate Checklist Explain

Additional Conditions to Prevent Duplicate Checklist

Variable Data **Match** Explain

Checklist Status Explain

Save Notify Add Update/Display

3C Engine Parameters | Manage Duplicate Assignment

21. The Process Scheduler Request page displays.
22. Select the **3C ENGINE** process and then the **OK** button.

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WAIVE_CL_INELIGIBLE_ACAD_PLAN

Server Name Run Date 01/24/2019

Recurrence Run Time 9:55:22AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	3C ENGINE	3CENGINE	Application Engine	Web	TXT	Distribution

23. The Run 3C Engine page displays.
24. Select the **Process Monitor** Link.
25. Select the **Refresh** button till the **Run Status** is **Success**.

[Process List](#) [Server List](#)

View Process Request For

User ID _KFORSBERG Type Last 1 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List [Personalize](#) | [Find](#) | [View All](#) | | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27012893		Application Engine	3CENGINE	CTC_KFORSBERG	01/24/2019 9:55:22AM PST	Success	Posted	Details
<input type="checkbox"/>	27012892		Application Engine	3CENGINE	CTC_KFORSBERG	01/24/2019 9:32:46AM PST	Success	Posted	Details
<input type="checkbox"/>	27012891		Application Engine	SCC_SI_ASSN	CTC_KFORSBERG	01/24/2019 8:38:36AM PST	Success	Posted	Details

[Go back to 3C Engine](#)

[Process List](#) | [Server List](#)

26. The Waive Checklist for Ineligible Academic Plan process is complete.

VERIFY ACADEMIC PLANS REPORT CHANGED

- Verify whether Academic Plans report is showing results for students that have changed academic plans, regardless of whether it's financial aid eligible or not.

! You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Reporting Tools > Query > Query Viewer

1. The Query Viewer search page displays.
2. Enter **CTC_FA_ACAD_PLAN_CHANGES_RPT** into the **Query Name** Field.
3. Select the **Search** button.
4. The Search Results display.
5. Select the **HTML** link.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By
 [Advanced Search](#)

Search Results

*Folder View

Query				Personalize	Find	View All					First	1-3 of 3	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References		Add to Favorites			
CTC_FA_ACAD_PLAN_CHANGES_RPT	Acad Plan Changes Report	Public	FINANCIAL AID	HTML	Excel	XML	Schedule	Lookup References		Favorite			
CTC_FA_ACAD_PLAN_CHANGES_RPT1	Acad Plan Changes Report	Public		HTML	Excel	XML	Schedule	Lookup References		Favorite			
CTC_FA_ACAD_PLAN_CHANGES_RPT2	Acad Plan Changes Report2	Public		HTML	Excel	XML	Schedule	Lookup References		Favorite			

6. The chosen query page displays.
7. Enter the **Academic Institution**.
8. Enter the **Aid Year**.
9. Select the **Term** field.
10. Select the **View Results** button.
11. The information displayed are students that have changed Academic Plans, regardless of whether the new plan is FA eligible or not.

Academic Institution WA171 | Q

Aid Year 2019 | Q

Term 2191 | Q

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (7603 kb)


View All

First 1-100 of 31160 Last

	Student First Name	Last	Employee ID	National ID	Term	Current Acad Plan	Previous Acad Plan
1					2191	LASDTAA	BUCBUAA
2					2191	LASDTAA	BUCBUAA

- The process to verify whether Academic Plans report is showing results for students that have changed academic plans is now complete.

User Edit Message

 Verify whether User Edit Message correctly got assigned where the Student is enrolled in classes not required for current Academic Plan.

 You must have at least one of these local college managed security roles:

- ZD FA Director
- ZD FA Disbursements
- ZZ FA Disbursements
- ZZ FA Funds Manager

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Financial Aid > Disbursement > Process User Edit Messages

- The Process User Edit Messages search page displays.
- Add a New **Run Control ID**.
- Select the **Add** button.
- The Process User Edit Messages page displays.
- Select the **Selection Tool** field and choose **PS QUERY** from the list.
- Enter **CTC_FA_INELG_COURSEWORK** from the **Query Name** field list.
- Select the radio button of **Insert Message** in the **Processing Mode**.
- Select the **Edit Prompts** link.

Process User Edit Messages

Run Control ID INELIG_COURSEWORK [Report Manager](#) [Process Monitor](#) [Run](#)

Population Selection

Selection Tool PS Query **Edit Prompts**

Query Name CTC_FA_INELG_COURSEWORK [Launch Query Manager](#) [Preview Selection Results](#)

Processing Mode

☐ Update Messages ☒ **Insert Messages** ☐ Delete Messages

Error Reporting Selection

☒ Report Error Messages ☐ Do Not Report Messages ☐ Report All Messages

Parameters [Find](#) | [View All](#) First 1 of 1 Last

*Institution	WA171	Spokane CC	*Msg Type	
*Aid Year	2019	2018-2019 Financial Aid Year	*Msg Code	
*Term			Msg Action	No Action Taken
Process				

[Save](#) [Add](#) [Update/Display](#)

9. The Query Prompts pagelet displays.
10. Complete the following fields:
 - **Institution**
 - **Aid Year**
 - **Term**
11. Select the **OK** button.

[Help](#)

Query Prompts

Institution WA171

Aid Year 2019

Term 2191

OK

Cancel

12. The Process User Edit Messages page displays.
13. Enter the **Institution**.
14. Enter the **Aid Year**.
15. Enter the **Term**.
16. Enter the **Msg Type**.
17. Enter the **Msg Code**.

18. Enter the **Msg Action**.
19. Select the **Run** button.

Process User Edit Messages

Run Control ID INELIG_COURSEWORK [Report Manager](#) [Process Monitor](#) [Run](#)

Population Selection

Selection Tool [Edit Prompts](#)
 Query Name [Launch Query Manager](#) [Preview Selection Results](#)

Processing Mode

☐ Update Messages ☒ Insert Messages ☐ Delete Messages

Error Reporting Selection

☒ Report Error Messages ☐ Do Not Report Messages ☐ Report All Messages

Parameters [Find](#) | [View All](#) First 1 of 1 Last

*Institution	<input type="text" value="WA171"/>	<input type="text" value="Spokane CC"/>	*Msg Type	<input type="text" value="Error"/>
*Aid Year	<input type="text" value="2019"/>	<input type="text" value="2018-2019 Financial Aid Year"/>	*Msg Code	<input type="text" value="DSBHLD"/>
*Term	<input type="text" value="2191"/>	<input type="text" value="2019 WINTR"/>	Msg Action	<input type="text" value="Action Pending"/>
Process	<input type="text"/>			

[Save](#) [Add](#) [Update/Display](#)

20. The Process Scheduler Request page displays.
21. Select the **SFA_EDIT_MSG Process Name**.
22. Select the **OK** button.

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID INELIG_COURSEWORK

Server Name Run Date [31](#)
 Recurrence Run Time [Reset to Current Date/Time](#)
 Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SFA_EDIT_MSG	SFA_EDIT_MSG	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

[OK](#) [Cancel](#)

23. The Process User Edit Messages page displays.
24. Select the **Process Monitor** link.
25. Select the **Refresh** button until the **Run Status** is **Success**.

Process List

Server List

View Process Request For

User ID

Type

Last

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27012894		Application Engine	SFA_EDIT_MSG	CTC_KFORSB	01/24/2019 10:27:31AM PST	Success	Posted	Details
<input type="checkbox"/>	27012893		Application Engine	3CEngine	CTC_KFORSB	01/24/2019 9:55:22AM PST	Success	Posted	Details
<input type="checkbox"/>	27012892		Application Engine	3CEngine	CTC_KFORSB	01/24/2019 9:32:46AM PST	Success	Posted	Details
<input type="checkbox"/>	27012891		Application Engine	SCC_SI_ASSN	CTC_KFORSB	01/24/2019 8:38:36AM PST	Success	Posted	Details

Go back to Process User Edit Messages

Save

Notify

Process List | Server List

26. Process User Edit Messages is now complete.

VERIFY INELIGIBLE COURSEWORK REPORT

! You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Verify whether Ineligible Coursework report is showing results.

Navigation: NavBar > Navigator > Reporting Tools > Query > Query Viewer

1. The Query Viewer search page displays.
2. Enter **CTC_FA_INELG_COURSEWORK_RPT** into the **Query Name** Field.
3. Select the **Search** button.
4. The Search Results display.
5. Select the **HTML** link.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By
 [Advanced Search](#)

Search Results

*Folder View

Query				Personalize Find View All						
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
CTC_FA_INELG_COURSEWORK	Unused courses	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	
CTC_FA_INELG_COURSEWORK_RPT	Unused courses Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	

- The Query report criteria page displays.
- Enter the **Academic Institution**.
- Enter the **Aid Year**.
- Enter the **Term**.
- Select the **View Results** button.

CTC_FA_INELG_COURSEWORK - Unused courses

- The Ineligible Coursework report has been run.
- Process complete

ASSIGN USER EDIT MESSAGE

Assign UEM where the Student is attempting, has attempted and completed more than a cumulative total of 45 units in courses that are numbered below 100.

You must have at least one of these local college managed security roles:

- ZD FA Director
- ZD FA Disbursements
- ZZ FA Disbursements

- ZZ FA Funds Manager

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Financial Aid > Disbursement > Process User Edit Messages

1. The Process User Edit Messages search page displays.
2. Select the **Add a New Value** tab.
3. Enter a **Run Control ID**.
4. Select the **Add** button.
5. The Process User Edit Messages page displays.
6. Choose **PS Query** from the **Selection Tool** field.
7. Enter CTC_FA_MAX_REMEDIAL_CREDITS from the **Query Name** list.
8. Select the radio button of **Insert Message** in the **Processing Mode**.
9. Select the Edit Prompts link.

Process User Edit Messages

Run Control ID MAX_REMEDIAL_CREDITS Report Manager Process Monitor Run

Population Selection

Selection Tool PS Query Edit Prompts

Query Name CTC_FA_MAX_REMEDIAL_CREDITS Launch Query Manager Preview Selection Results

Processing Mode

☐ Update Messages ☒ Insert Messages ☐ Delete Messages

Error Reporting Selection

☒ Report Error Messages ☐ Do Not Report Messages ☐ Report All Messages

Parameters Find | View All First 1 of 1 Last

*Institution WA171 Spokane CC *Msg Type

*Aid Year 2019 2018-2019 Financial Aid Year *Msg Code

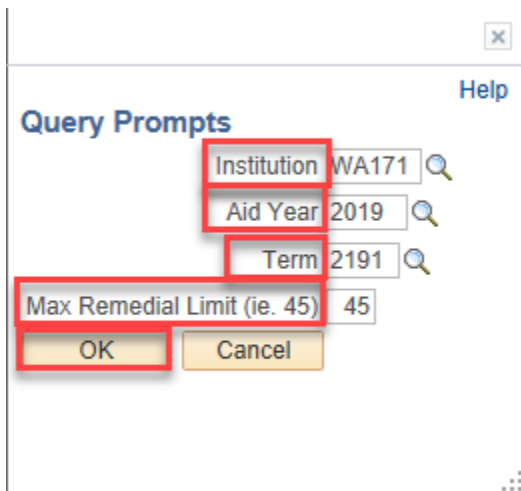
*Term Msg Action No Action Taken

Process

Save Add Update/Display

10. The Query Prompts pagelet displays.
11. Complete the following fields:
 - **Institution**
 - **Aid Year**
 - **Term**
 - **Max Remedial Limit**

12. Select the **OK** button.



A dialog box titled "Query Prompts" with a "Help" link in the top right corner. It contains four input fields, each with a magnifying glass icon to its right: "Institution" with the value "WA171", "Aid Year" with the value "2019", "Term" with the value "2191", and "Max Remedial Limit (ie. 45)" with the value "45". At the bottom of the dialog are two buttons: "OK" and "Cancel". Red boxes highlight the "Institution", "Aid Year", "Term", "Max Remedial Limit (ie. 45)", and "OK" fields and button.

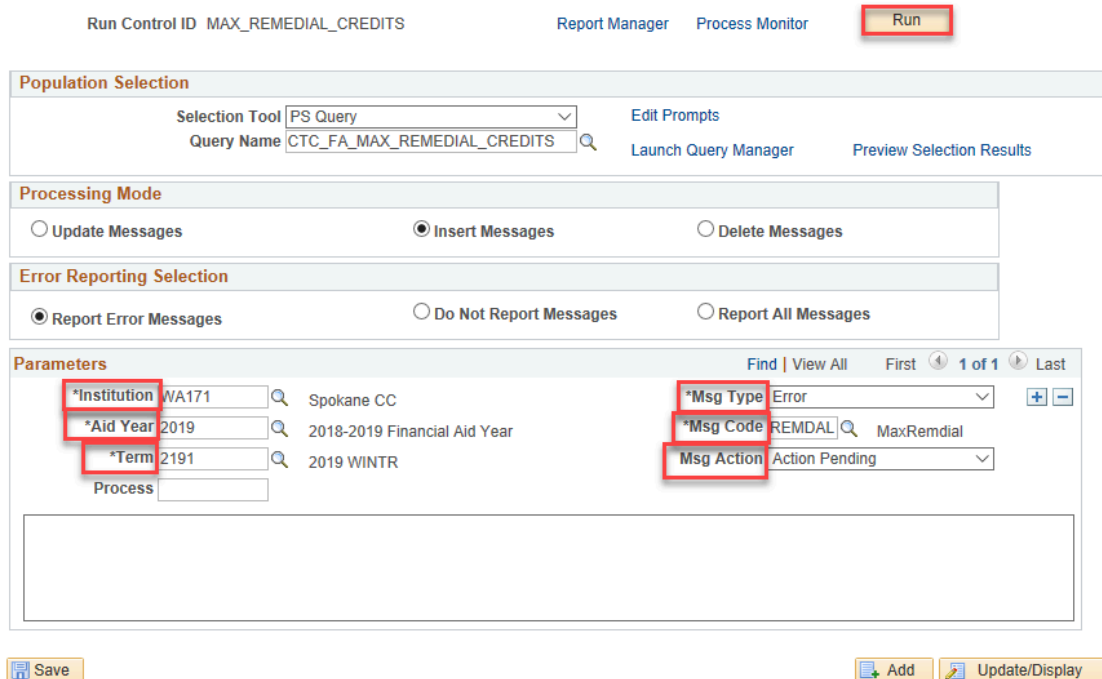
13. The Process User Edit Messages page displays.

14. Enter values for the following fields:

- **Institution**
- **Aid Year**
- **Term**
- **Msg Type**
- **Msg Code**
- **Msg Action**

15. Select the **Run** button.

Process User Edit Messages



The "Process User Edit Messages" page displays a form with several sections. At the top, there is a "Run Control ID" field with the value "MAX_REMEDIAL_CREDITS", and two links: "Report Manager" and "Process Monitor". A "Run" button is highlighted with a red box. Below this is the "Population Selection" section, which includes a "Selection Tool" dropdown menu set to "PS Query", a "Query Name" field with the value "CTC_FA_MAX_REMEDIAL_CREDITS", and two links: "Edit Prompts" and "Launch Query Manager". Below the "Population Selection" section is the "Processing Mode" section, which has three radio buttons: "Update Messages", "Insert Messages" (selected), and "Delete Messages". Below the "Processing Mode" section is the "Error Reporting Selection" section, which has three radio buttons: "Report Error Messages" (selected), "Do Not Report Messages", and "Report All Messages". Below the "Error Reporting Selection" section is the "Parameters" section, which has a "Find | View All" link and a "First 1 of 1 Last" link. The "Parameters" section contains several input fields: "*Institution" with the value "WA171", "*Aid Year" with the value "2019", "*Term" with the value "2191", "*Msg Type" with the value "Error", "*Msg Code" with the value "REMDAL", and "Msg Action" with the value "Action Pending". A "Process" field is also present. At the bottom of the page are three buttons: "Save", "Add", and "Update/Display". Red boxes highlight the "Institution", "Aid Year", "Term", "Msg Type", "Msg Code", and "Msg Action" fields.

16. The Process Scheduler Request page displays.

17. Select the **SFA_EDIT_MSG** Process Name and then the **OK** button.

Process Scheduler Request

User ID CTC_KFORSBERG

Run Control ID MAX_REMEDIAL_CREDITS

Server Name

Run Date 01/24/2019

Recurrence

Run Time 10:47:02AM

[Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SFA_EDIT_MSG	SFA_EDIT_MSG	Application Engine	Web	TXT	Distribution

[OK](#)

[Cancel](#)

18. The Process User Edit Messages page displays.

19. Select the **Process Monitor** link.

20. The Process Monitor page displays.

21. Select **Refresh** button until the **Run Status** is **Success**.

[Process List](#) [Server List](#)

View Process Request For

User ID CTC_KFORSB

Type

Last

1 Days

[Refresh](#)

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Process List										Personalize Find View All	First	1-5 of 5	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details				
<input checked="" type="checkbox"/>	27012895		Application Engine	SFA_EDIT_MSG	CTC_KFORSBERG	01/24/2019 10:47:02AM PST	Success	Posted	Details				
<input type="checkbox"/>	27012894		Application Engine	SFA_EDIT_MSG	CTC_KFORSBERG	01/24/2019 10:27:31AM PST	Success	Posted	Details				
<input type="checkbox"/>	27012893		Application Engine	3CEngine	CTC_KFORSBERG	01/24/2019 9:55:22AM PST	Success	Posted	Details				
<input type="checkbox"/>	27012892		Application Engine	3CEngine	CTC_KFORSBERG	01/24/2019 9:32:46AM PST	Success	Posted	Details				
<input type="checkbox"/>	27012891		Application Engine	SCC_SI_ASSN	CTC_KFORSBERG	01/24/2019 8:38:36AM PST	Success	Posted	Details				


[Go back to Process User Edit Messages](#)


[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

22. The process to assign UEM to a student is now complete.

VERIFY MAX REMEDIAL CREDIT REPORT

 Confirm whether the Max Remedial Credit report is showing results.



You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Report Tools > Query > Query Viewer

- The Query Viewer search page displays.
- Enter **CTC_FA_MAX_REMEDIAL_CREDIT_RPT** into the **Query Name** Field.
- Select the **Search** button.
- Select the **HTML** link.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with



%MAX%

Search

Advanced Search

Search Results

*Folder View -- All Folders --

Query					Personalize Find View All  					
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
CTC_FA_MAX_REMEDIAL_CREDITS	Stdnt Exceeds 45 Remed Credits	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	
CTC_FA_MAX_REMEDIAL_CREDIT_RPT	Stdnt Exceeds 45 Remed Cred Rpt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	

- The Query page displays.
- Enter the **Academic Institution**.
- Enter the **Term**.
- Select the **View Results** button.

CTC_FA_MAX_REMEDIAL_CREDIT_RPT - Stdnt Exceeds 45 Remed Cred Rpt

Institution WA171

Term 2191

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (4 kb)

View All

First Name	Last Name	Empl ID	Message Code	Message Code Description	Message Date Time	Sum Unit Taken	Acad Plan	Descr	Short Desc
1			REMDAL	Max Remedial Credits Taken	01/24/2019 10:49:17AM	55.00	COEAJAPT	Corrections AAS	9_AJAPT

First 1-10 of 10 Last

9. The process to run the max remedial credits report is now complete.

Track Continued Student Eligibility for Aid/Exception Report

! You must have at least one of these local college managed security roles:

- ZZ FA CTC Reports

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Financial Aid > CTC Custom > CTC Reports > Track Student Eligibility

1. The Track Student Eligibility run control page displays.
2. Enter the **Run Control ID**.
3. Enter the **Institution**.
4. Enter the **Aid Year**.
5. Enter the **Term**.
6. Select the **Run** button.

Track Student Eligibility



Run Control ID TRACK_CONT_STU_ELIG Report Manager Process Monitor **Run**

Request Parameter(s)

*Institution WA171 🔍

*Aid Year 2019 🔍

*Term 2191 🔍

 Save  Add

7. The Process Scheduler Request page displays.
8. Ensure the checkbox is selected for **CTC_SELIG_AE**.
9. Select the **OK** button.

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID TRACK_CONT_STU_ELIG

Server Name Run Date 01/24/2019

Recurrence Run Time 1:05:15PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Track Student Eligibility	CTC_SELIG_AE	Application Engine	Web	TXT	Distribution

- The Track Student Eligibility run control page displays.
- Select the **Process Monitor** Link.
- The Process Monitor page displays.
- On the Process List tab, select the **Refresh** button until the **Run Status** is **Success**.
- Select the **Go Back to Track Student Eligibility** button at the bottom of the page.

Process List | Server List

View Process Request For

User ID CTC_KFORSB Type Last 1 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View All | First 1-6 of 6 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27012896		Application Engine	CTC_SELIG_AE	CTC_KFORSBERG	01/24/2019 1:05:15PM PST	Success	Posted	Details
<input type="checkbox"/>	27012895		Application Engine	SFA_EDIT_MSG	CTC_KFORSBERG	01/24/2019 10:47:02AM PST	Success	Posted	Details
<input type="checkbox"/>	27012894		Application Engine	SFA_EDIT_MSG	CTC_KFORSBERG	01/24/2019 10:27:31AM PST	Success	Posted	Details
<input type="checkbox"/>	27012893		Application Engine	3CEENGINE	CTC_KFORSBERG	01/24/2019 9:55:22AM PST	Success	Posted	Details
<input type="checkbox"/>	27012892		Application Engine	3CEENGINE	CTC_KFORSBERG	01/24/2019 9:32:46AM PST	Success	Posted	Details
<input type="checkbox"/>	27012891		Application Engine	SCC_SI_ASSN	CTC_KFORSBERG	01/24/2019 8:38:36AM PST	Success	Posted	Details

[Go back to Track Student Eligibility](#)

[Process List](#) | [Server List](#)

- The Track Student Eligibility run control page displays.
- Select the **Report Manager** link.

Track Student Eligibility

Run Control ID TRACK_CONT_STU_ELIG

Report Manager

Process Monitor

Run

Request Parameter(s)

*Institution

*Aid Year

*Term

Save

Return to Search

Add

17. The Report Manager page displays.

18. Select the **CTC_E83_RPRT - CTC_E83_RPRT.pdf** link.

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh
Name Created On Last 1 Days

Reports

Personalize Find View All First 1-3 of 3 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTC_E83_RPRT - CTC_E83_RPRT.pdf	CTC_E83_RPRT - CTC_E83_RPRT.PDF	General	01/24/19 1:08PM	1141281	27012896
2 SFA_EDIT_MSG	SFA_EDIT_MSG	General	01/24/19 10:49AM	1141279	27012895
3 SFA_EDIT_MSG	SFA_EDIT_MSG	General	01/24/19 10:31AM	1141278	27012894

[Go back to Track Student Eligibility](#)

Save

List Explorer Administration Archives

19. The Report page displays.

20. Select the **CTC_E83_RPRT - CTC_E83_RPRT.pdf** link in the File List section.

Report

Report ID 1141281

Process Instance 27012896

[Message Log](#)

Name XMLP

Process Type XML Publisher

Run Status Success

CTC_E83_RPRT - CTC_E83_RPRT.pdf

Distribution Details

Distribution Node local

Expiration Date 02/23/2019

File List

Name	File Size (bytes)	Datetime Created
CTC_E83_RPRT.pdf	31,878	01/24/2019 1:08:30.322029PM PST
Track_Student_Eligibility_27012896.log	855	01/24/2019 1:08:30.322029PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

21. The report displays.
22. View report results.

Track Continued Student Eligibility for Aid/Exception Report

Institution: WA171
Aid Year: 2019
Term: 2191

Student		Ineligible Plan			Academic Plan Changes		Enrollment Changes		Ineligible Course Work	Max Remedial Credits	
Name	Emplid	Service Indicator Assigned	Indicator Reason Assigned	Ineligible Academic Plan	User Edit Message Assigned	Academic Plan Changed From	Academic Plan Changed To	Service Indicator Assigned	Indicator Reason Assigned	User Edit Message Assigned	# of Attempted Remedial Credits
		F04	FIP	Paramedic C45							
		F04	FIP	Nursing Assistant/Aide C01							
		F04	FIP	Nursing Assistant/Aide C01							
		F04	FIP	Professional Tech - Undecided							
		F04	FIP	Paramedic C45							
		F04	FIP	A8 Engine Performance C01							
		F04	FIP	Admin Clerical Assistant							
		F04	FIP	Paramedic C45							
		F04	FIP	Nursing Assistant/Aide C01							
		F04	FIP	Law Enforcement Level 2 C45							
										REMDAL	55
		F04	FIP	A1 Engine Repair C01							
		F04	FIP	Med Office Receptionist C45							

Page 1 of 13

23. The process to run the report to track continued student eligibility for aid/exceptions is now complete.
24. Next we will Release Service Indicator for the ineligible Academic Plan.

Release Service Indicator

 You must have at least one of these local college managed security roles:

- ZD CC Service Indicate Student
- ZZ CC Service Indicate Student

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Campus Community > Service Indicators (Student) > Mass Release

1. The Mass Release run control search page displays.
2. Select the **Add a New Value** tab.
3. Enter a **Run Control ID**.
4. Select **Add** button.
5. The Mass Release page displays.
6. Select the **Selection Tool** field and choose **PS QUERY** from the list.
7. Select **CTC_FA_INELIG_PLAN_SI_RELEASE** in the **Query Name** Field.
8. Enter the **Institution** field.

Mass Release

Run Control ID INELG_PLAN_SI_RELEASE Report Manager Process Monitor Run

Population Selection

Selection Tool	PS Query	Edit Prompts
Query Name	CTC_FA_INELIG_PLAN_SI_RELEASE	Launch Query Manager Preview Selection Results

Service Indicator Data

*Institution	Spokane CC
*Service Indicator Code	
*Reason	

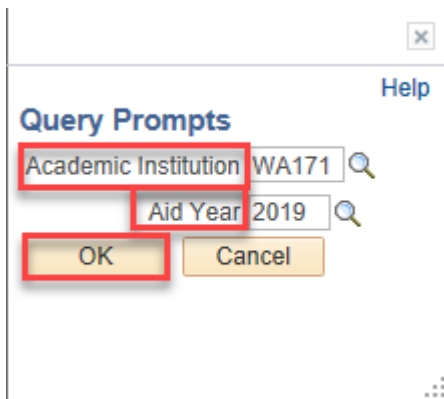
Effective Period

Start Term		End Term	
Start Date		End Date	

Save Notify Add Update/Display

9. The Query Prompts pagelet displays.
10. Select the **Edit Prompts** link.
 - Enter the **Academic Institution**.
 - Enter the **Aid Year**.
 - Enter the **Term**.

11. Select the **OK** button.



A dialog box titled "Query Prompts" with a close button (X) in the top right corner. It contains two input fields: "Academic Institution" with the value "WA171" and "Aid Year" with the value "2019". Below these fields are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red border.

12. The Mass Release page displays.

13. Select the **Service Indicator Code**.

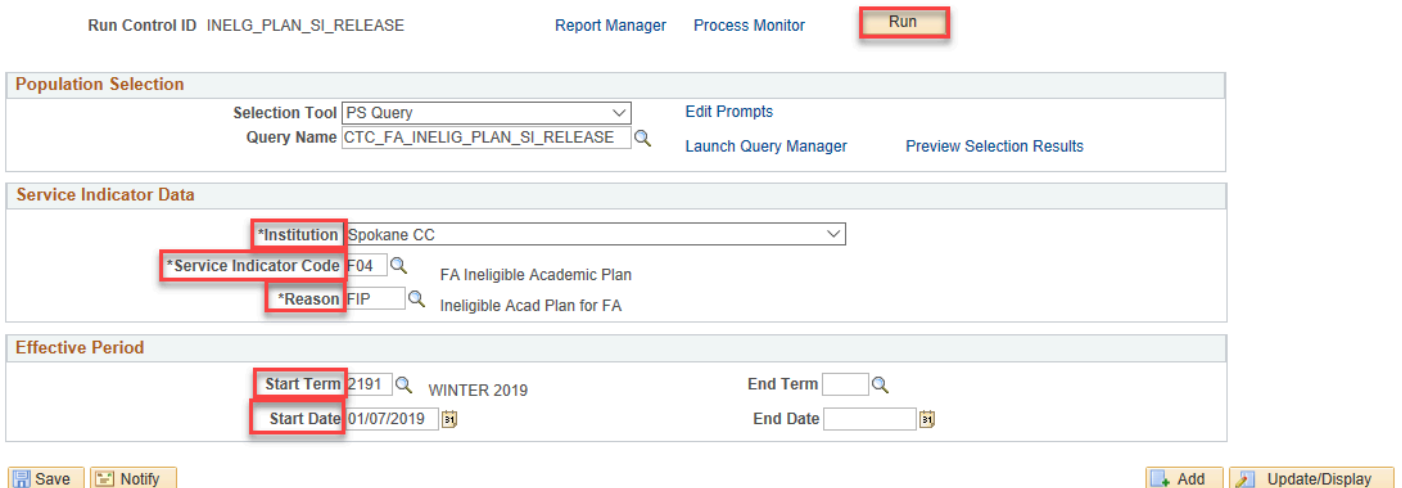
14. Select the **Reason**.

15. Select the **Start Term**.

16. Select the **Start Date**.

17. Select the **Run** button.

Mass Release



The "Mass Release" form displays the "Run Control ID" as INELG_PLAN_SI_RELEASE. It includes links for "Report Manager", "Process Monitor", and a highlighted "Run" button. The form is divided into three main sections: "Population Selection", "Service Indicator Data", and "Effective Period".

- Population Selection:** Includes a "Selection Tool" dropdown set to "PS Query" and a "Query Name" field containing "CTC_FA_INELIG_PLAN_SI_RELEASE". There are links for "Edit Prompts", "Launch Query Manager", and "Preview Selection Results".
- Service Indicator Data:** Includes an "Institution" dropdown set to "Spokane CC". It has two required fields: "*Service Indicator Code" set to "F04" (with a tooltip "FA Ineligible Academic Plan") and "*Reason" set to "FIP" (with a tooltip "Ineligible Acad Plan for FA").
- Effective Period:** Includes "Start Term" set to "2191" (with a tooltip "WINTER 2019") and "Start Date" set to "01/07/2019". There are also empty fields for "End Term" and "End Date".

At the bottom, there are buttons for "Save", "Notify", "Add", and "Update/Display".

18. The Process Scheduler Request page displays.

19. Select the **SCC_SI_RELS** Process and then the **OK** button.

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID INELG_PLAN_SI_RELEASE

Server Name Run Date 01/24/2019

Recurrence Run Time 1:29:35PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Publish REL Service Ind	EIPSIRLS	PSJob	(None) ▾	(None) ▾	Distribution
<input checked="" type="checkbox"/>	SCC_SI_RELS	SCC_SI_RELS	Application Engine	Web ▾	TXT ▾	Distribution

20. The Mass Release page displays.
21. Select the **Process Monitor** link.
22. The Process Monitor page displays.
23. Select the **Refresh** button until the **Run Status** is **Success**.

Process List | Server List

View Process Request For

User ID CTC_KFORSB | Type ▾ | Last ▾ | 1 Days ▾

Server ▾ | Name | Instance From | Instance To

Run Status ▾ | Distribution Status ▾ | ☒ Save On Refresh

Process List [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Full Screen](#) | First 1-7 of 7 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	27012897		Application Engine	SCC_SI_RELS	CTC_KFORSBERG	01/24/2019 1:29:35PM PST	Success	Posted	Details
<input type="checkbox"/>	27012896		Application Engine	CTC_SELIG_AE	CTC_KFORSBERG	01/24/2019 1:05:15PM PST	Success	Posted	Details
<input type="checkbox"/>	27012895		Application Engine	SFA_EDIT_MSG	CTC_KFORSBERG	01/24/2019 10:47:02AM PST	Success	Posted	Details
<input type="checkbox"/>	27012894		Application Engine	SFA_EDIT_MSG	CTC_KFORSBERG	01/24/2019 10:27:31AM PST	Success	Posted	Details
<input type="checkbox"/>	27012893		Application Engine	3CEngine	CTC_KFORSBERG	01/24/2019 9:55:22AM PST	Success	Posted	Details
<input type="checkbox"/>	27012892		Application Engine	3CEngine	CTC_KFORSBERG	01/24/2019 9:32:46AM PST	Success	Posted	Details
<input type="checkbox"/>	27012891		Application Engine	SCC_SI_ASSN	CTC_KFORSBERG	01/24/2019 8:38:36AM PST	Success	Posted	Details

[Go back to Mass Release](#)

[Process List](#) | [Server List](#)

24. You have now completed the Track Continued Student Eligibility for Aid Reports.
25. End of procedures.