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Activating an Aid Year for a Student

Concept

Loading an ISIR for a student automatically activates the student for the aid year. You can manually activate an aid year for a student if there is no ISIR. Before manually activating an aid year for a student, ensure that the student has personal, biographical and demographic data in Campus Community.

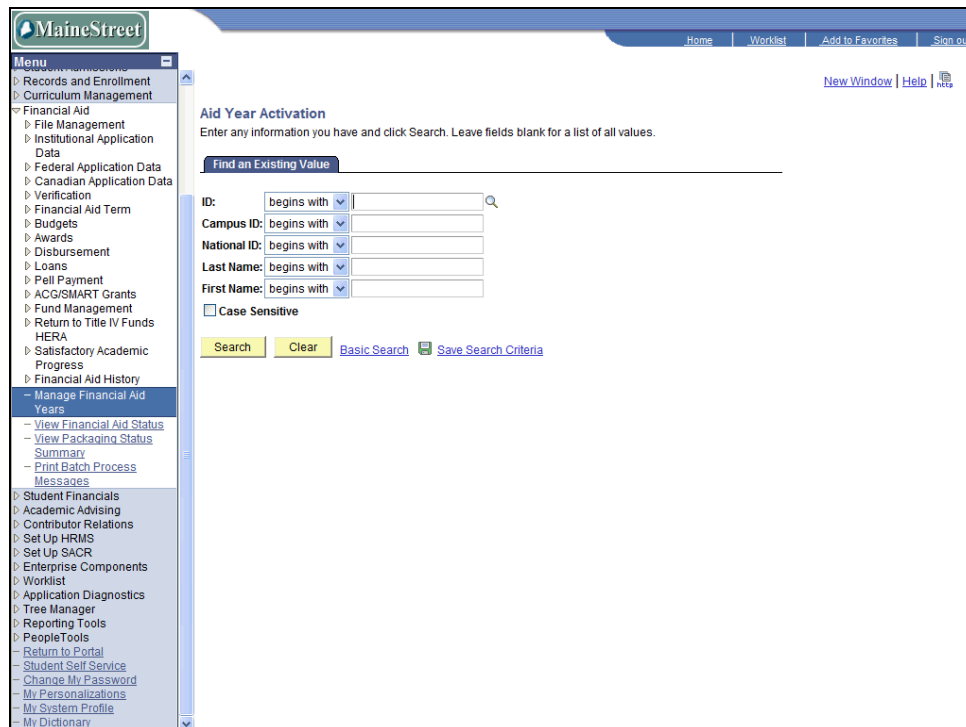
Procedure

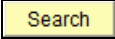
To view the online process document and quick guide for this procedure, click the links below.

PD Please refer to:
http://www.maine.edu/pdf/ActivatinganAidYearforaStudent - 102407_PD.pdf

OG Please refer to:
http://www.maine.edu/pdf/ActivatinganAidYearforaStudent - 102407_QG.pdf

Step	Action
1.	Navigate: Financial Aid > Manage Financial Aid Years.



Step	Action
2.	Enter search criteria for the student to be aid year activated.
3.	Click the Search button. 



The screenshot displays the 'Student Aid Year Activation' page in the MaineStreet system. The student ID is Test005 Si (0999990). A table titled 'Student Active for' shows the following data:

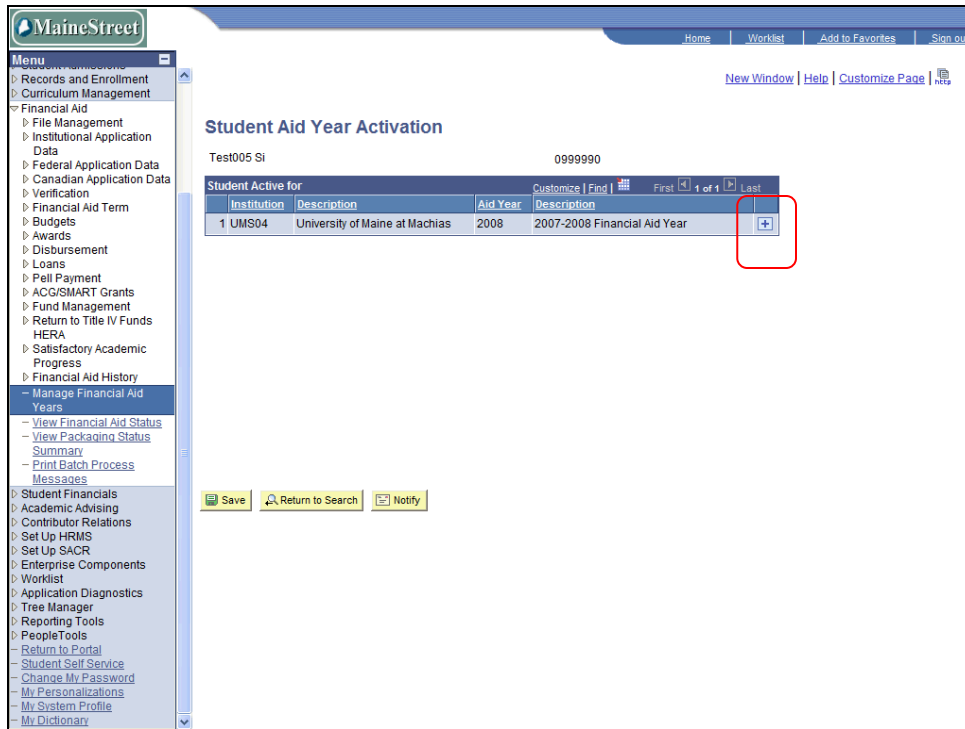
Institution	Description	Aid Year	Description
1 UMS04	University of Maine at Machias	2008	2007-2008 Financial Aid Year


Below the table are buttons for 'Save', 'Return to Search', and 'Notify'. The left sidebar contains a menu with various options, including 'Manage Financial Aid Years'.

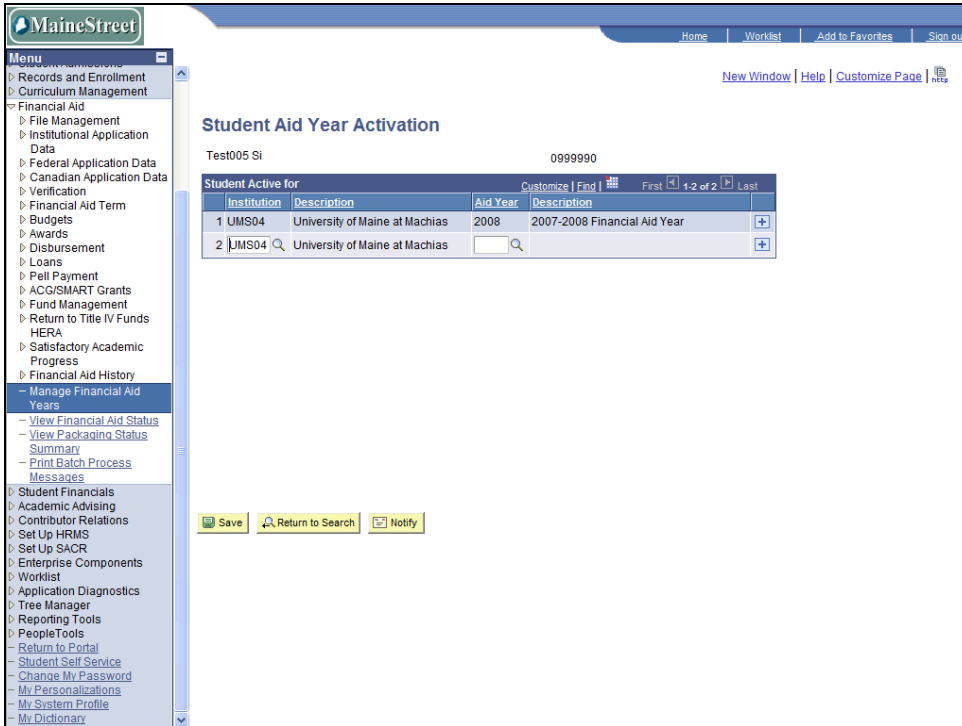
Step	Action
4.	The student shown in the above example is already active in a prior aid year. We will aid year activate him for the new aid year.

Process Document

Financial Aid: Activating an Aid Year for a Student-102407



Step	Action
5.	Click the Add a new row button. 




Student Aid Year Activation

Test005 SI 0999990

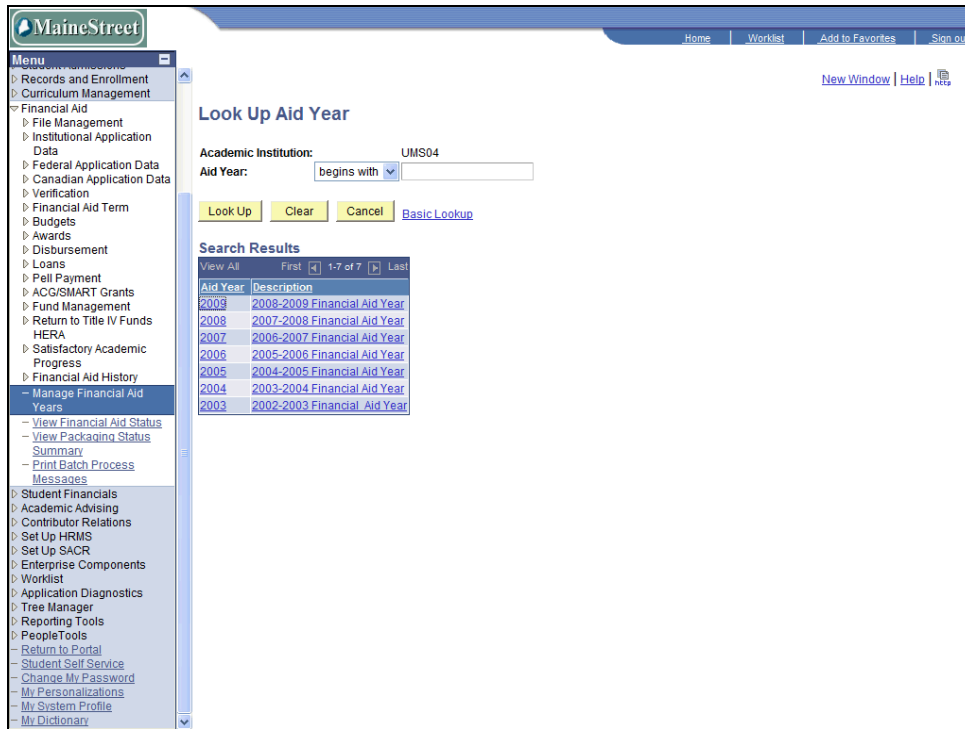
Student Active for			
Institution	Description	Aid Year	Description
1 UMS04	University of Maine at Machias	2008	2007-2008 Financial Aid Year
2 JMS04	University of Maine at Machias		

Buttons: Save, Return to Search, Notify

Step	Action
6.	<p>The required fields are Institution and Aid Year. Make sure that the correct Institution is filled in.</p> <p>To select an Aid Year, click the Aid Year lookup button.</p> 

Process Document

Financial Aid: Activating an Aid Year for a Student-102407



MaineStreet Home Worklist Add to Favorites Sign out

Menu

- Records and Enrollment
- Curriculum Management
- Financial Aid
 - File Management
 - Institutional Application Data
 - Federal Application Data
 - Canadian Application Data
 - Verification
 - Financial Aid Term
 - Budgets
 - Awards
 - Disbursement
 - Loans
 - Pell Payment
 - ACC/SMART Grants
 - Fund Management
 - Return to Title IV Funds
 - HERA
 - Satisfactory Academic Progress
 - Financial Aid History
 - Manage Financial Aid Years
 - View Financial Aid Status
 - View Packaging Status Summary
 - Print Batch Process Messages
 - Student Financials
 - Academic Advising
 - Contributor Relations
 - Set Up HRMS
 - Set Up SACR
 - Enterprise Components
 - Worklist
 - Application Diagnostics
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - Student Self Service
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Look Up Aid Year

Academic Institution: UMS04

Aid Year: begins with

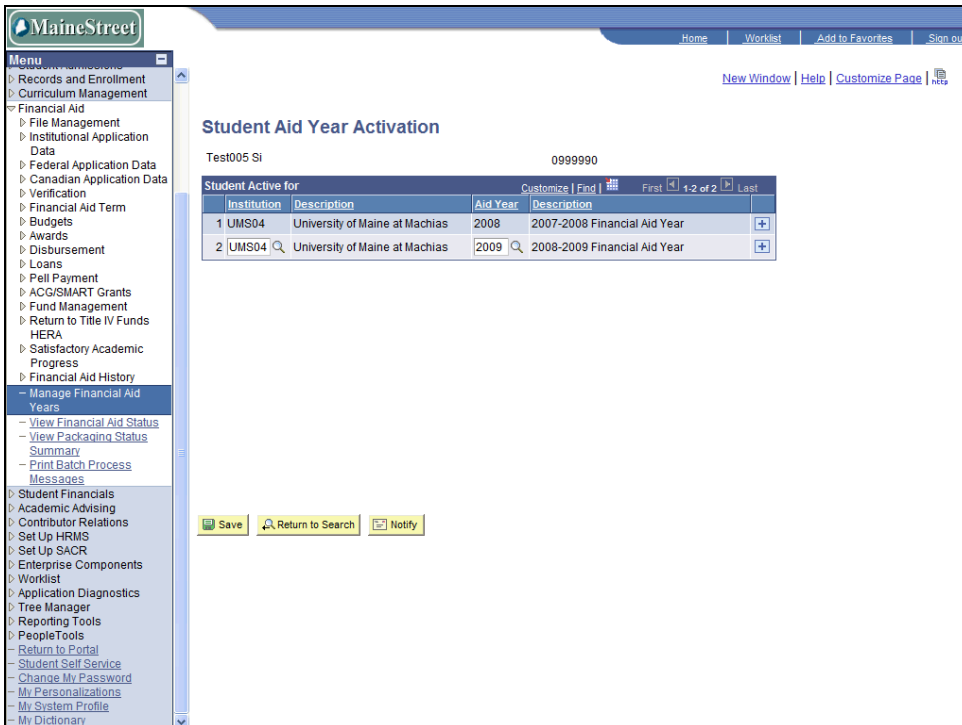
Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-7 of 7 Last

Aid Year	Description
2009	2008-2009 Financial Aid Year
2008	2007-2008 Financial Aid Year
2007	2006-2007 Financial Aid Year
2006	2005-2006 Financial Aid Year
2005	2004-2005 Financial Aid Year
2004	2003-2004 Financial Aid Year
2003	2002-2003 Financial Aid Year


Step	Action
7.	Select the correct Aid Year from the list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> 2009 2008-2009 Financial Aid Year </div>



The screenshot shows the 'Student Aid Year Activation' page in the MaineStreet system. The page title is 'Student Aid Year Activation'. Below the title, there is a table with the following data:

Institution	Description	Aid Year	Description
1 UMS04	University of Maine at Machias	2008	2007-2008 Financial Aid Year
2 UMS04	University of Maine at Machias	2009	2008-2009 Financial Aid Year

At the bottom of the table, there is a 'Save' button and a 'Return to Search' button. The left sidebar contains a menu with various options, including 'Manage Financial Aid Years' which is currently selected.

Step	Action
8.	Click the Save button. 
9.	End of Procedure.