Assigning Self Service Access

Concept

MaineStreet allows you to control if/when students may view and/or update their awards in self service. When a student is aid year activated the default settings allow inquiry but not update access. These settings may be changed on a student by student basis on the Packaging Status Summary screen or by using this batch process.
# Procedure

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<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Navigate to the Packaging Status Summary page to view a student's current self service access. Navigate: <strong>Financial Aid &gt; View Packaging Status Summary.</strong></td>
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</tbody>
</table>

![Image of the Packaging Status Summary page](image_url)

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<td>2.</td>
<td>Enter search criteria to identify the student. Click the <strong>Search</strong> button.</td>
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### Step 3
The student in this example has view only access to his financial aid in self service. He does not have the ability to accept, reduce or decline awards.

### Step 4
To run the process to change the self service access settings, navigate: **Financial Aid > Awards > Self Service Awarding > Assign Self Service Access.**
5. The process requires a Run Control ID. Either select an existing Run Control ID, or create a new one. To create a new ID, click the **Add a New Value** tab, enter a name for the new Run Control ID, and click the **Add** button.
6. The **Inquiry Access** field controls whether the students can view their financial aid in self service. The **Award Access** field sets students’ access in self service to accept, decline or reduce awards.

The choices for **Inquiry Access** are Yes or No.

Click the **Award Access** list.
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<td>7.</td>
<td>The choices for <strong>Award Access</strong> are &quot;Denied&quot;, &quot;Allowed&quot; and &quot;Use Filter.&quot; &quot;Denied&quot; means the students will not be allowed to accept, decline or reduce awards. &quot;Allowed&quot; means they can accept, decline or reduce. &quot;Use Filter&quot; means that the students must meet institutional criteria before they may access their awards.</td>
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<tr>
<td>8.</td>
<td>To determine the population of students considered by the process, you can either select <strong>All IDs</strong> or specify a range of IDs. Click the <strong>ID Range</strong> option.</td>
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Step | Action
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9. | If you choose **ID Range**, you will need to enter a range of ID numbers. All students in the range will be processed.

10. | Make sure the correct **Institution** and **Aid Year** are entered.

11. | Click the **Run** button.

12. | Click the **OK** button.

13. | Click the **Process Monitor** link.
13. Click the **Refresh** button from time to time until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

14. Click the **Details** link.

15. Click the **View Log/Trace** link.
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<td>16.</td>
<td>Click Redirected Terminal Output.</td>
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17. | The report opens in a new window.
Step | Action
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18. | To check the new self service status of a student, click the **View Packaging Status Summary** link in the menu. Enter search criteria for the student. Click the **Search** button.

![View Packaging Status Summary](image.png)
Step | Action
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19. | The student in this example now has "Use Filter" access to accept, decline or reduce awards. This means that when he goes to financial aid in self service, the filtering rules for his Institution will be applied to determine his access.
20. | **End of Procedure.**