

Assigning Self Service Access-101508

1.	To run the process to change the self service access settings, navigate: Financial Aid > Awards > Self Service Awarding > Assign Self Service Access.
2.	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.
3.	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.
4.	The choices for Award Access are "Denied", "Allowed" and "Use Filter." "Denied" means the students will not be allowed to accept, decline or reduce awards. "Allowed" means they can accept, decline or reduce. "Use Filter" means that the students must meet institutional criteria before they may access their awards.
5.	To determine the population of students considered by the process, you can either select All IDs or specify a range of IDs.
6.	If you choose ID Range , you will need to enter a range of ID numbers. All students in the range will be processed.
7.	Make sure the correct Institution and Aid Year are entered. Click the Run button.
8.	Click the OK button.
9.	Click the Process Monitor link.
10.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
11.	Click the Details link.
12.	Click the View Log/Trace link.
13.	Click Redirected Terminal Output.
14.	The report opens in a new window.
15.	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.
16.	End of Procedure.