

Auto Packaging-042208

1.	Navigate: Financial Aid > Awards > Award Processing > Assign Awards to a Student.
2.	Make sure the correct Institution and Aid Year are entered. Enter search criteria to identify the student. For example, enter the student's ID in the ID field.
3.	Click the Search button.
4.	The difference between manual awarding and auto packaging a student is in the use of a packaging plan. Use the look up to select a Packaging Plan ID .
5.	Select a Packaging Plan for this student.
6.	Click the Retrieve button to apply the selected packaging plan.
7.	The packaging plan rules are applied and validated. Click OK to acknowledge the confirmation message.
8.	To see why certain items in the packaging plan were discarded for this student, you can click the Message link for those items.
9.	If you make any adjustments or additional awards, you must click the Validate button. Clicking Validate will also remove the award rows for awards that were discarded (have an "X" Action code and a zero dollar amount).
10.	Click Post .
11.	Click OK in the posting confirmation dialog box.
12.	End of Procedure.