

## Building FA Term Online

1.	Navigate: <b>Financial Aid &gt; Financial Aid Term &gt; Maintain Student FA Term.</b>
2.	Enter the <b>Institution</b> and <b>Aid Year</b> and search criteria to identify the student such as <b>ID</b> or name.
3.	Click the <b>Search</b> button.
4.	You want to build on projected data (that is, admissions or program data) as well as on enrollment data, so select the <b>Projections</b> checkbox. To perform the build, click the <b>Build</b> button.
5.	Click the <b>Save</b> button.
6.	<b>End of Procedure.</b>