ISIR Load

Concept
A student's application for financial aid begins with the receipt of the student's FAFSA information contained in the ISIR data record sent by the CPS. The data is first imported into staging tables as "unprocessed." The ISIRs are then loaded from the staging tables either via a batch process or manually. Once this information is loaded into the permanent tables, evaluation of a student's financial aid eligibility begins.

This topic covers the batch load process.
Procedure

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<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Navigate: <strong>Financial Aid &gt; File Management &gt; ISIR Import &gt; Process ISIRs.</strong></td>
</tr>
</tbody>
</table>
| 2.   | You need to choose an existing **Run Control ID** or create a new one for this process.  
When you create a new Run Control ID, choose a name that reflects the process for which it is used. Do not use blanks in the name.  
The parameters you set will be saved so the next time you use the Run Control ID, the parameters will be filled in. |
<p>| 3.   | To create a new <strong>Run Control ID</strong>, click the <strong>Add a New Value</strong> tab. |</p>
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<td>4.</td>
<td>Enter the name of the new Run Control ID into the <strong>Run Control ID</strong> field.</td>
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<tr>
<td>5.</td>
<td>Click the <strong>Add</strong> button.</td>
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</table>
Step | Action
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6. | Fill in the parameters for the process on this page. Enter the desired information into the **Aid Year** field.

7. | Enter the **TG Number** for your Institution (omit the letters "TG"). Make sure that the **Institution** field is correct.
8. The **Active** checkbox should be checked.

Select the type of ISIRs you want to load using the checkboxes.

Note that you can add rows and so can process different sets of ISIRs in the same run (for example, different aid years).

9. Click the **Run** button.
Step | Action
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10. | Click the **OK** button.

**OK**
Step | Action
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11. | Click the **Process Monitor** link.
Step | Action
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12. | Click **Refresh** from time to time until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

13. | To view a report of the results, click **Details**.
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<td>14.</td>
<td>Click the <strong>View Log/Trace</strong> link.</td>
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[View Log/Trace]
### Step 15
Select the Message Log.

### Step 16
A new window opens with the report.

### Step 17
End of Procedure.