

ISIR Load

1.	Navigate: Financial Aid > File Management > ISIR Import > Process ISIRs.
2.	To create a new Run Control ID , click the Add a New Value tab.
3.	Enter the name of the new Run Control ID into the Run Control ID field.
4.	Click the Add button.
5.	Enter the desired information into the Aid Year field.
6.	Enter the TG Number for your Institution (omit the letters "TG"). Make sure that the Institution field is correct.
7.	The Active checkbox should be checked. Select the type of ISIRs you want to load using the checkboxes.
8.	Click the Run button.
9.	Leave the Server Name field blank. Click the OK button.
10.	Click the Process Monitor link.
11.	Click Refresh from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
12.	To view a report of the results, click Details .
13.	Click the View Log/Trace link.
14.	Select the Message Log .
15.	A new window opens with the report.
16.	End of Procedure.