

## Manual Awarding-041808

1.	Navigate: <b>Financial Aid &gt; Awards &gt; Award Processing &gt; Assign Awards to a Student.</b>
2.	Make sure the correct <b>Institution</b> and <b>Aid Year</b> are entered. Enter data to identify the student - for example, enter the student's ID in the <b>ID</b> field.
3.	Click <b>Search</b> .
4.	Use the <b>Student Aid Package</b> page to manually award aid by inserting additional rows of awards.
5.	The <b>Nbr</b> field will be automatically filled in with 10, 20, 30 ... etc. as you add award rows. Fill in the <b>Action</b> field, or use the look up button.
6.	Your choices for <b>Action</b> are either <i>Offer</i> or <i>Offer/Accept</i> . The <i>Discard</i> action is set by the system if validation determines that the award is not valid.
7.	Enter an <b>Item Type</b> for this award. Click the look up button.
8.	If you know a word or part of a word in the item type description, use the " <b>contains</b> " search choice on the <b>Description</b> field and enter the characters to search for. Click the <b>Look Up</b> button.
9.	Select the item type from the search results.
10.	Notice that the Nbr field has been automatically populated. With the exception of Pell, you must fill in an <b>Offered</b> amount.
11.	To add another award row, click the <b>Add a New Row</b> button.
12.	As before, fill in the <b>Action</b> , the <b>Item Type</b> and the <b>Offered</b> amount in the new row.
13.	After entering awards, you must run the Validation process before you can post the awards. Click the <b>Validate</b> button.
14.	You receive a message that Validation ran successfully. This does not necessarily mean that all your award rows were validated. If any of the awards were adjusted during the validation process the message will also direct you to review any messages associated with the awards. In this case a "Messages" hyperlink will appear to the right of the disbursement link. Click that link for information on why the award failed to validate.  Click <b>OK</b> .
15.	Click the <b>Status</b> tab.

16.	<p>The <b>PJ</b> checkbox is selected if an award was added or modified using professional judgment. The <b>Lock</b> checkbox prevents Auto or Mass Packaging from overwriting the award. Use the <b>Need Override</b> checkbox to prevent the system from changing the award amount when the student's need changes. The <b>Override</b> checkbox allows the award amount to exceed the award amount limits defined for this item type. The <b>Charge Priority</b> is automatically set to the charge priority set for this item type. The <b>Award Status</b> can be <i>Offered, Accepted, Canceled</i> or <i>Declined</i>.</p> <p>If you adjust an award Action, you will see an <b>Adjustment Reason</b> link which accesses the <b>Award Adjustment</b> page where you can enter a reason for the adjustment.</p>
17.	<p>A new award row can be inserted between two existing awards by entering a number in the <b>Nbr</b> field that is between the numbers of the existing rows. In that way you can control the order in which the awards are processed.</p> <p>On the new award row, enter an action, an item type and an offered amount. Then validate.</p>
18.	<p>If you add an award that fails validation, the system sets the <b>Action</b> field to "X" (Discard) and a <b>Message</b> link appears on the row. Click the <b>Message</b> link to see the reason for the failure to validate.</p>
19.	<p>The final step is to Post the awards. Click the <b>Post</b> button.</p>
20.	<p>You will receive a message confirming that the posting was successful. Click the <b>OK</b> button.</p>
21.	<p>The Pell Grant award can be entered manually with a zero <b>Offered</b> amount. When you validate, the system will calculate the Pell amount and enter it for you.</p> <p>However this will only work if the PJ and Lock checkboxes on the Pell award row are NOT selected.</p>
22.	<p>Enter an award row for Pell and leave the Offered amount zero. Click <b>Validate</b>.</p>
23.	<p>During the validation process, the Pell amount was calculated and filled in on the award row. Click the <b>Post</b> button to post the award.</p>
24.	<p>Click <b>OK</b>.</p>
25.	<p>Note: When you manually package a student the Packaging Completed flag is set, with no Packaging Plan ID (see the example of a student's Packaging Status Summary page). If you want this student to be included in mass packaging, you will need to manually reset the <b>Aid Processing Status</b> to <i>Applied</i> or <i>Ready to Package</i>.</p> <p>Also, the FAN Letter Assignment process will not select the manually packaged student for FAN assignment if there is nothing in the <b>Packaging Plan ID</b> field. Therefore, if you wish to send a manually awarded student a FAN letter, you need to manually assign the FAN communication.</p>
26.	<p><b>End of Procedure.</b></p>