

Manually Disbursing-051408

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| 1. | Navigate: Financial Aid > Disbursement > Disburse Aid. |
| 2. | Make sure the correct Institution and Aid Year are entered. Enter data to identify the student - for example the student's ID or name. |
| 3. | Click Search . |
| 4. | Select the term desired. |
| 5. | You Authorize and Disburse funds one fund at a time. To see all the funds, click the View All hyperlink. |
| 6. | To authorize an award, click the Authorization button on that row. |
| 7. | A Messages link with the Disbursement button still grayed out indicates that authorization failed. To view the messages, click the Messages link. |
| 8. | The messages indicate what corrective action to take in order to be able to authorize the aid. Click Return to get back to the disbursement page. |
| 9. | Once aid has been successfully authorized, the funds can be disbursed. Click the Disbursement button. |
| 10. | End of Procedure. |