

## Originating a CommonLine Loan-070108

1.	Navigate: <b>Financial Aid &gt; Loans &gt; Process Loans</b> .
2.	To run a process, you need a <b>Run Control ID</b> . Either select an existing Run Control ID or create a new one. To create a new Run Control ID, click the <b>Add a New Value</b> tab.
3.	Enter a name for the new Run Control ID.
4.	Click <b>Add</b> .
5.	Make sure the correct <b>Institution</b> , <b>Aid Year</b> and <b>Career</b> are entered. Select the <b>Adjustments</b> checkbox to process adjustments as well as new originations.
6.	Use the <b>CL Orig Options</b> pull-down menu to select the appropriate option.
7.	Select the <b>Use Loan Program</b> checkbox.
8.	Click the <b>Use Loan Program</b> pull-down menu.
9.	Select <b>FFELP</b> from the pull-down menu.
10.	The process will consider all students with accepted FFELP loans for the specified Institution, Aid Year and Career, unless you choose to only process a subset of students.  You can limit the processing to a subset of students if desired, by using the <b>Selection Criteria</b> section of the page to limit the processing to students with last names in a specified range.  Alternatively, you can limit the processing to a specific set of students. Click the <b>Student Override</b> checkbox. This makes the <b>ID</b> field in the <b>Student Override</b> section of the page available for editing.
11.	Enter a student's ID in the <b>ID</b> field. If the student is not eligible for this process (does not have a CommonLine FFELP loan or the loan has not been accepted), you will get an error message.
12.	Click the <b>Add a New Row</b> button to add another student.
13.	Enter the student ID in the ID Field. Add as many students as desired.
14.	Click <b>Run</b> .
15.	Click <b>OK</b>
16.	Click the <b>Process Monitor</b> link.
17.	Click <b>Refresh</b> from time to time until the <b>Run Status</b> is <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> .
18.	To view the Message Log, click the <b>Details</b> link.
19.	Click View Log/Trace.
20.	Clicking <b>Message Log</b> will open a new window with messages.
21.	To view the results of the origination process, use the Maintain Originated Loans component. Navigate: <b>Financial Aid &gt; Loans &gt; Commonline Management &gt; Maintain Originated Loans</b> .
22.	Enter search criteria to identify a student. Click <b>Search</b> .

23.	<p>Use the <b>Loan Origination 1</b> page to review and update student and borrower information and loan destination. Note that except for Plus loans, the borrower and student are the same.</p> <p>The <b>CommonLine Loan Version</b> should be <i>CLA</i>.</p> <p>The <b>Loan Destination Nbr</b> field will be populated from a previous loan, if one exists. If the field is blank, you must enter a value. The remaining fields in the <b>Process</b> section of the page will be automatically populated.</p>
24.	Click the <b>Loan Validation</b> tab.
25.	Use the <b>Loan Validation</b> page to review validation errors if any exist after the Loan Validation process is run. Click the " <b>Show Following Tabs</b> " button to see the remaining tab.
26.	Click the Loan Orig Status tab.
27.	Use the <b>Loan Orig Status</b> page to apply or remove a hold on a loan. To apply a hold (or remove one), click the corresponding radio button in the <b>Manual Action</b> section of the page, and then click the <b>Update Origination</b> button.
28.	<b>End of Procedure.</b>