**Pell Origination-061608**

1. Navigate: **Financial Aid > Pell Payment > Originate Pell Payment.**

2. You can either select an existing Run Control ID or create a new one. To create a new one, click the **Add a New Value tab.**

3. Enter a name for the new Run Control ID (do not use blanks).

4. Click **Add.**

5. The parameters for this process are: the **Institution, Aid Year** and **Pell ID Reporting** (required) and optionally a list of student IDs.

6. Make sure the correct **Institution** and **Aid Year** are entered. Click the look up button on the **Pell ID Reporting** field.

7. Click the correct Pell ID from the Search Results list.

8. If you want to limit the process to specific students, click the **Student Override** checkbox as shown in this example. This opens up the **ID** field in the **Student Override List** section of the page. Enter a student's ID in the **ID** field. Click the **Add a New Row** button to add more student IDs.

9. Click **Run**

10. Click **OK.**

11. Click the **Process Monitor** link.

12. The current process is always the topmost one in the list. Click the **Refresh** button from time to time until the **Run Status** is **Success** and the **Distribution Status** is **Posted.**

13. Click the **Details** link.

14. Click **View Log/Trace.**

15. To see messages from the process, click the **Message Log.**


17. **End of Procedure.**