

## Using Auto Verification

1.	Navigate: <b>Financial Aid &gt; Verification &gt; Perform Auto Verification.</b>
2.	Enter search criteria for the student such as the student's ID (or name). Enter the Institution and Aid Year. Click the <b>Search</b> button.
3.	The <b>Verification Type</b> should be set to <i>Federal</i> . <b>Source</b> should be <i>Tax/Verif.</i> <b>Target</b> should be <i>ISIR</i> <b>Pass/Fail Option</b> should be either <i>Federal</i> or <i>Field</i> . If any of the verification tolerances in the set up are non-zero, and you want to do field by field comparison between the source and the target data, select <i>Field</i> for the <b>Pass/Fail Option</b> . If all your tolerances are zero, <i>Federal</i> and <i>Field</i> behave the same way - field by field compares. <b>Application Type</b> is left blank.
4.	If you select <b>Mark Assumptions as Verified</b> , you are telling the CPS that you have checked the assumptions and this will clear them. Selecting <b>Set to Send ISIR Correction</b> will set the status to <i>Send</i> rather than <i>Pending</i> on the new correction row created by this process. Then you won't need to visit that page to change the status from <i>Pending</i> to <i>Send</i> . <b>Use Student Level Override</b> means use tolerances set up just for this student on the <b>Student Tolerance Setup</b> page.
5.	Use the <b>Perform Compare</b> button to launch the process that compares your target and source differences and activates the <b>Field Comparison Detail</b> link when variances are found.
6.	The system displays the <b>Field Comparison Detail</b> link after you click the <b>Perform Compare</b> button if there are variances. To view the variances, click the <b>Field Comparison Detail</b> link.
7.	Use the <b>Verification Compare Results</b> page to view a summary of fields that were compared and for which the system found a variance.  You choose which of these variances you want to be recorded in a correction to send to the CPS. Select by clicking in the <b>Apply</b> checkboxes.
8.	Click the <b>OK</b> button.
9.	Click the <b>Edit Status</b> link.
10.	If a new ISIR comes in for this student before you send your corrections to the CPS and receive the correction ISIR back from them, the new ISIR will overwrite your changes.  To prevent that happening, set the <b>INST Processing Status</b> to <i>Complete</i> .
11.	Click the <b>OK</b> button.
12.	Click the <b>Apply Changes</b> button to launch the process that moves the marked fields on the Field Comparison Detail page to the target.
13.	Click <b>Save</b> .
14.	<b>End of Procedure.</b>