

Viewing Award Activity-042408

1.	Navigate: Financial Aid > Awards > View Award Activity.
2.	Enter the ID or name of the student to view.
3.	Click Search.
4.	On this page there is a row for each award. Each award row has rows documenting the activity relative to the award. The activity log for a student's award is a complete audit trail of actions on that award.
5.	For more information on an action, click the Award Detail link.
6.	For Term information, click the Term Detail link.
7.	To view another award for the student, click the Show Next Row button.
8.	The Award Activity page gives a complete history of activity for each award. To see the current state of a student's awards, without the history, go to the Assign Awards to a Student page. Navigate: Financial Aid > Awards > Award Processing > Assign Awards to a Student.
9.	End of Procedure.