



Financial Aid System

FAM Student Maintenance Quick Start Guide

SBCTC-IT

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Documentation Index URL

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Student Data Page

Use this screen to create and edit student demographic information.

Once you make changes, click the Save button. There are two Save buttons: one is in the upper-right corner and the other is at the bottom, center of the page. To ignore changes, click the Cancel button.

The screenshot displays the 'Student Data' form with the following sections and fields:

- Navigation:** Student, Award, Financial Aid, Academic, Tracking, Comment, Activity, Loans, Loan History, Clock Hours, ISIR.
- Student ID and Name:** Student ID (999999999), Alternate ID (999999999), DOB (11/29/1982), Last Name (SMITH), First Name (ANDY), Middle Name, Informal Name, Title, Prefix, Suffix.
- Address, Email and Telephone:** Address (19619 15TH AVE E), Address 2-4, City (SPANAWAY), State (WA), Zip (98387), Country, Email Address, Phone 1 (5095751947), Phone 2, Fax.
- Financial Aid Data:** Grad. Date, Student Status (DE), State Residence (1), Institution Code (01), Session Applied (A121), Sess Rem (0.00), Eligible Code, Eligible Session, Session Start, Session End, Curric Code, Code 1, Code 2, Miscellaneous Code 3, Miscellaneous Code 4, Hrs/Units (0), ACG Eligibility Reason (Ineligible), High School Program, Lender (None), Entrance Interview Date, Exit Interview Date.
- Personal Demographics:** Sex (F), Resident, VA Code, VA Sess, SSN (541925042), Marital, Ethnic (6), Citizen (Y), Handicap, Deceased Date, PIN, Demographic Status, Misc Code, Misc Num.
- Type, Code Data:** Name Type (MSTR), Name Code (DFLT), Name Status, Email Type, Email Code, Address Type (MSTR), Address Code (DFLT), Address Status, Misc. Code 1, Misc. Code 2, Misc. Code 3, Valid Months.
- Miscellaneous Data:** Miscellaneous 1-8.

Help icon: Click to display FAM online help.

Calendar icon: Click to display a calendar from which to select a date to populate the field.

Lookup icon: Click to display a list of valid values for a field.

To Manually Add a New Student into FAM

1. Select Add New Student from the Student drop-down menu at the top of the page:

The screenshot displays the FAM system interface. At the top, there are navigation tabs: Application Setup, **Student**, Pell/Loan Processing, Work Study, Award Processing, ISIR Processing, Reports, and Custom Applications. The 'Student' menu is open, showing options: Add New Student (highlighted with a mouse cursor), Delete/Change Student, Change Name/Addr/Email, and Downshift Name/Addr. Below the menu, the 'Selected Year' is set to 2008-2009, and the 'Session' is R2T4. The interface is divided into several sections:

- Processing:** Four gauges showing 'Received/Awarded' and 'Selected/Verified' for 'Last Year' and 'This Year', all at 0%.
- Documents Received:** A bar chart showing 0.000000 for both 08-09 and 07-08.
- Communications Sent:** A bar chart showing 0.000000 for both 08-09 and 07-08.
- Management:** A horizontal bar chart with a scale from 0.00 to 1.00.
- Outcomes:** A table comparing 05-06 and 06-07 data for various metrics.
- Reference Websites:** A list of links including Regent, IFAP, Federal Student Aid Handbook, Code of Federal Regulations, NSLDS, Guarantee Agency, ELM Resources, FISAP, FERPA, and NASFAA.
- Today's News:** A section for entering news items.

Metric	05-06	06-07
Total Enrollment	4,896	5,246
Percentage receiving aid	79.4%	80.1%
Percentage receiving Pell grant	34.6%	34.9%
Percentage w/ merit grant	34.5%	32.4%
New Freshman	1,686	1,446
Percentage need based	79.4%	80.1%
Percentage w/ merit grant	34.5%	32.4%
Discount Rate	05-06	06-07
	34.5%	32.4%
Default Rates	05-06	06-07
Pekins	34.5%	32.4%
FFEL	34.5%	32.4%
Average Indebtedness	\$15,386	\$15,466
Audit Rates	05-06	06-07
Federal	12/\$580	TBD
State	0/\$0	TBD
Administration	05-06	06-07
Students per staff member	12/\$580	TBD
Cost per recipient	\$55.21	\$52.96
Cost as % of dollars admin	.82%	.75%
Staff Turnover	26%	14%
Customer Service	05-06	06-07
Overall Rating	3.86	4.09
Compared to other offices	3.46	3.55

The Add A New Student page is displayed:

Application Setup Student Pell/Loan Processing Work Study Award Processing ISIR Processing Reports Custom Applications

Student ID:

Session From:

Session To:

Add A New Student

Welcome to the Insert New Student wizard. This wizard will help you insert a new student into the Financial Aid System. Please provide the following information and then click next.

First Name

Last Name

DOB

SSN

Student ID

2. Enter the following student information:
 - First Name (optional)
 - Last Name (optional)
 - DOB (optional)
 - SSN (required)
 - Student ID (optional)
3. Once the fields are complete, click the Next button. You will receive a message to 'Please wait' while the process searches for possible matches.
4. The Add A New Student page displays lists potential FAM and SIS students. Students listed in the Potential FAM Student Found section are students who exist in FAM that match the criteria entered. Students listed in the Potential SIS Student Found section with a name and

date of birth are students found in the Student Management System (SMS) on the HP-UX. Students listed in the Potential SIS Students Found section without a name or date of birth are students who do not have a record in SMS.

Add A New Student ?

Below are possible matches for the criteria you entered.

Potential FAM Students Found
Below are possible matches for the criteria you entered.
Please either select one of the listed students to edit.

Student ID	Name	DOB	SSN	Alternate ID	Edit
999999999	SMITH, ANDY	11/29/1982	999999999	999999999	

Potential SIS Students Found
Below are possible matches for the criteria you entered.
Please select one of the listed students to import.

Student ID	Name	DOB	SSN	Alternate ID	Import
999999999	SMITH, ANDY	11/29/1982	999999999	999999999	

Add A New Student ?

Below are possible matches for the criteria you entered.

Potential FAM Students Found
Below are possible matches for the criteria you entered.
Please either select one of the listed students to edit.

Student ID	Name	DOB	SSN	Alternate ID	Edit
<i>Empty</i>					

Potential SIS Students Found
Below are possible matches for the criteria you entered.
Please select one of the listed students to import.

Student ID	Name	DOB	SSN	Alternate ID	Import
999999999			999999999		

5. Click the appropriate icon to select an existing student in FAM or SMS or student who does not exist in either system
 - Click the Edit icon  to make changes to a student's record that already exists in FAM.
 - Click the Import icon  to import a student's information from SMS into FAM or allow entry of a new student's information into FAM.
 - Click the Cancel button to cancel your activity; new student data is not imported into FAM.

6. The Student Tab displays.
 - If the student had a record in SMS, their SSN will display in the Student ID field, SMS SID will display in the Alternate ID field, and name, data of birth, Address, City, State Zip Code, Phone Number, Status of SS and Institution Code of 01 will be pre-entered.
 - If the student does not have a record in SMS, the SSN entered will populate the Student ID field and the SSN field. The Status of SS and Institution Code of 01 will also be pre-entered. All other fields will be blank.
 - If the selected student already exists in FAM, their biographic and demographic data will display.

Awards Data Page

Student award information on this page is divided into tables: the Awards With Financial Aid Data tables and the Awards Without Financial Aid Data table:

Application Setup | Student | Pell/Loan Processing | Work Study | Award Processing | ISIR Processing | Reports | Custom Applications

Student ID: 999999999 MARTINEZ, EDUARDO E - 999999999

Session From: [] Find

Session To: []

Student | Award | Financial Aid | Academic | Tracking | Comment | Activity | Loans | Loan History | Clock Hours | ISIR

Awards with Financial Aid Data ?

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

[Session Range](#) [Edit](#)

B121-B125

Session	Description	Award Count	Award Total
B121	SUMMER 11	4	2400.00
B122	FALL 2011	4	3350.00
B123	WINTER 2012	4	2400.00
Totals Only		12	8150.00

Awards without Financial Aid Data

Session	Description	Award Count	Award Total	Edit
Empty				

Session Range link

For the view-only option, click the link for the session range you would like to view. The Award Data page is displayed, listing details for each award along with budget information:

Application Setup | Student | Pell/Loan Processing | Work Study | Award Processing | ISIR Processing | Reports | Custom Applications

Student ID: 999999999 MARTINEZ, EDUARDO E - 999999999 Session From: Session To: Find

Student | Award | Financial Aid | Academic | Tracking | Comment | Activity | Loans | Loan History | Clock Hours | ISIR

Award Data

Save | Accept Awards | Package | Cancel

Student ID	999999999	Name	MARTINEZ, EDUARDO E	SSN	999999999
Financial Aid Range	B121 - B125	Budget Amount	14979.00	Budget Amount	14979.00
Package Code	9F	Family Contribution	0.00	IM Family Contribution	1999999998.00
Institution Code	01	Need Amount	14979.00	IM Need Amount	-1999985019.00
Pell EFC	0	Total Active Awards	3950.00	Total Active Awards	3950.00
		Unmet Need Amount	11029.00	IM Unmet Need Amount	-1999988969.00

Session	Copy To	Award Code	Award Name	Award Status	Amount	Award Sub Code	Activity Date	Misc Code 1	Misc Code 2	Disbursement Amount	Funding Balance	Delete
B121	B125 B122 B123 B124	01	PELL GT	2	900.00		02/04/2011			900.00	26031.00	
		02	SEOG GT	2	100.00		09/07/2011			0	-2700.00	
		08	FED WORK	3	1100.00		09/07/2011			0	0.00	
		09	STATE GT	9	300.00		08/24/2011			0	-10755.00	
B122	B125 B123 B124	01	PELL GT	2	1850.00		08/24/2011			900.00	6867966.00	
		02	SEOG GT	2	100.00		09/07/2011			0	37565.00	
		08	FED WORK	3	1100.00		09/07/2011			0	277932.00	
		09	STATE GT	9	300.00		08/24/2011			0	99899900.00	
B123	B125 B124	01	PELL GT	2	900.00		02/04/2011			900.00	550416.00	

Click the Back button to return to the main award page.

To edit award data manually, click the Edit icon  for the session range you are working with. As with the view-only option, the Award Data page is displayed, but this time options are included for making changes, adding new awards, and deleting existing awards:

Student | Award | Financial Aid | Academic | Tracking | Comment | Activity | Loans | Loan History | Clock Hours | ISIR

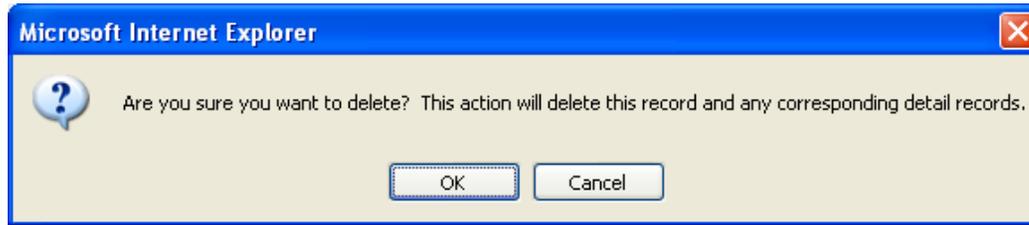
Award Data ?

Student ID 99999999	Name MARTINEZ, EDUARDO E	SSN 99999999
Financial Aid Range B121 - B125	Budget Amount 14979.00	Budget Amount 14979.00
Package Code 9F	Family Contribution 0.00	IM Family Contribution 199999998.00
Institution Code 01	Need Amount 14979.00	IM Need Amount -1999985019.00
Pell EFC 0	Total Active Awards 3950.00	Total Active Awards 3950.00
	Unmet Need Amount 11029.00	IM Unmet Need Amount -1999988969.00

Session	Copy To	Award Code	Award Name	Award Status	Amount	Award Sub Code	Activity Date	Misc Code 1	Misc Code 2	Disbursement Amount	Funding Balance	Delete
B121	B125 B122 B123 B124	01	PELL GT	2	900.00		02/04/2011			900.00	26031.00	
		02	SEOG GT	2	100.00		09/07/2011			0	-2700.00	
		08	FED WORK	3	1100.00		09/07/2011			0	0.00	
		09	STATE GT	9	300.00		08/24/2011			0	-10755.00	
B122	B125 B123 B124	01	PELL GT	2	1850.00		08/24/2011			900.00	6867966.00	
		02	SEOG GT	2	100.00		09/07/2011			0	37565.00	
		08	FED WORK	3	1100.00		09/07/2011			0	277932.00	
		09	STATE GT	9	300.00		08/24/2011			0	99889900.00	
B123	B125 B124	01	PELL GT	2	900.00		02/04/2011			900.00	550416.00	
		02	SEOG GT	2	100.00		09/07/2011			0	37567.00	
		08	FED WORK	3	1100.00		09/07/2011			0	-5995.00	
		09	STATE GT	9	300.00		08/24/2011			0	-20209.00	

To change an existing award, make the necessary changes, in the appropriate fields and click the Save button.

To add a new award, click the Insert icon  on the Award Data page. An empty data row is added to the page. Choose the appropriate year/quarter from the drop-down list in the Session column.



Click the OK button to delete the record.

To add an award to a session range without financial aid data (that is, ISIR data not on file):

1. Click the Insert icon  in the Awards Without Financial Aid Data table.

The Award Data page is displayed:

A screenshot of a web application interface. At the top, there are navigation tabs: "Application Setup", "Student", "Pell/Loan Processing", "Work Study", "Award Processing", "ISIR Processing", "Reports", and "Custom Applications". Below the tabs, there is a header section with "Student ID: 999999999" and "SMITH, ANDY - 999999999". To the right, there are "Session From:" and "Session To:" fields with a "Find" button. Below the header, there is a menu with tabs: "Student", "Award", "Financial Aid", "Academic", "Tracking", "Comment", "Activity", "Loans", "Loan History", "Clock Hours", and "ISIR". The "Award" tab is selected. The main content area is titled "Award Data" and shows "Student ID 999999999 SMITH, ANDY - 999999999" and "Session" with a dropdown menu. Below this is a table with columns: "Award Code", "Award Status", "Amount", "Award Sub Code", "Misc Code 1", and "Misc Code 2". The "Award Status" column has a dropdown menu with "1" selected. The "Amount" column has a text input field with "0.0". Below the table are "Save" and "Cancel" buttons.

2. Complete the fields in the Award Data page (Session, Award Code, Award Status, Amount, and so on).
3. Click the Save button to save the new data.

Financial Aid Data Page

Application Setup | Student | Pell/Loan Processing | Work Study | Award Processing | ISIR Processing | Reports | Custom Applications

Student ID: 999999999 MARTINEZ, EDUARDO E - 999999999

Session From: [] Session To: [] Find

Student | Award | **Financial Aid** | Academic | Tracking | Comment | Activity | Loans | Loan History | Clock Hours | ISIR

Financial Aid Data

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

Session Start	Session End	Freeze Status	Student Status	Pell ID	EFC	Pell Elig	Edit	Delete
B121	B125	Y	IN	999999999MA01	0	Y	[Edit]	[Delete]

For the view-only option, click one of the links in the Session Start column on the left side of the table. The Financial Aid Data Display page is displayed:

Application Setup | Student | Pell/Loan Processing | Work Study | Award Processing | ISIR Processing | Reports | Custom Applications

Student ID: 999999999 MARTINEZ, EDUARDO E - 999999999

Session From: [] Session To: [] Find

Student | Award | **Financial Aid** | Academic | Tracking | Comment | Activity | Loans | Loan History | Clock Hours | ISIR

Financial Aid Data Display

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

Previous Back Next

Student Status IN Institution Code 01 Freeze Status Y
 Session Start B121 Session End B125 COD Citizenship Status Code 4
 Requirements Complete 08/11/2011

Budget Data

Budget Code 01	Budget Amount 14979	Child Care 0
Budget Months 9.00	Supplemental 0	Program Costs 0
Package Code 9F	Add'l Amount 0	Scheduled Costs 14979
Scheduled Sessions B121	B122 B123 B124 B125	Need Amount 14979
Enrollment X	1 1 1 X	IM Need Amount -199995015
Budget Code	01 01 01	

Income Data

Parent Income 0	Student Income 0	Parent/Student Children 0	AFDC/TANF
Parent Contrib 0	Student Contribution 0	Dep/Indep Code I	
IM Parent Contrib 999999999	IM Student Contribution 999999999		
Year in School 1	Parent/Student Marital SG		Pell Elig Y

Pell Data

EFC 0	Cost of Education 0	Ed Cost Override 0	Additional Pell Eligibility N
Enrollment Code 1	SAR Record ID 999999999MA01	Weeks Year 0.00	Weeks Exp 0.00
Hours Year 0.00	Hours Exp 0.00		

Previous Back Next

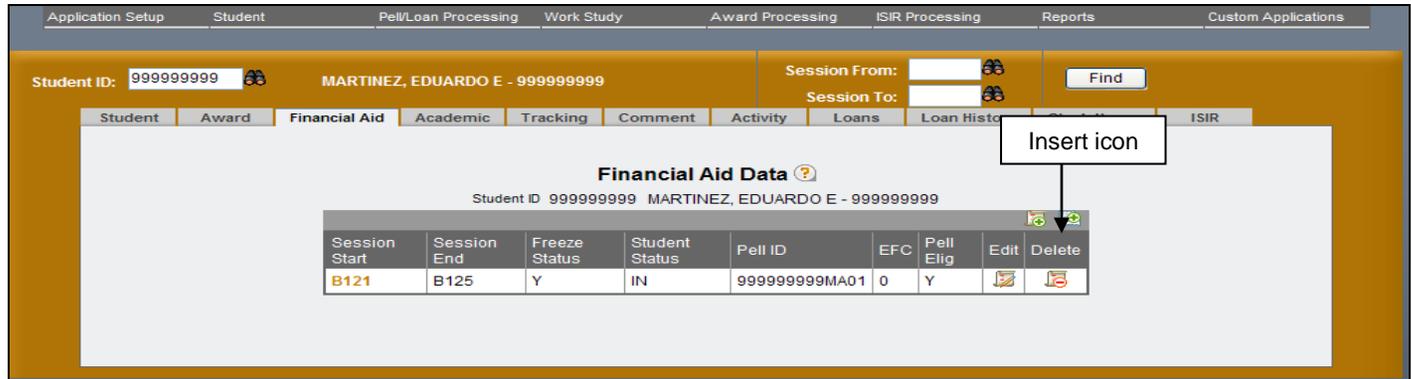
To edit data, click the Edit icon  on the Financial Aid Data page, which displays the Financial Aid Data Edit page:

The screenshot displays the 'Financial Aid Data Edit' page for student ID 999999999, MARTINEZ, EDUARDO E. The page is organized into several sections:

- Header:** Student ID: 999999999, Name: MARTINEZ, EDUARDO E - 999999999. Session From and To fields are present with a 'Find' button.
- Navigation:** Tabs for Student, Award, Financial Aid (selected), Academic, Tracking, Comment, Activity, Loans, Loan History, Clock Hours, and ISIR.
- Financial Aid Data Edit Section:**
 - Buttons: Save & Edit Next, Save & Edit Previous, Save & Go Back, Save, Update From ISIR, Cancel.
 - Fields: Student Status (IN), Institution Code (01), Freeze Status (Y), Session Start (B121), Session End (B125), COD Citizenship Status Code (Do not override), Requirements Complete (08/11/2011).
 - Budget Data:** Budget Code (01), Budget Amount (14979), Child Care (0), Budget Months (9.00), Supplemental (0), Program Costs (0), Package Code (BF), Add'l Amount (0), Scheduled Costs (14979), Scheduled Sessions (B121, B122, B123, B124, B125), Enrollment (X, 1, 1, 1, X), Need Amount (14979), IM Need Amount (-1999985019).
 - Income Data:** Parent Income (0), Student Income (0), Parent/Student Children (0), AFDC/TANF (0), Parent Contrib (0), Student Contribution (0), Dep/Indep Code (I), IM Parent Contrib (999999999), IM Student Contribution (999999999), Year In School (1), Parent/Student Marital (SG), Pell Ellg (Y).
 - Pell Data:** EFC (0), Cost of Education (0), Ed Cost Override (0), Additional Pell Eligibility (N), Enrollment Code (1), SAR Record ID (999999999MA01), Hours Year (0.00), Hours Exp (0.00), Weeks Year (0.00), Weeks Exp (0.00).
 - Buttons: Save & Edit Next, Save & Edit Previous, Save & Go Back, Save, Update From ISIR, Cancel.

Make the necessary changes in the appropriate fields. Click the Save button to save your changes.

To manually create a new session start and end, click the Insert icon  on the Financial Aid Data page.



Application Setup Student Pell/Loan Processing Work Study Award Processing ISIR Processing Reports Custom Applications

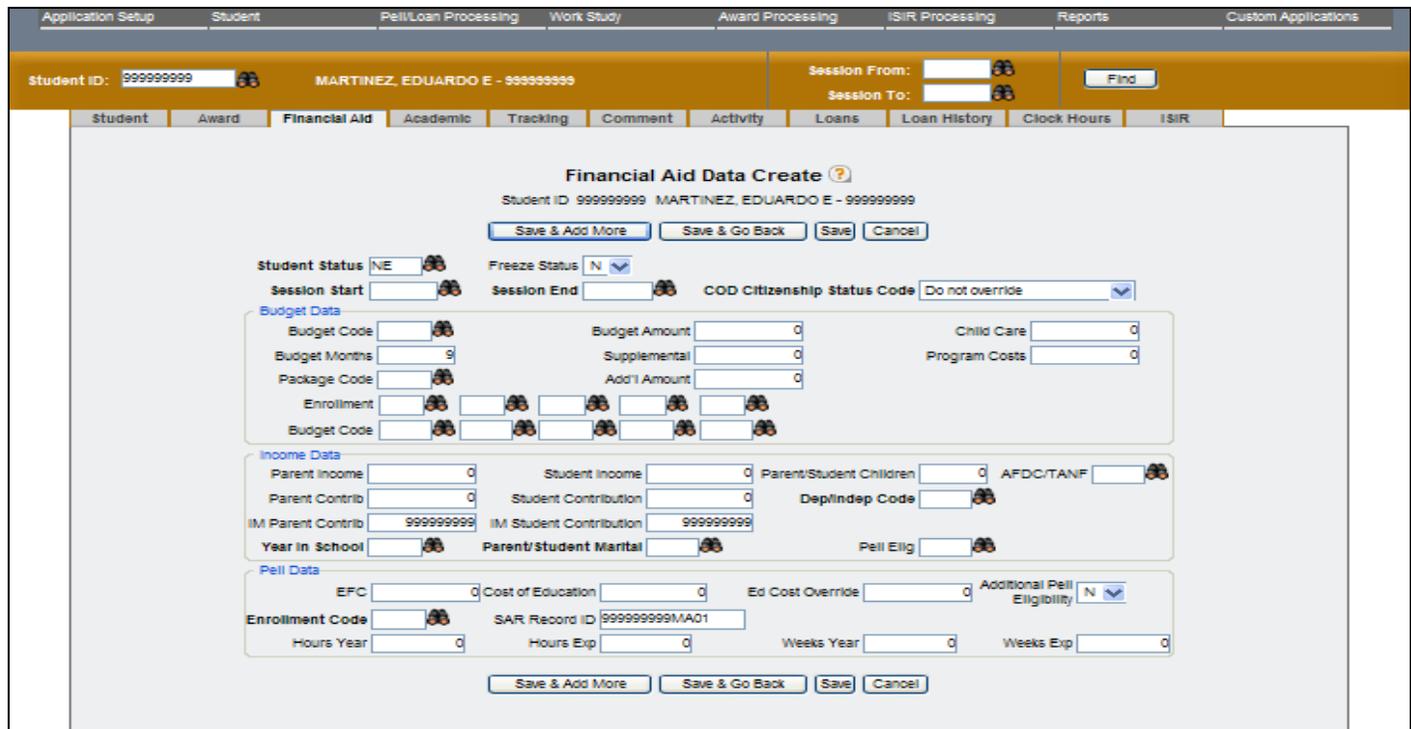
Student ID: 999999999 MARTINEZ, EDUARDO E - 999999999 Session From: Session To: Find

Student Award Financial Aid Academic Tracking Comment Activity Loans Loan History ISIR

Financial Aid Data ?
Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

Session Start	Session End	Freeze Status	Student Status	Pell ID	EFC	Pell Elig	Edit	Delete
B121	B125	Y	IN	999999999MA01	0	Y		

The Financial Aid Data Create page is displayed:



Application Setup Student Pell/Loan Processing Work Study Award Processing ISIR Processing Reports Custom Applications

Student ID: 999999999 MARTINEZ, EDUARDO E - 999999999 Session From: Session To: Find

Student Award Financial Aid Academic Tracking Comment Activity Loans Loan History Clock Hours ISIR

Financial Aid Data Create ?
Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

Save & Add More Save & Go Back Save Cancel

Student Status NE Freeze Status N COD Citizenship Status Code Do not override

Session Start Session End

Budget Data

Budget Code Budget Amount Child Care
Budget Months Supplemental Program Costs
Package Code Add'l Amount

Enrollment
Budget Code

Income Data

Parent Income Student Income Parent/Student Children AFDC/TANF
Parent Contrib Student Contribution Dep/Indep Code
IM Parent Contrib 999999999 IM Student Contribution 999999999
Year in School Parent/Student Marital Pell Elig

Pell Data

EFC Cost of Education Ed Cost Override Additional Pell Eligibility N
Enrollment Code SAR Record ID 999999999MA01
Hours Year Hours Exp Weeks Year Weeks Exp

Save & Add More Save & Go Back Save Cancel

Complete the fields as applicable. When finished, click the Save button.

Academic Data Page

Session	Degree	Curriculum Code	Attempted	Earned	Funded	Override Ind	Override hours	Hours Adjustment	Session GPA	Cum GPA	Cum Transfer Hrs	Academic Hours Posted	Edit	Delete
B123			12.00	0.00	0.00		0.00	0.00	0.000	0.000	0.00	05/24/2011		
B122			12.00	0.00	0.00		0.00	0.00	0.000	0.000	0.00	05/24/2011		
B121			12.00	0.00	0.00		0.00	0.00	0.000	0.000	0.00	05/24/2011		

For the view-only option, click a link in the Session column on the left side of the table. The Academic Data Display page is displayed:

Academic Data Display

Student ID 99999999 MARTINEZ, EDUARDO E - 99999999

Session B121 SUMMER 11
 Institution Code 01 YAKIMA VALLEY COMMUNITY COLLEGE
 Eligible Session
 Eligible Code
 Student Status NE
 Session Start
 Session End
 Degree
 Curriculum Code Blank
 Appeal Code Blank
 Appeal Date

Acad Stat Blank
 Session GPA 0.000
 Cum GPA 0.000
 Cum GPA
 Withdraw Code
 Withdraw Date
 Acad Misc 1 Blank
 Acad Misc 2 Blank
 Cum Transfer Hrs 0.00
 CIP Code
 Grade Level B

Attempted 12.00
 Earned 0.00
 Funded 0.00
 Override Ind

Session Unit/Hrs

Override Hours 0.00
 Hours Adjustment 0.00
 Misc Code 1 0.00
 Misc Code 2 0.00

Earned 0.00
 Academic Hours Posted 05/24/2011

Session Hours

Funded 0.00

Miscellaneous Section
 College Level GPA = 0

To return to the main Academic Data page, click the Back button.

- To edit data, click the Edit icon for the session you need to update.
- To delete a session, click the Delete icon for the session.
- To create a new session, click the Insert icon complete the applicable fields, and then click the Save button to save your data.

Tracking Data Page

Session	Description	Track Code Total	Date Notified Total	Date Received Total	Edit
B121	SUMMER 11	12	5	6	

For the view-only option, click a link in the Session column on the left side of the table. The Tracking Data Display page is displayed:

Track Code	Track Description	Due Date	Date Notified	Date Received	Notation Code	Comment	Attachment
09	ELECTRNIC STU AID REPORT	02/16/2011		02/02/2011	NR		
9S	REQUIRED BY JILLE	02/16/2011	09/07/2011	02/10/2011	RQ		
AD	APPLY FOR ADMISSION	02/16/2011	09/07/2011	02/10/2011	RQ		
AP	AUTOMATICALLY PACKAGED	09/07/2011		09/07/2011	NR		
AW	AWARD LETTER	02/11/2011	02/11/2011		NR		
BT	Test for Becky	03/21/2011			NR		
MA	Test One for Auto Tracking	02/28/2011			NR		
PE	ADDITIONAL PELL ELIGIBILITY	08/17/2011			NR	Pell remain-2,850.00	
PR	PROFESSIONAL REVIEW	02/10/2011		02/10/2011			
WA	STATE NEED GRANT NOMINEE	02/02/2011			EL	2682-	
ZM	PASSED ALL EDITS	02/15/2011	02/15/2011	08/11/2011	RQ		

To change, add, or delete data in an existing year/quarter, click the Edit icon  for the session on the Tracking Summary Data page. The Tracking Data Maintenance page is displayed:

Tracking Data Maintenance 

Save successful.

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999
 Student Status NE STUDENT AD
 Session B121 SUMMER 11

Track Code	Track Description	Due Date	Date Notified	Date Received	Notation Code	Comment	Attachment	Delete
09	ELECTRNIC STU AID REPORT	02/16/2011		02/02/2011	NR		Attach	<input type="checkbox"/>
AD	APPLY FOR ADMISSION	02/16/2011	09/07/2011	02/10/2011	RQ		Attach	<input type="checkbox"/>
AP	AUTOMATICALLY PACKAGED	09/07/2011		09/07/2011	NR		Attach	<input type="checkbox"/>
AW	AWARD LETTER	02/11/2011	02/11/2011		NR		Attach	<input type="checkbox"/>
PE	ADDITIONAL PELL ELIGIBILITY	08/17/2011			NR	Pell remain-2,850.00	Attach	<input type="checkbox"/>
PR	PROFESSIONAL REVIEW	02/10/2011		02/10/2011			Attach	<input type="checkbox"/>
WA	STATE NEED GRANT NOMINEE	02/02/2011			EL	2682-	Attach	<input type="checkbox"/>
Use the following rows to add new tracking items. You can add additional tracking items after saving these four.								

Make or add changes as necessary. Click the Save button to save your changes.

To delete a tracking code and corresponding data select the Delete checkbox and then click the Save button.

To create a new tracking session, click the Insert icon  on the Tracking Summary Data page. The Tracking Session Data Create screen is displayed:

Tracking Session Data Create 

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999
 Student Status NE STUDENT AD
 Session

Enter the year/session you are creating and click the Next button. The Tracking Data Maintenance page is displayed:

Application Setup Student Pell/Loan Processing Work Study Award Processing ISIR Processing Reports Custom Applications

Student ID: 999999999 MARTINEZ, EDUARDO E - 999999999 Session From: Find

Student Award Financial Aid Academic Tracking Comment Activity Loans Loan History Clock Hours ISIR

Tracking Data Maintenance

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999
 Student Status NE STUDENT AD
 Session B123

Save & Go Back Save Cancel

Track Code	Track Description	Due Date	Date Notified	Date Received	Notation Code	Comment	Attachment	Delete
Use the following rows to add new tracking items. You can add additional tracking items after saving these four.								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save & Go Back Save Cancel

Enter the appropriate tracking codes and additional data. Click the Save button when done.

Comment Data Page

Application Setup Student Pell/Loan Processing Work Study Award Processing ISIR Processing Reports Custom Applications

Student ID: 999999999 MARTINEZ, EDUARDO E - 999999999 Session From: Session To: Find

Student Award Financial Aid Academic Tracking Comment Activity Loans Loan History Clock Hours ISIR

Comment Data

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

Session	Block #	Type	Posted By	Updated By	Comment	Posted On	Updated On	Edit	Delete
B123	0		895jreichmann	895jreichmann	This is another test for Comments.	2011-10-19 10:51:29.223	2011-10-19 10:51:29.223		
B121	0		895jreichmann	895jreichmann	This is a test for Comments.	2011-10-19 10:51:08.867	2011-10-19 10:51:08.867		

Note: Each line on the main Comment Data page represents an individual entry. Therefore, in the above example, there are two different entries for the same year/session (B123).

For the view-only option, click a link in the Session column on the left side of the table. The Comment Data Display page is displayed:

Student Award Financial Aid Academic Tracking Comment Activity Loans Loan History Clock Hours ISIR

Comment Data Display

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

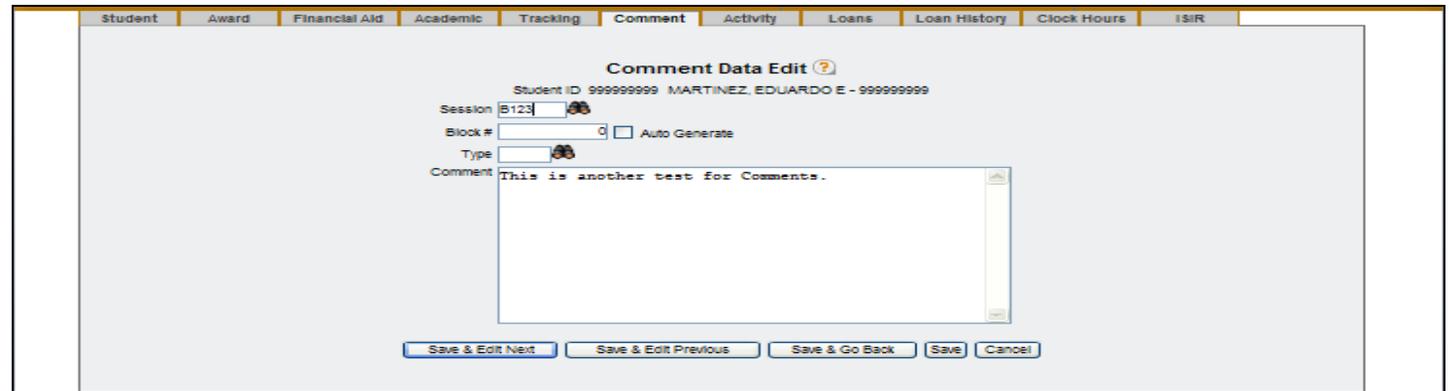
Previous Back Next

Session B123
Block # 0
Type
Posted By 895jreichmann
Updated By 895jreichmann
Comment This is another test for Comments.

Posted On 2011-10-19 10:51:29.223
Updated On 2011-10-19 10:51:29.223

Previous Back Next

To edit any one comment, click the Edit icon  on the Comment Data page. The Comment Data Edit page is displayed:



Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

Session B123

Block # 0 Auto Generate

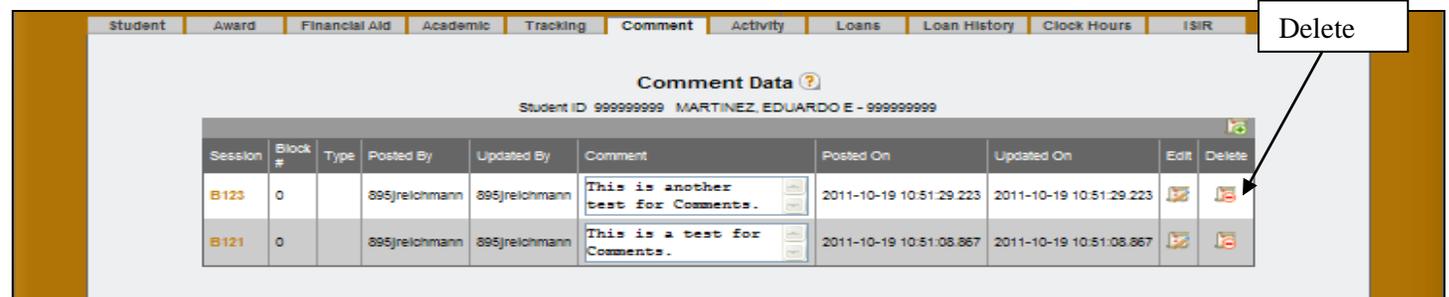
Type

Comment This is another test for Comments.

Save & Edit Next Save & Edit Previous Save & Go Back Save Cancel

After making the changes, click the Save button.

To delete a comment, click the Delete icon  on the Comment Data page. A dialog box is displayed, asking you to confirm the deletion:



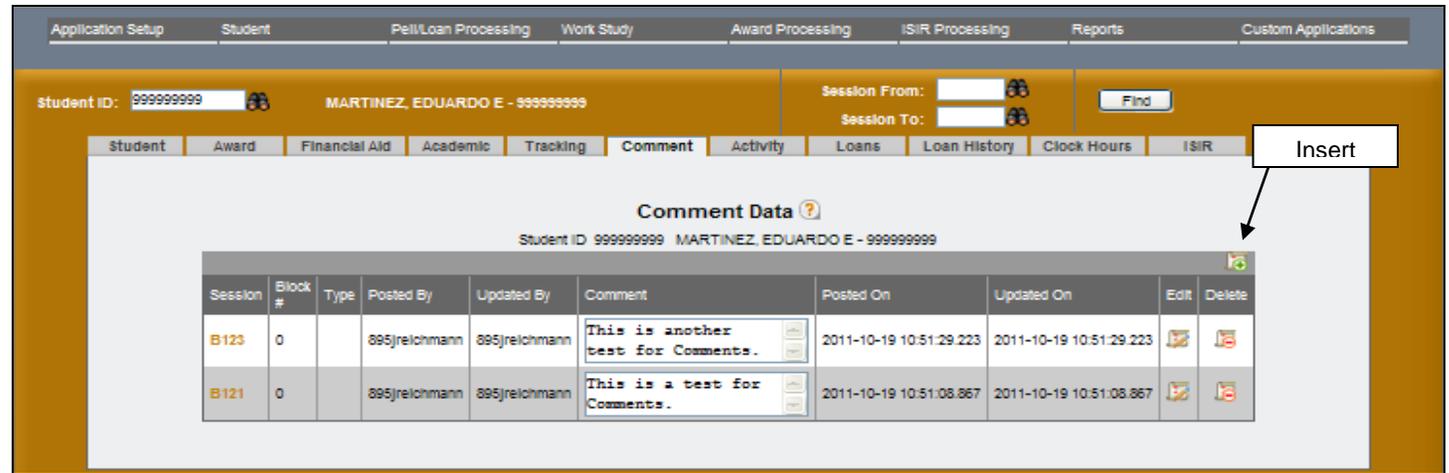
Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

Session	Block #	Type	Posted By	Updated By	Comment	Posted On	Updated On	Edit	Delete
B123	0		885jreichmann	885jreichmann	This is another test for Comments.	2011-10-19 10:51:29.223	2011-10-19 10:51:29.223		
B121	0		885jreichmann	885jreichmann	This is a test for Comments.	2011-10-19 10:51:08.867	2011-10-19 10:51:08.867		



Click OK if you are sure; otherwise, click Cancel.

To create a new comment, click the Insert icon  on the Comment Data page. Click the Save button when finished.



Application Setup Student Pell/Loan Processing Work Study Award Processing ISIR Processing Reports Custom Applications

Student ID: 999999999 MARTINEZ, EDUARDO E - 999999999 Session From: Session To: Find

Student Award Financial Aid Academic Tracking Comment Activity Loans Loan History Clock Hours ISIR

Comment Data ?

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999

Session	Block #	Type	Posted By	Updated By	Comment	Posted On	Updated On	Edit	Delete
B123	0		895jreichmann	895jreichmann	This is another test for Comments.	2011-10-19 10:51:29.223	2011-10-19 10:51:29.223		
B121	0		895jreichmann	895jreichmann	This is a test for Comments.	2011-10-19 10:51:08.867	2011-10-19 10:51:08.867		

Insert

Activity Data Page

The screenshot shows the 'Activity Data' section of a web application. At the top, there are navigation tabs: Application Setup, Student, Pell/Loan Processing, Work Study, Award Processing, ISIR Processing, Reports, and Custom Applications. Below these, the student information is displayed: Student ID: 999999999, MARTINEZ, EDUARDO E - 999999999. There are also fields for Session From and Session To. The main content area has a tabbed interface with 'Activity' selected. The 'Activity Data' table is shown with the following data:

Session	Activity Code	Description	Activity Date	Misc Code 1	Misc Code 2	Misc Code 3	Edit	Delete
B122	BUDGET	BUD CDS FOR SCHED COSTS	10/01/2011					

Callouts labeled 'Insert', 'Edit', and 'Delete' point to their respective icons in the table's action column.

To add or change data in an existing session, click the Edit icon for the session. Click the Save button when finished.

To create a new session, click the Insert icon . Click the Save button when finished.

To delete a session and its corresponding data, click the Delete icon .

For the view-only option, click a link in the Session column on the left side of the table.

The screenshot shows the 'Activity Data Display' section of the web application. It displays detailed information for a specific session. At the top, the same navigation tabs and student information are present. A 'Find' button is visible next to the Session To field. The main content area shows the following details:

Student ID 999999999 MARTINEZ, EDUARDO E - 999999999
 Session B122
 Activity Code BUDGET BUD CDS FOR SCHED COSTS
 Activity Date 10/01/2011
 Misc Code 1
 Misc Code 2
 Misc Code 3

At the bottom, there are three navigation buttons: Previous, Back, and Next.