ADDING A SCHOLARSHIP AWARD

The following instruction guide will walk you through the process of adding a scholarship award to a student's account. To perform this function, you must also complete *SFA100: Reporting College and Department Scholarships* through myTraining. Once you have completed training you may request the follow security roles from your DSA: **UF_FA_EXT_EXT_AWD_UPT** and **UF_FA_PP_SFA_INSTITUT_SCHOLAR**. Both roles are required to perform this function.
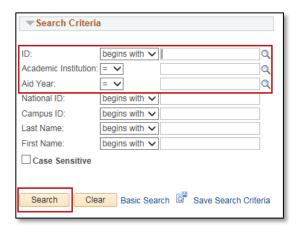
NAVIGATION

Use the following navigation to navigate to the Add External Awards to Student Page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Financial Aid**
5. Click **Awards**
6. Click **External Awards**
7. Click **Add External Awards to Student**

SEARCHING FOR STUDENTS

Locate the student to which you wish to add a new scholarship.

1. Enter **UFLOR** as **Academic Institution**.
2. Enter the appropriate **Aid Year**.
   - The aid year is the last year of the academic year. For example, if you are considering awarding a scholarship for the Fall, Spring or Summer 2018-2019 academic year, you would enter 2019 as the aid year.
   - You can use the magnifying glass to locate the appropriate aid year, if desired.
3. Enter the student's **UFID** in the **ID** field.
4. Click the **Search** button.

ADDING SCHOLARSHIP AWARD DETAILS

Details of the new scholarship award are inserted in the Award Detail section. If the award is to be disbursed unevenly or if you are adding additional terms to an award, each term must be accounted for in the Disbursements table.

1. Insert the **type of scholarship** into the **Item Type** field.
   - The **Item Type** is a 12-digit number that identifies the scholarship.
   - If you don't know the item type number of the scholarship you are awarding, you can find it by using the magnifying glass and typing in the full or partial name of the scholarship in the **Description** field.
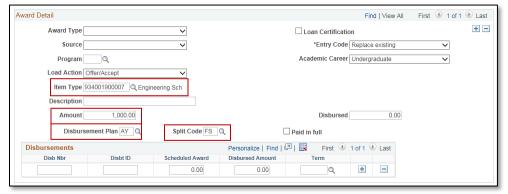2. Enter the **total amount** of the award in the **Amount** field.

3. Always enter '**AY**' as the **Disbursement Plan**.
    o AY stands for Academic Year.
4. Enter the appropriate **Split Code**.
    o The split code determines how the award disburse across terms.
    o For example, if you want the award to disburse evenly across the fall and spring terms of the academic year, enter 'FS'. If you want the award disbursed evenly across the fall, spring and summer, enter 'AY'.

Look Up Split Code

Search Results

View 100 First ◀ 1-7 of 7 ▶ Last

Split Code	Description
AY	Academic Year
FL	Fall Only
FS	Fall and Spring
IA	IA Spring and Summer
SP	Spring Only
SS	Spring and Summer
SU	Summer Only

Award Detail Find | View All First ◀ 1 of 1 ▶ Last

Award Type [ ] ☐ Loan Certification
Source [ ] *Entry Code [Replace existing]
Program [ ] Academic Career [Undergraduate]
Load Action [Offer/Accept]
Item Type [934001900007] Engineering Sch
Description [ ]
Amount [1,000.00] Disbursed [0.00]
Disbursement Plan [AY] Split Code [FS] ☐ Paid in full

Disbursements Personalize | Find | 🔲 | 📊 First ◀ 1 of 1 ▶ Last

Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
		0.00	0.00		➕	➖

ADDING UNEQUAL AWARD DISBURSEMENTS

There may be times when you need to enter an award and have it disburse in unequal amounts. For example, $700.00 in the fall, and $300.00 in the spring. Unequal disbursements must be entered in the Disbursement table.

1. Enter the appropriate data in the **Item Type**, **Amount**, **Disbursement Plan** and **Split Codes** fields.

   The first row of the Disbursements table will display the term when the scholarship disbursement will begin. The split code chosen will determine how many terms are involved in the unequal disbursements.

2. In the first row, enter "1" the Disb Nbr field.
3. Enter "01" in the Disbt ID field.
4. Enter the amount to be disbursed in the Scheduled Award field.
5. Click the magnifying glass in the Term field and choose the appropriate term for the first disbursement.
6. Click the "plus sign" to add a new row in the Disbursement table.
7. Enter "2" in the Disb Nbr field.
8. Enter "02" in the Disbt ID field.
9. Enter the amount to be disbursed in the Scheduled Award field.
10. Click the magnifying glass in the Term field and choose the appropriate term for the second disbursement.
11. Continue if needed.

Disbursements Personalize | Find | 🔲 | 📊 First ◀ 1-2 of 2 ▶ Last

Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
1	01	700.00	0.00	2188	➕	➖
2	02	300.00	0.00	2191	➕	➖

NOTE: When entering uneven disbursements, always double-check that they add up to the total award amount.

NOTE: Always enter your award amount in the **Scheduled Award** field. Do NOT enter into the **Disbursed Amount** field.

FOR ADDITIONAL ASSISTANCE

Technical Issues	**Policies and Directives**
The UF Computing Help Desk	UF Office of Student Financial Affairs
352-392-HELP	352-392-1275 | sfa-sis@mail.ufl.edu
helpdesk.ufl.edu	sfa.ufl.edu