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.
   - AY stands for Academic Year.
4. Enter the appropriate Split Code.
   - The split code determines how the award disburse across terms.
   - 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’.

**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” in 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.
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.

![Image of disbursement form]

FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk  
352-392-HELP  
helpdesk.ufl.edu

**Policies and Directives**
UF Office of Student Financial Affairs  
352-392-1275 | sfa-sis@mail.ufl.edu  
sfa.ufl.edu