DETERMINING FINANCIAL NEED

NAVIGATION
1. Navigate through Nav Bar > Main Menu > Student Information System > Financial Aid > Awards > Award Processing > Assign Departmental Awards.

SEARCHING FOR STUDENTS
Locate the student to which you wish to determine financial need.

1. Enter UFLO 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.
DETERMINING NEED

On the Need Summary tab, you will confirm the EFC Status and Federal Need prior to awarding any need-based scholarship award.

1. **Make sure the EFC Status is Official.**
   - If the status is Unofficial, then it is not possible to determine the student’s need and you should not award a need-based scholarship to this student.

2. Confirm the Federal Need field lists a value higher than 0 (zero).
   - If the Federal Need is 0 (zero), then the student does not have need and cannot be awarded a need-based scholarship.
   - If you believe the student may have extenuating circumstances, contact the Office of Student Financial Affairs.