DISBURSEMENT CONFIRMATION

The following instruction guide will walk you through the process of confirming disbursement status. 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.

CONFIRMING DISBURSEMENT STATUS

After an award has been added and processed, you may need to determine if the award has been disbursed. Knowing the disbursement status becomes very important if you are considering changing an award already entered. You should always notify the student if anything changes with his/her award, but especially if you are reducing or canceling an already disbursed award.

1. Click on the View Award Summary tab.
2. Click on the Disbursement link of the relevant award.
3. If an award has not been disbursed, you will see a zero balance in the **Disbursed** field.

4. If an award has been partially or completely disbursed, you will see the values in the **Disbursed** field.

**FOR ADDITIONAL ASSISTANCE**

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

**Policies and Directives**
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