

DETERMINING FINANCIAL NEED

The following instruction guide will walk you through the process of determining financial need. 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 Assign Departmental Awards page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Financial Aid**
5. Click **Awards**
6. Click **Award Processing**
7. Click **Adding Department Awards**

SEARCHING FOR STUDENTS

Locate the student to which you wish to determine financial need.

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.

The screenshot shows a search interface with the following elements:

- Search Criteria** header
- ID:** Text input field with a 'begins with' dropdown and a search icon.
- Academic Institution:** Dropdown menu with an equals sign and a search icon.
- Aid Year:** Dropdown menu with an equals sign and a search icon.
- National ID:** Text input field with a 'begins with' dropdown.
- Campus ID:** Text input field with a 'begins with' dropdown.
- Last Name:** Text input field with a 'begins with' dropdown.
- First Name:** Text input field with a 'begins with' dropdown.
- Case Sensitive**
- Search** button (highlighted with a red box)
- Clear** button
- Basic Search** button
- Save Search Criteria** 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.

Award Period		Academic	EFC Status		Official
Federal Year COA	21,130.00	Institutional Year COA	21,130.00	Pell Year COA	15,362.00
Prorated EFC	200	Institutional EFC	0	Alternate Pell COA	4,640.00
Federal Need	20,930.00	Institutional Need	21,130.00	Less than Half Time Pell COA	9,794.00
Educational Resources	0	Educational Resources	0		
Federal Need Based Aid	20,930.00	Institutional Need Based Aid	0.00		
Special Need/Cost Aid (FED)	200.00	Special Need/Cost Aid (Inst)	0.00		
Total Federal Aid	21,130.00	Total Institutional Aid	0.00		
Federal Unmet Need	0.00	Institutional Unmet Need	21,130.00		
Federal Unmet COA	0.00	Unmet COA (INSTL)	21,130.00		

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
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