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 following 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.

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.

**FOR ADDITIONAL ASSISTANCE**

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

**Policies and Directives**
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