myUF





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.

▼Search Criteria ID: begins with 🗸 Q Academic Institution: = V Q Aid Year: = 🗸 Q National ID: begins with 🗸 Campus ID: begins with 🗸 begins with 🗸 Last Name: First Name: begins with V Case Sensitive Basic Search 📮 Save Search Criteria Search

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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.
 - o 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.

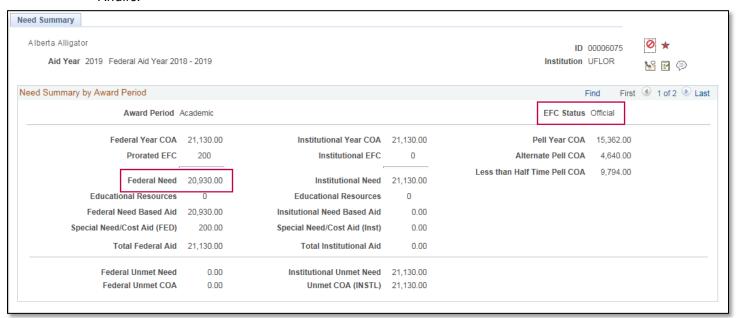
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o If you believe the student may have extenuating circumstances, contact the Office of Student Financial Affairs.



FOR ADDITIONAL ASSISTANCE

Technical Issues

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

Policies and Directives

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