

Banner Financial Aid Self-Service User Guide

*Release 8.2
September 2008*



SUNGARD HIGHER EDUCATION

What can we help you achieve?

SunGard Higher Education

4 Country View Road
Malvern, Pennsylvania 19355
United States of America
(800) 522 - 4827

Customer Support Center Website

<http://connect.sungardhe.com>

Documentation Feedback

<http://education.sungardhe.com/survey/documentation.html>

Distribution Services E-mail Address

distserv@sungardhe.com

Other Services

In preparing and providing this publication, SunGard Higher Education is not rendering legal, accounting, or other similar professional services. SunGard Higher Education makes no claims that an institution's use of this publication or the software for which it is provided will insure compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting and other similar professional services from competent providers of the organization's own choosing.

Trademark

Without limitation, SunGard, the SunGard logo, Banner, Campus Pipeline, Luminis, PowerCAMPUS, Matrix, and Plus are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in the U.S. and other countries. Third-party names and marks referenced herein are trademarks or registered trademarks of their respective owners.

Revision History Log**Publication Date Summary**

September 2008	New version that supports Banner Financial Aid Self-Service 8.2 software.
----------------	---

Notice of Rights

Copyright © SunGard Higher Education 2008. This document is proprietary and confidential information of SunGard Higher Education Inc. and is not to be copied, reproduced, lent, displayed or distributed, nor used for any purpose other than that for which it is specifically provided without the express written permission of SunGard Higher Education Inc.



Think before you print.

Contents



Chapter 1 Application Overview

How to Use This Manual	1-1
Web Page Descriptions	1-1
Related Documentation	1-2
Accessibility	1-3
Compatibility with Accessibility Aids	1-3
Cascading Style Sheets	1-4
CSS Basics	1-4
Baseline and Local Records	1-5
Information Text	1-5
Help Messages	1-6
Functionality	1-6
Public Access	1-6
General Financial Aid (bmenu.P_FAUnsecMnu)	1-6
Secure Area	1-7
Financial Aid (bmenu.P_FinAidMainMnu).	1-7
Accessing the Secure Area	1-7
Logging In	1-7
Forgotten PIN	1-8
Static Display of Information	1-9

Chapter 2 Financial Aid Information

Unsecured Access2-1
Secured Access.2-2
Financial Aid Web Pages2-3
Financial Aid Links (bmenu.P_FAUnsecMnu and bmenu.P_FAASecMnu)2-4
Financial Aid Forms (bmenu.P_FAFORMSMnu)2-5
Aid Year (bwrkolib.P_SelDefAidy)2-6
Financial Aid Status for Award Year (bwrksumm.P_DispSumm)2-7
Student Requirements for Award Year (bwrktrkr.P_DispTrkReq)2-11
Automatic Satisfaction of Award Letter Tracking Requirement2-11
Requirement Messages (bwrktmsg.P_DispTrkMsg)2-14
Cost of Attendance (bwrkbudg.P_DispBudg)2-15
Award Package for Aid Year (bwrkrhst.P_DispAwdAidYear)2-17
General Information Tab2-18
Award Overview Tab2-20
Resources/Additional Information Tab2-22
Terms and Conditions Tab2-26
Accept Award Offer Tab2-29
Special Messages Tab2-35
Award Messages (bwrkrhst.P_DispAwdMsg)2-36
Academic Progress (bwrksaph.P_DispSAP)2-38
Holds (bwrkhold.P_DispHold)2-39
Messages (bwrkamsg.P_FAAppMsg)2-41
Account Summary By Term (bwskoacc.P_ViewAcct)2-42
Award Payment Schedule for Award Year (bwrkpays.P_DispPaySched)2-45
Award History (bwrkrhst.P_DispAwdHst)2-47
Loan Application History (bwrklhst.P_DispLoanHst)2-50
Withdrawal Information (bwrktivw.P_TitleIVWithdraw)2-53
Title IV Fund Detail (bwrktivw.P_TitleIVDetail)2-57
Set Up Financial Aid on the Web2-59

Index

1

Application Overview



Welcome to the *Financial Aid Self-Service User Guide*. This manual provides information needed by the staff members who support your Financial Aid Self-Service product, including operations personnel, DBAs, programmer analysts, systems analysts, and other technical specialists. Staff members should be familiar with the hardware system in use at your site and all should have a basic understanding of Oracle products.

This chapter covers the following topics:

- [“How to Use This Manual” on page 1-1](#)
- [“Accessibility” on page 1-3](#)
- [“Cascading Style Sheets” on page 1-4](#)
- [“Baseline and Local Records” on page 1-5](#)
- [“Information Text” on page 1-5](#)
- [“Functionality” on page 1-6](#)
- [“Accessing the Secure Area” on page 1-7](#)
- [“Static Display of Information” on page 1-9](#)

How to Use This Manual

This manual is organized into the following chapters.

- This chapter provides a summary of the functions of the Financial Aid Self-Service application as well as procedures for accessing the application.
- Chapter 2 covers setting up and using the Financial Aid module and describes how students can access information about their financial aid status and be educated about a number of important financial aid matters.

Web Page Descriptions

Each Web page that is part of Financial Aid Self-Service is described in this manual. The description includes:

- Text explaining the page’s use

- List of field descriptions of every field, including, when applicable, where in Banner the information comes from
- Setup requirements for the page, which can be helpful in troubleshooting
- List of which items, if any, update Banner and what in Banner is updated
- List of links to other Web pages, which explains how each hypertext link on the page works
- List of buttons on the page, which explains how each button on the page works
- List of menus in the application that have links to the page
- List of other pages in the application that have links to the page

This information is provided to help you decide how to use the Web pages at your institution.

 **Note**

Package.procedure names (the HTML name associated with the page) are included, because they are unique names that do not change regardless of what modifications your institution makes to the product. The package.procedure name can be used as a common reference name or a way to double check that you are working with the correct page. ■

Related Documentation

In addition to the *Financial Aid Self-Service User Guide*, the following documentation supports your work with Financial Aid Self-Service:

Financial Aid Self-Service Release Guide — a document containing notes about a release of the product, including descriptions of the enhancements and other modifications in the new release.

Financial Aid User Guide— a user/reference manual for the Financial Aid module, its functions, and its features.

Financial Aid Release Guide— a document containing notes about a release of the product, including descriptions of the enhancements and other modifications in the new release.

Financial Aid Upgrade Guide— a technical guide to support your institution’s conversion to the newest release.

Banner Getting Started Guide— a user/reference manual that describes the features and components of the Banner system and Banner Online Help.

Web General User Guide— a user/reference manual for the Web for General module, its functions, and its features.

WebTailor User Guide— a user/reference manual for WebTailor, its functions, and its features for customizing Financial Aid Self-Service to your institution’s needs.

General User Guide— a user/reference manual for the General module, its functions and features.

GTVSDAX Handbook— a user/technical/reference manual describing the setup and use of the Crosswalk Validation Form (GTVSDAX), which is used with the Object:Access views.

Banner Documentation Bookshelf Getting Started Guide— a how-to manual directing the installation and maintenance of the Bookshelf.

Accessibility

Banner Web pages have been designed to be accessible for all of our users. The goal is to make Banner Web content understandable and navigable for any individual who uses adaptive technology such as screen readers and screen enlargers. This includes not only making the language clear and simple, but also providing easy steps to complete a user task and designing mechanisms for navigating within and between pages. Providing navigation features and orientation information in pages maximizes accessibility and usability.

Look and feel settings managed by Cascading Style Sheets (CSS) in WebTailor allow institutions to customize and manage self-service products at their institution.

The benefits are:

- Usability for all constituents, including the disabled
- A flexible user interface with a greater ability to customize the “look and feel” to meet institutional needs
- Extensibility for local modifications due to use of industry standards, including W3C guidelines
- A foundation for future changes in Web technology

Note

For a detailed listing of User Interface and Accessibility features, refer to the *Web Tailor User Guide*. ■

Compatibility with Accessibility Aids

Self-service products are compatible with the following screen readers and voice recognition devices:

- Screen Readers:

- Henter-Joyce Freedom Scientific JAWS 3.7
 - IBM HomePage Reader 3.0
 - GW Micro WindowEyes 4.0
 - MicroSoft MSAA Utilities
- Voice Recognition: L&H VoiceExpress

These programs provide information to users via a recorded voice that speaks the words that appear on the screen.

 **Note**

For more information about the different browsers and accessibility aids for self-service Internet applications, see the “Compatibility with Accessibility Aids” section of the *Web Tailor User Guide*. ■

Cascading Style Sheets

For the control your institution has over its Web pages, Financial Aid Self-Service uses Cascading Style Sheets (CSS). Style sheets describe how documents are presented on screens and in print, and can even specify how abbreviations are pronounced by screen readers. Also, they tend to result in highly-structured Web pages, which lend themselves to speech synthesizers.

 **Note**

All page display settings are controlled using Cascading Style Sheets. ■

CSS Basics

Cascading Style Sheets (CSS) were created by the World Wide Web Consortium to introduce more consistency and structure into Web pages. Using CSSs allows Web developers to create a set of styles then apply them to all of their Web pages uniformly. If a developer changes a style on the style sheet, all the Web pages that use that style are updated.

Styles can affect all parts of a Web page including:

- Headers
- Tables
- Fonts
- Font size
- Font color
- Graphics (that is, bullets, images used with error messages, etc.)

**Note**

Style sheets can only be used with HTML 4.0. Earlier versions of HTML do not support them. ■

Using CSS technology lets you separate the content of your Web pages from their structure and their presentation.

**Note**

For more information about CSS, Style Sheets and Banner Web products, and support for CSS technology, see the *Web Tailor User Guide*. ■

Baseline and Local Records

The SunGard Higher Education-delivered menus, roles, menu items, and Information Text are separated into two categories: baseline and local. Baseline records are shipped by SunGard Higher Education and should not be modified in any way. Local records can be created and modified by clients and will never be overwritten by SunGard Higher Education. This allows clients to customize Information Text and menus as desired without losing anything during upgrades, and still allows SunGard Higher Education to ship new items.

When the system attempts to display an item, it first looks for a local record and, if found, uses that record. If a local record is not found, it displays the baseline record.

In order to accomplish this, a source indicator field is included in the TWGBWMNU, TWGRWMRL, TWGRMENU, and TWGRINFO tables. Baseline rows contain a *B*, and local rows contain an *L*.

**Note**

For more information about Web menus and procedures and their associated roles, including viewing, updating, and deleting them, see the *Web Tailor User Guide*. ■

Information Text

SunGard Higher Education delivers Information Text (Info Text) to make the user interface (UI) easy to use. Info Text is the text that appears on each form to describe it and explain how it works. The Info Text that has been provided is the default text. You can customize it for your institution.

**Note**

For more information about Information Text, including viewing, adding, and deleting it, see the *Web Tailor User Guide*. ■

Help Messages

A system of help messages is stored as Info Text with the label *HELP*. As with all other rows delivered by SunGard Higher Education, Info Text Help records are stored in WebTailor as baseline. Info Text rows created by your institution using WebTailor are stored as local. You cannot modify baseline rows. Info Text that is stored as local is displayed first. If there are no rows stored as local, the baseline rows are displayed. This ensures that your institution's custom help is not overwritten with each Banner upgrade.

This help is displayed when the user selects the **Help** link in the upper right-hand corner of the Web page. The help text appears in a new window, and includes an **Exit** link at the bottom of each window.

SunGard Higher Education provides a CSS for global-level help, `web_defaulthe1p.css`, which is used in addition to the CSS defined for that page.

This style sheet is present at all times in addition to the CSS defined for the application pages. It defines any additional styles necessary to present help text to the user.

Note

For additional technical information about Help messages, including creating and modifying help and setting up a CSS for help, see the *Web Tailor User Guide*. ■

Functionality

Financial Aid Self-Service allows students to view, update, and print records from the Banner Financial Aid database using Web technology. It also provides a Web interface for prospective students to use in order to apply for financial aid. Hypertext capabilities provide easy navigation through the Web pages.

Financial Aid Self-Service is flexible, allowing an institution to use all or a customized selection of the delivered functions. Financial Aid Self-Service is delivered with the following functions.

Public Access

The following Financial Aid functions are available from the public access area of the Home Page.

General Financial Aid (bmenu.P_FAAUnsecMnu)

Web access for financial aid assists in the interaction between students and financial aid office staff. Links allow the student to download financial aid forms and documents

provided by your institution, interact with other primary financial aid Web sites to apply for federal aid (FAFSA on the Web), estimate financial aid eligibility, search for available scholarships, and to access federal financial aid information. Additionally, each school can use the Banner Web toolset to provide information that explains the aid application process at the institution and to describe what aid is available.

Secure Area

Students can use the Web for many administrative functions that traditionally required your institution's full-time staff during scheduled office hours. Because these options put the student in direct touch with information on record in the Banner Financial Aid database, the student must enter a valid Banner ID and personal identification number (PIN) to access these functions.

The following functions are available in the secure area of Financial Aid Self-Service.

Financial Aid (bmenu.P_FinAidMainMnu)

The Financial Aid menu contains the following options:

- My Overall Status of Financial Aid — students can view their overall status, their holds, academic progress, the cost of attendance, view messages, and financial aid awards.
- My Eligibility — students can review information such as Financial Aid holds, document requirements, and academic progress history.
- My Award Information — students can view their account summary, review awards by aid year, review award history, display the award payment schedule, and view the history of loan applications.

Accessing the Secure Area

This section includes the following procedures for accessing the secure area of Financial Aid Self-Service:

Logging In

1. The student selects the **Enter Secure Area** link on the home page.

The system displays the login page.

2. The student enters his or her Banner ID in the **User ID** field and PIN in the **PIN** field.

 **Note**

IDs and passwords are maintained on the Third Party Access Audit Form (GOATPAD) and the Third Party Access Form (GOATPAC). ■

3. The student selects the **Login** button.

The system displays the Main Menu.

4. To access Financial Aid Self-Service, the student selects the **Financial Aid** link.

The system displays the Financial Aid menu.

Forgotten PIN

If a student has forgotten his or her PIN, the system provides a means by which the student can log in.

When a student logs in to Financial Aid Self-Service for the first time, the system prompts him or her to supply a security question and answer. This information is then used if the student later forgets his or her PIN. To change the security question and answer, the student can select the **Change Security Question** link on the Personal Information menu.

1. The student selects the **Enter Secure Area** link on the home page.

The system displays the login page.

2. The student enters his or her Banner ID in the **User ID** field, then selects the **Forgot PIN** button.

The system displays the Security Answer page with the student's user ID and security question displayed.

3. The student enters the answer to the security question in the **Answer** field, then selects the **Submit Answer** button.

The system displays a page for the student to reset his or her PIN.

4. The student enters the new PIN in the **New PIN** field, then re-enters the same PIN in the **Re-enter New PIN** field.

5. The student selects the **Reset PIN** button.

The system displays the Main Menu.

6. To access Financial Aid Self-Service, the student selects the **Financial Aid** link.

The system displays the Financial Aid menu.

Static Display of Information

The following information is displayed on all pages:

- ID and name
- System date and time

For example:

123456789 Oliver Skar
March 21, 2003 08:01 pm

This is controlled by the style sheet and creates a place where the user can easily see the period of time to which the information being accessed is referring, the system date and time, and the ID and name to ensure he or she is correctly logged in.





Web access for financial aid provides students with direct information about their financial aid status and educates the student on a number of important financial aid matters. Additionally, the Web can provide other vital functions for financial aid such as applying for aid and providing a communication vehicle with the financial aid office. Financial Aid pages perform the following functions and may be tailored to provide the student with additional information that is unique to your institution.

- Provides access to Banner Financial Aid data such as a student's application/loan status, current award package, outstanding tracking requirements, award history, loan history, applicant messages, cost of attendance, fund messages, transcript records, and disbursement information.
- Assists in the interaction between students and financial aid office staff. Examples include a response to an institutionally-specified applicant message, the confirmation of a completed requirement, and the providing of verification and additional information to the financial aid officer.
- Provides links allowing the student to interact with other primary financial aid Web sites to apply for federal aid (FAFSA on the Web page), complete the CSS PROFILE registration/application, estimate financial aid eligibility, search for available scholarships, and access federal financial aid information.
- Allows your institution to use the Banner Self-Service toolset to provide information that explains the aid application process at your institution and to describe what aid is available. Examples include how to apply for aid, how to find a job, institutional application deadlines, what to do if unusual circumstances occur, and where to find answers to frequently asked questions.

This chapter contains the following sections:

- [“Financial Aid Web Pages” on page 2-3](#), which provides details about each Web page in the Financial Aid module
- [“Set Up Financial Aid on the Web” on page 2-59](#), which provides detailed steps for setting up financial aid functionality on the Web

Unsecured Access

An applicant or student may gain access to certain unsecured data without entering a personal ID and PIN. Unsecured access enables students who do not currently have financial aid records within the administrative system to initiate the financial aid process by researching financial aid sources of funds and applying for financial aid. The Financial

Aid Links page provides numerous links to application materials, search tools, and information sites. This page is an unsecured access page and available for public access.

Secured Access

Institutions may select which query access items to activate. Links provide access to the student's overall financial aid status, messages, cost of attendance, eligibility, award information, and external links.

After selecting the **Enter Secure Area** link from the home page, the student is prompted for a student ID and personal identification number (PIN) for security purposes.

If the ID and PIN entry is a match, the Main Menu is displayed. The student selects the *Financial Aid* menu.

The Financial Aid menu provides the following options:

- The **Financial Aid Status** (`bwrksumm.P_Dispsumm`) provides an overall summary statement of the status of the student's file for the aid year. The student can obtain greater detail on a summary statement by clicking on an underlined phrase. For example, if an estimated cost of attendance has been calculated for the student, the student can click on the cost of attendance phrase to review all elements of their estimated student budget. All of the pages in the Financial Aid module can be accessed via other links, but this page provides a one-stop overview and access to more detail information.
- The **Eligibility** (`bmenu.P_FACostMnu`) link displays the Eligibility menu, which includes items informing the student of any factors that may impact his or her financial aid status.
 - The **Holds page** (`bwrkhold.P_Disphold`) displays financial aid holds that have been placed on a student's financial aid application. You can use holds to prevent packaging, memoing, and disbursements. Holds can be in effect for an aid year or for a date range.
 - The **Student Requirements page** (`bwrktrkr.P_DisptrkReq`) displays the tracking requirements that the student needs to submit or complete. These requirements control whether the student is eligible to be packaged or receive payment of aid. The page also lists those requirements that the student has already satisfied.
 - The **Academic Progress page** (`bwrksaph.P_DispsAP`) allows the student to review his or her academic performance as it is evaluated for each term.
 - The **Requirement Messages page** (`bwrktmsg.P_DisptrkMsg`) enables the student to read and respond to tracking requirement messages with this page.

- The **Award** (bmenu.P_FAAwdMnu) menu items display elements of the student's award package.
 - The **Account Summary by Term page** (bwskoacc.P_ViewAcct) allows the student to view the account summary information on a term-by-term basis. The information contained in the account summary includes only account detail information. Contracts, memos and anticipated financial aid are not included on this page.
 - The **Award for Aid Year page** (bwrkrhst.P_DispAwdAidYear) displays a number of tabs with information regarding the general information about a student's award, an overview of their award, and the terms and conditions for the acceptance of an award. It also provides a tab where students can accept or reject their award, as well as tabs where students can provide additional information to your institution and where your institution can include special messages and questions for students to answer.
 - The **Award Payment Schedule page** (bwrkpays.P_DispaySched) displays the student's disbursement schedule and a record of payments made to the student's account.
 - The **Award History page** (bwrkrhst.P_DispAwdHst) displays the student's entire award history arranged by aid year, beginning with the most recent aid year at the top of the page. It also includes other resources (that is, supplemental aid that the student received in addition to the normal federal, state, and institutional sources).
 - The **Loan Application page** (bwrklhst.P_DispLoanHst) displays the details of the student's loan activity. The information is arranged by financial aid year and includes the status and amount of the loan, in addition to the amount paid to date.
 - The **Withdrawal Information** (bwrktivw.P_TitleIVWithdraw) page displays withdrawal information if the student has withdrawn from your institution for the selected term.
- The **Financial Aid** menu includes an e-mail link. You can specify your financial aid contact's e-mail address, if you choose to allow students to e-mail the financial aid office.
- The **General Financial Aid** (bmenu.P_FAASecMnu) link displays the **Financial Aid Links page** (bmenu.P_FAFormsMnu) provides the student with access to institutionally posted documents as well as links to the federal aid application, the CSS PROFILE registration application, loan sites, and scholarship search sites.

Financial Aid Web Pages

This section describes the Web pages included in Financial Aid module. As an implementer or administrator of the Web system, it is important for you to review this information.

- “Financial Aid Links (bmenu.P_FAAUnsecMnu and bmenu.P_FAASecMnu)” on page 2-4
- “Financial Aid Forms (bmenu.P_FAFormsMnu)” on page 2-5
- “Aid Year (bwrkolib.P_SelDefAidy)” on page 2-6
- “Financial Aid Status for Award Year (bwrksumm.P_DispSumm)” on page 2-7
- “Student Requirements for Award Year (bwrktrkr.P_DispTrkReq)” on page 2-11
- “Requirement Messages (bwrktmsg.P_DispTrkMsg)” on page 2-14
- “Cost of Attendance (bwrkbudg.P_DispBudg)” on page 2-15
- “Award Package for Aid Year (bwrkrhst.P_DispAwdAidYear)” on page 2-17
- “Award Messages (bwrkrhst.P_DispAwdMsg)” on page 2-36
- “Academic Progress (bwrksaph.P_DispSAP)” on page 2-38
- “Holds (bwrkhold.P_DispHold)” on page 2-39
- “Messages (bwrkamsg.P_FAAppMsg)” on page 2-41
- “Account Summary By Term (bwskoacc.P_ViewAcct)” on page 2-42
- “Award Payment Schedule for Award Year (bwrkpays.P_DispPaySched)” on page 2-45
- “Award History (bwrkrhst.P_DispAwdHst)” on page 2-47
- “Loan Application History (bwrklhst.P_DispLoanHst)” on page 2-50
- “Withdrawal Information (bwrktivw.P_TitleIVWithdraw)” on page 2-53
- “Title IV Fund Detail (bwrktivw.P_TitleIVDetail)” on page 2-57

Financial Aid Links (bmenu.P_FAAUnsecMnu and bmenu.P_FAASecMnu)

The Financial Aid Links page displays a base set of financial aid application and information links that you can customize through WebTailor. It is accessible from both the unsecured and the secured areas of your Web site.

- From the unsecure area, the package/procedure is `bmenu.P_FAAUnsecMnu`.
- From the secure area, the package/procedure is `bmenu.P_FAASecMnu`.

A link on the unsecured version of the page allows the student to log in to the secured area.

Both versions include a link to the Financial Aid Forms page (`bmenu.P_FAFormsMnu`), which provides more links designed to help students complete their application materials.

The remaining links on both versions enable the student to access resources outside of the school such as links to the federal aid application, the CSS PROFILE registration application, loan sites, and scholarship search sites.

Financial Aid Forms (bmenu.P_FAFormsMnu)

When a student selects a form on this page, Adobe® Reader™ displays the form on a new page in the browser. The student can then download the form. If the student does not already have Adobe Acrobat Reader, he or she can select the Adobe Reader option on this page to download the software.

The selection of forms on the Financial Aid Forms Page is determined by your institution. The `bmenu.P_FAFormsMnu` page is a WebTailor menu that can be accessed using your WebTailor account. You can view how the sample data is set up as menu items and then use the same procedure to add your own menu items and customize the sample entries. All the forms listed on the page *must* be stored in the `resdocs` directory on the Web server. The sample PDF forms will already be stored in the `resdocs` directory. If you add other forms to the menu, you must put the corresponding files into the `resdocs` directory. Each link on the menu must point to the corresponding document in the format `/resdocs/[filename.ext]`.

Web Page Fields

This page does not contain any fields.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Back to General Financial Aid Links	Goes to the Financial Aid Links page (<code>bmenu.P_FAUnsecMnu</code>)

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Other Web Pages With Links to This Page

Financial Aid Links `bmenu.P_FAAUnsecMnu`

Aid Year (bwrkolib.P_SelDefAidy)

A student selects a financial aid year on the Aid Year page. This aid year determines which data will be used in processing and which data will be displayed on other pages. If the student has been using one aid year and wants to use another, he or she can use this page to change aid years.

Many, but not all, of the Financial Aid Web pages require an aid year. If no aid year has been specified in a Web session, and the student is on a page that needs to use a specific aid year, the system automatically displays the Aid Year page first. Once an aid year has been chosen, it is active for the current Web session until the user selects another.

Web Page Fields

Item	Description/Source Information
Select Aid Year	Available aid years from which the user can choose. The values displayed in the pull-down list come from the Institution Financial Aid Options Form (ROAINST). This is the first level of validation before any aid-year-related information is displayed for the student on a Financial Aid Web page.

Setup Requirements

Item	Description
Institution Financial Aid Options Form (ROAINST)	Select the Information Access Indicator field on the Web Processing Rules window for each aid year that you want to be available on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Other Web Pages With Links to This Page

Financial Aid Status for Award Year	bwrksumm.P_Dispsumm
Award Package for Award Year	bwrkrhst.P_DispaWdAidYear
Award Payment Schedule for Award Year	bwrkpays.P_DisppaySched
Student Requirements for Award Year	bwrktrkr.P_DisptrkReq
Cost of Attendance for Award Year	bwrkbudg.P_Dispbudg
Messages for Award Year	bwrkamsg.P_FAAppMsg

Financial Aid Status for Award Year (bwrksumm.P_Dispsumm)

A summarized status of the student's financial aid package is displayed on this page. The information is calculated based on the financial aid year, the budget group (students with similar budgeting characteristics), and the aid period (full academic year, fall semester, and so on).

Each summary statement provides the student with a key element of their overall status. The summary statement is suppressed until relevant data is available for that key element. For example, if the student does not have unsatisfied student requirements assigned in Banner, the statement for unsatisfied student requirements is not displayed on this page.

Web Page Fields

Item	Description/Source Information
Unsatisfied student requirements	<p>If the student has unsatisfied tracking requirements on the Applicant Requirements Form (RRAAREQ), the unsatisfied tracking requirement statement is displayed.</p> <p>The phrase <i>student requirements</i> is a hyperlink to the Student Requirements for Award Year page (bwrktrkr.P_DispTrkReq).</p>
Estimated cost of attendance	<p>If the student has budget components identified on the Applicant Budget Form (RBAABUD) for the aid year and aid period, the estimated cost of attendance statement is displayed, indicating the monetary amount of the student's budget.</p> <p>The phrase <i>cost of attendance</i> is a hyperlink to the Cost of Attendance for Award Year page (bwrkbudg.P_DispBudg).</p>
Financial aid award total	<p>If the student has been awarded financial aid, the award total statement is displayed. When the RORSTAT_INFO_ACCESS_IND is N, this line of text will not be displayed.</p> <p>The word <i>awarded</i> is a hyperlink to the Award Package for Award Year page (bwrkrhst.P_DispAwdAidYear).</p>
Outside resources	<p>If awards do not exist for the student, but the student has other resources specified on the Resource Form (RPAARSC), the outside resources statement is displayed. (If the student has both awards and outside resources, only the award total statement is displayed.)</p> <p>The phrase <i>You have outside resources</i> is a hyperlink to the Award Package for Award Year page (bwrkrhst.P_DispAwdAidYear).</p>
Academic progress	<p>Student's academic progress statement is displayed.</p> <p>The phrase <i>academic transcript</i> is a hyperlink to the Banner Student Self-Service Academic Transcript Options page (bwskotrn.P_ViewTermTran), which the student can use to access the Academic Transcript page (bwskotrn.P_ViewTran).</p> <p>The phrase <i>academic progress</i> is a hyperlink to the Academic Progress page (bwrksaph.P_DispSAP).</p>

Web Page Fields

Item	Description/Source Information
Holds	<p>If holds exist for the student, the hold statement is displayed.</p> <p>The word <i>Holds</i> is a hyperlink to the Financial Aid Holds page (bwrkhold.P_DispHold).</p>
Messages	<p>If messages exist for the student, the messages statement is displayed.</p> <p>The word <i>messages</i> is a hyperlink to the Messages for Award Year page (bwrkamsg.P_FAAppMsg).</p>
Account summary	<p>Account summary statement is displayed allowing the student to access his or her account summary.</p> <p>The phrase <i>account summary</i> is a hyperlink to the Account Summary by Term page (bwskoacc.P_ViewAcct).</p>
Financial aid history	<p>If the student has any financial aid history, the financial aid history statement is displayed.</p> <p>The phrase <i>financial aid history</i> is a hyperlink to the Award History page (bwrkrhst.P_DispAwdHst).</p>

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Student requirements	Goes to the Student Requirements for Award Year page (bwrktrkr.P_DispTrkReq).
Cost of attendance	Goes to the Cost of Attendance for Award Year page (bwrkbudg.P_DispBudg).
Awarded	Goes to the Award Package for Award Year page (bwrkrhst.P_DispAwdAidYear).

Links to Other Web Pages

This Link	Action
Outside resources	Goes to the Award Package for Award Year page (bwrkrhst.P_DispAwdAidYear).
Academic transcript	Goes to the Academic Transcript Options page (bwskotrn.P_ViewTermTran).
Academic progress	Goes to the Academic Progress page (bwrksaph.P_DispsAP).
Holds	Goes to the Financial Aid Holds page (bwrkhold.P_DispHold).
Messages	Goes to the Messages for Award Year page (bwrkamsg.P_FAAppMsg).
Account summary	Goes to the Account Summary by Term page (bwskoacc.P_ViewAcct).
Financial aid history	Goes to the Award History page (bwrkrhst.P_DispAwdHst).
Select Another Aid Year	Goes to the Aid Year page (bwrkolib.P_SelDefAidy).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

Financial Aid Menu bmenu.P_FinAidMainMnu

Other Web Pages With Links to This Page

Student Requirements for Award Year bwrktrkr.P_DispTrkReq

Cost of Attendance for Award Year bwrkbudg.P_DispBudg

Award Package for Award Year bwrkrhst.P_DispAwdAidYear

Academic Progress bwrksaph.P_DispsAP

Other Web Pages With Links to This Page

Messages for Award Year	bwrkamsg.P_FAAppMsg
Financial Aid Holds	bwrkhold.P_Disphold
Award History	bwrkrhst.P_Disphst

Student Requirements for Award Year (bwrktrkr.P_DisptrkReq)

This page displays the tracking requirements that a student needs to submit or complete. These requirements control whether a student is eligible to be packaged or receive payment of aid. The page also lists requirements that the student has already satisfied, as well as the non-coded tracking requirements and MPN requirements, when the indicators in Banner are checked.

Requirement instructions are displayed through a pop-up window. If instructions are available for the requirement, you will see the link, "View Instructions," to the right of the Fund column.

In addition, are displayed in this same pop-up window The student can click on any underlined, incomplete requirement to go to the Web page that will help him or her complete the requirement. The URL for the corresponding Web page is defined in the Requirements Tracking Validation Table (RTVTREQ) and can point to a Web page of information or the necessary document (such as a .PDF file). RTVTREQ is used to maintain data for the URL. Only records with a value in the **URL** field are displayed on the Web as hyperlinks.

Automatic Satisfaction of Award Letter Tracking Requirement

Frequently institutions record the need for a returned award letter as a tracking requirement in Banner. If a student responds to an award offer electronically rather than by paper, you can set up Student Self-Service so that it automatically updates the returned award letter tracking requirement. Student Self-Service identifies and updates any tracking requirement(s) used by your institution to indicate that students have accepted awards.

If your institution chooses this option, updates to the listed requirement codes are made if all funds (other than Pell) change from *Offered* to *Accepted* or *Declined* status. The tracking requirement is updated with the status code specified in the Web Processing Rules window of the Institution Financial Aid Options Form (ROAINST). Multiple requirement codes are possible, since your institution may use multiple codes for items such as the initial award offer, first revised award offer, second revised award offer, and so on. When tracking requirement statuses are updated by Web activity, the completion dates are also updated as necessary.

Web Page Fields

Item	Description/Source Information
Outstanding Requirement or Completed Requirement	<p>Description of the outstanding requirement(s) indicated on the Applicant Requirements Form (RRAAREQ).</p> <p>An outstanding requirement is indicated by the value <i>N</i> appearing in the Satisfied checkbox of the Requirements block or the Additional Requirements block (as applicable to the requirement) of the Applicant Requirements Form (RRAAREQ). A completed requirement is indicated by the value <i>Y</i> appearing in the Satisfied checkbox.</p>
Status	<p>Status of the requirement.</p> <p>The value comes from the Status field on RRAAREQ.</p>
Fund or Institution	<p>Fund or institution value associated with the fund, if available.</p> <p>The value comes from the Fund field in the Requirements block or the Additional Requirements block (as applicable) of RRAAREQ.</p>

Setup Requirements

Item	Description
Tracking Requirements Validation Form (RTVTREQ)	Select the Information Access checkbox for each requirements code that you want to be available on the Web.
Fund Base Data Form (RFRBASE)	Enter an information access number in the Message Number field for each fund that you want to be available on the Web.
Applicant Requirements Form (RRAAREQ)	Select the Requirements Information Access Indicator on the Applicant Requirements tab on RPAAREQ to display the <i>non-coded tracking requirements</i> in the Unsatisfied Requirements block of Student Requirements.

The option to display Promissory Note (PN) requirements can be set in one of three places. Only one of these indicators needs to be set in order for the requirements to be displayed.

Setup Requirements

Item	Description
Applicant Requirements Form (RRAAREQ)	Select the Requirements Information Access Indicator on the Additional Requirements tab on RPAAREQ to display the promissory note requirements for a fund. Note: PN requirement will be displayed only if it is a tracking requirement, and the fund is not set to create PN requirements on RFRMGMT or ROAMGMT.
Fund Management Form (RFRMGMT)	Select the Display PN Requirements Indicator on the Packaging tab of RFRMGMT to display the promissory note requirements in the “View Instructions” pop-up window.
Funds Management Form (ROAMGMT)	Select the Display PN Requirements Indicator under Packaging Options in the Fund Packaging Rules window of ROAMGMT to display the promissory note requirements in the “View Instructions” pop-up window.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Requirement Messages	Goes to the Requirement Messages for Award Year page (bwrktmsg.P_DisprkMsg).
Select Another Aid Year	Goes to the Aid Year page (bwrkolib.P_SelDefAidy).
Overall Financial Aid Status	Goes to the Financial Aid Status for Award Year page (bwrksumm.P_Disprsumm).
Holds	Goes to the Financial Aid Holds page (bwrkhold.P_Disprhold).
Academic Progress	Goes to the Academic Progress page (bwrksaph.P_DisprSAP).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

Eligibility Menu `bmenu.P_FACostMnu`

Other Web Pages With Links to This Page

Financial Aid Holds `bwrkhold.P_DispHold`

Academic Progress `bwckctlg.p_display_courses`

Requirement Messages for
Award Year `bwrktmsg.P_DispTrkMsg`

Requirement Messages (`bwrktmsg.P_DispTrkMsg`)

The student can read and respond to tracking requirement messages with this page. This page is accessible from the Student Requirements page (`bwrktrkr.P_DispTrkReq`) and the Eligibility Menu (`bmenu.P_FACostMnu`).

Messages are displayed only if a message has been associated with the tracking message code on the Message Rules Form (RORMESG).

Web Page Fields

Item	Description/Source Information
Requirement	Description of the requirement.
Message	Message Associated with the requirement code. The message displayed is the one associated with the requirement code on the Requirements Tracking Validation Form (RTVTREQ).

Setup Requirements

Item	Description
Message Code Validation Form (RTVMESG)	Select the Info Access checkbox for each message code you want to be available on the Web.
Requirements Tracking Validation Form (RTVTREQ)	Select the Information Access checkbox for each requirements code message you want to be displayed on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
E-mail	Launches the user's e-mail program with the e-mail address and subject you defined in WebTailor.
Select Another Aid Year	Goes to the Aid Year page (<code>bwrkolib.P_SelDefAidy</code>).
Respond	Launches the user's e-mail program with the e-mail address and subject you defined in WebTailor.
Student Requirements	Goes to the Student Requirements for Award Year page (<code>bwrktrkr.P_DisprTrkReq</code>).
Holds	Goes to the Financial Aid Holds page (<code>bwrkhold.P_DisprHold</code>).
Academic Progress	Goes to the Academic Progress page (<code>bwrksaph.P_DisprSAP</code>).
Return to Menu	This link returns the user to the Eligibility Menu Page (<code>bmenu.P_FACostMnu</code>).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Other Web Pages With Links to This Page

Student Requirements for Award Year `bwrktrkr.P_DisprTrkReq`

Cost of Attendance (`bwrkbudg.P_DisprBudg`)

The cost of attendance is the estimated cost the student can expect to incur for a year of attendance at the school. This amount can include tuition, room and board, fees, books and supplies, transportation, and personal expenses. These costs are affected by the financial

aid year, budget period, and budget group classifications assigned to the student in Banner Financial Aid. The estimated cost of attendance is based on these assignments.

You can check the budget group and aid period that is assigned to the student for the aid year on the Applicant Budget Form (RBAABUD). This information is extracted from the Banner database and inserted into the Information Text as shown in the following example.

The following information is based on your status as a Undergrad Resident On Campus student receiving financial aid for the Fall-Spring Semesters.

 **Note**

If the student is not assigned to a budget group, but has budget components, the page is displayed without the preceding sample text. ■

In the example above, the value *Undergrad Resident On Campus* comes from the **Group** field and the value *Fall-Spring Semesters* comes from the **Period** field of the Budget/Group Period block of RBAABUD.

Web Page Fields

Item	Description/Source Information
Budget Component	Description of the budget component. The included components are defined for the student in the Budget Components block of the Applicant Budget Form (RBAABUD).
Amount	Monetary amount assigned to the budget component. The value comes from the Amount field of the Budget Components block of RBAABUD.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (<code>bwrkolib.P_SelDefAidy</code>).

Links to Other Web Pages

This Link	Action
Overall Financial Aid Status	Goes to the Financial Aid Status for Award Year page (bwrksumm.P_Dis pSumm).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Other Web Pages With Links to This Page

Financial Aid Status for Award Year bwrksumm.P_Dis pSumm

Award Package for Aid Year (bwrkrhst.P_Dis pAwdAidYear)

The Award for Aid Year page contains all of a student's required Electronic Award Letter information, including the ability to accept or decline awards. The page contains the following tabs.

- General Information
- Award Overview
- Resources/Additional Information
- Terms and Conditions
- Accept Award Offer
- Special Messages

Options have been provided on the Web Processing Rules page on the ROAINST form so that you can define which of the tabs are displayed to students. The General Information and Award Overview tabs will always be displayed on this page, but the other tabs can be removed if you choose.

Each tab provides areas where you can insert your own text through Web Tailor and where you can display student-specific text messages through the use of SQL rules set up on the

RORWTEXT form. The data displayed on the tabs will depend on the Web Rules indicators and options selected in Banner and by the Web Questions and Text the school has defined.

General Information Tab

This is the first tab displayed when you initially access the Award for Aid Year Page.

Your institution-defined messages and student specific text are displayed on this page, if available. This text will only display to the student if RORSTAT_INFO_ACCESS_IND is checked or if RORSTAT_INFO_ACCESS_IND is null and you have selected the option on ROAINST to treat the null value as checked.

You will enter the text for your institution-defined messages through Web Tailor, and define the student-specific text in Banner on forms RTVWTEXT, RORWTEXT, and RORWTAB. The following bullets outline a summary of the information you need to enter on each form. You can find examples and further information in the *Banner Financial Aid 8.2 Release Guide* under each form description.

- The Web Text Rule code on RTVWTEXT
- The SQL rules for the Web Text Rule code on RORWTEXT. You must select a value to be returned by the rule. The text to be displayed will be defined by the value returned by the rule. Select the appropriate self-service tab for the text you would like to display on the Select Value Rules Tab then enter the Heading and Text you would like displayed for the possible values returned by your rule.
- The order which you would like the text to display on RORWTAB. For each tab in self-service where you would like to display Student-specific text, you must define the sequence for display.

The following must be true in order for the heading and/or text to display on the specified tab in Self-Service.

- The text rule must be defined on the RORWTAB form, indicating the order in which the rules should display.
- The text rule must have SQL rules defined on RORWTEXT in the RORWSQL table where RORWSQL_ACTIVE_IND = Y and RORWSQL_VALIDATED_IND = Y.
- The text rule must have Select Value rules set up for the specified tab on the RORWTEXT form in the RORWTEXT table where the RORWTEXT_ACTIVE_IND = Y.
- The value returned by the SQL rule for the student must match an active RORWTEXT_SELECT_VALUE for the specified tab.

When all of the above are true the RORWTEXT_HEADING (if not null) and the RORWTEXT_TEXT will be displayed on the tab. If there is no text to be displayed, the remaining items on the page will be moved up appropriately.

If the student has awards offered for the aid year, the following default message is displayed.

Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.

If the student does not have any awards offered for the aid year, or there are messages that have been assigned to the student in RORMESG that stop electronic award processing, the following default message is displayed.

No award information is available for you at this time. Please contact the Financial Aid Office if you have questions.

Also, if the RORSTAT_INFO_ACCESS_IND = N (or if the RORSTAT_INFO_ACCESS_IND is null and you have not selected the option on ROAINST to treat the null value as Y), all other tabs on the Award page are inaccessible.

These default messages are updatable through Web Tailor.

Setup Requirements

Item	Description
Web Tailor Information Text	<p>Review the text for the following items for clarity and any information and/or instructions you want to provide to your students.</p> <ul style="list-style-type: none">• DEFAULT, Seq 1 (bwrkrhst.P_GeneralInfoTab) <p>This default text will appear at the top of the General Information Tab: “Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.”</p> <ul style="list-style-type: none">• NOAWARD, Seq 1 (bwrkrhst.P_GeneralInfoTab) <p>This message will appear at the top of the General Information Tab in place of the DEFAULT text, if there are no awards for the student: “No award information is available for you at this time, please contact your financial aid office if you have questions.”</p>

Award Overview Tab

This tab displays institutionally defined messages and student specific text, if available. Below the initial text section and the student specific text section the following information is displayed.

- Need Calculation
- Cost of Attendance (COA)
- Enrollment Status
- Housing Status
- Cumulative Loan Data
- Award Information

Whether each of these items is displayed is dependent on the indicators in the Web Rules Table (RORWEBR) from the ROAINST form

Field	When it is Displayed
Need Calculation	If RORWEBR_NEED_CALC_IND = Y
Cost of Attendance (COA)	RORWEBR_COA_IND = Y and RBBABUD_INFO_ACCESS_IND = Y *
Enrollment Status	RORWEBR_ENROLLMENT_STATUS = T or F
Housing Status	RORWEBR_HOUSING_STATUS_IND = Y
Cumulative Loan Data	RORWEBR_CUM_LOAN_IND = Y
Award Information	RORSTAT_INFO_ACCESS_IND = Y (or RORSTAT_INFO_ACCESS_IND is null and you have selected the option on ROAINST to treat the null value as Y) the student has awards offered for the aid year that are for an amount greater than zero for at least one fund

Cost of Attendance Information Section

The detailed COA information is displayed. If your institution wants to display only the total COA, it can be displayed through the Need Calculation detailed data.

Note

* If you have selected to display the COA from the Web Processing Rules tab of ROAINST but do not want to display the COA for a specific student (or group of students using Batch Posting), the Information Access Indicator may be unchecked on RBAABUD. The non-Pell budget should be updated since it is the non-Pell budget that is displayed in Self-Service. ■

Award Information Section

All award information displayed includes the term award detail. Only those terms that exist in RPRATRM for the student are displayed on the page.

If RORWEBR_TERM_ZERO_AWRD_IND = Y, all terms that exist in RPRATRM for the aid year are displayed for the student, regardless of whether there are any awards greater than zero.

If RORWEBR_TERM_ZERO_AWRD_IND = N, only those terms that have at least one fund with an award greater than zero for the term are displayed for the student.

If RORWEBR_FUND_ZERO_AMT = Y, all funds in RPRAWRD/RPRATRM for the student will be displayed, regardless of the award amount.

If the RPRAWRD_OFFER_AMT = 0, the fund will not be displayed for any term.

If RORWEBR_FUND_ZERO_AMT = N, only those funds that have an awarded amount greater than zero are displayed for the student.

If an award message exists for any of the funds awarded and displayed to the student, the award messages will be displayed through a pop-up window. If an award message is available, the fund award description will appear as a highlighted link. To access the pop-up window, the user can click on the link. You can edit the text messages displayed on this page through Web Tailor.

A Print link is also available on this page so that students can print their award information.

Setup Requirements

Item	Description
Web Tailor Information Text	<p>Review the text for the following items for clarity and any information and/or instructions you want to provide to your students.</p> <ul style="list-style-type: none">• DEFAULT, Seq 1 (bwrkrhst.P_AwardOverviewTab) <p>This text, which your institution defines, will appear at the top of the Award Overview Tab.</p> <ul style="list-style-type: none">• INFORMATION, Seq 1 (bwrkrhst.P_AwardOverviewTab) <p>This text will appear at the bottom of the Award Overview Tab: “If you have questions regarding the above information, please contact the Financial Aid office.”</p> <ul style="list-style-type: none">• DEFAULT, Seq 1 (bwrkrhst.P_PrintAwardOverview) <p>This text, which your institution defines, will appear at the top of the Printed Award Overview.</p>

Links to Other Web Pages

This Link	Action
Print	Clicking on this link will display a pop-up window of a print-ready version of the student’s award information.

Resources/Additional Information Tab

This tab displays the resource detail information and additional information available for the student. This tab is accessible under the following conditions.

- RORSTAT_INFO_ACCESS_IND = Y (or RORSTAT_INFO_ACCESS_IND is null and you have selected the option on ROAINST to treat the null value as Y)
- RORWEBR_RESOURCE_TAB_IND = Y or
there are questions set up on RORWEBQ for the student to answer

This tab includes the Resource section, Additional Information section, and the Unreviewed Information Previously Submitted section. Whether each of these sections is displayed is dependent on the indicators on ROAINST.

Resource Section

Detailed resource information is displayed in this section when `RORWEBR_DETAIL_RESOURCE_IND = Y`. If `RORWEBR_DETAIL_RESOURCE_IND = N`, a message will be displayed indicating that the student does not currently have any outside resource information to display.

Outside Resources that exist for the student on RPAARSC with the `RPRARSC_INFO_ACCESS_IND` checked will be displayed.

Contracts and exemptions are displayed in this section as well, when `RPRCONT_INFO_ACCESS_IND = Y` or `RPREXPT_INFO_ACCESS_IND = Y`.

Additional Information Section

This section is where students will answer the questions your institution has set up to ask through Self-Service. It also provides a place for students to enter any additional resource information.

Note

If the student is viewing an aid year that is inactive, this section will not be displayed. ■

The questions displayed in this section are determined by your setup on RTVWEBQ and RORWBQA. Only questions where `RORWEBQ_ACTIVE_IND = Y` for the aid year are displayed.

After the student has answered all questions presented to them, they must press the Submit Information button so that the answers are sent to the Financial Aid office. The information is saved to the necessary Banner tables and may be reviewed on RPAINFO by financial aid personnel.

If all required questions (`RORWEBQ_REQUIRED_IND = Y`) have not been answered when the Submit Information button is clicked, an error message will display informing the student that they have not completed all of the required questions. The answers to the questions previously entered remain on the page so that the student does not have to re-enter them.

Some answers submitted by a student can stop the electronic award processing. Answers that meet the following criteria will stop processing.

- `RORWBQA_STOP_PROCESSING = A` and any Not Null answer is given for the question
- `RORWBQA_STOP_PROCESSING = Z` and the answer given is greater than zero for the question
- `RORWBQA_STOP_PROCESSING = S` and the answer given for the question equals `RORWBQA_ANSWER_VALUE`

When an answer stops award processing, the message code (`RORWBQA_MESSAGE_CODE`) associated with the question is recorded in the RORMESG table. In addition, the

RORSTAT_INFO_ACCESS_IND is set to N, so that the student can no longer access award information in Self-Service. The student is returned to the General Information tab where any message codes associated with their answer are displayed. If no message codes are associated with the answer that stopped the processing, then a default error message will be displayed.

The student will not have access to any of the tabs on the Award for Aid Year page until a staff member reviews the student's information on RPAINOF and resets the RORSTAT_INFO_ACCESS_IND on the Packaging tab of RPAAPMT or RPAAWRD

In addition to answering your institution-defined questions, students can enter information about additional outside resources on this tab. They have up to 50 characters to enter information in the Resource Description field and up to 2,000 characters to enter comments. The information entered here will get populated on RPAINFO in Banner.

Unreviewed Information Previously Submitted Section

If the student is viewing an aid year that is inactive, this section will not be displayed. This section displays any information that the student has submitted, but the institution has not yet reviewed. This is data is from RPRINFO where RPRINFO_REVIEWED = N or P. It can be reviewed on RPAINFO or by executing RPPINFO for a report.

You can edit the text messages displayed on this page through Web Tailor.

Setup Requirements

Item	Description
Web Tailor Information Text	<p>Review the text for the following items for clarity and any information and/or instructions you want to provide to your students.</p> <ul style="list-style-type: none">• ADDRESINFO, Seq 1 (bwrkrhst.P_ResourceTab) <p>This text will appear before the Additional Resource Section of the Resource/Additional Information Tab: “If you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below and pressing Submit.”</p> <ul style="list-style-type: none">• DEFAULT, Seq 1 (bwrkrhst.P_ResourceTab) <p>This text, which your institutionally defines, will appear at the top of the Resource/Additional Information Tab.</p> <ul style="list-style-type: none">• NORESOURCE, Seq 1 (bwrkrhst.P_ResourceTab) <p>This text will appear instead of the student’s Resources, if there are no resources: “No outside resource information is available for you at this time, please contact your financial aid office if you have questions.”</p> <ul style="list-style-type: none">• QAINSTRUCTION, Seq 1 (bwrkrhst.P_ResourceTab) <p>These instructions will be displayed in the Additional Information section: “Please answer the questions displayed below. Also, if you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below. Once all answers and additional resource information are entered, please press Submit to send this information to the Financial Aid Office.”</p> <ul style="list-style-type: none">• RESOURCEMSG, Seq 1 (bwrkrhst.P_ResourceTab) <p>This message will be displayed at the bottom of the Resource/Additional Information Tab: “Additional unlisted resources may exist. If you have questions regarding the difference between the above total amounts and your calculated total, please contact the financial aid office.”</p>

Setup Requirements

Item	Description
	<ul style="list-style-type: none">• TOTALWITH, Seq 1 (bwrkrhst.P_ResourceTab) This message will appear after the student resources, if any resources exist: “If you have questions regarding any differences between the above total amounts and your calculated total, please contact the Financial Aid office.”• TOTALWOUT, Seq 1 (bwrkrhst.P_ResourceTab) This message will appear after the student resources, if resources exist, but cannot be displayed: “The Calculated Resource Total is a total of those funds which have been made available to you by resources other than the federal government, state government, or the school you are currently attending. If you have any questions concerning the origin of this amount, please contact the Financial Aid office.”• UNREVIEWINFO, Seq 1 (bwrkrhst.P_ResourceTab) This text will appear before the Unreviewed Information section: “Information you have submitted to the financial aid office that has not been reviewed is displayed below.”

Terms and Conditions Tab

This tab displays the text that details the terms and conditions of the award offer, as defined by your institution. This text is entered through Web Tailor. The Terms and Conditions tab is accessible under the following conditions.

- RORSTAT_INFO_ACCESS_IND = Y (or RORSTAT_INFO_ACCESS_IND is null and you have selected the option on ROAINST to treat the null value as Y.)
- RORWEBR_TERMS_TAB_IND = Y
- answers have been provided to all required questions

Your institution-defined messages and student specific text are also displayed on this page, if available. Enter the text for your institution-defined messages through Web Tailor. Define the student specific text in Banner on forms: RTVWTEXT, RORWTEXT, and RORWTAB. The following bullets outline a summary of the information you need to enter on each form. You can find examples and further information in the *Banner Financial Aid 8.2 Release Guide* under each form description.

- The Web Text Rule code on RTVWTEXT

- The SQL rules for the Web Text Rule code on RORWTEXT. You must select a value to be returned by the rule. The text to be displayed will be defined by the value returned by the rule. Select the appropriate self-service tab for the text you would like to display on the Select Value Rules Tab then enter the Heading and Text you would like displayed for the possible values returned by your rule.
- The order which you would like the text to display on RORWTAB. For each tab in self-service where you would like to display Student-specific text, you must define the sequence for display.

The following must be true in order for the heading and/or text to display on the specified tab in Self-Service.

- The text rule must be defined on the RORWTAB form, indicating the order in which the rules should display.
- The text rule must have SQL rules defined on RORWTEXT in the RORWSQL table where RORWSQL_ACTIVE_IND = Y and RORWSQL_VALIDATED_IND = Y.
- The text rule must have Select Value rules set up for the specified tab on the RORWTEXT form in the RORWTEXT table where the RORWTEXT_ACTIVE_IND = Y.
- The value returned by the SQL rule for the student must match an active RORWTEXT_SELECT_VALUE for the specified tab.

When all of the above are true the RORWTEXT_HEADING (if not null) and the RORWTEXT_TEXT will be displayed on the tab. If there is no text to be displayed, the remaining items on the page will be moved up appropriately.

You must establish the tracking requirement for Terms and Conditions with the appropriate status on the Web Processing rules tab of ROAINST, and the student must have the requirement unsatisfied in order to be offered the option to accept or decline the terms and conditions.

If your institution chooses, any award messages specific to the student can also be displayed on this page. These messages can be edited through Web Tailor.

Setup Requirements

Item	Description
Institutional Financial Aid Options Form (ROAINST)	Select the Award Messages with Terms and Conditions Indicator under the Web Processing Rules Tab on ROAINST to allow award messages specific to the student will be displayed.

Setup Requirements

Item	Description
Web Tailor Information Text	<p>Review the text for the following items for clarity and any information and/or instructions you want to provide to your students.</p> <ul style="list-style-type: none">ACCEPTED, Seq 1 (bwrkrhst.P_TermConditionTab) <p>This message will appear at the bottom of the Terms and Conditions Tab, if the student has already accepted the Terms and Conditions: “You have accepted the Terms and Conditions.”</p> <ul style="list-style-type: none">DECLINE, Seq 1 (bwrkrhst.P_TermConditionTab) <p>This warning message will appear in a popup window if the student chooses to decline the Terms and Conditions: “If you choose not to accept the Terms and Conditions, then you will not be eligible to receive aid.”</p> <ul style="list-style-type: none">DEFAULT, Seq 1 (bwrkrhst.P_TermConditionTab) <p>This text, defined by your institution, will appear at the top of the Terms and Conditions Tab.</p>

Buttons/Icons on This Page

Button/Icon	Action
Accept	Clicking this button indicates that the student accepts the Terms and Conditions of the award offer. Once this is selected, the student will have access to the Accept Award Offer tab.
Do Not Accept	If the student clicks on this button, a warning message will display that lets the student know that they will not be eligible to receive financial aid until they accept the Terms and Conditions. This message text can be edited.

Note

After the student selects “Accept,” the Accept and Do Not Accept buttons are no longer displayed on the page. ■

Accept Award Offer Tab

This tab is used to respond to award offers. Once an award has been accepted, students will have access to a Print link that allows them to print their award information.

This tab is accessible under the following conditions.

- RORSTAT_INFO_ACCESS_IND = Y (or RORSTAT_INFO_ACCESS_IND is null and you have selected the option on ROAINST to treat the null value as Y.)
- RORWEBR_AWARD_ACPT_TAB_IND = Y
- all Terms and Conditions tracking requirements assigned to the student are satisfied (if you have selected the option to display Terms and Conditions)
- all required questions have been answered (if you have defined questions which are required or defined answers which stop processing)

The information displayed on the Accept Award Offer tab includes your institutionally defined messages and student specific messages. If there are messages associated with a fund, the fund name will be a highlighted link. Clicking on the link will open a pop-up window that contains the messages.

Many awards offered to students, particularly self-help awards such as loans and work, must be accepted by the student before further processing can occur. The student can accept the full amount of all the awards, accept or decline individual awards, or accept a partial amount of the award offered. In order to set up this functionality, use the Web Processing Rules tab on ROAINST. The acceptance or rejection of awards immediately updates the database.

- If an award requires acceptance, the decision fields: **Award Decision** and **Accept Partial Payment**, are displayed, allowing the student to accept or reject the full amount or to enter a partial award amount if he or she wants less than the total offered. If the student enters a partial amount that exceeds the offered award, the system displays an error message. If the student selects *Decline* from the pull-down list in the **Award Decision** field and also enters an amount in the **Accept Partial Payment** field, the system displays an error message.
- If an award does not require acceptance, the decision fields are not displayed.

Note

The student must always select the **Submit Decision** button or **Accept Full Amount All Awards** to save and process the changes. If the student enters information but selects the **Select Another Aid Year** link before selecting the **Submit Decision** button, the system does not retain the changes when the page is redisplayed, and the changes are not processed. ■

Once awards have been accepted, the database is updated and the Web page is redisplayed without the decision fields. To make a change to a decision, the student must contact the financial aid office; decisions cannot be changed on the Web.

No award validation is performed by updates to data on the Web. Since students either accept or decline existing amounts, or they request partial amounts, there is no danger of an overaward or no funds available. A student who is eligible for \$1,000 is eligible for anything less than \$1,000 as well.

 **Note**

Students cannot decline a previously accepted award because your institution's administrative system may have already processed the award with external agencies, or the award may already have been disbursed to the student's account. These types of changes in award packages need to be discussed personally with the financial aid office. ■

Lender Selection and Display of Current Lender

If the student currently has a lender on RPASLND, the lender is displayed for the loan funds. If the student has not yet indicated their lender, active lenders will be displayed in a drop-down list. This will only occur for funds where you have indicated to Allow Web Lender Selection on RFRMGMT. The lenders listed will be the active lenders you have indicated on RPRLNDR.

 **Note**

The option to select a lender is only available until the decision to accept the loan award is submitted. ■

Additional Comments

If you have selected the option on the Web Processing rules tab of ROAINST to allow the student to submit Award Information, a comment field will appear for the student to enter and submit award information. This information is then stored in the RPRINFO table and may be viewed either from the form RPAINFO or by running the RPPINFO process.

Any requirements which are required for disbursement that are unsatisfied will also display as well as messages associated with the requirement.

Information Submitted Section

Once award information has been accepted, students will have access to the Information Submitted section of this tab. From here, they can print their award information. This section will be displayed under the following conditions.

- RORWEBR_AWARD_INFO_IND = Y
- The aid year is active
- The student has submitted award information to the school that has not yet been reviewed by the financial aid office

Students can print their award information using the **Print** link. You may use Web Tailor to format the print version and include graphics and text specific to your institution. You may also set the option to print the terms and conditions as part of the Award letter by

selecting the option to Print Terms and Conditions from the Web Processing Rules tab of ROAINST.

The messages displayed on this tab can be edited through Web Tailor.

Pell awards

Students cannot accept or decline Pell awards online. Pell awards are either auto-accepted or accepted when an administrative system user enters a date in the **SAR Certified Date** field on the Applicant Pell Grant Form (ROAPELL). If your institution auto-accepts Pell awards, updates are prevented since awards are already in accepted status. If your institution wants to retain control over placing Pell awards into an accepted status, you should not auto-accept Pell awards.

Not allowing students to accept awards online

You do not have to allow students to accept/decline their awards online. The **Web Accept Flag** checkbox on the Packaging window of the Fund Management Form (RFRMGMT) controls this activity. The **Award Decision** and **Accept Partial Amount** fields are included on the Web page only for funds for which the **Web Accept Flag** checkbox has been selected for the aid year being processed. This is in addition to the requirement that the award status for the fund be *Offered*.

Locked award packages

Updates to award records are not permitted if a student's award package is locked or the aid year being processed is inactive. In either of these cases, the decision fields and the **Accept Full Amount All Awards** and **Submit Changes** buttons are not displayed for any awards.

If a specific fund in a student's award package is locked, the decision fields are not displayed for that fund.

Web Page Fields

Item	Description/Source Information
Fund	Description of the fund associated with the award. Awards are assigned to students on the following forms: <ul style="list-style-type: none">• Package Maintenance Form (RPAAPMT)• Award Form (RPAAWRD)
Status	Status of the award. The value comes from the Status field in the Fund Award section of RPAAPMT or RPAAWRD.

Web Page Fields

Item	Description/Source Information
Total	<p>Amount of the award.</p> <p>The value comes from the Accepted Amount, Offered Amount, or Declined/Cancelled fields in the Fund Award section on RPAAPMT or RPAAWRD.</p> <p>If an award has been declined, no value is displayed in the Amount field.</p>
Accept Award	<p>For awards with a status of <i>Offered</i>, a pull-down list is available that the student can use to select a decision.</p> <ul style="list-style-type: none">• To accept an offer in full, the student selects Accept from the pull-down list, then selects the Submit Decision button.• To accept a partial offer, the student selects Accept from the pull-down list, enters the partial amount in the Accept Partial Amount field, then selects the Submit Decision button.• To decline an offer in full, the student selects Decline from the pull-down list, then selects the Submit Decision button.
Accept Partial Amount	<p>Partial amount that the student wants to accept, if applicable.</p>
Lender	<p>If the student currently has a lender on RPASLND, the lender is displayed for the loan funds. If the student does not have a current lender in RPASLND, a drop-down list of active lenders (Info Access checked on RPRLNDR) will be available for students to select from for funds where you have indicated to Allow Web Lender Selection on RFRMGMT.</p>
Comments	<p>If you have selected the option on the Web Processing rules tab of ROAINST to allow the student to submit Award Information, a comment field will appear for the student to enter and submit award information.</p>

Setup Requirements

Item	Description
Fund Management Form (RFRMGMT)	Select the Web Accept Flag checkbox on the Aid Year Specific Data - Packaging Options window for each fund that you want students to be able to accept or decline on the Web.
Institution Financial Aid Options Form (ROAINST)	Select the Display Partial Amount field on the Web Processing Rules tab on ROAINST to allow students to accept partial award amounts.
Institution Financial Aid Options Form (ROAINST)	Select the Display Accept Full Amount of All Awards field on the Web Processing Rules tab on ROAINST to allow students to accept the full amount of all awards offered.
Institution Financial Aid Options Form (ROAINST)	Select the Display Terms with Zero Award Amount field on the Web Processing Rules tab on ROAINST if you would like to display awards with a zero amount.
Web Tailor Information Text	<p>Review the text for the following items for clarity and any information and/or instructions you want to provide to your students.</p> <ul style="list-style-type: none">• DEFAULT, Seq 1 (bwrkrhst.P_AcceptAwardOfferTab) This text, defined by your institution, will appear at the top of the Accept Award Offer Tab.• INSTRUCTION, Seq 1 (bwrkrhst.P_AcceptAwardOfferTab) These instructions will appear after the DEFAULT text and the Student Specific text. “Options for Accept Award Offers include: 1. Accept the full award amount by selecting Accept Full Amount of All Awards. 2. Choose Decline or Accept for each fund. 3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.”• UNREVIEWINFO, Seq 1 (bwrkrhst.P_AcceptAwardOfferTab) This text will appear before the display of any information submitted by the student: “Information you have submitted to the financial aid office that has not been reviewed is displayed below.”

Updates to Banner

Item	Description
Accept Full Amount All Awards and Submit Changes	<p>When either of these buttons is selected, the system calls the database package R\$_SUMMARY_CALC_DB, which updates the award statuses and amounts in the following forms:</p> <ul style="list-style-type: none">• Package Maintenance Form (RPAAPMT)• Award Form (RPAAWRD) <p>If a partial award is accepted, the system recalculates the student's unmet need and stores the information in the student's RORSTAT record. This eliminates the need for an administrative user to run the RORCALC report to perform the same updates.</p> <p>When an update is made to a student's award record (RPRAWRD), the RPRAWRD_LAST_WEB_UPDATE field is set to the system date/time. This provides an audit trail of when the student updated his or her record and identifies that changes were made by the student rather than by an administrator.</p>

Links to Other Web Pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (bwrk01ib.P_SelDefAidy).
Financial Aid Office	Launches the user's e-mail program with the e-mail address and subject you defined in WebTailor.
Overall Financial Aid Status	Goes to the Financial Aid Status for Award Year page (bwrksumm.P_Dispsumm).
Account Summary By Term	Goes to the Account Summary by Term page (bwskoacc.P_ViewAcct).
Award for Aid Year	Goes to the Award Package for Award Year page (bwrkrhst.P_DispAwdAidYear).
Award Payment Schedule	Goes to the Award Payment Schedule for Award Year page (bwrkpays.P_DisppaySched).
Award History	Goes to the Award History page (bwrkrhst.P_DispAwdHst).
Loan Application History	Goes to the Loan Application History page (bwrklhst.P_DisplloanHst).

Links to Other Web Pages

This Link	Action
Print	Clicking on this link will display a pop-up window of a print-ready version of the student's award information.

Buttons/Icons on This Page

Button/Icon	Action
Accept Full Amount All Awards	Redisplays the page with all offered awards updated to Accepted status.
Submit Changes	Redisplays the page with all offered awards updated with the student's changes.

Web Menus With Links to This Page

Award menu	bmenu.P_FAAwdMnu
------------	------------------

Special Messages Tab

Use this tab to display messages to students after certain awards have been accepted. This tab is accessible under the following conditions.

- RORSTAT_INFO_ACCESS_IND = Y (or RORSTAT_INFO_ACCESS_IND is null and you have selected the option on ROAINST to treat the null value as Y.)
- RORWEBR_SPECIAL_MSG_TAB_IND = Y
- all Terms and Conditions tracking requirements assigned to the student are satisfied
- all required questions have been answered

Two types of messages are displayed on this page when available, your institutionally defined message and student specific text. Enter the text for your institutionally defined messages through Web Tailor. Define the student specific text in Banner on forms: RTVWTXT, RORWTXT, and RORWTAB. The following bullets outline a summary of the information you need to enter on each form. You can find examples and further information in the *Banner Financial Aid 8.2 Release Guide* under each form description.

- The Web Text Rule code on RTVWTXT
- The SQL rules for the Web Text Rule code on RORWTXT. You must select a value to be returned by the rule. The text to be displayed will be defined by the value returned by the rule. Select the appropriate self-service tab for the text you would like to display on the Select Value Rules Tab then enter the Heading and Text you would like displayed for the possible values returned by your rule.

- The order which you would like the text to display on RORWTAB. For each tab in self-service where you would like to display Student-specific text, you must define the sequence for display.

The following must be true in order for the heading and/or text to display on the specified tab in Self-Service.

- The text rule must be defined on the RORWTAB form, indicating the order in which the rules should display.
- The text rule must have SQL rules defined on RORWTEXT in the RORWSQL table where RORWSQL_ACTIVE_IND = Y and RORWSQL_VALIDATED_IND = Y.
- The text rule must have Select Value rules set up for the specified tab on the RORWTEXT form in the RORWTEXT table where the RORWTEXT_ACTIVE_IND = Y.
- The value returned by the SQL rule for the student must match an active RORWTEXT_SELECT_VALUE for the specified tab.

When all of the above are true the RORWTEXT_HEADING (if not null) and the RORWTEXT_TEXT will be displayed on the tab. If there is no text to be displayed, the remaining items on the page will be moved up appropriately.

Setup Requirements

Item	Description
Web Tailor Information Text	<ul style="list-style-type: none"> • DEFAULT, Seq 1 (bwrkrhst.P_SpecialMsgTab) <p>This text, defined by your institution, will appear at the top of the Special Messages Tab.</p>

Award Messages (bwrkrhst.P_DispAwdMsg)

The student can read and respond to award messages through this page. This page is accessible only from the Award Package for Award Year page (bwrkrhst.P_DispAwdAidYear).

Web Page Fields

Item	Description/Source Information
Fund	Name of the fund.
Message	Message associated with the fund.

Setup Requirements

Item	Description
Message Code Validation Form (RTVMESG)	Select the Info Access checkbox for each message code you want to be available on the Web.
Fund Management Form (RFRMGMT)	For each fund with which you want a message associated, enter the message code in the Message Code field of the Message Assignment window.
Fund Management Form (RFRMGMT)	Select the Information Access checkbox on RFRMGMT for the fundcode associated with the message if you do not want the message to be displayed.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (bwrkolib.P_SelDefAidy).
Respond	Launches the user's e-mail program with the e-mail address and subject you defined in WebTailor.
Award for Aid Year	Goes to the Award Package for Award Year page (bwrkrhst.P_DispatchAwardYear).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Other Web Pages With Links to This Page

Award Package for Award Year	bwrkrhst.P_DispatchAwardYear
------------------------------	------------------------------

Academic Progress (bwrksaph.P_DispsAP)

This page displays the student academic progress as it is evaluated for each term.

Web Page Fields

Item	Description/Source Information
Status	Student's academic status. The value comes from the New SAP Status field in the Satisfactory Academic Progress block of the Applicant Status Form (ROASTAT).
Last Term Reviewed	Last term that the student's academic performance was evaluated. The value comes from the Term field in the Satisfactory Academic Progress block of ROASTAT.

Setup Requirements

Item	Description
Degree Code Validation Form (STVDEGC)	Select the Web Indicator checkbox for each degree code that you want to be available on the Web.
Satisfactory Academic Progress Validation Form (RTVSAPR)	Define your satisfactory academic progress status codes.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Overall Financial Aid Status	Goes to the Financial Aid Status for Award Year page (bwrksumm.P_Dispsumm).
Holds	Goes to the View Holds page (bwrkhold.P_Disphold).
Student Requirements	Goes to the Student Requirements for Award Year page (bwrktrkr.P_Disptrkreq).

Links to Other Web Pages

This Link	Action
Requirement Messages	This link takes you to the Requirements Messages (bwrktmsg.P_DisTrkMsg) page.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

Eligibility menu	bmenu.P_FACostMnu
------------------	-------------------

Other Web Pages With Links to This Page

Financial Aid Holds	bwrkhold.P_DispHold
Student Requirements for Award Year	bwrktrkr.P_DisTrkReq
Requirement Messages for Award Year	bwrktmsg.P_DisTrkMsg

Holds (bwrkhold.P_DispHold)

This page displays holds that have been placed on a student's financial aid application. You can use holds to prevent packaging, memoing, and disbursements. Holds can be in effect for an aid year or for a date range.

Web Page Fields

Item	Description/Source Information
Description	Description of the hold assigned to the student on the Applicant Holds Form (ROAHOLD).
Reason	Reason for the hold. The value comes from the Reason field on ROAHOLD.
Date Posted	Beginning date the hold is in effect. The value comes from the From field on ROAHOLD.

Setup Requirements

Item	Description
Hold Type Validation Form (RTVHOLD)	Enter an information access number in the Msg No field for each hold type that you want to be available on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Academic Holds	Goes to the View Holds page (<code>bwrkhold.P_DispHold</code>).
Overall Financial Aid Status	Goes to the Financial Aid Status for Award Year page (<code>bwrksumm.P_DispSumm</code>).
Student Requirements	Goes to the Student Requirements for Award Year page (<code>bwrktrkr.P_DispTrkReq</code>).
Academic Progress	Goes to the Academic Progress page (<code>bwrksaph.P_DispSAP</code>).
Requirement Messages	This link takes you to the Requirements Messages (<code>bwrktmsg.P_DispTrkMsg</code>) page.

Web Menus With Links to This Page

Eligibility menu `bmenu.P_FACostMnu`

Other Web Pages With Links to This Page

View Holds `bwrkhold.P_DispHold`

Academic Progress `bwrksaph.P_DispSAP`

Student Requirements for Award Year `bwrktrkr.P_DispTrkReq`

Requirement Messages for Award Year `bwrktmsg.P_DispTrkMsg`

Messages (bwrkamsg.P_FAAppMsg)

This page can be used to display informational messages from the financial aid office to the student. The purpose of sending messages to students is generally to resolve any outstanding requirements in the student's record and to validate any data necessary for processing. If the **Respond** link is enabled on this page, the student can respond to the message directly via e-mail.

Some examples for the use of this page include a confirmation from the financial aid office that the student completed his or her entrance/exit interview requirements, a request for application materials by the student, a student response concerning an unsatisfied tracking requirement, or the suggestion that a student complete an unusual circumstance form.

It may be necessary to remind students to ensure that their Web browser displays their return name and e-mail address, and that they sign any message that they send via e-mail. As with any link, it is also possible to globally disable the **Respond** link via WebTailor if you do not want students to respond to these messages by e-mail.

Web Page Fields

Item	Description/Source Information
Message	<p>Text of a message assigned to the student on the Applicant Messages Form (ROAMESG).</p> <p>Note: The message is displayed on the Web until the expiration date for the message passes. The default date in the Expiration Date field is determined by adding the number of days in the Activity Date field in ROAMESG to the number of days in the Message Expiration Days field on the Institution Financial Aid Options Form (ROAINST).</p>
Date Posted	<p>Date the message was assigned to the student.</p> <p>The value comes from the Activity Date field on ROAMESG.</p>

Setup Requirements

Item	Description
Message Code Validation Form (RTVMESG)	Select the Info Access checkbox for each message code that you want to be available on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (<code>bwrkolib.P_SelDefAidy</code>).
Respond	Launches the user's e-mail program with the e-mail address and subject you defined in WebTailor.
Overall Financial Aid Status	Goes to the Financial Aid Status for Award Year page (<code>bwrksumm.P_Dispsumm</code>).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Other Web Pages With Links to This Page

Financial Aid Status for Award Year `bwrksumm.P_Dispsumm`

Account Summary By Term (`bwskoacc.P_ViewAcct`)

This page displays student account balance information grouped by term, in descending order by term (most recent term first). If there are non-term items on an account (using the term code *ARTERM*), they are displayed at the beginning and can be identified by the heading "Items not related to a term".

Within each term section, items are displayed in detail-code order, with charges listed first and then payments. Entries are summarized by detail code (for example, two unapplied cash payments of 50.00 and 200.00 net to one entry of 250.00). Only the unapplied balance, not the original amount of the transactions, is displayed. A summary of total charges, total payments, and term balance is displayed at the end of each term, and the total account balance is displayed at both the beginning and the end of the list of account entries. Memos and authorizations are not displayed on this page.

Web Page Fields

Item	Description/Source Information
Account Balance	<p>Student's account balance.</p> <p>Note: A negative value indicates a credit balance.</p> <p>The value is calculated from entries stored in the Accounts Receivable Detail table (TBRACCD) and is similar to the information displayed on the Account Detail Review Form (TSAAREV).</p>
Term	<p>Description of the term, displayed as a hyperlink to the Account Detail for Term page (bwskoacc.P_ViewAcctTerm).</p>
Detail Code	<p>Detail code associated with the item.</p> <p>The value comes from the detail code in the Accounts Receivable Detail table (TBRACCD).</p>
Description	<p>Description of the charge or payment.</p> <p>The value comes from the detail code on the Detail Code table (TBBDETC).</p>
Charge	<p>Amount of the charge associated with the source.</p> <p>The value comes from the amount in the TBRACCD table (if the transaction is a charge).</p>
Payment	<p>Amount of the payment associated with the source.</p> <p>The value comes from the amount in the TBRACCD table (if the transaction is a payment).</p>
Balance	<p>For charges, this is the remaining balance of the charge after application of payments. For payments, this is the remaining balance of the payment that has not yet been applied.</p> <p>The value is calculated using the Amount column minus applied transactions.</p>
Term Charges	<p>Total charges for the term.</p> <p>The value is calculated using the Amount column.</p>
Term Credits and Payments	<p>Total credits and payments for the term.</p> <p>The value is calculated using the Amount column.</p>

Web Page Fields

Item	Description/Source Information
Term Balance	Outstanding balance for the term. The value is calculated using the Balance column.

Setup Requirements

Item	Description
Crosswalk Validation Form (GTVSDAX)	If you want detail codes to be displayed, enter <i>Y</i> in the External Code field for the <i>WEBDETCODE</i> internal code in internal group <i>WEBACCTSUM</i> .

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Financial Aid Award Information Menu	Goes to the Award menu (<i>bmenu.P_FAAwdMnu</i>).
Credit Card Payment	Goes to the Registration Term page (<i>bwskflib.P_SelDefTerm</i>) so that the user can select a term before going to the Credit Card Payment page (<i>bwckcpmt.P_CreditCardPayment</i>).
View Installment Plan	Goes to the Calculated Repayment Plan Summary page (<i>bwskoacc.P_ViewInstallments</i>).
Statement and Payment History	Goes to the Statement and Payment History page (<i>bwskspsh.P_ViewStatement</i>)

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

Award menu	<i>bmenu.P_FAAwdMnu</i>
Student Account menu	<i>bmenu.P_ARMnu</i>

Other Web Pages With Links to This Page

Award Payment Schedule for Award Year	bwrkpays.P_DispaySched
Loan Application History	bwrklhst.P_DispayLoanHst
Award Package for Award Year	bwrkrhst.P_DispayAwdAidYear
Award History	bwrkrhst.P_DispayAwdHst
Statement and Payment History	bwskspshs.P_ViewStatement

Award Payment Schedule for Award Year (bwrkpays.P_DispaySched)

This page displays the student's award disbursement schedule and a record of payments made to the student's account. It also displays the student's loan payment schedule.

The system creates a disbursement schedule for an award provided that all of the following conditions are met.

- The applicant's acceptance of an award is entered on one of the following:
 - Package Maintenance Form (RPAAPMT)
 - Award Form (RPAAWRD)
- The **Disburse** radio button for the fund is set to **System** on the Fund Management Form (RFRMGMT),
- A disbursement schedule for the fund has been established on one of the following:
 - Award and Disbursement Schedule Rules Form (RFRASCH)
 - Default Award and Disbursement Schedule Rules Form (RFRDEFA)

You can also manually enter a disbursement schedule when the system does not automatically create a disbursement schedule if the **Disburse** radio button on RFRMGMT is set to **Manual**. However, if the **Disburse** radio button is set to **None**, you cannot maintain a disbursement schedule for the award.

The system creates a disbursement schedule for loan provided that all of the following conditions are met. The received and paid amounts displayed here also appear on the Loan Disbursement Form (RPALDSB).

- The loan application exists on the following forms.
 - Loan Application Form (RPALAPP)

- Electronic Loan Application Form (RPAELAP)
- Direct Loan Origination Form (RPALORG)

Web Page Fields

Item	Description/Source Information
Term	Description of the term specified in the Term field in the Disbursement Schedule section for the student on one of the following: <ul style="list-style-type: none"> • Package Maintenance Form (RPAAPMT) • Award Form (RPAAWRD)
Award	Description of the award assigned to the student on RPAAPMT or RPAAWRD.
Expected Date	Scheduled disbursement date. The value comes from the Schedule Date field in the Disbursement Schedule section for the student on RPAAPMT or RPAAWRD.
Expected Amount	Scheduled disbursement amount. The value comes from the Schedule Amount field in the Disbursement Schedule section for the student on RPAAPMT or RPAAWRD.
Paid to Date	Amount paid to the current date. The value comes from the Disburse Amount field in the Disbursement Schedule section for the student on RPAAPMT or RPAAWRD.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (<code>bwrkolib.P_SelDefAidy</code>).

Links to Other Web Pages

This Link	Action
Account Summary By Term	Goes to the Account Summary by Term page (bwskoacc.P_ViewAcct).
Award for Aid Year	Goes to the Award Package for Award Year page (bwrkrhst.P_DispAwdAidYear).
Award History	Goes to the Award History page (bwrkrhst.P_DispAwdHst).
Loan Application History	Goes to the Loan Application History page (bwrklhst.P_DispLoanHst).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

Award menu bmenu.P_FAAwdMnu

Other Web Pages With Links to This Page

Award Package for Award Year bwrkrhst.P_DispAwdAidYear
Award History bwrkrhst.P_DispAwdHst
Loan Application History bwrklhst.P_DispLoanHst

Award History (bwrkrhst.P_DispAwdHst)

This page displays the student's entire award history arranged by aid year, beginning with the most recent aid year. It also includes third-party contracts, exemptions and other resources (that is, supplemental aid that is available in addition to the normal federal, state, and institutional sources).

A student's award history is tracked in the following Banner forms.

- The student has entries in the Fund Award section of one of the following:
 - Package Maintenance Form (RPAAPMT)
 - Award Form (RPAAWRD)

- The **Information Access** checkbox for the student is checked in the Packaging Group Information block of RPAAPMT or RPAAWRD, as applicable.
- The **Web** checkbox is checked for the fund in the Fund Award section of RPAAPMT or RPAAWRD, as applicable

Web Page Fields

Item	Description/Source Information
Fund	Name of the fund associated with the award.
Status	Status of the award. The value comes from the Status field in the Fund Award section of the Package Maintenance Form (RPAAPMT) or the Award Form (RPAAWRD).
Amount	Amount of the award. The value comes from the Accepted Amount, Offered Amount, or Declined/Cancelled fields in the Fund Award section on RPAAPMT or RPAAWRD.
Paid to Date	Total amount of the awards in the Financial Aid Award area of the page.
<i>The following fields are displayed in the Additional Resources area only if the student has both awards and other resources.</i>	
Additional Resource	Description of the aid received from third-party contracts, exemptions, or other resources. Other resources are assigned to a student on the Resource Form (RPAARSC).
Term	Term for which the aid from the other resource is available. The value comes from the Term field on RPAARSC.
Expected Amount	Estimated amount of the aid from the other resource. The value comes from the Estimated Amount field on RPAARSC.
Actual Amount	Actual amount of the aid from the other resource. The value comes from the Actual Amount field on RPAARSC.
Total	Total amount of other resources in the Additional Resource area of the page.

Web Page Fields

Item	Description/Source Information
Calculated Resource Total	Calculated total of other resources. The value comes from the Other Resources Calculated Total field on RPAARSC.

Setup Requirements

Item	Description
Package Maintenance Form (RPAAPMT)	Select the Information Access checkbox for the student in the Packaging Group Information block of RPAAPMT to display the award.
Award Form (RPAAWRD)	Select the Information Access checkbox for the student in the Packaging Group Information block of RPAAWRD to display the award.
Institution Financial Aid Options Form (ROAINST)	Select the Information Access Indicator field on the Web Processing Rules window for each aid year that you want to be available on the Web.
Third Party Contract Rules Form (RPRCONT)	Select the Information Access Indicator field on RPRCONT to display third-party contracts or exemptions.
Exemption Rules Form (RPREXPT)	Select the Information Access Indicator field on RPREXPT to display third-party contracts or exemptions.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Overall Financial Aid Status	Goes to the Financial Aid Status for Award Year page (bwrksumm.P_Dispsumm).
Account Summary By Term	Goes to the Account Summary by Term page (bwskoacc.P_ViewAcct).
Award for Aid Year	Goes to the Award Package for Award Year page (bwrkrhst.P_DispAwdAidYear).

Links to Other Web Pages

This Link	Action
Award Payment Schedule	Goes to the Award Payment Schedule for Award Year page (bwrkpays.P_DispaySched).
Loan Application History	Goes to the Loan Application History page (bwrklhst.P_DisLoanHst).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

Award menu bmenu.P_FAAwdMnu

Other Web Pages With Links to This Page

Award Package for Award Year	bwrkrhst.P_DisAwdAidYear
Loan Application History	bwrklhst.P_DisLoanHst
Award Payment Schedule for Award Year	bwrkpays.P_DispaySched

Loan Application History (bwrklhst.P_DisLoanHst)

This page displays details of the student's loan activity. The information is arranged by financial aid year and includes the status and amount of the loan, in addition to the amount paid to date.

Most of the information included on this page is maintained on more than one Banner form.

- Direct loan information is maintained on the Federal Direct Loan Origination Form (RPALORG).
- Electronic loan information is maintained on the Electronic Loan Application Form (RPAELAP).
- All other federal loan information is maintained on the Loan Application Form (RPALAPP).

- Disbursement detail information, such as loan amounts, paid to date amounts, and the disbursement feed to Accounts Receivable status, can be found in the Disbursement Detail section of the Loan Disbursement Form (RPALDSB).

Web Page Fields

Item	Description/Source Information
Source	<p>Description of the source of the loan.</p> <p>The value comes from the RFRBASE table.</p>
Loan Amount	<p>Amount of the loan.</p> <p>The value comes from one of the following:</p> <ul style="list-style-type: none"> • Federal Direct Loan Origination Form (RPALORG) • Electronic Loan Application Form (RPAELAP) • Loan Application Form (RPALAPP) <p>If there is a value in the Approved Amount field, this is the amount that is displayed on the Web. If there is no approved amount, the system displays the value in the Recommended Amount field.</p>
Paid	<p>Amount of the loan that has been disbursed to the student.</p> <p>The value comes from the Check/Net Amount field in the Disbursement Details window of the Loan Disbursement Form (RPALDSB). The value in the Feed field in the Disbursement Details window of RPALDSB must be <i>F</i>, indicating that the disbursement transaction has been fed to Accounts Receivable, for this amount be displayed on the Web.</p>
Returned	<p>Amount of the loan that has been returned to the lender or guarantor, if applicable.</p> <p>The value comes from the Returned Amount field in the Disbursement Detail window of RPALDSB. The value in the Feed field must be <i>F</i>, indicating that the disbursement transaction has been fed to Accounts Receivable, for this amount be displayed on the Web.</p>
School Status	<p>Status of the loan.</p> <p>The value comes from the Loan Status field on RPALAPP, RPAELAP, or RPALORG, and indicates the status of the loan in the school's loan processing cycle.</p>

Web Page Fields

Item	Description/Source Information
Detail Status	Name of the lender or guarantor, displayed as a hyperlink to the lender's or guarantor's Web site.
Loan Period	Duration for which the funds are borrowed. The value comes from the Loan Period field on RPALAPP, RPAELAP, or RPALORG.
Lender	Institution from which funds were borrowed. This value comes from RPALAPP_LENDER_PIDM.
Servicer	Organization processing the loan application. This value comes from RPALAPP_SERVICER_PIDM.
URL Description	Use this field to define the URLs for each lender. You may also set up a URL for a default lender to be used when a lender is not specified for the loan. This value comes from RPBLNDR_URL_DESC on RPRLNDR or the Web Processing Rules page of ROAINST.

Setup Requirements

Item	Description
Lender Base Data Form (RPRLNDR)	Use the URL Description and URL fields on the RPRLNDR form to define the URL for each lender.
Institution Financial Aid Options Form (ROAINST)	Use the Default Lender URL Description and Default Lender URL fields on the Web Processing Rules Tab of ROAINST to set up a default URL to be used when a lender is not specified for the loan or the URL has not been defined for the lender.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Lender's or guarantor's name	Goes to the lender's or guarantor's Web site.

Links to Other Web Pages

This Link	Action
Back to Top	Goes to the top of this page.
Account Summary By Term	Goes to the Account Summary by Term page (bwskoacc.P_ViewAcct).
Award for Aid Year	Goes to the Award Package for Award Year page (bwrkrhst.P_DispAwdAidYear).
Award Payment Schedule	Goes to the Award Payment Schedule for Award Year page (bwrkpays.P_DispPaySched).
Award History	Goes to the Award History page (bwrkrhst.P_DispAwdHst).

Web Menus With Links to This Page

Award menu	bmenu.P_FAAwdMnu
------------	------------------

Other Web Pages With Links to This Page

Award Package for Award Year	bwrkrhst.P_DispAwdAidYear
Award History	bwrkrhst.P_DispAwdHst
Award Payment Schedule for Award Year	bwrkpays.P_DispPaySched

Withdrawal Information (bwrktivw.P_TitleIVWithdraw)

This page displays withdrawal information if the student has withdrawn from your institution for the selected term.

If there is no withdrawal information for the student for the selected term, the message *You are not being processed for withdrawal for the selected term* is displayed.

If there are no student records and a student selects *Withdrawal Information* from the menu, the message *No terms are available for Registration processing. You are not being processed for withdrawal* is displayed.

Web Page Fields

Item	Description/Source Information
<p>Note: Fields are displayed on this page only if the student has withdrawn from your institution in the selected term.</p>	
Withdrawal Reason	<p>Reason the student withdrew from your institution.</p> <p>The value comes from the Withdrawal Code field on the Student Withdrawal Form (SFAWDRL).</p>
Enrollment Start Date	<p>Start date of the enrollment period.</p> <p>The value comes from the Enrollment Start field on SFAWDRL.</p>
Enrollment End Date	<p>End date of the enrollment period.</p> <p>The value comes from the Enrollment End field on SFAWDRL.</p>
Effective Withdrawal Date	<p>Date the student's withdrawal took effect.</p> <p>The value comes from the Effective Withdrawal Date field on SFAWDRL.</p>
Percent Attended	<p>Percentage of the enrollment period that the student was enrolled.</p> <p>The value comes from the Percent Attended field in SFAWDRL, which is calculated based on the number of days in the period and the number of days the student attended.</p>
<p><i>The following fields are included in the Title IV Aid to be Returned section, which is not displayed if no refund calculation has been performed.</i></p>	
Amount of Title IV Aid Disbursed	<p>Amount of Title IV aid that has already been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page (bwrktivw.P_TitleIVDetail).</p> <p>The value comes from the Disbursed field of the Return of Title IV Funds Calculation Form (RPATIVC).</p>
Amount of Title IV Aid Eligible to be Disbursed	<p>Amount of Title IV aid that has not yet been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page.</p> <p>The value comes from the Not Disbursed field of RPATIVC.</p>

Web Page Fields

Item	Description/Source Information
Unearned Title IV Aid Disbursed	<p>Amount of Title IV aid that has been paid to the student's account and for which the student is no longer eligible.</p> <p>The value comes from the Title IV Unearned field the Title IV Calculation window of RPATIVC.</p>
Title IV Aid to be Returned	<p>Amount of Title IV aid that has been disbursed to the student and that must be returned due to withdrawal.</p> <p>The value comes from the Total Title IV Aid To Be Returned field the Title IV Calculation window of RPATIVC.</p>
Institution's Required Return Amount	<p>Amount of Title IV aid that your institution is required to return.</p> <p>The value comes from the Institution's Required Returns field of RPATIVC.</p>
Student's Required Return Amount	<p>Amount of Title IV aid that the student is required to return.</p> <p>The value comes from the Student Share field the Title IV Calculation window of RPATIVC.</p>

Setup Requirements

Item	Description
WebTailor	<p>Review the text for the following items for clarity and any information and/or instructions you want to provide to your students:</p> <ul style="list-style-type: none">• DEFAULT, Sequence 1 <p>The DEFAULT Information Text is displayed at the top of the Withdrawal Information page.</p> <ul style="list-style-type: none">• NOT_WITHDRAWN, Sequence 1 <p>The NOT_WITHDRAWN Information Text is displayed after the DEFAULT Information Text when a person has no withdrawal records (SFRWDRL) for the selected term. It tells the student that he or she is not being processed as a withdrawn student for the term.</p> <ul style="list-style-type: none">• NOTIFICATION, Sequence 1 <p>The NOTIFICATION Information Text is displayed at the end of the Withdrawal Information section and before the Title IV Aid to be Returned section. It tells the student that he or she is not being processed as a withdrawn student for the selected term.</p> <p>Use the WebTailor Information Text option to update the text, if desired.</p>

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Amount of Title IV Aid Disbursed	If the Title IV Aid to be Returned section is displayed, goes to the Title IV Fund Detail page (bwrktivw.P_TitleIVDetail).
Amount of Title IV Aid Eligible to be Disbursed	If the Title IV Aid to be Returned section is displayed, goes to the Title IV Fund Detail page (bwrktivw.P_TitleIVDetail).

Links to Other Web Pages

This Link	Action
Select Another Term	Goes to the Registration Term page (bwskf1ib.P_Se1DefTerm).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

Award menu bmenu.P_FAAwdMnu

Other Web Pages With Links to This Page

No other Web pages have links to this page.

Title IV Fund Detail (bwrktivw.P_TitleIVDetail)

This page displays information about each Title IV fund the student was eligible to receive for the selected term.

Web Page Fields

Item	Description/Source Information
Fund Description	Description of the fund. The value is the description associated with the fund code in the Title IV Code field of the Return of Title IV Funds Calculated Form (RPATIVC).
Disbursed Amount	Amount of Title IV aid that has already been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page (bwrktivw.P_TitleIVDetail). The value comes from the Disbursed field of RPATIVC.
Eligible to be Disbursed	Amount of Title IV aid that has not yet been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page. The value comes from the Not Disbursed field of RPATIVC.

Web Page Fields

Item	Description/Source Information
Unearned Title IV Aid Disbursed	<p>Amount of Title IV aid that has been paid to the student's account and for which the student is no longer eligible.</p> <p>The value comes from the Title IV Unearned field the Title IV Calculation window of RPATIVC.</p>

Setup Requirements

Item	Description
WebTailor	<p>Review the text for the following item for clarity and any information and/or instructions you want to provide to your students:</p> <ul style="list-style-type: none">NOTE, Sequence 1 <p>The NOTE Information Text is displayed after the Title IV Fund Detail section of the page. It can be used to provide information that clarifies the contents of the Title IV Fund detail information. As delivered, it states that the Federal Work Study totals displayed indicate eligibility rather than the amount actually earned.</p> <p>Use the WebTailor Information Text option to update the text, if desired.</p>

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Return to Withdrawal Information	Goes to the Withdrawal Information page (bwrktivw.P_TitleIVWithdraw).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Other Web Pages With Links to This Page

Withdrawal Information bwrktivw.P_TitleIVWithdraw

Set Up Financial Aid on the Web

This section explains how to implement the Financial Aid module on the Web. Refer to the *Financial Aid User Guide* for more information about Banner forms.

1. For each aid year that you want to be available on the Web, select the **Information Access Indicator** field on the Web Processing Rules window on the Institution Financial Aid Options Form (ROAINST).

For each requirements code that you want to be available on the Web, select the **Information Access** checkbox on the Tracking Requirements Validation Form (RTVTREQ).

For each requirements code for which you want a message to be displayed on the Web, Select the **Info Access** checkbox on RTVTREQ.

2. For each packaging group that you want to be available on the Web, select the **Info Access** checkbox on the Packaging Group Validation Form (RTVPGRP).
3. For each hold type that you want to be available on the Web, enter an information access number in the **Msg No** field on the Hold Type Validation Form (RTVHOLD).
4. For each fund that you want to be available on the Web, enter an information access number in the **Message Number** field on the Fund Base Data Form (RFRBASE).
5. For each message code you want to be available on the Web, select the **Info Access Ind** checkbox on the Message Code Validation Form (RTVMESG).
6. For each requirement code that you want to associate with a message, enter the message code (defined in RTVMESG) in the **Message Code** field on the Message Rules Form (RORMESG).
7. For each fund that you want students to be able to accept or decline on the Web, select the **Web Accept Flag** checkbox on the Aid Year Specific Data - Packaging Options window of the Fund Management Form (RFRMGMT) or the Funds Management (ROAMGMT).



Index



A

Academic Progress (bwrksaph.P_DispsAP) **2-38**

access

 forgotten PIN **1-8**

 logging in **1-7**

 public (unsecure) **1-6**

 secure area **1-7**

accessibility **1-3**

 screen readers **1-3**

 voice recognition **1-4**

accessing the secure area **1-7**

Aid Year (bwrkolib.P_SelDefAidy) **2-6**

Award History (bwrkrhst.P_DispsAwdHst) **2-47**

Award Messages (bwrkrhst.P_DispsAwdMsg) **2-36**

Award Package for Aid Year
(bwrkrhst.P_DispsAwdAidYear) **2-17**

Award Payment Schedule for Award Year
(bwrkpays.P_DispsPaySched) **2-45**

B

baseline records **1-5**

bmenu.P_FAASecMnu (Financial Aid Links) **2-4**

bmenu.P_FAUnsecMnu (Financial Aid Links) **2-4**

bmenu.P_FAFFormsMnu (Financial Aid Forms) **2-5**

bwrkamsg.P_FAAppMsg (Messages) **2-41**

bwrkbudg.P_DispsBudg (Cost of Attendance) **2-15**

bwrkhold.P_DispsHold (Holds) **2-39**

bwrklhst.P_DispsLoanHst (Loan Application History) **2-50**

bwrkolib.P_SelDefAidy (Aid Year) **2-6**

bwrkpays.P_DispsPaySched (Award Payment Schedule for Award Year) **2-45**

bwrkrhst.P_DispsAwdAidYear (Award Package for Aid Year) **2-17**

bwrkrhst.P_DispsAwdHst (Award History) **2-47**

bwrkrhst.P_DispsAwdMsg (Award Messages) **2-36**

bwrksaph.P_DispsAP (Academic Progress) **2-38**

bwrksumm.P_DispsSumm (Financial Aid Status for Award Year) **2-7**

bwrktivw.P_TitleIVDetail (Title IV Fund Detail) **2-57**

bwrktivw.P_TitleIVWithdraw (Withdrawal Information) **2-53**

bwrktmsg.P_DispsTrkMsg (Requirement Messages) **2-14**

bwrktrkr.P_DispsTrkReq (Student Requirements for Award Year) **2-11**

C

Cascading Style Sheets (CSS)
basics **1-4**

Cost of Attendance (bwrkbudg.P_DispsBudg) **2-15**

D

documentation
related **1-2**

F

Financial Aid Forms
(bmenu.P_FAFFormsMnu) **2-5**

Financial Aid Information

 access

 secured **2-2**

 unsecured **2-1**

 Web pages

Academic Progress
 (bwrksaph.P_DispsAP) **2-38**

Aid Year (bwrkolib.P_SelDefAidy)
2-6

Award History
 (bwrkrhst.P_DispaWdHst) **2-47**

Award Messages
 (bwrkrhst.P_DispaWdMsg) **2-36**

Award Package for Aid Year
 (bwrkrhst.P_DispaWdAidYear)
2-17

Award Payment Schedule for Award
 Year
 (bwrkpays.P_DispaPaySched)
2-45

Cost of Attendance
 (bwrkbudg.P_DispaBudg) **2-15**

Financial Aid Forms
 (bmenu.P_FAFormsMnu) **2-5**

Financial Aid Links
 (bmenu.P_FAASecMnu) **2-4**

Financial Aid Links
 (bmenu.P_FAAUnsecMnu) **2-4**

Financial Aid Status for Award Year
 (bwrksumm.P_DispaSumm) **2-7**

Holds (bwrkhold.P_DispaHold) **2-39**

Loan Application History
 (bwrklhst.P_DispaLoanHst) **2-50**

Messages
 (bwrkamsg.P_FAAppMsg) **2-41**

Requirement Messages
 (bwrktmsg.P_DispaTrkMsg) **2-14**

Student Requirements for Award
 Year (bwrktrkr.P_DispaTrkReq)
2-11

Financial Aid Links (bmenu.P_FAASecMnu)
2-4

Financial Aid Links
 (bmenu.P_FAAUnsecMnu) **2-4**

Financial Aid on the Web
 setting up **2-59**

Financial Aid Status for Award Year
 (bwrksumm.P_DispaSumm) **2-7**

functionality of Student Self-Service **1-6**

H

help messages **1-6**

Holds (bwrkhold.P_DispaHold) **2-39**

how to
 access the secure area **1-7**

I

Information Text **1-5**

help messages **1-6**

L

Loan Application History
 (bwrklhst.P_DispaLoanHst) **2-50**

local records **1-5**

M

Messages (bwrkamsg.P_FAAppMsg) **2-41**

O

overview of Student Self-Service **1-1**

P

public access to Student Self-Service **1-6**

R

Registration

- Web pages
 - Title IV Fund Detail
 (bwrktivw.P_TitleIVDetail) **2-57**
 - Withdrawal Information
 (bwrktivw.P_TitleIVWithdraw)
2-53
- Requirement Messages
 (bwrktmsg.P_DispaTrkMsg) **2-14**

S

screen readers **1-3**

setting up

- Financial Aid on the Web **2-59**

static display of information **1-9**

Student Requirements for Award Year
 (bwrktrkr.P_DispaTrkReq) **2-11**

T

Title IV Fund Detail
(bwrktivw.P_TitleIVDetail) **2-57**

U

user interface **1-3**
using this manual **1-1**
Web page descriptions **1-1**

V

voice recognition, compatibility with Student
Self-Service **1-4**

W

Withdrawal Information
(bwrktivw.P_TitleIVWithdraw) **2-53**

