

Viewing Award Activity

Purpose: Use the **View Award Activity** page to view offered, accepted, and disbursed amounts, for a student in a given aid year.

The following instructions describe how to view a student's award activity.

Step	Action
1.	<p>Navigate to the View Award Activity page: Main Menu > Financial Aid > Awards > View Award Activity</p>  <p>Award Activity</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text"/> </p> <p>Academic Institution: <input type="text" value="="/> <input type="text" value="UNICS"/> </p> <p>Aid Year: <input type="text" value="="/> <input type="text"/> </p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p>
2.	<p>Enter the following:</p> <ul style="list-style-type: none"> • ID – Enter the student’s six digit U-ID • Academic Institution – UNICS (this may default) • Aid Year – Enter the Aid Year you wish to view (Note: This is not the “Term”, it is the second half of the <i>Academic Year</i>. Example: Aid Year for <i>Academic Year</i> 2011/2012 is “2012”)



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3.	<p>Click the Search button.</p> <p>Result: The Award Activity displays.</p> <p>Award Activity</p> <p>Pam Panther ID: #####</p> <p>Aid Year: 2012 2011-2012 Financial Aid Year Institution: UNICS</p> <p>Find First 1 of 6 Last</p> <p>Item Type: 920100000020 Direct Unsubsidized Loan Career: Undergraduate</p> <table border="1"> <thead> <tr> <th colspan="2">Award Activity Log</th> <th>Offered</th> <th>Accepted</th> <th>Authorized</th> <th>Disbursed</th> <th></th> </tr> <tr> <th>Date</th> <th>Action</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>11/11/2011 9:52:08AM</td> <td>Offer/Accp</td> <td>2,750.00</td> <td>2,750.00</td> <td>2,737.00</td> <td>2,737.00</td> <td>Award Detail</td> </tr> <tr> <td>08/22/2011 2:46:51PM</td> <td>Disbursed</td> <td>5,500.00</td> <td>5,500.00</td> <td>2,737.00</td> <td>2,737.00</td> <td>Award Detail</td> </tr> <tr> <td>08/22/2011 2:40:01PM</td> <td>Authorized</td> <td>5,500.00</td> <td>5,500.00</td> <td>2,737.00</td> <td>0.00</td> <td>Award Detail</td> </tr> <tr> <td>06/21/2011 10:44:10AM</td> <td>Accepted</td> <td>5,500.00</td> <td>5,500.00</td> <td>0.00</td> <td>0.00</td> <td>Award Detail</td> </tr> <tr> <td>04/22/2011 11:31:38AM</td> <td>Offered</td> <td>5,500.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>Award Detail</td> </tr> <tr> <td>04/21/2011 4:50:47PM</td> <td>Offer/Accp</td> <td>5,500.00</td> <td>5,500.00</td> <td>0.00</td> <td>0.00</td> <td>Award Detail</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Authorized:</td> <td></td> <td>2,737.00</td> <td>Total Disbursed:</td> <td>2,737.00</td> <td></td> </tr> </tbody> </table> <p>Return to Search Notify</p>	Award Activity Log		Offered	Accepted	Authorized	Disbursed		Date	Action						11/11/2011 9:52:08AM	Offer/Accp	2,750.00	2,750.00	2,737.00	2,737.00	Award Detail	08/22/2011 2:46:51PM	Disbursed	5,500.00	5,500.00	2,737.00	2,737.00	Award Detail	08/22/2011 2:40:01PM	Authorized	5,500.00	5,500.00	2,737.00	0.00	Award Detail	06/21/2011 10:44:10AM	Accepted	5,500.00	5,500.00	0.00	0.00	Award Detail	04/22/2011 11:31:38AM	Offered	5,500.00	0.00	0.00	0.00	Award Detail	04/21/2011 4:50:47PM	Offer/Accp	5,500.00	5,500.00	0.00	0.00	Award Detail	Total Authorized:			2,737.00	Total Disbursed:	2,737.00	
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4.	<p>To view each award, use the Show Next Row button.</p> <p>Aid Year: 2012 2011-2012 Financial Aid Year Institution: UNICS</p> <p>Find First 2 of 6 Last</p> <p>Item Type: 920100000040 Direct PLUS Loan Career: Undergraduate</p> <table border="1"> <thead> <tr> <th colspan="2">Award Activity Log</th> <th>Offered</th> <th>Accepted</th> <th>Authorized</th> <th>Disbursed</th> <th></th> </tr> <tr> <th>Date</th> <th>Action</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>06/21/2011 10:44:10AM</td> <td>Declined</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>Award Detail</td> </tr> <tr> <td>04/22/2011 11:31:38AM</td> <td>Offered</td> <td>10,876.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>Award Detail</td> </tr> <tr> <td>04/21/2011 4:50:47PM</td> <td>Offer/Accp</td> <td>10,876.00</td> <td>10,876.00</td> <td>0.00</td> <td>0.00</td> <td>Award Detail</td> </tr> </tbody> </table>	Award Activity Log		Offered	Accepted	Authorized	Disbursed		Date	Action						06/21/2011 10:44:10AM	Declined	0.00	0.00	0.00	0.00	Award Detail	04/22/2011 11:31:38AM	Offered	10,876.00	0.00	0.00	0.00	Award Detail	04/21/2011 4:50:47PM	Offer/Accp	10,876.00	10,876.00	0.00	0.00	Award Detail																												
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NOTE: You may also view awards using the View Term Award Summary page: **Main Menu > Financial Aid > Awards > View Term Award Summary**