How to assign UGRD Scholarships on PeopleSoft

- Log on to PSFT
- Navigate to the following page:
  Home > Develop Enrollment > Evaluate Applicants > Use > Early Fin Aid Offer
- Select “Search by” = ID
- Enter the Emplid of the student you want to award a scholarship

- The Scholarship Award page looks like this:

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- Enter the Aid Year. This is a 4 digit number which reflects the financial aid year you are awarding to (different from academic year)
- Enter the Aid Category (Scholarship code). This is a 5 digit code starting with ADS + 2 digit number. You can either use the spy glass to select the appropriate value or you can use the printed list of scholarships as a reference.
- Enter the Offer Amount. From you reference sheet enter the total amount of the scholarship.
- Assign the Scholarship Award Letter. Click on the icon and enter the SpeedKey from the Reference Sheet
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