

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:

Early Financial Aid Offer - Internet Explorer provided by Dell

https://psft-lsweb02.uno.edu:7004/servlets/iclientservlet/peoplesoft8/?ci

UNIVERSITY of NEW ORLEANS

Home > Develop Enrollment > Evaluate Applicants > Use > Early Fin Aid Offer

Early Financial Aid Offer

Career: Undergraduate
Application Nbr:

ID:

Career Nbr: 0 Program Nbr: 0
Academic Program: General Studies Undergraduate [Detail](#)

*Effective Date: 10/10/2007 Sequence: 1 Aid Year: 2008 Offer Total: \$0.00

*Aid Category	Status	Offer Amount
<input type="text"/>	Offered	\$0.00
<input type="text"/>	Offered	\$0.00

[Save](#) [Return to Search](#) [Update/Display](#) [Include History](#) [Correct History](#)

- 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 your 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