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Creator Role Introduction:

Student Notice of Awards help tutorial for My Created Awards.

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Example of email received by the creator:

Email Heading: You have created the following Student Notice of Award for the students listed at the bottom of the email:

Fields in email:

Award – Award Type, Cost Center or Project, Semester, Aid Year and Created.

Submitter Contact Information – Name, Department, Email, Address and Extension.

Supervising Professor/Principal Investigator/Director Information – Name and Email.

Reason for Award and Purpose of Funder, Scholarship Name – Is this research? and Reason for Award and Purpose of Funder, Scholarship Name and/or Award Comments.

Recipients – Name, Student ID, Total Award, Payment 1, Payment 2 and System Status.

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Accessing Student Notice of Awards – Step 1:

To access the Student Notice of Awards application, go to <https://my.utep.edu> and click on **Sign In** to log on.

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Accessing Student Notice of Awards – Step 2:

Please log into MyUTEP with your UTEP email username and password.

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Accessing Student Notice of Awards – Step 3:

Once you have logged into the MyUTEP portal. Go to the **Applications** module and click on the **Student Notice of Awards** icon. Once the page opens, your Dashboard will be displayed.

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Awards for Approval Dashboard:

Once you have logged into the application, the Student Notice of Awards Dashboard will appear. The Dashboard will contain the following tabs for the Creator role:

- Being Created
- Pending
- Completed
- Require Approval
- Recallable
- All
- Create New Award
- Search Toggle

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Dashboard Tab for New Award:

Once you have logged into the Student Notice of Awards Dashboard, the Create New Award tab will be highlighted in red.

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Introduction for Student Notice of Awards help tutorial for creating an award.

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Create Award Actions:

The Actions available for creating awards are as follows:

- Submit = Click if you want the award to be created and submitted for approval.
- Save = Click to submit once the award information has been entered.
- Print = Click to print a copy of the eForm.
- Close Without Saving = Click to close without saving if you do not wish the award created to be submitted.
- Delete = Click if you want to delete the award.
- Confirm (Available only after clicking on Submit) = Click to complete the creation of the award.
- Go Back = If you want to revert back to the previous screen of the award in process.
- Print = Click to print a copy of the eForm.
- Close Without Saving = Click to close without saving if you do not wish the award created to be submitted.

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Award Information – Cost Center:

The Cost Center information will be validated with PeopleSoft. The Creator can now enter a Cost Center as it appears in PeopleSoft. For example, the Cost Centers will begin with either the number 14, 19, 29 or 30.

If Student Notice of Awards is unable to find this result, an error will display: “Invalid Cost Center or Project, please try again.”

Cost Center – Located in the Principal Investigator/Account Signateur section, the Principal Investigator/Account Signateur textbox with PI approver, must be entered in order to select the appropriate Principal Investigator.

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Award Creation Information – Project Validation:

The project will be validated with PeopleSoft.

The Creator can now enter a project as it appears in PeopleSoft. An example of how the project will appear as it is entered: **226123456A** number or a **1000000**123 number.

If there is no Project Investigator and no Account Signateur listed for the project, it will display the following message:

“Please contact the Principal Investigator to verify the project number or contact UTEP Contracts and Grants Accounting to verify the approver on the project management team.

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Award Creation Information – U.S. citizen and Texas Resident:

In the Recipients section, the U.S. citizenship and Texas residency will automatically display as part of the student information.

Citizenship issues and inquiries must go through the UTEP Admissions Office.

If a student is not a U.S. citizen, a Parallel error message will display:

1. If required and you are not a U.S. citizen and
2. Yes, not a U.S. citizen – a message box in red will display a System Status message.

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Award Type Information and Recall

1. Award Type = Tuition Support – creator will not be able to select multiple disbursement.
2. Award Type = Scholarship – scholarship and award accounts that begin with 19 or 26, the creator will not be able to select the principal investigator.
3. Award Type = Scholarship – scholarship and award accounts that begin with 12, 14 or 30, the creator will not be able to select the principal investigator. The award will route to the Scholarships Office for approval. Both the creator (creation email) and Scholarships Office (notification email) will receive an email.
4. If a student is entered twice on the same form, a message will display informing the creator that there is a duplicate award.

Recall Functionality:

5. For those awards that go to the Scholarships Office, if the Scholarships Office has not yet approved the award, the creator will be able to recall the award.
 - a. Note: Multiple scholarship awards cannot be recalled before they are split into individual student awards.
6. For those awards that go to the principal investigator, if the award has not been approved by the principal investigator, the creator will be able to recall the award.
7. If “Find Student” is highlighted, you must click the highlighted area after entering a UTEP ID.
8. Award types are as follows: Participant award, Scholarship, Student Activity Award and Tuition Support.

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Steps to create an award after clicking on “Create an Award” tab on the Dashboard– 1:

When the award is for opened after clicking on **Create an Award**, please verify that the information in the **Creator** section is correct. The information populating this field is preloaded.

To begin creating an award select the **Award Type** from the dropdown in the Award section. The award types listed are Participant Support, Scholarship, Student Activity Award and Tuition Support.

Please note: Tuition Support will only pay for T&F. For example, if the award is 3,000 dollars but the tuition is 2,703 dollars, then only 2,703 dollars will go through.

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Create an Award – Step 2:

Select **Academic Year** from the dropdown in the Award section. Academic year consists of consecutive fall, spring and summer terms and will cross over calendar years. For example, 2018 – 2019 consists of fall 2018, spring 2019 and summer 2019.

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Create an Award – Step 3:

Select **Semester** from the dropdown list in the Award section. For example, the semesters will be listed as Fall 2018, Spring 2019 and Summer 2019.

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Create an Award – Step 4:

Enter the appropriate **Cost Center or Project** in the box provided in the Award section. For example: **14**123456, **19**123456, **29**123456 or **30**123456. Or, enter the appropriate project: **226**123456A or **1000000**xxx.

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Create Award Actions:

The following Actions are available once the initial award information has been entered:

Save = save information entered.

Print = print page pf information entered.

Close Without Saving = close form without saving information.

Delete = delete form information entered.

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Principal Investigator/Account Signateur information:

The project's principal investigator information, as defined in PeopleSoft will display.

Please note, only projects that have a principal investigator are automatically populated. The creator will need to enter a principal investigator/account signateur for cost centers.

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Creator and Principal Investigator Role:

If the creator also has a principal investigator role, they will need to enter override comments in the **Override Comments** section if the system does not approve.

If a recipient needs to be removed before **Submit** is clicked, you will need to click on the “**red X**” button located on the lower right said of the **Recipients** section.

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Create an Award – Step 5:

Once the principal investigator information has been entered, you will then need to enter the student's award information. The student's award information will be entered in the **Recipients** section of the form.

The student's 800 number will need to be entered in the ID field, IRS Questions answered and the Award Amount entered.

In order to enter more recipients, click on the **Add New Recipient** button. The button is located on the lower left side of the **Recipients** section.

After all recipients have been added, click on the **Submit** button located in the **Actions** section.

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Create an Award – Step 6:

Review the award or awards for accuracy. Once all of the recipients have been created, click on the **Confirm** button located in the **Actions** section to finalize the awards.

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Confirmation Screen:

After the confirmation has been submitted, you will be sent to a **Success page**. On this page, the message is: **Success – Your award has been submitted and is awaiting approval by the next department.** Once the award has been submitted, you will receive a confirmation email as well as an on-screen confirmation.

On the Success page, you have the options to select **Log Out** – which closed the SNOA application, click on the **Dashboard** button – this option forwards you to your dashboard, click on the **Help or SNOA Online Training** button – this option forward you to the SNOA tutorials or a link to **Your award dashboard** option.

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Awards Dashboard:

If you click on “**Your Award Dashboard**” from the confirmation page, you will be forwarded to your awards dashboard. If you click on the **Pending** tab, the second tab from the left, the pending awards that you have submitted and are pending approvals from the principal investigator or another department will display.

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Thank you:

A thank you message at the end of the Creator tutorial: Thank you for viewing the Student Notice of Awards Creator tutorial.