

## Creator

### Student Notice of Awards Tutorial (SNOA)



Help Tutorial for "My Created Awards"

## Student Notice of Awards Creator Tutorial

From: [snoa@utep.edu](mailto:snoa@utep.edu) [mailto:[snoa@utep.edu](mailto:snoa@utep.edu)]  
 Sent: Monday, June 15, 2015 9:15 AM  
 To:  
 Subject: SNOA Submitted: Tuition Support for Fall 2015

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

### Award

Award Type:	Tuition Support	
Cost Center or Project:	19700038	
Semester:	Fall 2015	(201610)
Aid Year:	2015 - 2016	
Created:	6/15/2015 9:15 AM	

### Submitter Contact Information

Name:  
 Department:  
 Email:  
 Address:  
 Extension:

### Supervising Professor / Principal Investigator / Director Information

Name:  
 Email:

### Reason for Award and Purpose of Funder, Scholarship Name

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

### Recipients

Name	Student ID	Total Award	Payment 1	Payment 2	System Status
Student Lastname, Firstname	\$04 -----	\$9.98	\$9.98		Student is not enrolled for the current semester.
Student Lastname, Firstname	\$85 -----	\$9.98	\$9.98		Student is not enrolled for the current semester.
Student Lastname, Firstname	\$04 -----	\$9.98	\$9.98		Student is not enrolled for the current semester.
Student Lastname, Firstname	\$04 -----	\$9.98	\$9.98		Student is not enrolled for the current semester.

#### Tax Statement

I understand that the University may not be required to report these payments to the IRS. However, the amount of payment that exceeds the cost of tuition, fees and books, may represent taxable income and as such should be disclosed on my tax return (Please consult IRS publication 520 for detailed information). I further understand that this award will be included in the total amount of financial aid and may affect the amount of aid for which I qualify.

Thank you.

**This is an example of the email that the Creator will receive as awards are created.**

**\*Please note this example is to display the format of the email not the actual text contained in the email.**

## Student Notice of Awards Creator Tutorial

The screenshot shows the myUTEP website interface. At the top left is the myUTEP logo. To the right of the logo is a "Sign In" button and a search icon. Below the logo, a large blue banner contains the text "Sign in to view your finances, grades, classes, and more" and a "Sign In" button with a red arrow pointing to it. The banner also features several icons: a graduation cap, a computer monitor, a pencil, an envelope, a diploma, and a book. Below the banner are two tabs: "For Students" and "For Faculty & Staff". The "For Students" tab is active and displays a list of services: Goldmine, Blackboard, Moodle, Student Mail, UTEP Map, Miner Metro GPS Tracker, and UTEP Directory. The "For Faculty & Staff" tab is also visible and displays a list of services: CAMPUS RESOURCES (Library, Athletics, Bookstore, Childcare, Food Services, Parking, Student Sports Lottery), FINANCES (Financial Aid, Loans & Installment Plans, Make a payment, Miner Gold Card Office, Money Matters (Financial Planning Guide), MyStatus, Scholarships, Tuition & Fees), ACADEMICS (Academic Calendar, Advising, Class Search, How to Order Transcripts, Registration Dates & Times), EMPLOYMENT (Career Center, Career Planning Resources, Internships, Jobmine), HEALTH & SAFETY (Campus Police), and TECHNOLOGY (Computer Labs, Assistive Technology Lab, Computer Clinic, Equipment Checkout, Help Desk, mSpace, myApps, Software Workshops, Student Printing). A green callout box is overlaid on the right side of the page, containing the text: "To access the SNOA application, go to <http://my.utep.edu> and click on "Sign In" to log on."

**myUTEP** Sign In

Sign in to view your finances, grades, classes, and more

Sign In

**For Students** For Faculty & Staff

**For Students**

- Goldmine
- Blackboard
- Moodle
- Student Mail
- UTEP Map
- Miner Metro GPS Tracker
- UTEP Directory

**For Faculty & Staff**

**CAMPUS RESOURCES**

- Library
- Athletics
- Bookstore
- Childcare
- Food Services
- Parking
- Student Sports Lottery

**FINANCES**

- Financial Aid
- Loans & Installment Plans
- Make a payment
- Miner Gold Card Office
- Money Matters (Financial Planning Guide)
- MyStatus
- Scholarships
- Tuition & Fees

**ACADEMICS**

- Academic Calendar
- Advising
- Class Search
- How to Order Transcripts
- Registration Dates & Times

**EMPLOYMENT**

- Career Center
- Career Planning Resources
- Internships
- Jobmine

**HEALTH & SAFETY**

- Campus Police

**TECHNOLOGY**

- Computer Labs
- Assistive Technology Lab
- Computer Clinic
- Equipment Checkout
- Help Desk
- mSpace
- myApps
- Software Workshops
- Student Printing

To access the SNOA application, go to <http://my.utep.edu> and click on "Sign In" to log on.



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

## UTEP Single Sign On

*User Name (e.g., domain\name)*

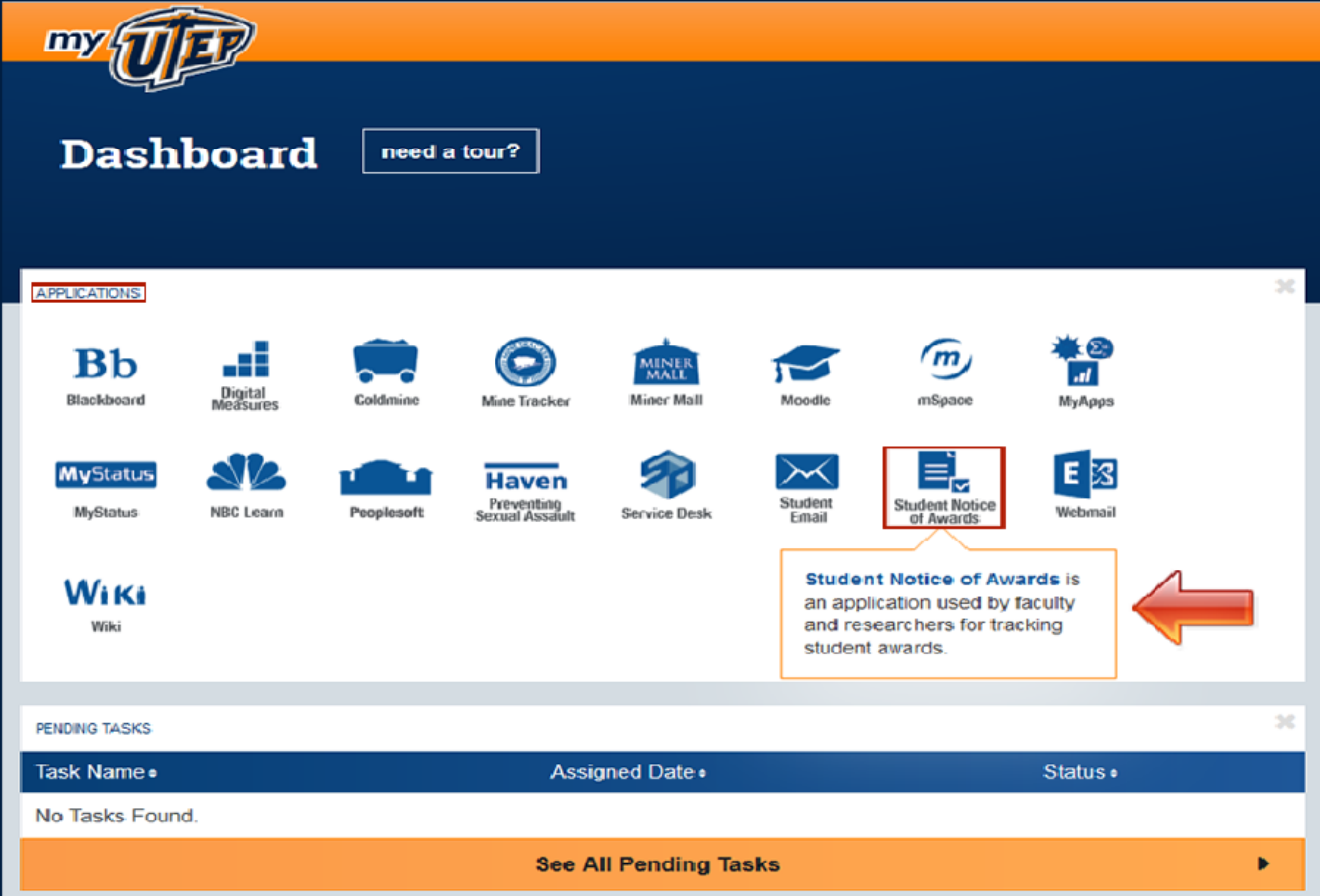
*Password*

[New Account/Change Password](#)

Log in

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.


## Student Notice of Awards Creator Tutorial



The screenshot displays the My UTEP Dashboard. At the top left is the "my UTEP" logo. Below it, the word "Dashboard" is prominently displayed next to a "need a tour?" button. The main content area is titled "APPLICATIONS" and contains a grid of application icons. The "Student Notice of Awards" icon, which depicts a document with a checkmark, is highlighted with a red rectangular border. A callout box with a red arrow points to this icon, containing the text: "Student Notice of Awards is an application used by faculty and researchers for tracking student awards." Below the applications grid is a "PENDING TASKS" section with a table header including "Task Name", "Assigned Date", and "Status". The table currently shows "No Tasks Found." and a "See All Pending Tasks" button is located at the bottom of this section.

Once you have logged into the My UTEP portal, go to the "Applications" module and click on the "Student Notice of Awards" icon. Once the page opens, your Dashboard will be displayed.

## Student Notice of Awards Creator Tutorial


The University of Texas at El Paso  
Student Notice of Awards

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### Dashboard


Being Created | Pending | Completed | Require Approval | Recallable | All | Create New Award

#### All Awards (929 awards)


Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount	Creator	PI	Creation Date	Last Approval
Rejected by PI	Last Name, First Name	800_____	Summer 2015	Participant Support	14_____		Last Name, First Name	Username	6/07/2016 2:29 PM	6/07/2016 2:29 PM
Rejected by PI	Last Name, First Name	804_____	Summer 2015	Participant Support	14_____	\$12.00	Last Name, First Name	Username	6/07/2016 1:34 PM	6/07/2016 1:34 PM
Rejected by PI	Last Name, First Name	800_____	Summer 2015	Participant Support	14_____		Last Name, First Name	Username	6/07/2016 1:32 PM	6/07/2016 1:32 PM
Rejected by PI	Last Name, First Name	800_____	Summer 2016	Student Activity	30_____	\$55.00	Last Name, First Name	Username	6/07/2016 8:42 AM	6/07/2016 8:42 AM
Rejected by PI <a href="#">View</a>	Last Name, First Name	800_____	Summer 2016	Tuition Support	32_____	\$15,001.11	Last Name, First Name	Username	6/06/2016 3:11 PM	6/06/2016 3:11 PM
Rejected by PI <a href="#">View</a>	Last Name, First Name	804_____	Summer 2016	Tuition Support	32_____	\$50,000.00	Last Name, First Name	Username	6/06/2016 3:11 PM	6/06/2016 3:11 PM
Pending PI <a href="#">View</a>	Last Name, First Name	800_____	Fall 2016	Student Activity	12_____	\$15,001.11	Last Name, First Name	Username	2/12/2016 9:45 AM	6/06/2016 3:04 PM
Pending PI <a href="#">View</a>	Last Name, First Name	804_____	Fall 2016	Student Activity	12_____	\$50,000.00	Last Name, First Name	Username	2/12/2016 9:45 AM	6/06/2016 3:04 PM

Once you have logged into the application, and clicked on the Student Notice of Awards icon, you will be forwarded to the Dashboard.

# Student Notice of Awards Creator Tutorial



The University of Texas at El Paso  
Student Notice of Awards



**Once you have logged into the application the Student Notice of Awards Dashboard will appear.**

**The "Create New Award" will be highlighted in red.**

[DASHBOARD](#) [HELP/SNOA ONLINE TRAINING](#)


DashBoard

Create a new award.

Require Approval

Recallable

Create New Award



Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (304 awards)

Approval Step	Student	Student Id	Semester	Award Type	Cost Center or Project	Award Amount	Creator	PI	Creation Date	Last Approval
Pending Financial Aid <a href="#">Approve Recall</a>	Last Name, First Name	805_____	Fall 2015	Participant Support	22_____	\$1.00	Last Name, First Name	Username	3/13/2015 10:11 AM	12/09/2015 11:18 AM
Pending Financial Aid <a href="#">Approve Recall</a>	Last Name, First Name	800_____	Spring 2014	Participant Support	22_____	\$3.00	Last Name, First Name	Username	9/08/2014 8:26 AM	12/09/2015 11:14 AM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Spring 2015	Participant Support	14_____	\$12.00	Last Name, First Name	Username	8/28/2015 5:01 PM	12/09/2015 11:13 AM
Pending Financial Aid <a href="#">Approve Recall</a>	Last Name, First Name	800_____	Fall 2015	Participant Support	22_____	\$12.00	Last Name, First Name	Username	4/06/2015 1:35 PM	12/09/2015 11:09 AM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Spring 2015	Participant Support	14_____	\$333.00	Last Name, First Name	Username	12/09/2015 11:09 AM	12/09/2015 11:09 AM
Pending Financial Aid <a href="#">Approve Recall</a>	Last Name, First Name	800_____	Spring 2014	Participant Support	22_____	\$9.00	Last Name, First Name	Username	9/10/2014 5:04 PM	12/09/2015 10:26 AM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Spring 2015	Participant Support	14_____	\$3.00	Last Name, First Name	Username	11/18/2015 2:35 PM	12/09/2015 10:15 AM
Pending Financial Aid <a href="#">Approve Recall</a>	Last Name, First Name	800_____	Fall 2015	Participant Support	22_____	\$12.00	Last Name, First Name	Username	4/06/2015 1:26 PM	12/09/2015 9:31 AM
Pending Financial Aid	Last Name, First Name	800_____	Fall 2015	Participant Support	22_____	\$12.00	Last Name, First Name	Username	4/06/2015 1:29 PM	12/09/2015 9:27 AM

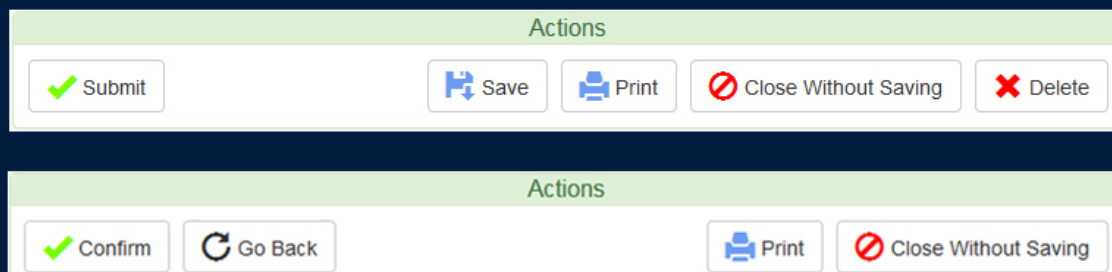
# **Student Notice of Awards (SNOA)**

**Help Tutorial for "Create Award"**



## Student Notice of Awards Creator Tutorial

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The Actions displayed in "**Create Awards**" are as follows:

**Save** = Click to submit once the award information has been entered.

**Print** = Click to print a copy of the eForm.

**Close Without Saving** = Click Close Without Saving if you do not wish the award you created to be submitted.

**Delete** = Click Delete if you wish the award to be deleted.

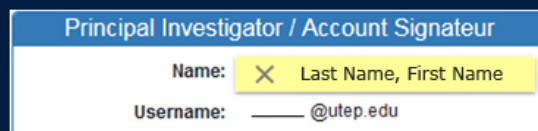
**Submit** = Click Submit if you wish the award to be created and submitted for approval.

**Confirm** = Click Confirm to complete the creation of the award.

**Go Back** = Click Go Back if you want to revert back to the previous screen of the award in process.

## Student Notice of Awards Creator Tutorial

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The screenshot shows a form titled "Principal Investigator / Account Signateur". It contains two input fields: "Name:" with a yellow background and a red 'X' icon, containing the text "Last Name, First Name"; and "Username:" with a white background, containing a blank space followed by "@utep.edu".

### **Cost Center**

**The Cost Center will be validated with PeopleSoft.**

The Creator can now enter a Cost Center as it appears on PeopleSoft: This is an example, as how the Cost Centers will appear as they are entered - 14xxxxxx, 19xxxxxx, 29xxxxxx and 30xxxxxx.

If SNOA is unable to find this result, an error will display: **"Invalid Cost Center or Project, please try again"**

**"Cost Center"** - The Principal Investigator/Account Signateur textbox with **"PI"** approver, must be entered in order to select the appropriate PI.

## Student Notice of Awards Creator Tutorial

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Principal Investigator / Account Signateur

Name:  
Username:

**Please contact the Principle Investigator to verify the project number or contact C&G Accounting to verify approver on the project management team.**

### **Project**

**The Project will be validated with PeopleSoft.**

**The Creator can now enter a Project as it appears on PeopleSoft: This is an example how the Project will appear as it is entered as a 226xxxxxxA or a 1000000xxx 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 C & G Accounting to verify the approver on the project management team."**

## Student Notice of Awards Creator Tutorial

### Recipients

In order to properly classify disbursements the following questions must be answered for each individual and each award-type to meet Internal Revenue Section 117 requirements.

Student ID: 800\_\_\_\_\_

Name: Lastname, Firstname  
Email: \_\_\_\_\_@utep.edu  
College: College of Liberal Arts  
Major: General Studies  
Level: Undergraduate  
U.S. Citizen: Yes  
Texas Resident: Yes   
Account #: 64\_\_\_\_\_

Must recipient perform any services (research, web development, teaching, facilitate/organize an event, grading, or any other service) in exchange for this award?  
 Yes  No

Is the recipient required to be a registered student?  
 Yes  No

Does this student have to be registered full time?  
 Yes  No

Total Award: \$0.00

Lump Sum  
 Multiple Disbursements

### **US Citizen and Texas Resident**

US 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 student is not a U.S. Citizen. A "Parallel" error message will display.

- If required and you are not a U.S. citizen
- "Yes" – not a U.S. Citizen - a message box in red will display a System Status Message.

## Student Notice of Awards Creator Tutorial

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1. Award Type = Tuition Support, creator will not be able to select Multiple Disbursement.
2. Award Type - Scholarship and award accounts that begin with 19 or 26, creator will be able to select the PI.
3. Award Type = Scholarship and award accounts that begin with 12, 14 or 30, the creator will not be able to select a PI. The award will route to the Scholarship Office for approval. Both the creator (creation email) and Scholarship Office (notification email) will receive an email.
4. If a student is entered twice on the same form, a message will be displayed 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 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 PI, if the award has not been approved by the PI, 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.

## Student Notice of Awards Creator Tutorial

**UTEP** The University of Texas at El Paso  
Student Notice of Awards

After you have logged in and selected the option to "Create Award", this is the screen that will display.


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### Create Student Notice Of Award

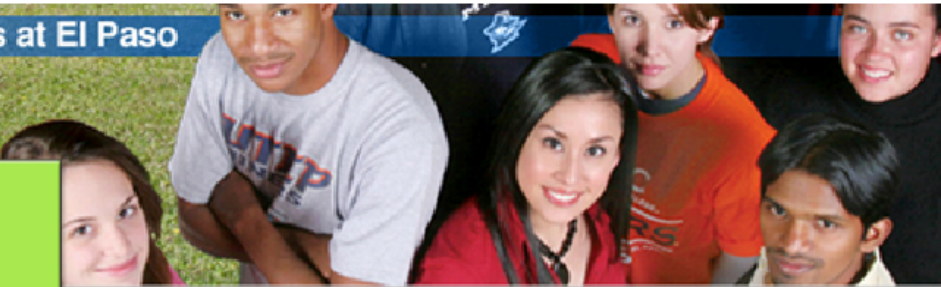
Award	Creator
Award Type: <input type="text" value="Select Award Type"/>	Name: <b>Last Name, First Name</b>
Academic Year: <input type="text" value="Select Year"/>	Username: <b>Username</b>
Semester: <input type="text"/>	Department: <input type="text" value="Creator's Department"/>
Cost Center or Project: <input type="text" value="Cost Center or Project"/>	Address: <input type="text" value="Department Address"/>
	Phone: <input type="text" value="747-xxxx"/>

**Actions**

## Student Notice of Awards Creator Tutorial



The University of Texas at El Paso  
Student Notice of Awards



To begin creating an award select the "Award Type".

\* **Please note:** Tuition Support will only pay put for T & F.  
For example: Award \$3,000 but if Tuition is \$2,703, then only \$2,703 will go through.





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### Student Notice Of Award

Award	
Award Type:	Select Award Type
Academic Year:	Select Award Type
Semester:	Participant Support
Cost Center or Project:	Scholarship
	Student Activity Award
	Tuition Support

Creator	
Name:	Last Name, First Name
Username:	Username
Department:	Creator's Department
Address:	Department Address
Phone:	747-xxxx

Actions

 Save  Print  Close Without Saving  Delete

## Student Notice of Awards Creator Tutorial

The screenshot shows the UTEP Student Notice of Awards Creator interface. At the top left is the UTEP logo and the text "The University of Texas at El Paso Student Notice of Awards". A green callout box points to the "Academic Year" dropdown menu, which is currently set to "2016 - 2017". A black tooltip explains that the academic year consists of consecutive Fall, Spring, and Summer terms and will cross over calendar years, with an example: "(i.e. 2015-2016 consists of Fall 2015, Spring 2016 and Summer 2016)". The "Semester" dropdown is also visible, showing "2016 - 2017". To the right, the "Creator" information form includes fields for Name (Last Name, First Name), Username, Department (Creator's Department), Address (Department Address), and Phone (747-xxxx). At the bottom, there are "Actions" buttons: Save, Print, Close Without Saving, and Delete.

**UTEP** The University of Texas at El Paso  
Student Notice of Awards

Select **"Academic Year"** from the dropdown.

DASHBOARD HELP/SNOA ONLINE TRAINING Log out

### Create Student Notice Of Award

Academic year consists of consecutive Fall, Spring and Summer terms and will cross over calendar years.  
(i.e. 2015-2016 consists of Fall 2015, Spring 2016 and Summer 2016)

**Academic Year:** 2016 - 2017  
Select Year  
2016 - 2017  
2017 - 2018  
2018 - 2019  
2019 - 2020  
2020 - 2021

**Semester:** 2016 - 2017

**Cost Center or Project:**

**Creator**


**Name:** Last Name, First Name  
**Username:** Username  
**Department:** Creator's Department  
**Address:** Department Address  
**Phone:** 747-xxxx

**Actions**


Save Print Close Without Saving Delete



## Student Notice of Awards Creator Tutorial




The University of Texas at El Paso  
Student Notice of Awards



Select "**Semester**" from the dropdown list.

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### Create Student Notice Of Award


Award	
Award Type:	Participant Support
Academic Year:	2015 - 2016
 Semester:	Select Semester
Cost Center or Project:	Select Semester
	Fall 2015
	Spring 2016
	Summer 2016

Creator	
Name:	Last Name, First Name
Username:	Username
Department:	Department Name
Address:	Department Address
Phone:	747- xxxx


#### Actions

[Save](#) [Print](#) [Close Without Saving](#) [Delete](#)

## Student Notice of Awards Creator Tutorial



The University of Texas at El Paso  
Student Notice of Awards



Enter the appropriate "Cost Center" for example:  
14123456, 19123456, 29123456 or 30123456. Or  
enter appropriate "project" for example  
226123456A or 1000000xxx.

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### Create Student Notice Of Award

**Award**

Enter the appropriate "Cost Center" for example: 14648621,  
19026001, 29268400 or 30302028  
Academic Year: 2015 - 2016  
Or enter the appropriate "Project" for example 226150794A

Cost Center or Project:

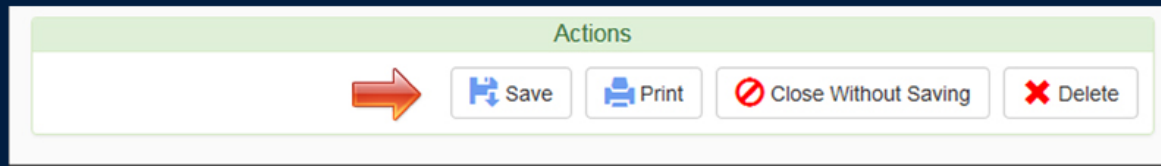
**Creator**

Name: Last Name, First Name  
Username: Username  
Department:   
Address:   
Phone:

**Actions**

## Student Notice of Awards Creator Tutorial

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Displayed below are the **Actions** that can be completed once initial award information has been entered.

**Save** = save information entered.

**Print** = print page of information entered.

**Close Without Saving** = close form without saving information entered.

**Delete** = deletes form/information entered.

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### Create Student Notice Of Award

#### Award

Award Type:

Academic Year:

Semester:

Cost Center or Project:   
RESIDENT STUDENTS TPEG

#### Creator

Name:

Username:

Department:

Address:

Phone:

#### Principal Investigator / Account Signateur

Name:

Username:


#### Award Reason and Comments

Reason for Award and Purpose of Funder, Scholarship Name and/or Award Comments:

Test.

**The project's PI information, as defined in PeopleSoft, will display.**

**\* Please note, only projects have the PI automatically populated. The creator needs to enter a PI/account signateur for cost centers.**



## Student Notice of Awards Creator Tutorial

### Principal Investigator / Account Signateur

Name:

Username:

### Award Specifics

Is this research?:  Yes  No

Is US Citizenship required?:  Yes  No

### Award Reason and Comments

Reason for Award and Purpose of Funder, Scholarship Name and/or Award Comments:

### Recipients

Some questions must be answered for each individual and each award-type to meet

Student	System Status	IRS Questions	Award Amount
<p>ID: <input type="text" value="800_____"/></p> <p>Name Last Name, First Name</p> <p>Email</p> <p>Level Graduate</p> <p>College College of Education</p> <p>Major Guidance &amp; Counseling MED</p> <p>US Citizen No</p> <p>TX Resident Yes</p> <p>Account # 64_____</p> <p><a href="#">+ Add New Recipient</a></p>	<p>Student is not enrolled for the selected semester.</p> <p>Student is not registered full time.</p> <p>Override Comments: <input type="text" value="test"/></p>	<p>Must recipient perform any services (research, web development, teaching, facilitate/organize an event, grading, or any other service) in exchange for this award?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is the recipient required to be a registered student?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Does this student have to be registered full time?</p>	<p>Total Award: \$ <input type="text" value="1"/></p> <p>Payment options</p> <p>Lump Sum <input type="radio"/></p> <p>Multiple Disbursements <input checked="" type="radio"/></p> <p>1st Payment \$0.50</p> <p>2nd Payment \$0.50</p>

[Remove recipient](#)

### Actions

**If the Creator also has the PI role, they will need to enter override comments if the system does not approve.**

**If a Recipient needs to be removed before "Submit" is clicked, you will need to click on the button with the "x".**

## Student Notice of Awards Creator Tutorial

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### Create Student Notice Of Award

#### Award

Award Type:

Academic Year:

Semester:

Cost Center or Project:   
RESIDENT STUDENTS TPEG

#### Creator

#### Principal Investigator / Account Signateur

Name:

Username:

#### Award Reason

Reason for Award and Purpose of Funder, Scholarship Name and

#### Recipients

In order to properly classify disbursements the following questions Intern Revenue Section 117 requirements.

<b>Student</b> ID: <input type="text" value="800"/> <input type="button" value="Q"/> Name: <input type="text" value="Last Name, First Name"/> Email: <input type="text" value=" @utep.edu"/> Level: Graduate College: College of Business Administration Major: Business Administration US Citizen: No TX Resident: Yes Account #: <input type="text"/>	<b>System Status</b> <span style="color: red;">Student is not enrolled for the selected semester.</span> <span style="color: red;">Student is not registered full time.</span>	<b>IRS Questions</b> Must recipient perform any services (research, web development, teaching, facilitate/organize an event, grading, or any other service) in exchange for this award? <input type="radio"/> Yes <input checked="" type="radio"/> No Is the recipient required to be a registered student? <input checked="" type="radio"/> Yes <input type="radio"/> No Does this student have to be registered full time? <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Award Amount</b> Total Award: \$ <input type="text" value="20.00"/> <b>Payment options</b> Lump Sum <input type="radio"/> Multiple Disbursements <input checked="" type="radio"/> 1st Payment \$10.00 2nd Payment \$10.00
--	--	--	--

#### Actions

Once the PI information has been entered, you will then need to enter the student's award information.

1. The student's 800 number will need to be entered in the "Student ID" field, "IRS Questions" answered and the "Award Amount" entered.
2. In order to enter more Recipients, click on the "Add New Recipient" button.
3. After all Recipients have been added, click on "Submit".

## Student Notice of Awards Creator Tutorial

### Create Student Notice Of Award

#### Award

Award Type:

Academic Year:

Semester:

Cost Center or Project:   
RESIDENT STUDENTS TPEG

#### Creator

Name:

Username:

Department:

Address:

Phone:

#### Principal Investigator / Account Signateur

Name:

Username:

#### Award Reason and Comments

Reason for Award and Purpose of Funder, Scholarship Name and/or Award Comments:

Test.

#### Recipients

In order to properly classify disbursements the following questions must be answered for each individual and each award-type to meet Internal Revenue Section 117 requirements.

Student	System Status	IRS Questions	Award Amount
ID: <input type="text" value="800_____"/> <input type="button" value="Q"/>	<span style="color: red; font-weight: bold;">Student is not enrolled for the selected semester.</span>	Must recipient perform any services (research, web development, teaching, facilitate/organize an event, grading, or any other service) in exchange for this award? <input type="radio"/> Yes <input checked="" type="radio"/> No	Total Award: \$ <input type="text" value="20.00"/>
Name: <input type="text" value="Last Name, First Name"/>	<span style="color: red; font-weight: bold;">Student is not</span>	Is the recipient required to be a registered student? <input checked="" type="radio"/> Yes <input type="radio"/> No	Payment options <input type="radio"/> Lump Sum <input checked="" type="radio"/> Multiple Disbursements
Email: <input type="text" value="_____@utep.edu"/>		Does this student have to be registered full time? <input type="radio"/> Yes <input checked="" type="radio"/> No	1st Payment \$10.00 2nd Payment \$10.00

Review the award(s) for accuracy.

Once all of the Recipient's have been created, click on the "Confirm" to submit button.

#### Actions

To finalize the award(s) click on the "Confirm" button.

## Student Notice of Awards Creator Tutorial

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The screenshot shows the top navigation bar of the Student Notice of Awards Creator. On the left is the UTEP logo. To its right, the text reads "The University of Texas at El Paso" and "Student Notice of Awards". The background of the header features a collage of diverse students. Below the header is a navigation menu with three buttons: "DASHBOARD", "HELP/SNOA ONLINE TRAINING", and "Log out". The main content area displays a "Success" message: "Your award has been submitted and is awaiting approval by the next department." Below this message is a blue link that says "Your award dashboard."

Once the award has been submitted, you will receive a confirmation email as well as an on-screen confirmation. From this screen you can either continue with the menu at the top, click on the "**Your award dashboard**" or click on the "**Log Out**" button.



# Student Notice of Awards Creator Tutorial

The University of Texas at El Paso  
Student Notice of Awards

List the awards you have submitted that are pending approvals from the PI or another department.

**Dashboard**

If you click on "Your Award Dashboard", this is the web page that you will be forwarded to.

Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (227 awards)

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount ▲	Creator	PI	Creation Date	Last Approval
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 9:07 AM	4/28/2015 9:07 AM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Fall 2014	Participant Support	14_____		Last Name, First Name	Username	4/28/2015 8:59 AM	4/28/2015 8:59 AM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	801_____	Spring 2015	Participant Support	19_____	\$0.00	Last Name, First Name	Username	2/26/2015 4:23 PM	2/26/2015 4:23 PM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/09/2015 1:48 PM	6/09/2015 1:48 PM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/03/2015 10:06 AM	6/03/2015 10:06 AM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	6/02/2015 1:53 PM	6/02/2015 1:53 PM
Pending Financial Aid <a href="#">Approve</a>	Last Name, First Name	800_____	Fall 2015	Student Activity	14_____	\$1.00	Last Name, First Name	Username	5/12/2015 8:34 AM	5/28/2015 2:19 PM

**Thank you for viewing the  
Student Notice of Awards  
Creator  
Tutorial.**