

## Financial Aid

### Student Notice of Awards Tutorial (SNOA)



Help Tutorial for "Approve, Reject and Recall Awards"

## Student Notice of Awards Creator Tutorial

The screenshot shows the myUTEP website interface. At the top left is the myUTEP logo. At the top right are 'Sign In' and search icons. A large blue banner contains the text 'Sign in to view your finances, grades, classes, and more' and a 'Sign In' button highlighted with a red arrow. Below the banner are tabs for 'For Students' and 'For Faculty & Staff'. The 'For Students' tab is active, showing a list of services: Goldmine, Blackboard, Moodle, Student Mail, UTEP Map, Miner Metro GPS Tracker, and UTEP Directory. A central green box contains the text: 'To access the SNOA application, go to <http://my.utep.edu> and click on "Sign In" to log on.' To the right of this box are sections for 'CAMPUS RESOURCES', 'FINANCES', 'EMPLOYMENT', and 'TECHNOLOGY' with their respective sub-links.

**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

**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

**EMPLOYMENT**

- Career Center
- Career Planning Resources
- Internships
- Jobmine

**TECHNOLOGY**

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

**SAFETY**

- Accommodations and Support
- Recreational Sports Department

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

Please log into My UTEP 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 shows the myUTEP Dashboard. At the top left is the myUTEP logo. Below it, the word "Dashboard" is displayed in large white text on a dark blue background, with a "need a tour?" button to its right. A white box titled "APPLICATIONS" contains a grid of application icons. The "Student Notice of Awards" icon, which depicts a document with a checkmark, is highlighted with a red border. A red arrow points from a text box on the right towards this icon. Below the applications grid is a "PENDING TASKS" section with a table header and a "No Tasks Found." message, followed by a "See All Pending Tasks" button.

**myUTEP**

# Dashboard

[need a tour?](#)

**APPLICATIONS**

- Bb Blackboard
- Digital Measures
- Goldmine
- Mine Tracker
- Miner Mall
- Moodle
- mSpace
- MyApps
- MyStatus
- NBC Learn
- Peoplesoft
- Haven Preventing Sexual Assault
- Service Desk
- Student Email
- Student Notice of Awards**
- Webmail

**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** is an application used by faculty and researchers for tracking student awards.

**PENDING TASKS**

Task Name	Assigned Date	Status
No Tasks Found.		

[See All Pending Tasks](#)

## Student Notice of Awards Creator Tutorial

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**A Fall 2015 Scholarship has been created for *Student Lastname, Firstname*.**

Please sign in at [Student Notice of Award Approval](#) to approve or reject the award.

Thank you.

### Award

Award Type:	Scholarship
Cost Center or Project:	19700038
Semester:	Fall 2015
Aid Year:	2015 - 2016
Total Award:	\$2.00
Payment 1:	\$2.00
Payment 2:	
Created:	6/30/2015 3:52 PM

### Recipient

Name:	Lastname, Firstname
Student ID:	80048611
Level:	Graduate
College:	College of Business Admin.
Major:	Business Administration

This is an example of the email that you will receive informing you that there are pending Student Award Notices. You will need to click on the link displayed in the email to be forwarded to the pending awards.

Or, you can also log into [my.utep.edu](http://my.utep.edu) and click on the "Student Notice of Awards" button located in the "Applications" module.

201610)

## Student Notice of Awards Creator Tutorial

The University of Texas at El Paso  
Student Notice of Awards

DASHBOARD HELP/SNOA ONLINE TRAINING Log out

### Dashboard

Toggle Search

Being Created Pending Completed Require Approval Recallable All Create New Award

Student Name Student Name

Student Id Student Id

Semester Semester

Award Type: Select Award Type

Cost Center or Project Cost Center or Project

Creator Creator

PI PI

Status Status

Creation Date Creation Date

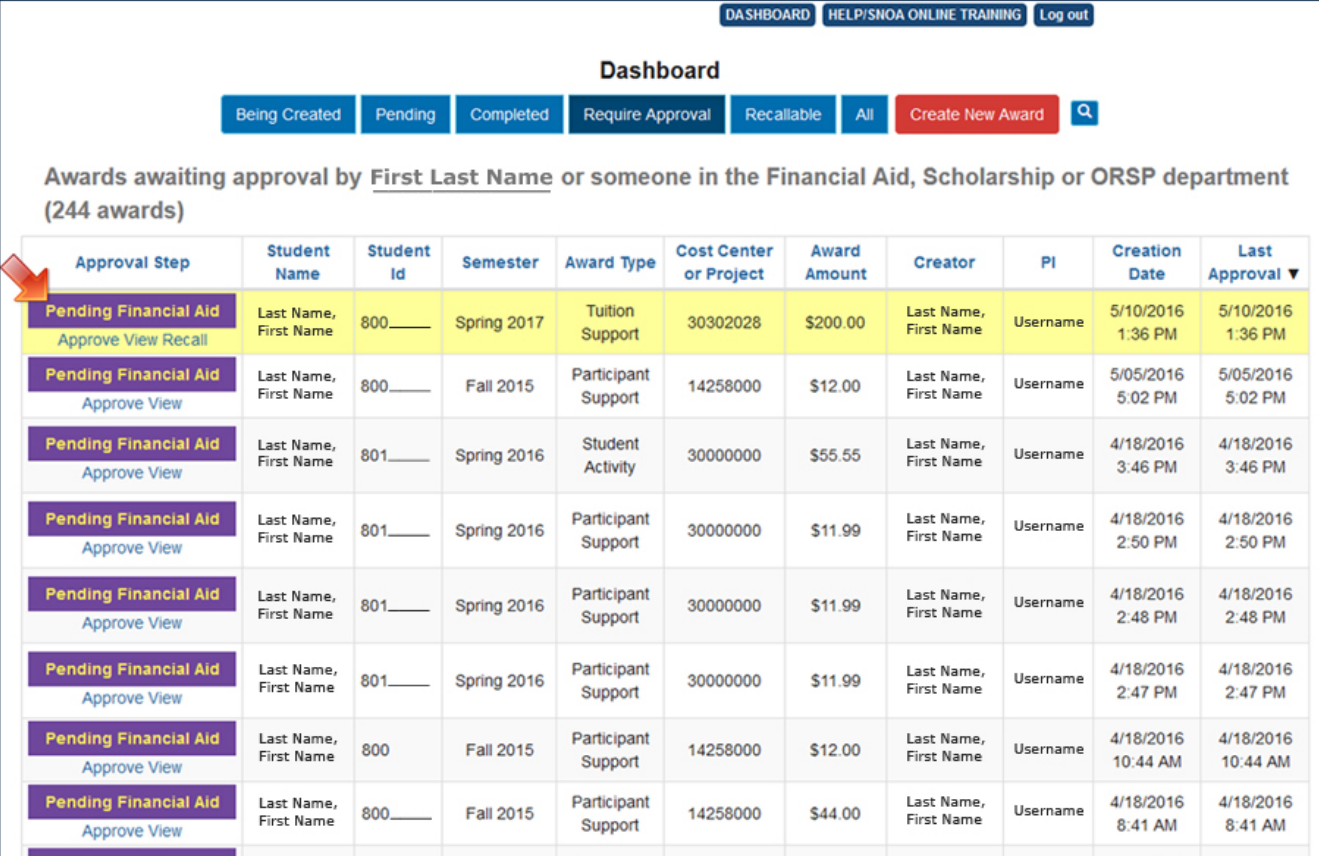
Search Reset

By clicking on the "Toggle Search" icon, the "Approver" can search by Student Name, Student Id, Semester, Award Type, Cost Center or Project, Creator, PI, Status or Creation Date.

or someone in the Financial Aid, Scholarship or ORSP department (261 awards)

Student Id	Semester	Award Type	Cost Center or Project	Award Amount	Creator
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## Student Notice of Awards Creator Tutorial



The screenshot displays the 'Dashboard' for the Student Notice of Awards Creator. At the top, there are navigation links for 'DASHBOARD', 'HELP/SNOA ONLINE TRAINING', and 'Log out'. Below these are filter tabs: 'Being Created', 'Pending', 'Completed', 'Require Approval', 'Recallable', 'All', and a 'Create New Award' button with a search icon. The main heading reads 'Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (244 awards)'. A table lists the awards with columns for Approval Step, Student Name, Student Id, Semester, Award Type, Cost Center or Project, Award Amount, Creator, PI, Creation Date, and Last Approval. The first row is highlighted in light orange, and an orange arrow points to the 'Pending Financial Aid' tab in the first column of this row.

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount	Creator	PI	Creation Date	Last Approval
<b>Pending Financial Aid</b> Approve View Recall	Last Name, First Name	800_____	Spring 2017	Tuition Support	30302028	\$200.00	Last Name, First Name	Username	5/10/2016 1:36 PM	5/10/2016 1:36 PM
<b>Pending Financial Aid</b> Approve View	Last Name, First Name	800_____	Fall 2015	Participant Support	14258000	\$12.00	Last Name, First Name	Username	5/05/2016 5:02 PM	5/05/2016 5:02 PM
<b>Pending Financial Aid</b> Approve View	Last Name, First Name	801_____	Spring 2016	Student Activity	30000000	\$55.55	Last Name, First Name	Username	4/18/2016 3:46 PM	4/18/2016 3:46 PM
<b>Pending Financial Aid</b> Approve View	Last Name, First Name	801_____	Spring 2016	Participant Support	30000000	\$11.99	Last Name, First Name	Username	4/18/2016 2:50 PM	4/18/2016 2:50 PM
<b>Pending Financial Aid</b> Approve View	Last Name, First Name	801_____	Spring 2016	Participant Support	30000000	\$11.99	Last Name, First Name	Username	4/18/2016 2:48 PM	4/18/2016 2:48 PM
<b>Pending Financial Aid</b> Approve View	Last Name, First Name	801_____	Spring 2016	Participant Support	30000000	\$11.99	Last Name, First Name	Username	4/18/2016 2:47 PM	4/18/2016 2:47 PM
<b>Pending Financial Aid</b> Approve View	Last Name, First Name	800	Fall 2015	Participant Support	14258000	\$12.00	Last Name, First Name	Username	4/18/2016 10:44 AM	4/18/2016 10:44 AM
<b>Pending Financial Aid</b> Approve View	Last Name, First Name	800_____	Fall 2015	Participant Support	14258000	\$44.00	Last Name, First Name	Username	4/18/2016 8:41 AM	4/18/2016 8:41 AM

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

The "**Pending Financial Aid**" tab will be highlighted with light-orange text.

# Student Notice of Awards Creator Tutorial

[DASHBOARD](#) | [HELP/SNOA ONLINE TRAINING](#) | [Log out](#)

### Dashboard

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

Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department  
(244 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 View</a>	Last Name, First Name	800_____	Fall 2015	Participant Support	14258000	\$12.00	Last Name, First Name	Username	5/05/2016 5:02 PM	5/05/2016 5:02 PM
Pending Financial Aid <a href="#">Approve View</a>	Last Name, First Name	801_____	Spring 2016	Student Activity	30000000	\$55.55	Last Name, First Name	Username	4/18/2016 3:46 PM	4/18/2016 3:46 PM
Pending Financial Aid <a href="#">Approve View</a>	Last Name, First Name	801_____	Spring 2016	Participant Support	30000000	\$11.99	Last Name, First Name	Username	4/18/2016 2:50 PM	4/18/2016 2:50 PM
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Pending Financial Aid <a href="#">Approve View</a>	Last Name, First Name	801_____	Spring 2016	Participant Support	30000000	\$11.99	Last Name, First Name	Username	4/18/2016 2:47 PM	4/18/2016 2:47 PM
Pending Financial Aid <a href="#">Approve View</a>	Last Name, First Name	800	Fall 2015	Participant Support	14258000	\$12.00	Last Name, First Name	Username	4/18/2016 10:44 AM	4/18/2016 10:44 AM
Pending Financial Aid <a href="#">Approve View</a>	Last Name, First Name	800_____	Fall 2015	Participant Support	14258000	\$44.00	Last Name, First Name	Username	4/18/2016 8:41 AM	4/18/2016 8:41 AM
Pending Financial Aid <a href="#">Approve View</a>	Last Name, First Name	800_____	Fall 2015	Participant Support	14258000	\$44.00	Last Name, First Name	Username	4/18/2016 8:41 AM	4/18/2016 8:41 AM

If the award approver enters the "Fee Code" or "Fund Code", but does not approve or reject the award, the record in the SNOA Dashboard view will display with the box highlighted in red.



## Student Notice of Awards Creator Tutorial

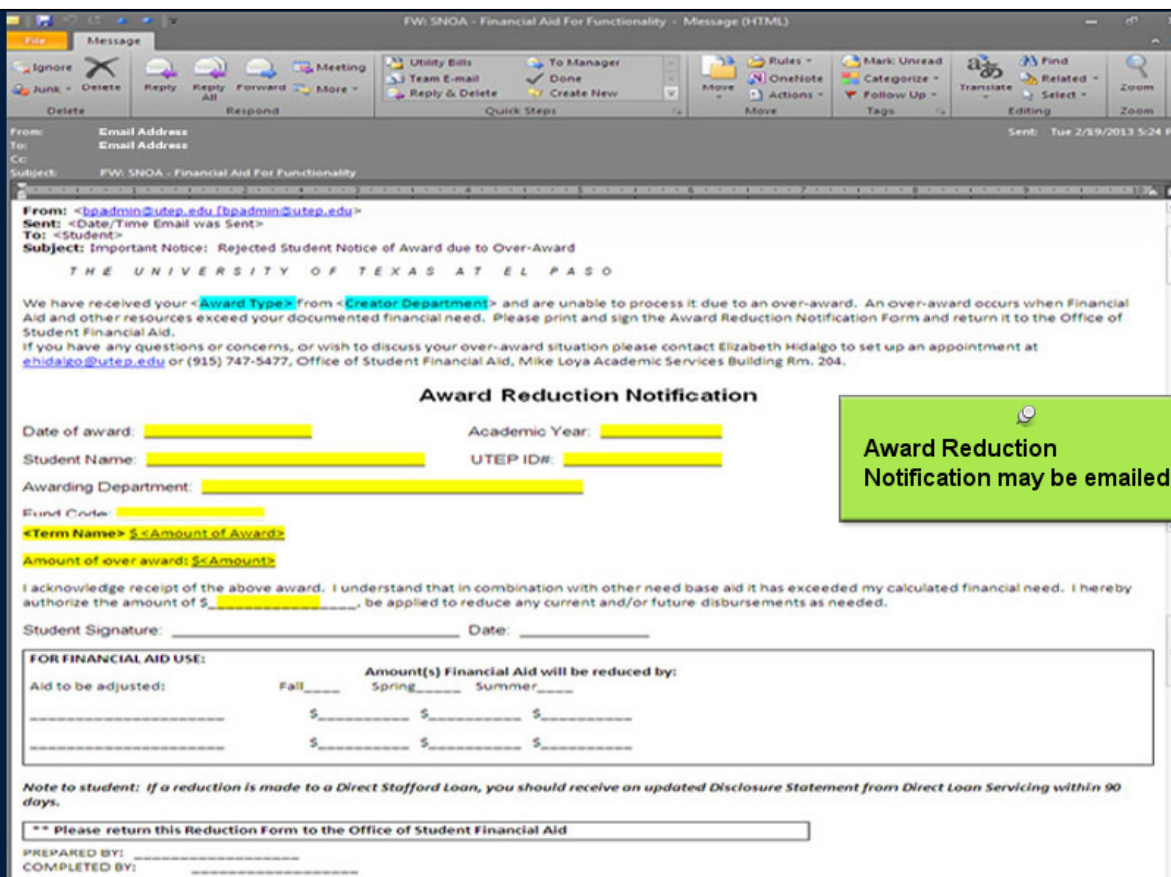
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1. The following appears for Financial Aid when an award requires approval:  
Department Name <Department Name>  
Award Status <Approved>  
Approver E-mail Address <email address>  
Date Approved <Date SNOA was approved by the department>  
Comments <Comment Entered by the department>
2. If the award is rejected by Financial Aid, the creator, PI and the student will receive a status email.
3. If the award is approved by Financial Aid, the creator will receive a status email.
4. If the award is "Research" related, an email will be sent to the student.
5. Recall Functionality - Once approved, an email will be sent to the creator (status email) and Financial Aid approver.

**Please note** - If the award is adjusted the SNOA application will send an email to the student.

Financial Aid (Creator or PI can recall if they have previously recalled the award).

## Student Notice of Awards Creator Tutorial



FW: SNOA - Financial Aid For Functionality - Message (HTML)

From: bpadmin@utep.edu [bpadmin@utep.edu]  
Sent: <Date/Time Email was Sent>  
To: <Student>  
Subject: Important Notice: Rejected Student Notice of Award due to Over-Award

THE UNIVERSITY OF TEXAS AT EL PASO

We have received your <Award Type> from <Creator Department> and are unable to process it due to an over-award. An over-award occurs when Financial Aid and other resources exceed your documented financial need. Please print and sign the Award Reduction Notification Form and return it to the Office of Student Financial Aid.

If you have any questions or concerns, or wish to discuss your over-award situation please contact Elizabeth Hidalgo to set up an appointment at [ehidalgo@utep.edu](mailto:ehidalgo@utep.edu) or (915) 747-5477, Office of Student Financial Aid, Mike Loya Academic Services Building Rm. 204.

**Award Reduction Notification**

Date of award: \_\_\_\_\_ Academic Year: \_\_\_\_\_  
Student Name: \_\_\_\_\_ UTEP ID#: \_\_\_\_\_  
Awarding Department: \_\_\_\_\_  
Fund Code: \_\_\_\_\_  
<Term Name> \$<Amount of Award>  
Amount of over award: \$<Amount>

I acknowledge receipt of the above award. I understand that in combination with other need base aid it has exceeded my calculated financial need. I hereby authorize the amount of \$ \_\_\_\_\_, be applied to reduce any current and/or future disbursements as needed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR FINANCIAL AID USE:	Amount(s) Financial Aid will be reduced by:		
	Fall	Spring	Summer
Aid to be adjusted:	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____

Note to student: If a reduction is made to a Direct Stafford Loan, you should receive an updated Disclosure Statement from Direct Loan Servicing within 90 days.

\*\* Please return this Reduction Form to the Office of Student Financial Aid

PREPARED BY: \_\_\_\_\_  
COMPLETED BY: \_\_\_\_\_

If the award can be adjusted, an email is sent to the student. The student will receive the email displayed in the current slide.

Please be aware that this award will remain in "Reject Status" until the student signs, dates and returns the Award Reduction Notification sent from Financial Aid.

## Student Notice of Awards Creator Tutorial

**Financial Aid or Scholarship Use**

Fee Code:

Fund Code:

Over Awarded:

Over awarded Amount:

Adjustable?:  Adjustable  Not Adjustable  
(An email will be sent to the student if the award amount is adjustable.)

**Actions**

### Financial Aid Form Functionality:

- 1) Fee Code and Fund Code entry
- 2) Over Awarded entry
- 3) Adjustable or Not Adjustable entry
- 4) Approve or Reject
- 5) Submit
- 6) Close
- 7) Close Without Saving
- 8) Save
- 9) Print



## Student Notice of Awards Creator Tutorial

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**Financial Aid or Scholarship Use**

Fee Code:

Fund Code:

Over Awarded:

Over awarded Amount:

Adjustable?:  Adjustable  Not Adjustable  
(An email will be sent to the student if the award amount is adjustable.)

**Actions**

### Financial Aid Form Functionality:

- Enter Fee Code
- Enter Fund Code
- Select "Over Awarded"
- Enter "Over Awarded" amount
- Enter "Adjustable" or "Not Adjustable"
- Select "Submit", "Close", "Save", "Print" or "Close Without Saving".

## Student Notice of Awards Creator Tutorial

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

### Award

Award Type: Participant Support  
Academic Year: 2015 - 2016  
Semester: Summer 2016  
Cost Center / Project: 14548521  
URI-ComputerSci  
Account: 64 \_\_\_\_\_  
Total Award: \$99.99  
Creation Date: 7/8/2016 4:47:10 PM

### Recipient

Name: Last Name, First Name  
Student ID: 801 \_\_\_\_\_  
Email: \_\_\_\_\_@miners.utep.edu  
Level: Undergraduate  
College: College of Health Sciences  
Major: Social Work  
U.S. Citizen: Yes  
Texas Resident: Yes

### Award Specifics

Service Required: No  
Must be Registered: No  
Must be Full Time: No  
Is this research?:  
Is US Citizenship required?:  
Award Reason and Comments:

### Creator

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

### Financial Aid or Scholarship

Fee Code: 12345  
Fund Code: 12345  
Over Awarded: Yes  
Over awarded Amount: \$10.00  
Adjustable?: Yes  
(An email will be sent to the student if the award amount is adjustable.)

### Principal Investigator / Account Signateur

Name: Last Name, First Name  
Username: \_\_\_\_\_@utep.edu

### Required Approvals

Creation	Created	System Status Message:	Creator:
	7/8/2016 4:47:10 PM	Student is not registered full time.	Username
PI	Approved 7/8/2016 4:47:10 PM	test	Approver: Username
Financial Aid	Approved		Approver:

### Actions

Confirm Go Back Close Print Close Without Saving

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

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

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The screenshot shows the UTEP Student Notice of Awards interface. At the top left is the UTEP logo. To its right, the text reads "The University of Texas at El Paso" and "Student Notice of Awards". Below this is a banner image of several diverse students. In the top right corner of the interface, there are 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.

The email sent after the award(s) have been successfully submitted, will be received by the submitter (creator). If there is a PI, they will receive a request to approve the award.

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