

Office of Research  
and  
Sponsored Projects  
(ORSP)

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



**Help Tutorial for "Approve, Override,  
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 prominent orange 'Sign In' button with a red arrow pointing to it. Below the banner are two tabs: 'For Students' and 'For Faculty & Staff'. The 'For Students' tab is active, displaying a grid of service links. A blue callout box is overlaid on the 'ACADEMICS' section, providing instructions on how to access the SNOA application.

**myUTEP** Sign In

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

**Sign In**

**For Students** For Faculty & Staff

**For Students**

- Goldmine
- Bb 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

**ACADEMICS**

- Academic Calendar
- Advising
- Class S
- How to
- Registr

**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 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 My UTEP Dashboard. At the top left is the "my UTEP" 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 section titled "APPLICATIONS" contains a grid of icons for various services: Blackboard, Digital Measures, Goldmine, Mine Tracker, Miner Mail, Moodle, mSpace, MyApps, MyStatus, NBC Learn, Peoplesoft, Haven Preventing Sexual Assault, Service Desk, Student Email, Student Notice of Awards (highlighted with a red box), and Webmail. A blue callout box on the left provides instructions on how to reach the Student Notice of Awards icon. An orange callout box on the right explains the purpose of the Student Notice of Awards application, with a red arrow pointing to the icon. At the bottom, a "PENDING TASKS" section shows a table with columns for Task Name, Assigned Date, and Status, and a message stating "No Tasks Found."

**my UTEP**

# Dashboard

need a tour?

**APPLICATIONS**

- Bb Blackboard
- Digital Measures
- Goldmine
- Mine Tracker
- MINER MALL Miner Mail
- 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.		

## Student Notice of Awards Creator Tutorial

Student Notice of Award Requires Approval from ORSP - Scholarship for Spring 2013 - Student's Name - Message (HTML)

File Message

Ignore X Reply Reply All Forward More - Meeting

Junk - Delete

Delete Respond

SGA 2011 To Manager

Team E-mail Done

Reply & Delete Create New

Quick Steps

Rules -

Mark Unread

Find

OneNote

Categorize -

Related -

Actions -

Follow Up -

Translate

Select -

Zoom

Zoom

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Tue 2/19/2013 1:46 PM

From: Email Address

To: Email Address


Cc:

Subject: Student Notice of Award Requires Approval from ORSP - Scholarship for Spring 2013 - Student's Name

A Spring 2013 Scholarship has been created for **Student's Name**

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

Thank you.



**Award**

Award Type: Scholarship

Account: 26-1111-1111

Semester: Spring 2013 (201320)

Aid Year: 2012 - 2013

Total Award: \$5.00

Payment 1: \$5.00

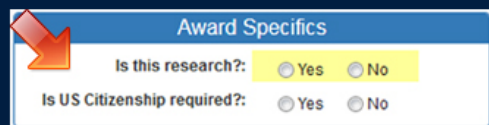
Payment 2: \$5.00

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 taken to the pending awards.

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

## Student Notice of Awards Creator Tutorial

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Award Specifics

Is this research?:  Yes  No

Is US Citizenship required?:  Yes  No

If the project/cost center is "22", "10" or "30", the PI is required to answer the "Is this research?" and "Is US Citizenship required?" questions.

1. Approve/Reject Award - ORSP can approve or reject awards. Once the award is submitted as approved, the creator will receive an email with the status. The approving department will receive a notification asking them to review the award.
2. Comments - they can also enter comments.
3. Recall - ORSP is able to recall the award if it was rejected. They will be able to change the status to approved and add comments. Once submitted for approval, an email notification will be sent to the creator and approving department.
4. Answering the question above (#3) is based on NACUBO coding.

## Student Notice of Awards Creator Tutorial

Awards awaiting approval by First Last Name or someone in the Financial Aid, Scholarship or ORSP department (16 awards)

Filtered by: Status orsp

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount	Creator	PI	Creation Date	Last Approval
<b>Pending ORSP</b> Approve View	Last Name, First Name	800_____	Fall 2016	Scholarship	226150794A	\$12.00	Last Name, First Name	Username	1/07/2016 3:36 PM	6/06/2016 3:01 PM
<b>Pending ORSP</b> Approve View	Last Name, First Name	805_____	Spring 2015	Participant Support	226150794A	\$12.00	Last Name, First Name	Username	12/08/2015 3:31 PM	6/06/2016 2:57 PM
<b>Pending ORSP</b> Approve View	Last Name, First Name	800_____	Spring 2015	Participant Support	226150794A	\$12.00	Last Name, First Name	Username	12/08/2015 3:31 PM	6/06/2016 2:57 PM
<b>Pending ORSP</b> Approve View	Last Name, First Name	800_____	Spring 2016	Scholarship	226150794A	\$23.00	Last Name, First Name	Username	12/18/2015 3:55 PM	12/18/2015 4:00 PM
<b>Pending ORSP</b> Approve View	Last Name, First Name	800_____	Fall 2015	Participant Support	226141090A	\$12.00	Last Name, First Name	Username	4/06/2015 1:24 PM	4/06/2015 1:24 PM
<b>Pending ORSP</b> Approve View	Last Name, First Name	800_____	Fall 2015	Participant Support	226141090A	\$12.00	Last Name, First Name	Username	4/06/2015 1:19 PM	4/06/2015 1:19 PM
<b>Pending ORSP</b> Approve View	Last Name, First Name	800_____	Fall 2015	Participant Support	226141090A	\$12.00	Last Name, First Name	Username	4/06/2015 1:18 PM	4/06/2015 1:18 PM
<b>Pending ORSP</b> Approve View	Last Name, First Name	801_____	Spring 2015	Participant Support	226141090A	\$1.00	Last Name, First Name	Username	3/27/2015 4:32 PM	3/27/2015 4:33 PM

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

The "Pending ORSP" tab will be highlighted with light-blue text.

## Student Notice of Awards Creator Tutorial

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

### Approve Award ORSP

Award	Recipient
Award Type: Scholarship Academic Year: 2016 - 2017 Semester: Fall 2016 Cost Center / Project: 22615079 MSEIP: TR Account: 64 Total Award: \$12.00 Creation Date: 1/7/2016	

Once you are at the screen of the award(s) to be approved, you will need to 1) You will need to either "Approve" or "Reject" the award.

\* Check with assigned SNOA Approver for ORSP for other items required to be verified prior to approving.

Award Specifics	Creator
Service Required: No Must be Registered: No Must be Full Time: No Is this research?: No Is US Citizenship required?: No Award Reason and Comments: <input style="width: 100%;" type="text" value="test"/>	Name: Last Name, First Name Username: Username Department: Department Name Address: Department Address Phone: 747-xxxx

Principal Investigator / Account Signateur	
Name: Last Name, First Name Username: _____@ulep.edu	

#### Required Approvals

Creation	Created	System Status Message:	Creator:
	1/7/2016 3:36:21 PM	Student is not enrolled for the selected semester. Student is not registered full time.	Username
PI	Approved 6/6/2016 3:01:00 PM	Comments: <input style="width: 100%;" type="text" value="test"/>	Approver: Username
ORSP	Approve <input type="radio"/> Reject <input type="radio"/>	Comments: <input style="width: 100%;" type="text"/>	Approver:
Scholarship	Not Started	Comments:	Approver:

**Actions**



## Student Notice of Awards Creator Tutorial

The screenshot displays the 'Required Approvals' section of a system. It features a table with four rows representing different approval stages: Creation, PI, ORSP, and Scholarship. The 'Creation' row is marked 'Created' with a timestamp of 1/7/2016 3:36:21 PM and includes a 'System Status Message' box containing the text: 'Student is not enrolled for the selected semester. Student is not registered full time.' The 'PI' row is marked 'Approved' with a timestamp of 6/6/2016 3:01:00 PM and has a 'Comments' field containing the word 'test'. The 'ORSP' row has 'Approve' and 'Reject' buttons, with a red arrow pointing to the 'Approve' button. The 'Scholarship' row is marked 'Not Started'. Below the table is an 'Actions' bar with buttons for 'Submit', 'Close', 'Save', 'Print', and 'Close Without Saving'. A red arrow points to the 'Submit' button.

Creation	Status	System Status Message	Creator:
1/7/2016 3:36:21 PM	Created	Student is not enrolled for the selected semester. Student is not registered full time.	Username
PI	Status	Comments:	Approver:
6/6/2016 3:01:00 PM	Approved	test	Username
ORSP	Approve	Comments:	Approver:
	Reject		
Scholarship	Status	Comments:	Approver:
	Not Started		

**Actions**

Submit Close Save Print Close Without Saving

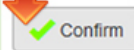
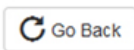
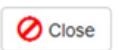
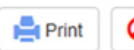
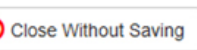
Once you have Approved the award(s), you will need to click on "**Submit**" button to complete the award submission.

If you do not wish to "**Submit**" the award(s), the additional **Actions** available are: "**Close**", "**Save**", "**Print**" or "**Close Without Saving**".

## Student Notice of Awards Creator Tutorial

Required Approvals			
Creation	<b>Created</b> 1/7/2016 3:36:21 PM	System Status Message: Student is not enrolled for the selected semester. Student is not registered full time.	Creator: Username
PI	<b>Approved</b> 6/6/2016 3:01:00 PM	Comments: test	Approver: Username
ORSP	<b>Approved</b>	Comments:	Approver:
Scholarship	<b>Not Started</b>	Comments:	Approver:

Actions	
 Confirm	 Go Back
 Close	 Print
 Close Without Saving	

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

Once you have submitted the awards(s), you will need to finalize the submission by clicking on the **Confirm** button.

If you do not wish to "Confirm" the award(s), the additional Actions available are: "**Go Back**", "**Close**", "**Print**" and "**Close Without Saving**".

## Student Notice of Awards Creator Tutorial

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After the confirmation has been submitted, you will be forwarded to a "Success" screen to show that your award(s) have been successfully submitted.

On this screen, you have the options to either go to "Your award dashboard", to click on the "Dashboard" link, click on "Log Out" or go to "Help/SNOA Online Training".

## Student Notice of Awards Creator Tutorial

The screenshot displays the 'Required Approvals' section of a web application. It features a table with four rows representing different approval stages:

Creation	Created	System Status Message:	Creator:
	1/7/2016 3:36:21 PM	Student is not enrolled for the selected semester. Student is not registered full time.	Username
PI	Approved	Comments:	Approver:
	6/6/2016 3:01:00 PM	test	Username
ORSP	Approve	Comments:	Approver:
	<input type="radio"/> Approve <input checked="" type="radio"/> Reject		
Scholarship	Not Started	Comments:	Approver:


Below the table is an 'Actions' bar containing the following buttons: Submit (with a green checkmark icon), Close (with a red prohibition icon), Save (with a blue floppy disk icon), Print (with a blue printer icon), and Close Without Saving (with a red prohibition icon). A red arrow points to the 'Reject' button in the ORSP row, and another red arrow points to the 'Submit' button in the Actions bar.

Once you have **Rejected** the award(s), you will need to click on "**Submit**" button to complete the award submission.

If you do not wish to "**Submit**" the award(s), the additional Actions available are: "**Close**", "**Save**", "**Print**" or "**Close Without Saving**".

## Student Notice of Awards Creator Tutorial

Required Approvals			
Creation	<b>Created</b> 1/7/2016 3:36:21 PM	System Status Message: Student is not enrolled for the selected semester. Student is not registered full time.	Creator: Username
PI	<b>Approved</b> 6/6/2016 3:01:00 PM	Comments: test	Approver: Username
ORSP	<b>Rejected</b>	Comments:	Approver:
Scholarship	<b>Not Started</b>	Comments:	Approver:

 **Actions**

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

Once you have submitted the awards(s), you will need to finalize the submission by clicking on the **Confirm** button.

If you do not wish to **Confirm** the award(s), the additional Actions available are: **Go Back**, **Close**, **Print** and **Close Without Saving**.

## Student Notice of Awards Creator Tutorial

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After the confirmation has been submitted, you will be forwarded to a **"Success"** screen to show that your award(s) have been successfully submitted.

On this screen, you have the options to either go to **"Your award dashboard"**, to click on the **"Dashboard"** link, click on **"Log Out"** or go to **"Help/SNOA Online Training"**.

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