

Principal Investigator  
(PI)

Student Notice of Awards Tutorial  
(SNOA)



Help Tutorial for  
"Approve, Override and Reject Awards"  
and "Approval History"

## 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 Requires Approval - Tuition Support for Fall 2015

**A Student Notice of Award has been created for the students listed below.**

Please sign in at [Student Notice of Award Approval](#) to approve the award, confirm the award rejection or override the award rejection for each student.

Thank you.



### Award

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

### Submitter Contact Information

Name: [REDACTED]  
 Department: [REDACTED]  
 Email: [REDACTED]  
 Address: [REDACTED]  
 Extension: [REDACTED]

### Supervising Professor / Principal Investigator / Director Information

Name: [REDACTED]  
 Email: [REDACTED]  
 Project Experience Description as related to degree program:  
 testing

### 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 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 and click on the "Student Notice of Awards" button located in the "Applications" module.

\* Will Financial Aid receive emails for every SNOA submitted? Or only the scholarships Office?

There are 2 types of scholarships: One will go to the PI and the other will go directly to Scholarships. If the PI submitted the award, then they will receive the email.

## Student Notice of Awards Creator Tutorial

The screenshot shows the my.UTEP website interface. At the top left is the my.UTEP logo. To the right of the logo is a "Sign In" button and a search icon. Below the logo, the text "Sign in to view your finances, grades, classes, and more" is displayed. A large red arrow points to a "Sign In" button. To the right of the arrow are several icons: a graduation cap, a computer monitor, a pencil, an envelope, a diploma, a credit card, and a book. Below the main navigation area, there are two tabs: "For Students" and "For Faculty & Staff". The "For Students" tab is active, showing a list of services: Goldmine, Blackboard, Moodle, and Student Mail. Below these are three more services: UTEP Map, Miner Metro GPS Tracker, and UTEP Directory. The "For Faculty & Staff" tab is also visible, showing a list of services: CAMPUS (Library, Athletic, Bookstore, Child Care, 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), HEALTH & SAFETY (Campus Police, Center for Accommodations and Support Services, Counseling, Health Center, Recreational Sports Department), and TECHNOLOGY (Computer Labs, Assistive Technology Lab, Computer Clinic, Equipment Checkout, Help Desk, mSpace, myApps, Software Workshops, Student Printing).

**my.UTEP** Sign In

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

Sign In

**For Students** For Faculty & Staff

Goldmine

Bb Blackboard

Moodle

Student Mail

UTEP Map

Miner Metro GPS Tracker

UTEP Directory

**CAMPUS**  
Library  
Athletic  
Bookstore  
Child Care  
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

**HEALTH & SAFETY**  
Campus Police  
Center for Accommodations and Support Services  
Counseling  
Health Center  
Recreational Sports Department

**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.**



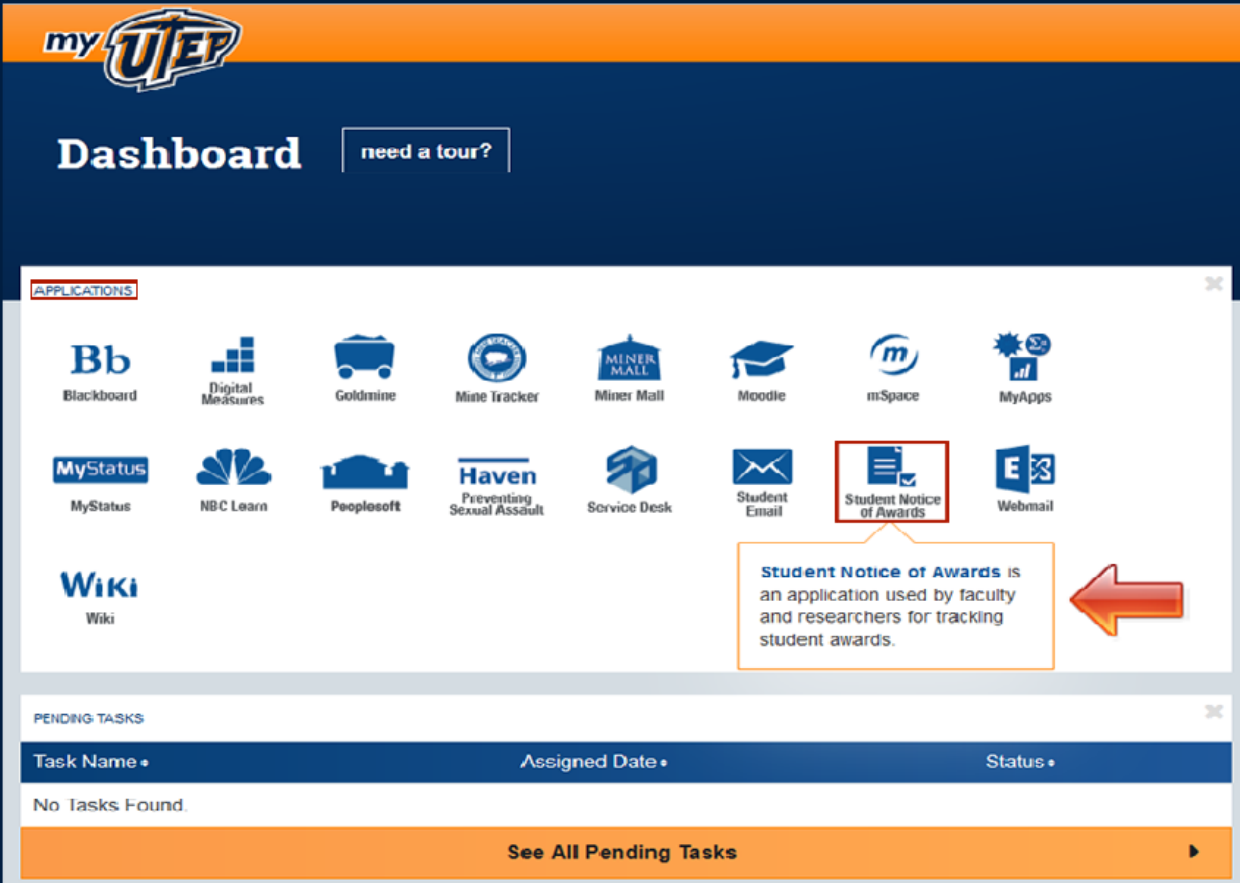
Please log into My UTEP with your UTEP email username and password.

## UTEP Single Sign On

[New Account/Change Password](#)

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 is the word "Dashboard" and a button that says "need a tour?". The main area is titled "APPLICATIONS" and contains a grid of application icons. The "Student Notice of Awards" icon is highlighted with a red box. 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: "Task Name", "Assigned Date", and "Status". The table currently shows "No Tasks Found." and a button at the bottom says "See All Pending Tasks".

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 SNOA Dashboard will be displayed.

## 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**

Being Created **Pending** Completed Require Approval Recalable All Create New Award

Awards created by Last, First Name that are being approved (7 awards)

Approval Step	Student Name	Student Id	Semester	Award Type	Cost Center or Project	Award Amount	Creator	PI	Creation Date	Last Approval
Pending PI Approve View Recall	Last Name, First Name	800____					Last Name, First Name	name	4/19/2016 2:26 PM	4/19/2016 2:26 PM
Pending PI View Recall	Last Name, First Name	800____	S				Last Name, First Name	name	3/31/2016 4:16 PM	
Pending PI View Recall	Last Name, First Name	800____	Su	Support			Last Name, First Name	name	12/08/2015 1:56 PM	
Pending PI View Recall	Last Name, First Name	800____	Summer 2016	Participant Support	14____	\$10.00	Last Name, First Name	Username	12/08/2015 1:56 PM	
Pending PI View Recall	Last Name, First Name	800____	Spring 2015	Participant Support	22____	\$10.00	Last Name, First Name	Username	2/25/2015 1:38 PM	
Pending PI View Recall	Last Name, First Name	800____	Spring 2015	Participant Support	22____	\$10.00	Last Name, First Name	Username	2/25/2015 10:15 AM	
Pending PI View Recall	Last Name, First Name	800____	Spring 2015	Participant Support	22____	\$10.00	Last Name, First Name	Username	2/19/2015 3:49 PM	

**To select a Pending award, go to the SNOA dashboard and select the Pending tab and from there, you are able to select your awards that are pending.**



# 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

Being Created    Pending    Completed    Require Approval

Toggle Search

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.


Student Name: Student Name  
Student Id: Student Id  
Semester: Semester  
Award Type: Select Award Type  
Cost Center or Project: Cost Center or Project (e.g. '1464821')  
Creator: Creator  
PI: PI  
Status: Status  
Creation Date: Creation Date (format: m/d/yyyy)

Search    Reset


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 University of Texas at El Paso  
Student Notice of Awards



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

### Create Student Notice Of Award

**Award**

Award Type:

Academic Year:

Semester:

Cost Center or Project:   
BIOLUMINESCENCE/CHEMICAL  
EDUCA

**Creator**

Name: Thomas, Michelle (IT)

Username: mthomas

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:

**Actions**

Please note, once the Award information has been entered, click on the "Tab" key to view Principal Investigator/Account Signateur information.



## Student Notice of Awards Creator Tutorial

The screenshot shows a web form titled "Create Student Notice Of Award" with four main sections: "Award", "Creator", "Principal Investigator / Account Signateur", and "Award Specifics".

- Award Section:** Includes dropdowns for "Award Type" (Participant Support), "Academic Year" (2015 - 2016), and "Semester" (Spring 2016). It also has a text field for "Cost Center or Project" (30302028) with the text "BIOLUMINESCENCE/CHEMICAL EDUCA" below it.
- Creator Section:** Includes fields for "Name: Last Name, First Name", "Username: Username", "Department: Creator's Department", "Address: Department Address", and "Phone: 747-xxxx".
- Principal Investigator / Account Signateur Section:** Includes fields for "Name: X Last Name, First Name" and "Username: @utep.edu".
- Award Specifics Section:** Includes two questions: "Is this research?" with radio buttons for "Yes" and "No", and "Is US Citizenship required?" with radio buttons for "Yes" and "No".

A green callout box on the right side of the form contains the text: "If the Cost Center/Project is '22', '10' or '30', the PI is required to answer the 'Is this research?' question located in the Award Specifics box." Red arrows point from this callout box to the "Is this research?" question in the "Award Specifics" section.

1. The PI can only Approve, Override, Reject or Recall awards assigned to them.
2. System Check - If the award was not approved by the system check. in order to approve it, they must "Approve/Override" the award. (They are overriding the system).
3. Approve/Override - If the PI approved the award by overriding the system check, they are required to enter comments.
4. Approve All - The PI can approve all awards. If the PI approved the award by overriding the system check, they will be able to enter a bulk comment for all awards.
5. Reject All - The PI can reject all awards and they will be able to enter a bulk comment for all awards.

### What are the steps to recall a bulletin?

- Financial Aid can recall an award if they have previously the award.
- The Creator can recall an award if the PI has not approved the award.
- The PI can recall the award if the Creator has not approved the award.

## Student Notice of Awards Creator Tutorial

**Approve Award**  
**Financial Aid**

**Award**

Award Type: Participant Support  
Academic Year: 2016 - 2017  
Semester: Fall 2016  
Cost Center / Project: 19026001  
RESIDENT STUDENTS  
Account: 64 \_\_\_\_\_  
Total Award: \$10.00  
Creation Date: 4/19/2016 2:26:38 PM

**Recipient**

Name: Last Name, First Name  
Student ID: 800 \_\_\_\_\_  
Email: \_\_\_\_\_@utep.edu  
Level: Graduate  
College: College of Business Admin.  
Major: Business Administration  
U.S. Citizen: No  
Is Resident: Yes

Once you are at the screen of the award(s) to be approved, you will need to 1) Have the option to enter a "Fee and/ Fund Code" and if the award is "over awarded". 2) Next, you will need to either "Approve" or "Reject" the award. 3) Click on the "Submit" button to submit the award(s).

**Award Specifics**

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:

**Creator**

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

**Financial Aid or Scholarship U**

Fee Code:   
Fund Code:   
Over Awarded:

**Principal Investigator / Account Signatur**

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

**Required Approvals**

<b>Creation</b>	<b>Created</b> 4/19/2016 2:26:38 PM	System Status Message: <div style="border: 1px solid red; padding: 2px;">Student is not enrolled for the selected semester. Student is not registered full time.</div>	Creator: Username
<b>PI</b>	<b>Approved</b> 4/19/2016 2:26:38 PM	Comments: <div style="border: 1px solid red; padding: 2px;">Test</div>	Approver: Username
<b>Financial Aid</b>	<b>Approve</b> <input type="radio"/> <b>Reject</b> <input type="radio"/>	Comments: <input type="text"/>	Approver:

**Actions**

## Student Notice of Awards Creator Tutorial

### Award Specifics

Service Required: No  
Must be Registered: No  
Must be Full Time: No  
Is this research?: No  
Is US Citizenship required?: Yes

Award Reason and Comments:

### Financial Aid or Scholarship Use

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.)

### Required

Creation	<b>Created</b>	System
	7/8/2016 2:26:14 PM	Student Student not me
PI	<b>Approved</b>	Comme
	7/8/2016 2:26:14 PM	This is
Financial Aid	<b>Approved</b>	

### Creator






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

### Approver / Account Signateur

Name, First Name  
@utep.edu

Creator: Username  
Approver: Username  
Approver:

### Actions

 Confirm  Go Back  Close  Print  Close Without Saving

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

Click on **"Confirm"** to submit your confirmation of the award(s). If you would like to make a change, click on the **"Go Back"** button and you will be taken back to the award form.

**How to recall an award if it has been approved:**

Go to "Require Approval" tab at the top of the Dashboard and find the award and the "View" and "Recall" links will be displayed. Click on the "Recall" link and once the award opens up, scroll to the bottom and click on the "Recall" button.

## Student Notice of Awards Creator Tutorial

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The screenshot shows the top navigation bar with the UTEP logo and the text "The University of Texas at El Paso Student Notice of Awards". Below the navigation bar 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 link labeled "Your award dashboard." in blue text.

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

DASHBOARD HELP/SNOA ONLINE TRAINING Log out

### Approval of Award

#### Award

Award Type: Participant Support  
Academic Year: Select Year  
Semester: Select Semester  
Cost Center or Project: 14258000  
COLLEGE OF LIBERAL  
Creation Date: 4/20/2015 10:14:57 AM

#### Creator

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

#### Principal Investigator / Account Sign

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

#### Award Specifics

Is this research?:  Yes  No  
Citizenship required?:  Yes  No





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

Comments:

#### Recipients

Student	Info	IRS Required	System Status	Total Award	Approve / Override / Reject
Last Name, First Name 800 Graduate US Citizen: No TX Resident: Yes Account #: 64	College of Business Admin. Business Administration		Student is not a US citizen, but the award requires US Citizenship.		

#### Actions

 Submit  Save  Print  Close Without Saving

Once you are at the screen of the award(s) to be approved, you will need to 1) select "Yes" or "No" to answer whether or not the award is for research. 2) You have the option to select a different PI, 3) Verify whether or not the "Total Award" amount is correct. In this field, you can either leave as is or make changes as needed. You may also need to update your comments. 4) Click on the "Submit" button to submit the award(s).



## Student Notice of Awards Creator Tutorial

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

### Approve Student Notice Of Award

Award	Creator
<p>Award Type: <input type="text" value="Participant Support"/></p> <p>Academic Year: <input type="text" value="Select Year"/></p> <p>Semester: <input type="text" value="Select Semester"/></p> <p>Cost Center or Project: <input type="text" value="14258000"/> COLLEGE OF LIBERAL ARTS</p> <p>Creation Date: 4/20/2015 10:14:57 AM</p>	<p>Name: Last Name, First Name</p> <p>Username: Username</p> <p>Department: <input type="text" value="Department Name"/></p> <p>Address: <input type="text" value="Department Address"/></p> <p>Phone: <input type="text" value="747- xxxx"/></p>





Principal Investigator / Account Signatory	Award Specifics
<p>Name: <input type="text" value="Last Name, First Name"/></p> <p>Username: <input type="text" value="_____@utep.edu"/></p>	<p>Is this research?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Citizenship required?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>

**Click on "Confirm" to submit your confirmation of the award(s). If you would like to make a change, click on the "Go Back" button and you will be taken back to the award form.**

Award Comments
<p>Reason for Award and Purpose of Funder, Scholarship Name and/or Award Comments:</p> <div style="border: 1px solid gray; height: 40px;"></div>

Recipients					
Student	Info	IRS Required	System Status	Total Award	Approve / Override / Reject
Last Name, First Name: _____ 800 _____ Graduate US Citizen: No TX Resident: Yes Account #: 64 _____	College of Business Admin. Business Administration		Student is not a US citizen, but the award requires US Citizenship.		

**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 of a web application for The University of Texas at El Paso. The header includes the UTEP logo and the text "The University of Texas at El Paso Student Notice of Awards" over a background image of students. Below the header is a navigation bar with buttons for "DASHBOARD", "HELP/SNOA ONLINE TRAINING", and "Log out". The main content area displays a large "Success" message, followed by the text "Your award has been submitted and is awaiting approval by the next department." and a blue link for "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.

Who will receive the email after the award(s) has been submitted?

- The submitter (Creator)
- If there is a PI, they will receive a request to approve the award(s).

**Thank you for viewing the  
Student Notice of Awards  
Principal Investigator (PI)  
Tutorial.**