

Scholarships

Student Notice of Awards (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, there is an orange header with the myUTEP logo on the left, a "Sign In" button, and a search icon. Below the header is a dark blue banner with the text "Sign in to view your finances, grades, classes, and more" and a large red arrow pointing to a "Sign In" button. To the right of the banner are 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, showing a list of links: Goldmine, Blackboard, Moodle, Student Mail, UTEP Map, Miner Metro GPS Tracker, and UTEP Directory. To the right of these links is a green callout box with the text: "To access the SNOA application, go to <http://my.utep.edu> and click on "Sign In" to log on." Below the callout box is a list of campus resources: 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), and TECHNOLOGY (Computer Labs, Assistive Technology Lab, Computer Clinic, Equipment Checkout, Help Desk, mSpace, myApps, Software Workshops, Student Printing). On the far right, there is a section for HEALTH & SAFETY (Campus Police, Center for Accommodations and Support Services, Counseling, Health Center, Recreational Sports Department).

myUTEP 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 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

HEALTH & SAFETY

- Campus Police
- Center for Accommodations and Support Services
- Counseling
- Health Center
- 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

[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, there is an orange header with the myUTEP logo. Below the header, the word "Dashboard" is displayed in large white letters on a dark blue background, followed by 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 border. A green callout box on the left provides instructions on how to access the SNOA Dashboard. An orange callout box on the right explains the purpose of the SNOA application, with a large red arrow pointing towards the highlighted icon. At the bottom, there is a "PENDING TASKS" section with a table header and a "See All Pending Tasks" button.

myUTEP

Dashboard

need a tour?

APPLICATIONS

Bb
Blackboard

Digital Measures

Goldmine

Mine Tracker

Miner Mail

Moodle

mSpace

MyApps

MyStatus

Haven
Recreation

Student Email

Student Notice of Awards

Webmail

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 SNOA 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

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 award(s).

Or, you can go to <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

[Being Created](#) [Pending](#) [Completed](#) [Require Approval](#) [Recallable](#) [All](#) [Create New Award](#)



Toggle Search



Student Name

Student Id

Semester

Award Type:

Cost Center or Project

Creator

PI

Status

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

*** In order to select an award for review, please click on the award marked "Pending Scholarship".**

Dashboard

Being Created Pending Completed Require Approval Recalable All Create New Award

Awards created by First Last Name that are being approved (13 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 Approve View	Last Name, First Name	800 ____	Spring 2016	Participant Support	29 ____	\$10.00	Last Name, First Name	Username	5/10/2016 1:50 PM	5/12/2016 1:40 PM
Pending Financial Aid Approve View Recall	Last Name, First Name	800 ____	Spring 2017	Tuition Support	30 ____	\$200.00	Last Name, First Name	Username	5/10/2016 1:36 PM	5/10/2016 1:36 PM
Pending Scholarship Approve View Recall	Last Name, First Name	800 ____	Summer 2016	Scholarship	30 ____	\$10.00	Last Name, First Name	Username	5/10/2016 1:47 PM	
Pending PI View Recall	Last Name, First Name	800 ____	Spring 2016	Student Activity	30 ____	\$100.00	Last Name, First Name	Username	5/10/2016 1:45 PM	
Pending PI View Recall	Last Name, First Name	800 ____	Fall 2015	Participant Support	30 ____	\$50.00	Last Name, First Name	Username	5/10/2016 1:42 PM	
Pending PI View Recall	Last Name, First Name	800 ____	Spring 2017	Tuition Support	30 ____	\$50.00	Last Name, First Name	Username	5/10/2016 1:20 PM	
Pending PI View Recall	Last Name, First Name	800 ____	Spring 2017	Student Activity	22 ____	\$100.50	Last Name, First Name	Username	5/10/2016 11:46 AM	
Pending PI View Recall	Last Name, First Name	800 ____	Spring 2016	Participant Support	19 ____	\$20.00	Last Name, First Name	Username	3/31/2016 4:16 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 ____	Summer 2016	Participant Support	14 ____	\$10.00	Last Name, First Name	Username	12/08/2015 1:56 PM	

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

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

Student Notice of Awards Creator Tutorial

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

Dashboard

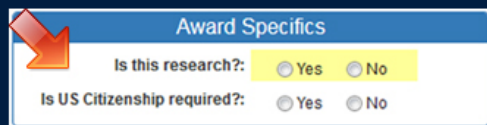
[Being Created](#)
[Pending](#)
[Completed](#)
[Require Approval](#)
[Recallable](#)
[All](#)
[Create New Award](#)

Awards created by First Last Name that are being approved (13 awards)

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Pending Scholarship Approve View	Last Name, First Name	800 ____	Summer 2016	Scholarship	30____	\$10.00	Last Name, First Name	Username	5/10/2016 1:47 PM	
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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	

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



Award Specifics

Is this research?: ☐ Yes ☐ No

Is US Citizenship required?: ☐ Yes ☐ No

If the account is "26" or "30", the PI is required to answer the **"Is this research"** and the **"Is US Citizenship required?"** questions.

1. **Account Number 30** - If the account number begins with a "30", the PI information is not applicable. It will not display.
2. **Fee Code** - A fee code can be entered but is not required.
3. **Fund Code** - A fund code can be entered but is not required.
4. **Over-awarded amount** - The amount that was over-awarded can be entered.
5. **Adjustable/Not Adjustable** - If the award amount can be adjusted and they select that option and the award is rejected, once the award is submitted, an email will be sent to the student.
6. **Approve/Reject** - They will be able to approve or reject the award.
7. **Comments** - The Scholarship Office can enter comments on approved or rejected awards.
8. **Award Research Related** - If the award was identified as research related and is approved by the Scholarship Office, an email will be sent to the student.
9. **Recall** - If the award is "rejected" by the Scholarship Office, they will be able to recall the award and change the status to "Approved" and modify the comments.

Student Notice of Awards Creator Tutorial

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

Approve Award Scholarship

Award

Award Type: Scholarship
Academic Year: 2015 - 2016
Semester: Spring 2016
Cost Center / Project: 30000000
FIN -PLEDGE ACCOUNTING FOR GAS
Account: 64
Total Award: \$88.88
Payment 1: \$44.44
Payment 2: \$44.44
Creation Date: 6/7/2016 12:34:02 PM

Recipient

Name: Last Name, First Name
Student ID: 801
Email: @miners.utep.edu
Level: Undergraduate
College: College of Education
Major: Interdisciplinary Studies/EDU
U.S. Citizen: Yes
Texas Resident: Yes

Award Specifics

Service Required: No
Must be Registered: Yes
Must be Full Time: No
Award Reason and Comments:
test

Creator

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

Financial Aid or Scholarship Use

Fee Code: 12345
Fund Code: 12345
Over Awarded: ☒
Over awarded Amount: 10.00
Adjustable?: ☒ Adjustable ☐ Not Adjustable
(An email will be sent to the student if the award amount is adjustable.)

Required Approvals

Created: 6/7/2016 12:34:02 PM
System Status Message:
Student is not enrolled for the selected semester.
Student is not registered full time.
Comments:
Comments are mandatory.

Click on "Submit" to submit the award (s).

Actions

Scholarships can enter a **Fee Code** and a **Fund Code**.


If the award is "**Over Awarded**", they select the checkbox and enter the amount over awarded.

If they select the "**Adjustable**" option, an email will be sent to the student in reference to the award.






If there is no PI and a "System Status Message" is displayed, **Comments** are **mandatory**.

Student Notice of Awards Creator Tutorial

Required Approvals			
Creation	Created 6/7/2016 12:34:02 PM	System Status Message: Student is not enrolled for the selected semester. Student is not registered full time.	Creator: Username
Scholarship	Approved	Comments: Comments are mandatory.	Approver:



Actions

 Confirm  Go Back  Close  Print  Close Without Saving

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

Once you have clicked on "**Submit**", you will be forwarded to the "**Confirm**" award screen. You have the option to either "**Confirm**", "**Go Back**", "**Close**", "**Print**" or "**Close Without Saving**" the award.

Student Notice of Awards Creator Tutorial



After the confirmation has been submitted, you will be sent to a **"Success"** screen. At this screen, you have the option to select **"Log Out"** - which closes the application, **"Dashboard"** - this option forwards you to your dashboard or view the **"Help/SNOA Online Training"**.

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