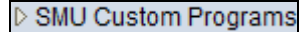


# FO Scholarship Approval

1. Click the **SMU Custom Programs** link.



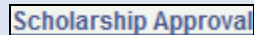
2. Click the **SMU Administer Financial Aid** link.



3. Click the **Awards** link.



4. Click the **Scholarship Approval** link.



5. Enter **SMETH** into the **Academic Institution** field.

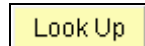
6. Enter the desired information into the **Aid Year** field.

7. Enter the desired information into the **Academic Career** field.

8. Click the **Look Up Department** icon.



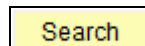
9. Click the **Look Up** button.



10. Select the desired department from the **Search Results**.



11. Click the **Search** button.



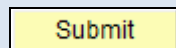
12. **Adjust & Approve Award**

Awards may be adjusted and approved at the same time. To adjust an award, select the desired award.



13. Enter the corrected award amount into the **New Amt** field.

14. Click the **Submit** button.



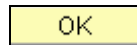
15. **Cancelling an Award**

An award can be cancelled if necessary. To do so, select the desired award.



16. Enter the desired information into the **New Amt** field. Enter a valid value e.g. "0".

17. Click **OK** to zero out the award.



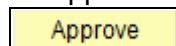
18. **Approving Awards**

To approve an individual award, select the desired award.



19. Click the **Approve** button.

To approve multiple awards at once select **Approve All**.



20. This completes this tutorial.



**End of Procedure.**

