

# View Individual Scholarship Awards

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

[▶ SMU Custom Programs](#)

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

[SMU Administer Financial Aid](#)

3. Click the **Awards** link.

[Awards](#)

4. Click the **Scholarship Award Activity** link.

[Scholarship Award Activity](#)

5. Enter the desired information into the **EmplID** field.

6. Enter the desired information into the **Academic Institution** field. Enter a valid value e.g. "SMETH".

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

8. Click the **Search** button.

[Search](#)

9. If multiple awards have been issued, you may need to click the **View All** link to expand the page to view all awards for the student.

10. Click the **Approval Info** link.

[Approval Info](#)

11. The **Approved By, Name** and **Datetime Approval** fields will be populated. This will allow you to track multiple actions in order of occurrence.

12. **End of Procedure**

