### Career Search Tab

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

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

3. Click the **Awards** link.

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

5. Enter the aid year into the **Aid Year** field.
   - **Note:** The **Aid Year** is the year the **Academic Year** ends.

6. Click the **Career Search** tab.

7. Enter the **Student ID** into the **Emplid** field.

8. Click the **Search** button.

9. The **Search Results** display **Term** and **Career**.
   - Check the desired term.

10. **Note:** When the **Select** box is checked, the page returns to the **Scholarship Award Entry** tab. Data entry can be continued without navigation or search.

11. **End of Procedure.**