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.