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 EmpID 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