

<b>Department</b>	
<b>Responsibility/Role</b>	
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**Assign Student Waiver**

**Trigger:**

<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Result(s)</b>	<b>Comments</b>

**Additional Information**

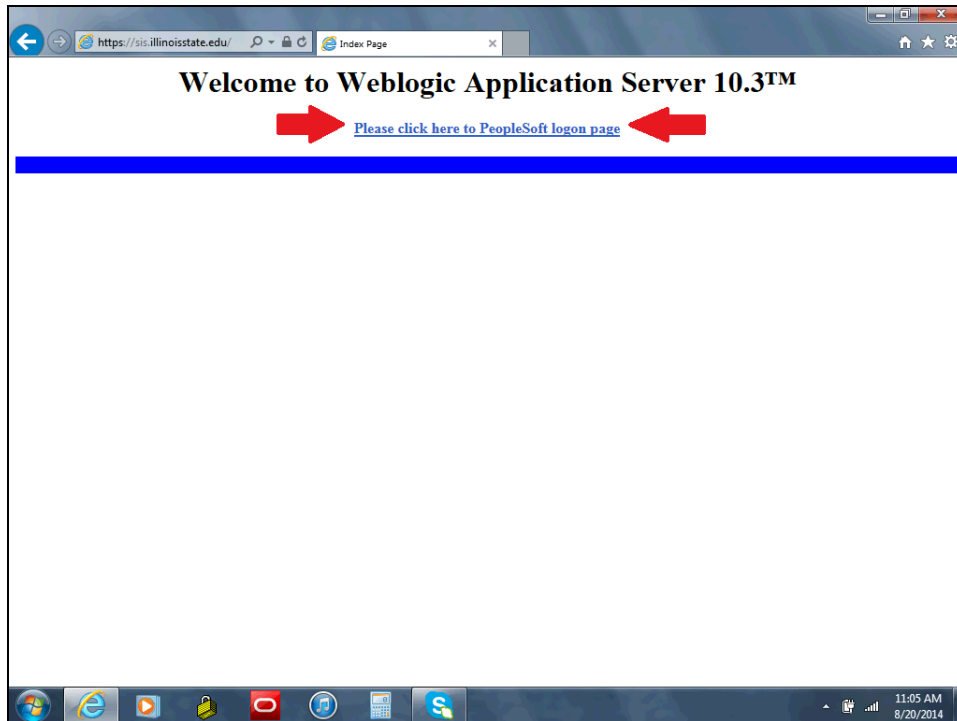
# System Process Document

## Assign Student Waiver

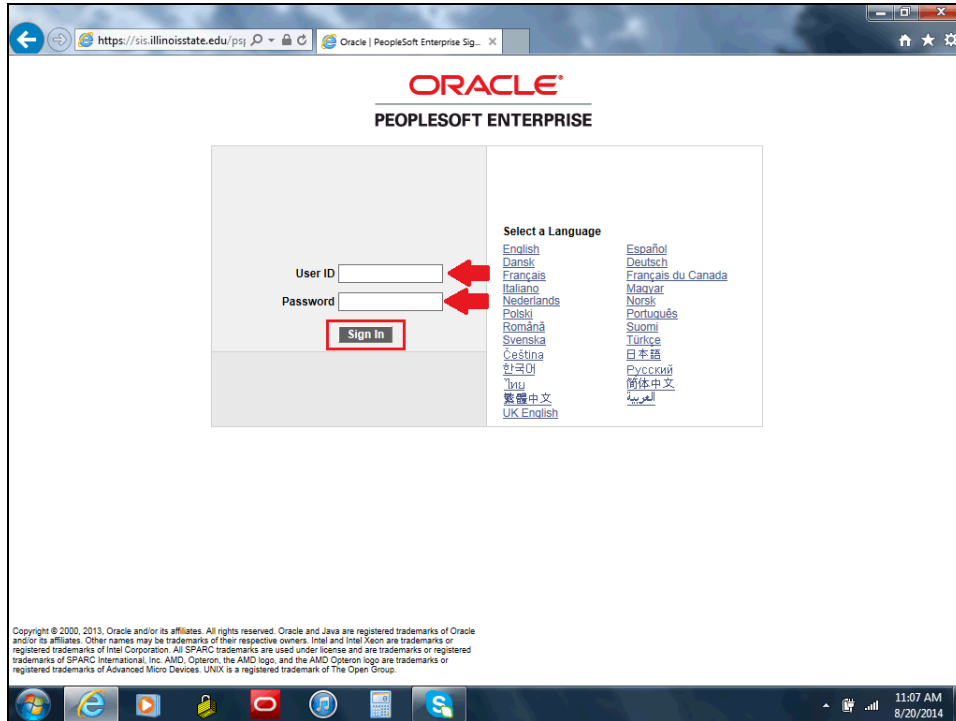
### Procedure

In this topic, you will learn how to **Assign a Waiver to a Student**.

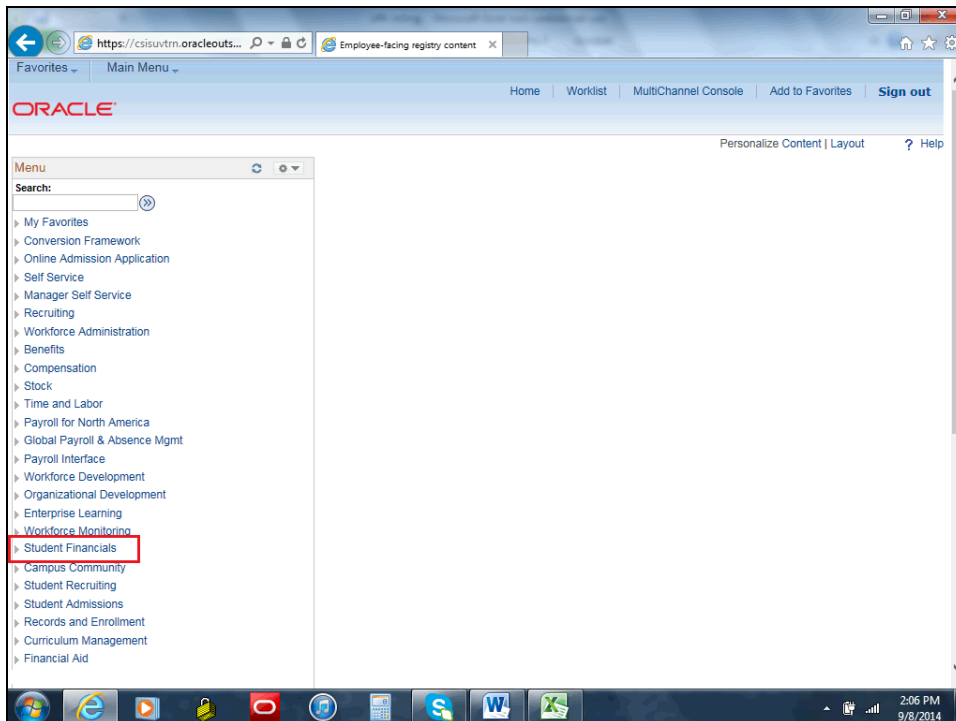
Step	Action
1.	<p><b>Note:</b> Illinois State University will not be using this function to assign waivers to students. Due to the fact that we had to create a waiver for each individual fee for each cohort of students, we are assigning an equation variable to the student to fire the appropriate waivers instead of assigning the waivers individually.</p> <p>In this example, we will be assigning a waiver for a student who is a dependent of an employee of Northern Illinois University.</p>



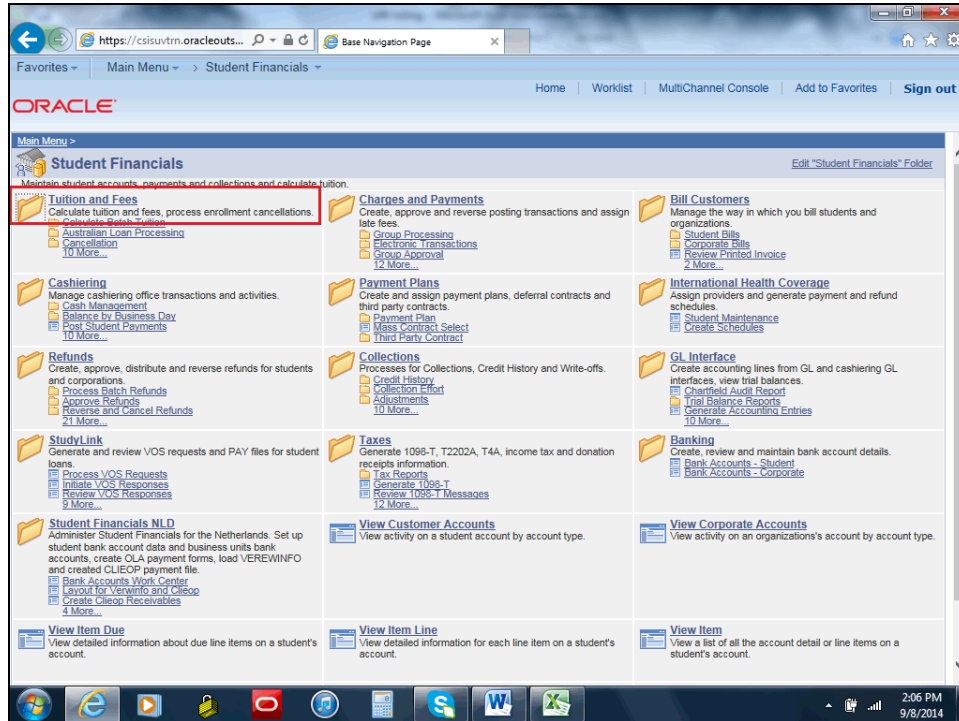
Step	Action
2.	<p>To sign in to Campus Solutions, go to sis.illinoisstate.edu.</p> <p>Click the <b>Please click here to PeopleSoft logon page</b> link.</p>



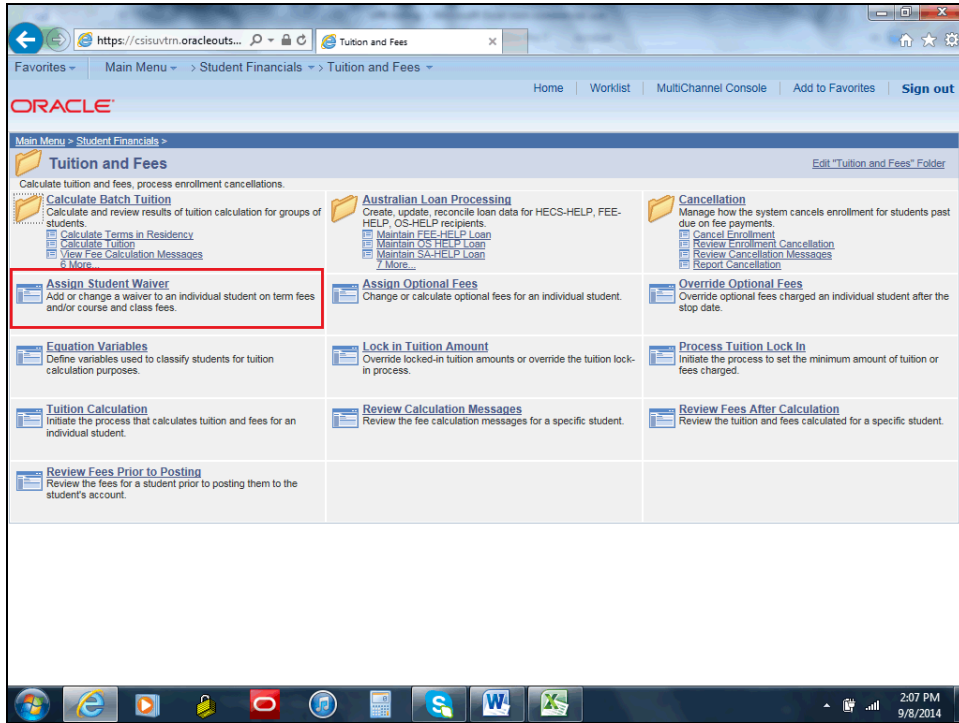
Step	Action
3.	<p>You will be directed to the <b>Campus Solutions</b> logon screen.</p> <p>Enter your <b>User ID</b> and <b>Password</b> then click the <b>Sign In</b> button.</p>



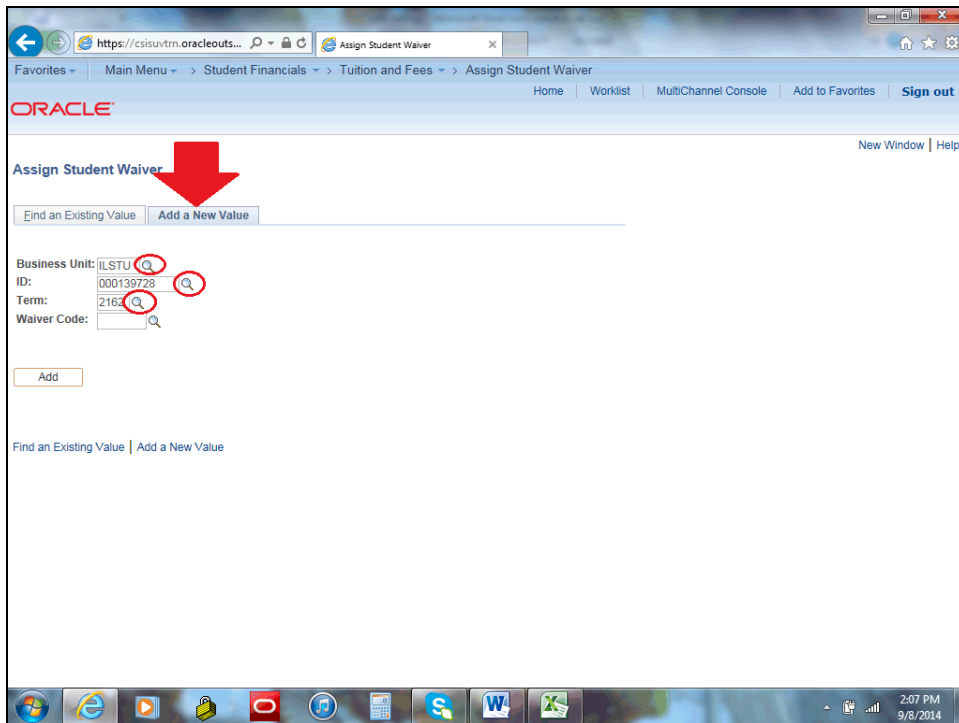
Step	Action
4.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p><b>Tuition and Fees</b> are within <b>Student Financials</b> menu.</p> <p>Click the <b>Student Financials</b> link.</p>



Step	Action
5.	<p><b>Assign Student Waivers</b> is within <b>Tuition and Fees</b> folder.</p> <p>Click the <b>Tuition and Fees</b> folder.</p>



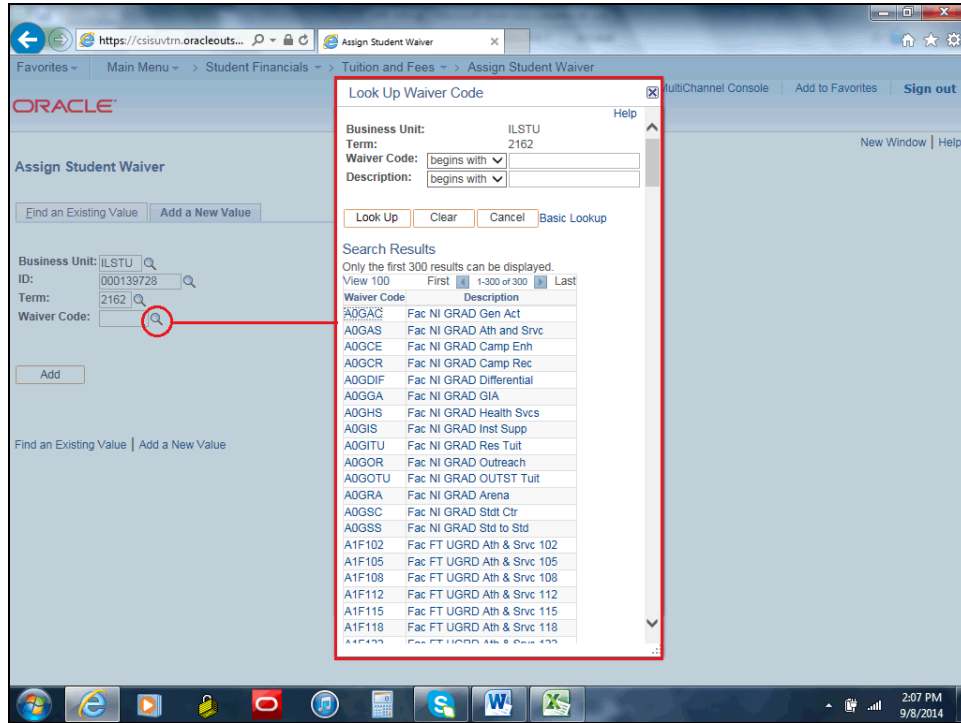
Step	Action
6.	Click the <b>Assign Student Waiver</b> link.



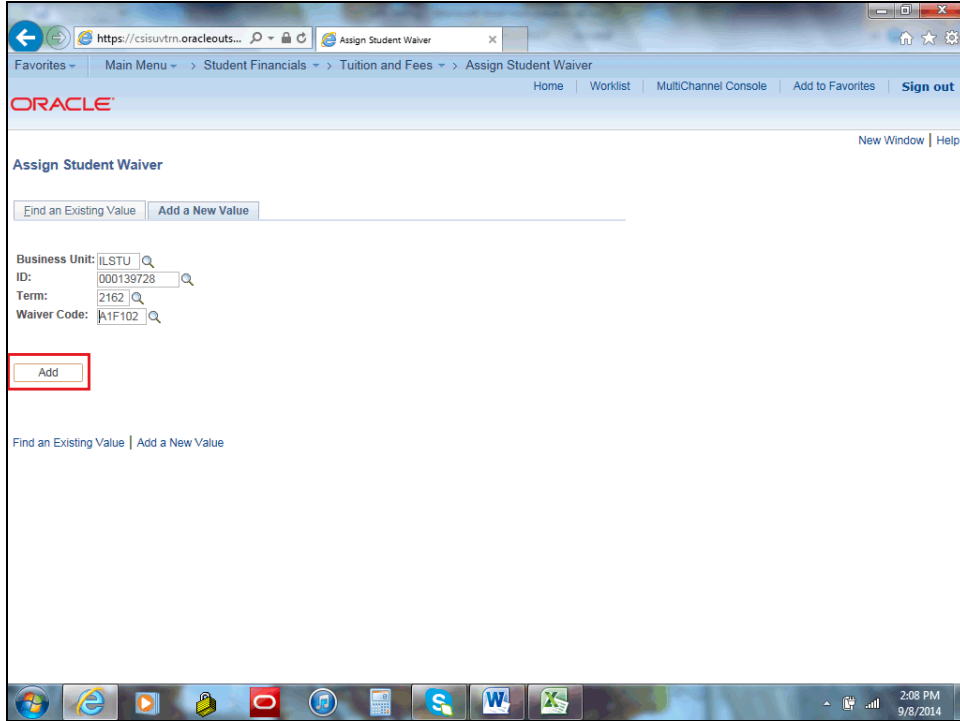
# System Process Document

## Assign Student Waiver

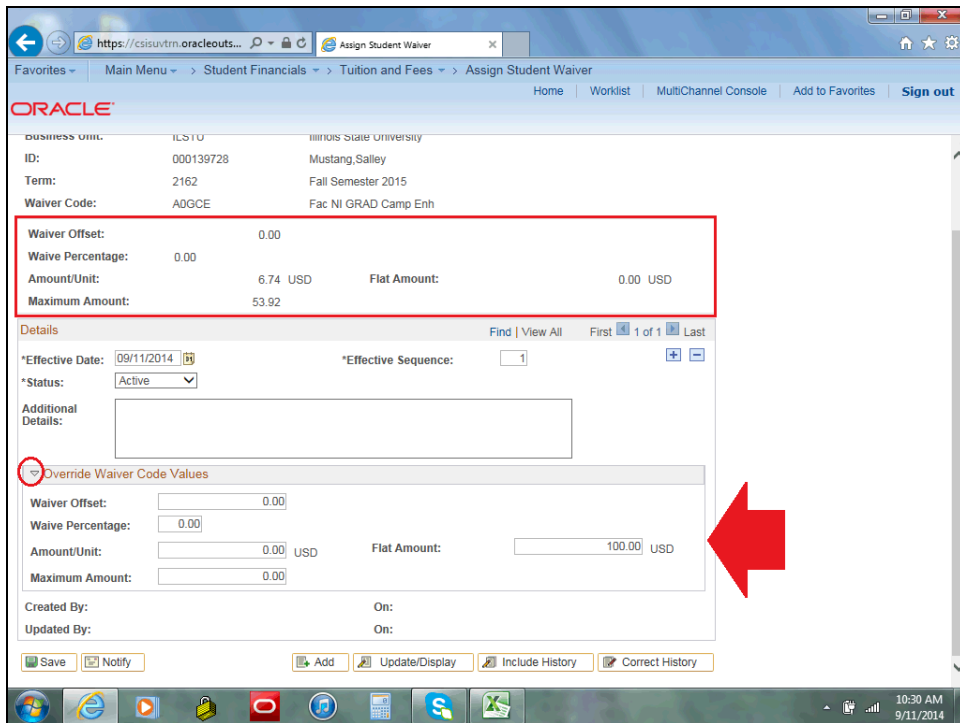
Step	Action
7.	Click the <b>Add a New Value</b> tab.  Use the <b>Look Up</b> buttons to complete the <b>Business Unit, ID,</b> and <b>Term</b> fields.



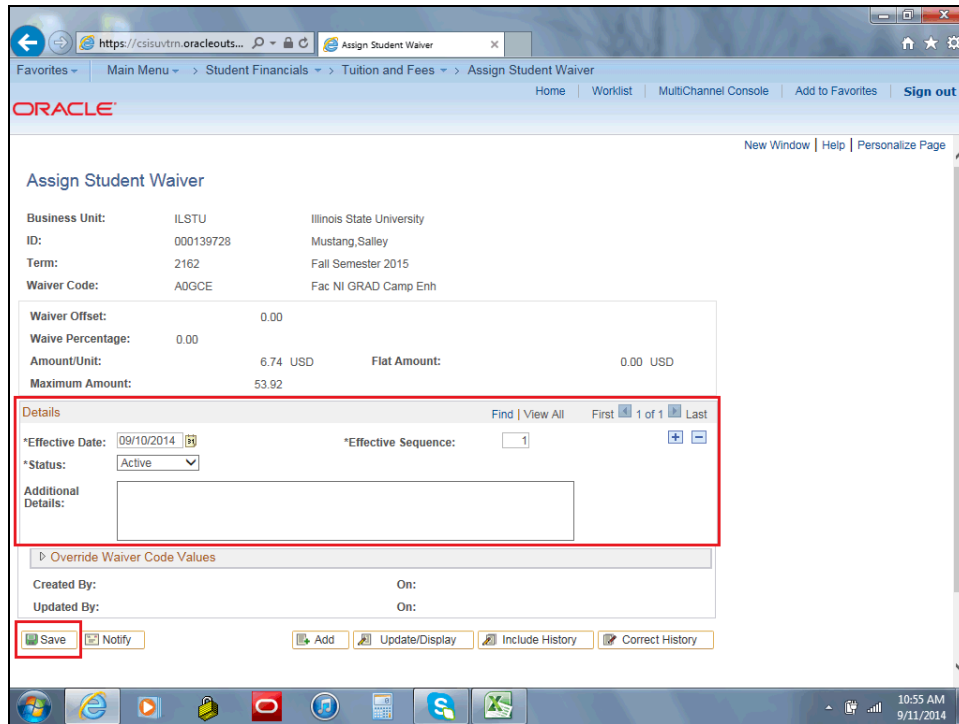
Step	Action
8.	Click the <b>Waiver Code Look Up</b> button to select a <b>Waiver Code</b> from the list.



Step	Action
9.	Click the <b>Add</b> button.



Step	Action
10.	<p>The <b>Assign Student Waiver</b> screen will display amount information defaulted from the <b>Waiver Code</b> setup.</p> <p>To override the default values, click the <b>Override Waiver Code Values expand</b> button. The default values will auto populate. You can edit the fields as needed.</p> <p>For this example, we will override the values and enter a <b>Flat Amount</b>.</p>



Step	Action
11.	<p>Complete the <b>Details</b> section.</p> <p>Use the <b>Calendar</b> link to select an <b>Effective Date</b> for this waiver.</p> <p>Add <b>Additional Details</b> about the waiver, if needed.</p> <p>Click the <b>Save</b> button.</p>
12.	<p>Congratulations, you have completed assigning a waiver to a student.  <b>End of Procedure.</b></p>