



ADMINISTRATIVE TECHNOLOGIES

Illinois State University

How to Use Aid Year Activation

Application:

Campus Solutions

Audience:

Financial Aid

Objective:

In this job aid, you will learn how to **Activate an Aid Year for a Student**.

You can manually activate an aid year for a student if you are not expecting to use electronic data from an outside source such as ISIR or Profile.

Loading electronic data for the student automatically activates the student for the aid year.

Before you Begin:

To sign in to Campus Solutions, go to sis.illinoisstate.edu. Once there, click the **Please click here to PeopleSoft logon page** link. Then, you will be prompted to log in with your ULID and password.

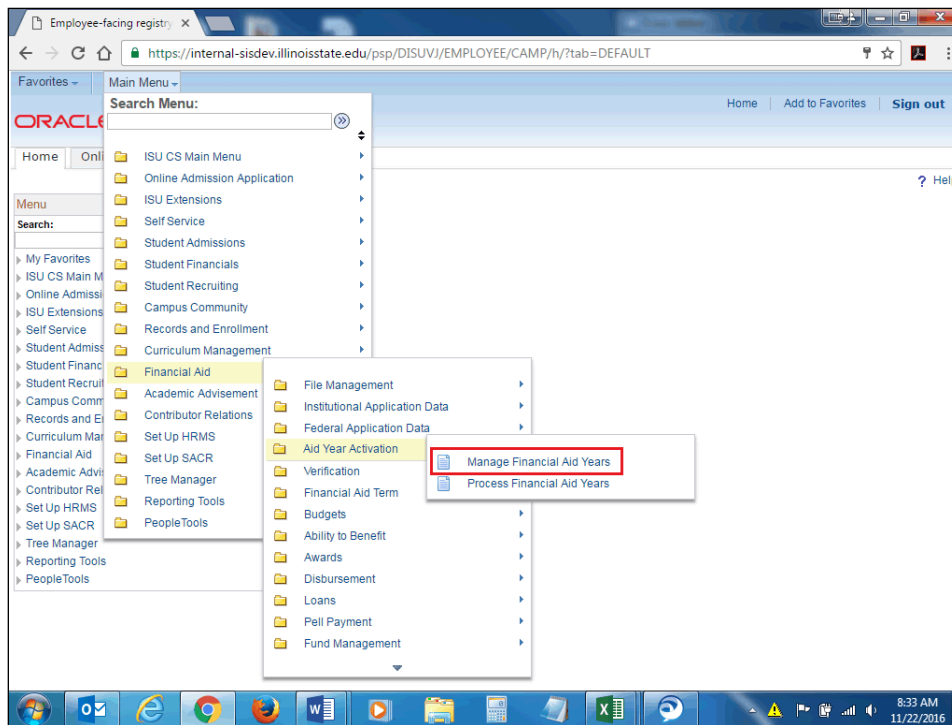
Once you log in, the options on your screen will depend on your security access.

If you are unable to log in, contact the Technology Support Center (TSC) at (309)438-HELP(4357), supportcenter@illinoisstate.edu, or ITHelp.IllinoisState.edu.

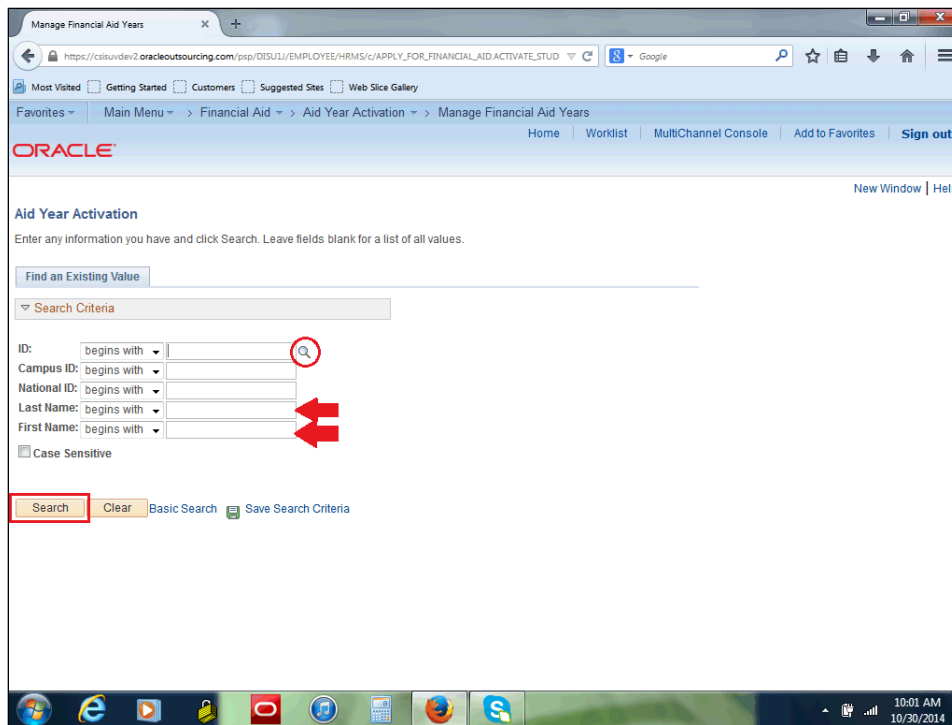


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Step	Action
1.	To access the Manage Financial Aid Years page, click Main Menu . Then, click Financial Aid . Next, click Aid Year Activation . Finally, click Manage Financial Aid Years .

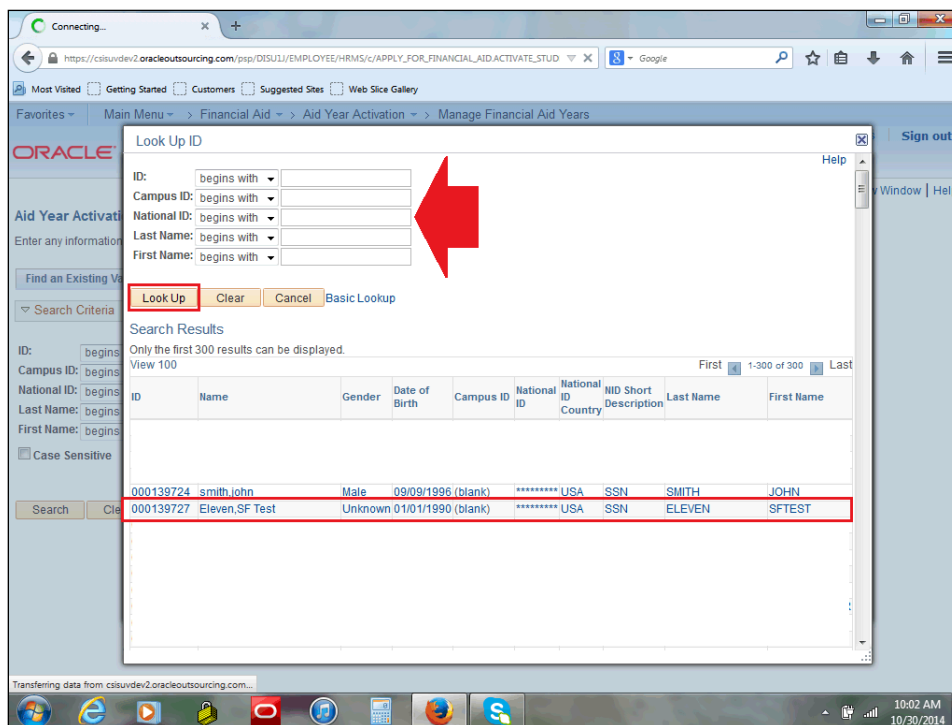


Step	Action
2.	<p>From the Aid Year Activation Find screen, enter the student's ID or First/Last Name and click the Search button.</p> <p>Or, click the ID Look Up button to select from the search results.</p>

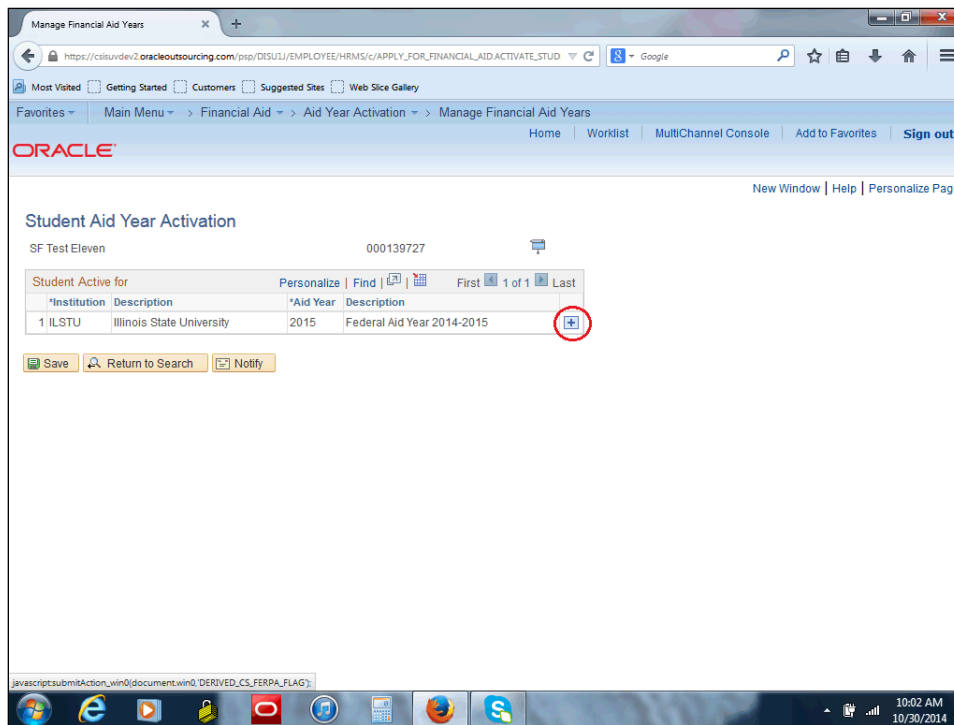


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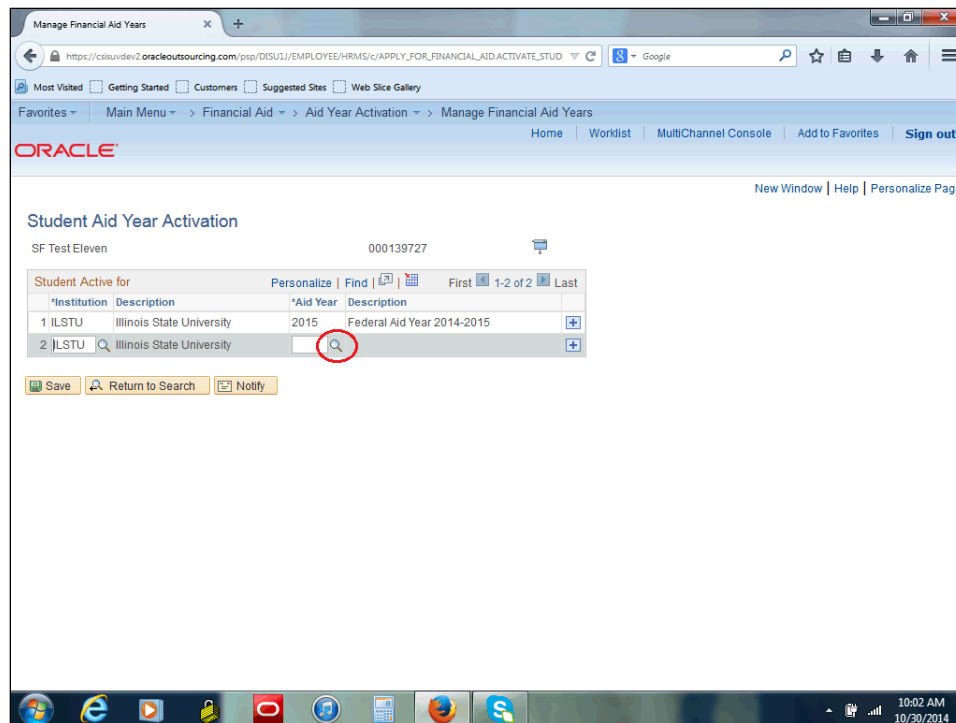
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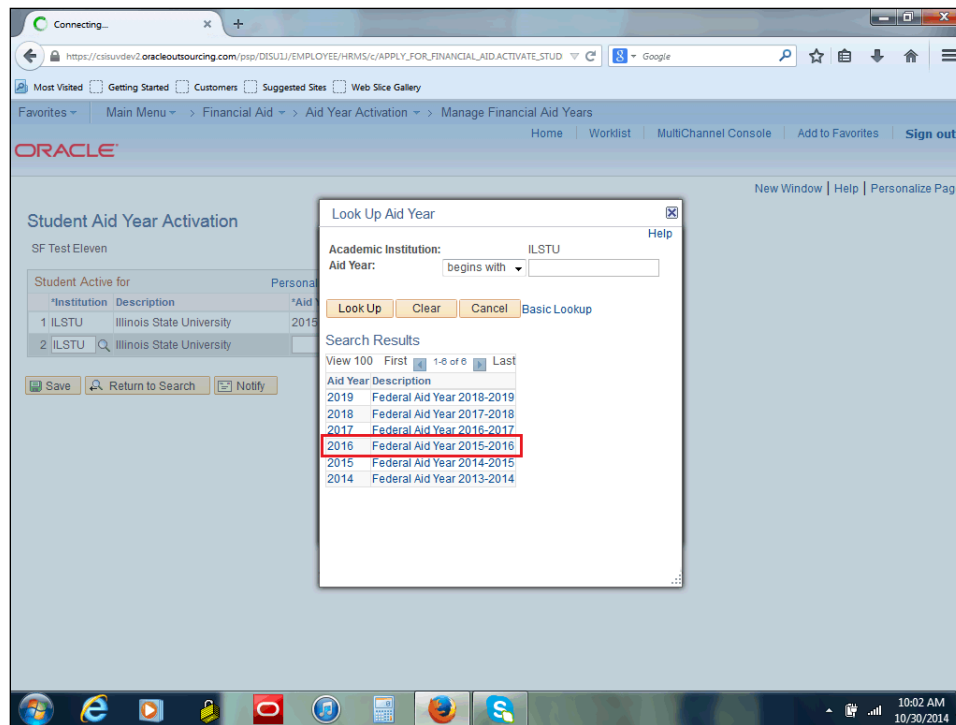
Step	Action
3.	To narrow your search results, enter student data in the parameters and click the Look Up button. From the Search Results , click the link for the desired student.



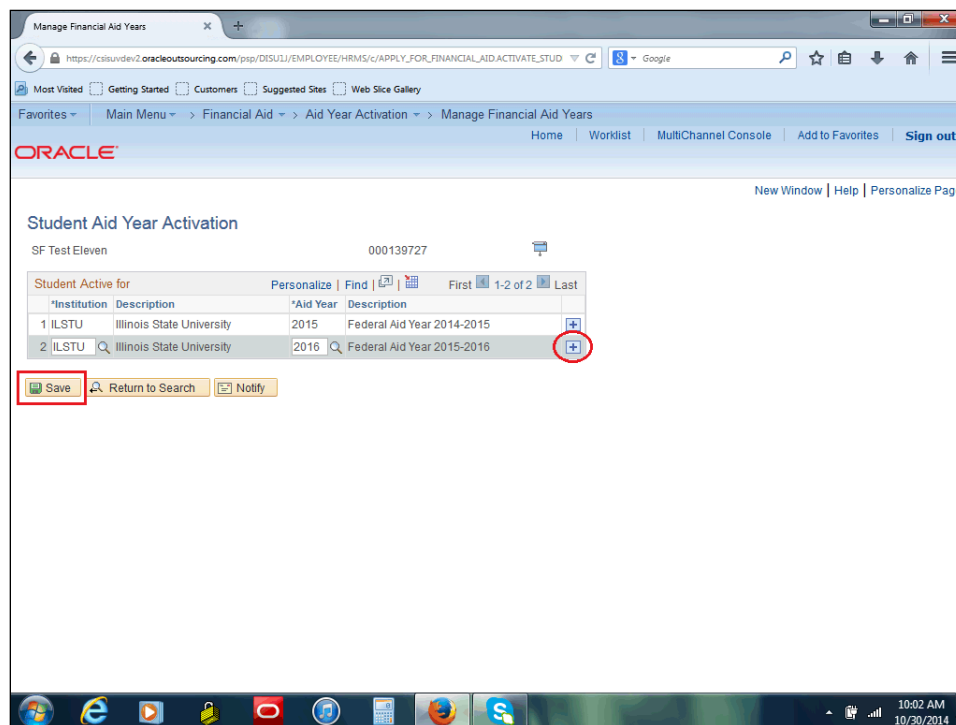
Step	Action
4.	Use this page to create and manage aid years for an individual student ID. Click the + button to add a new row.



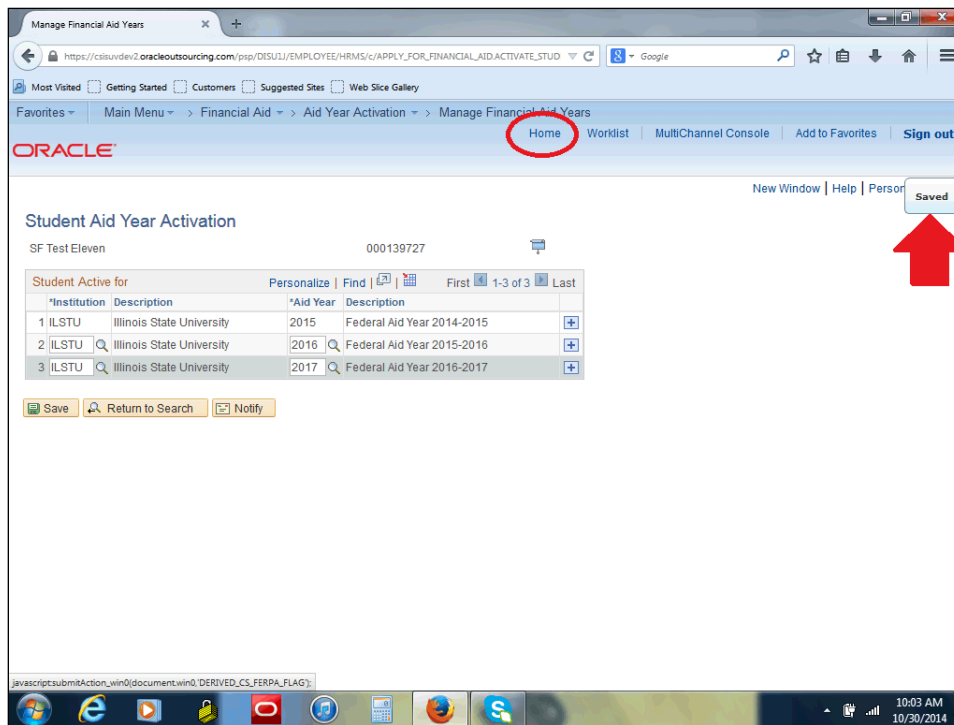
Step	Action
5.	Click the Aid Year Look Up button to select a term from the list.



Step	Action
6.	Select an Aid Year from the search results. Note: Duplicate Aid Years are not allowed.



Step	Action
7.	If needed, click the + button to add additional rows. Otherwise, click the Save button.



Step	Action
8.	You will receive a Saved confirmation. To return to the Navigation Menu page, click the Home link at the top right of the screen.



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Need Help?

Contact the AT Training team ATtraining@ilstu.edu

To view more instructional documents and training videos, or to sign up for workshops:

Visit AT.IllinoisState.edu/Training