

Department	
Responsibility/Role	
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Review the Lifetime Aggregate

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

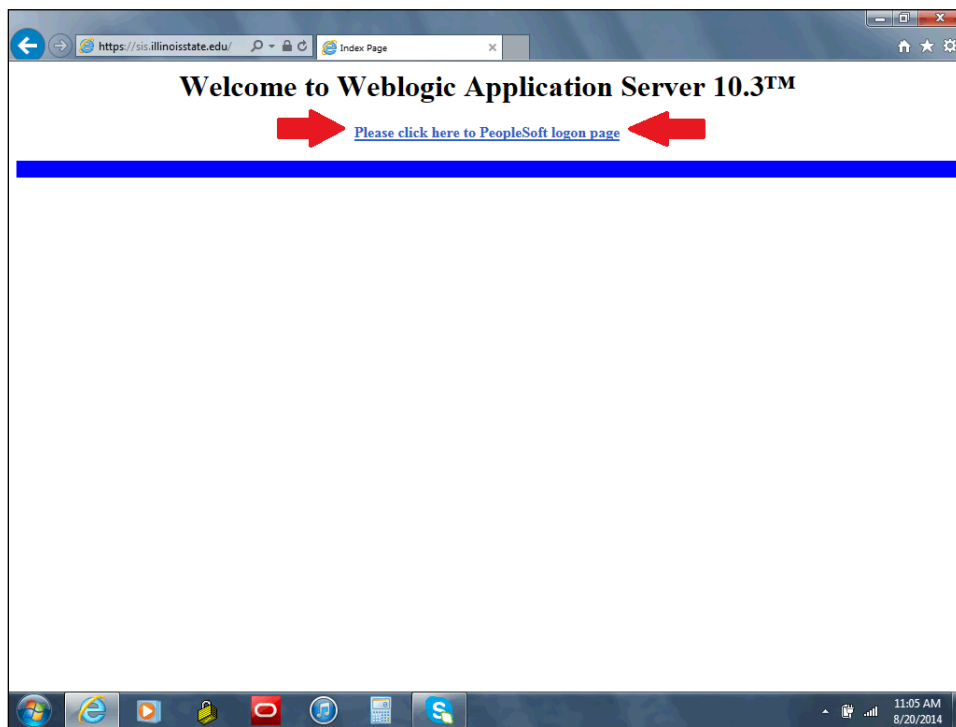
System Process Document

Review the Lifetime Aggregate

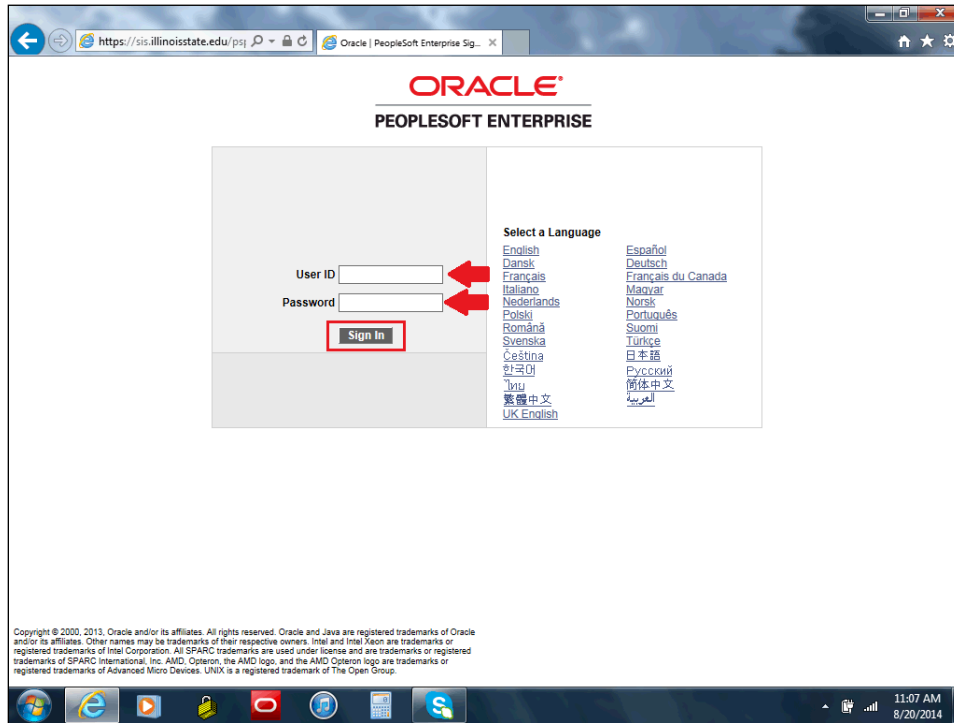
Procedure

In this topic, you will learn how to Review the Lifetime Aggregate.

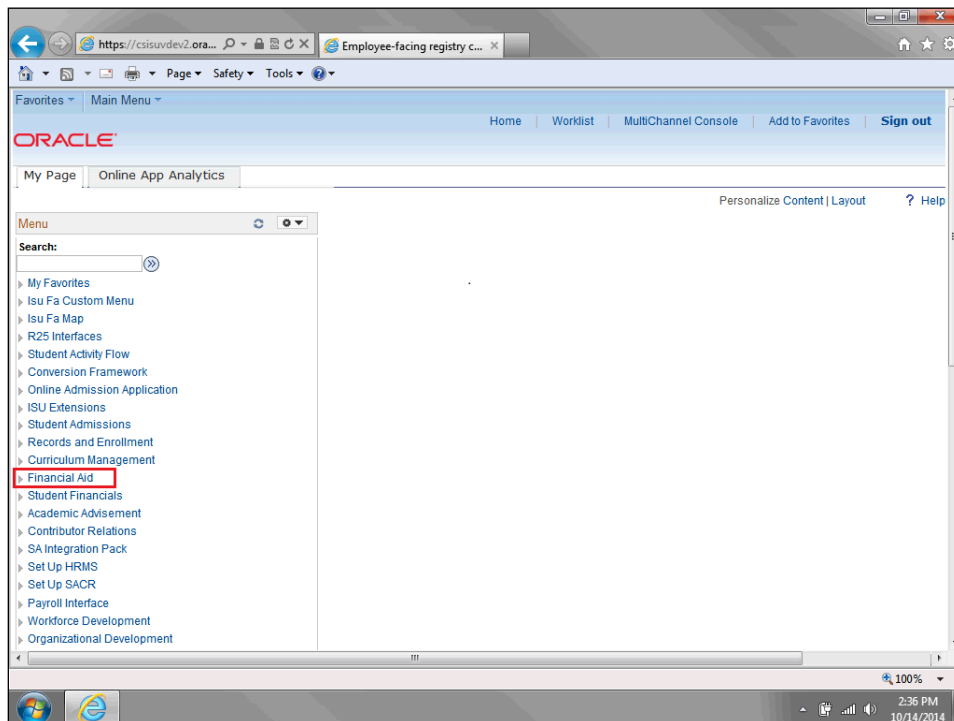
Step	Action
1.	Financial Aid resources carry a limit commonly called the Lifetime Aggregate. Lifetime Limits and Aggregate Maximums for Financial Aid Programs exist for Pell Grants, Teach Grant, and Federal Perkins Loans and others.



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



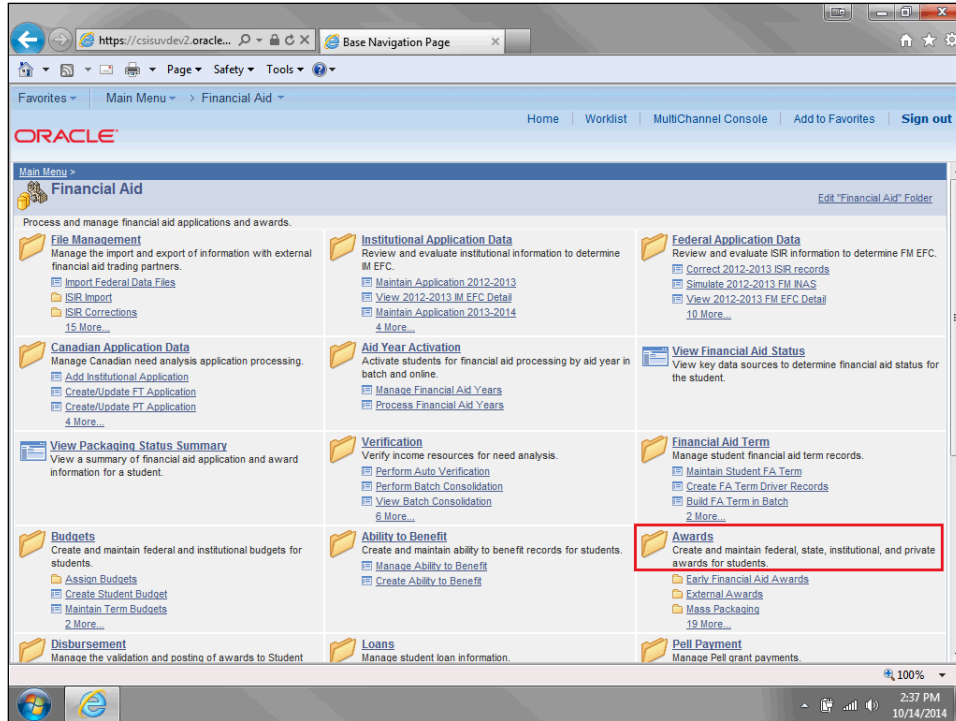
Step	Action
3.	<p>You will be directed to the Campus Solutions logon screen.</p> <p>Enter your User ID and Password then click the Sign In button.</p>



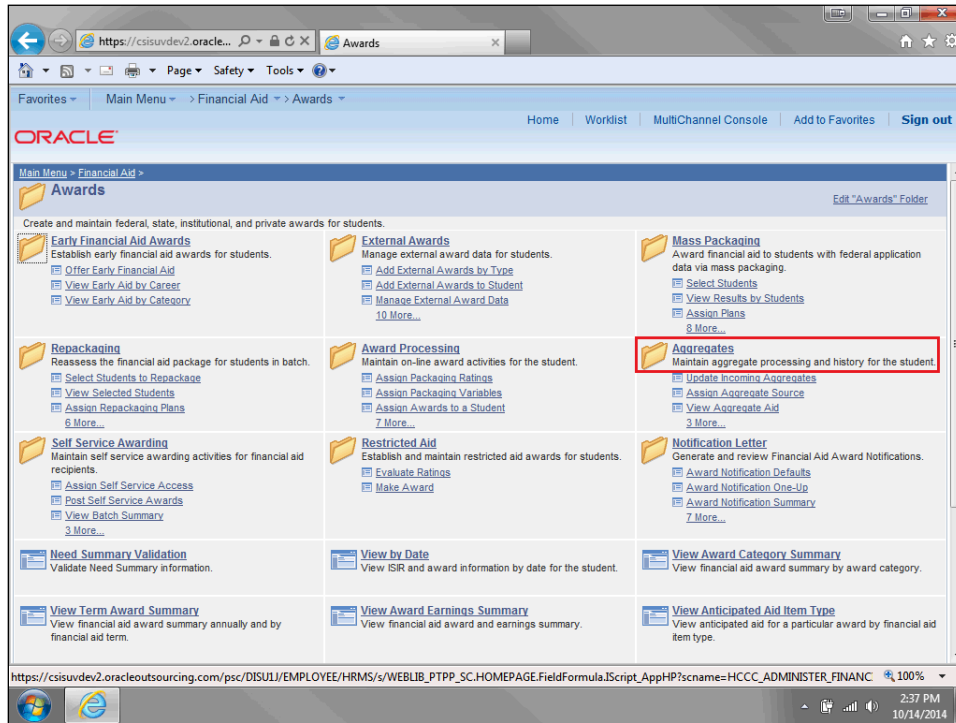
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Review the Lifetime Aggregate

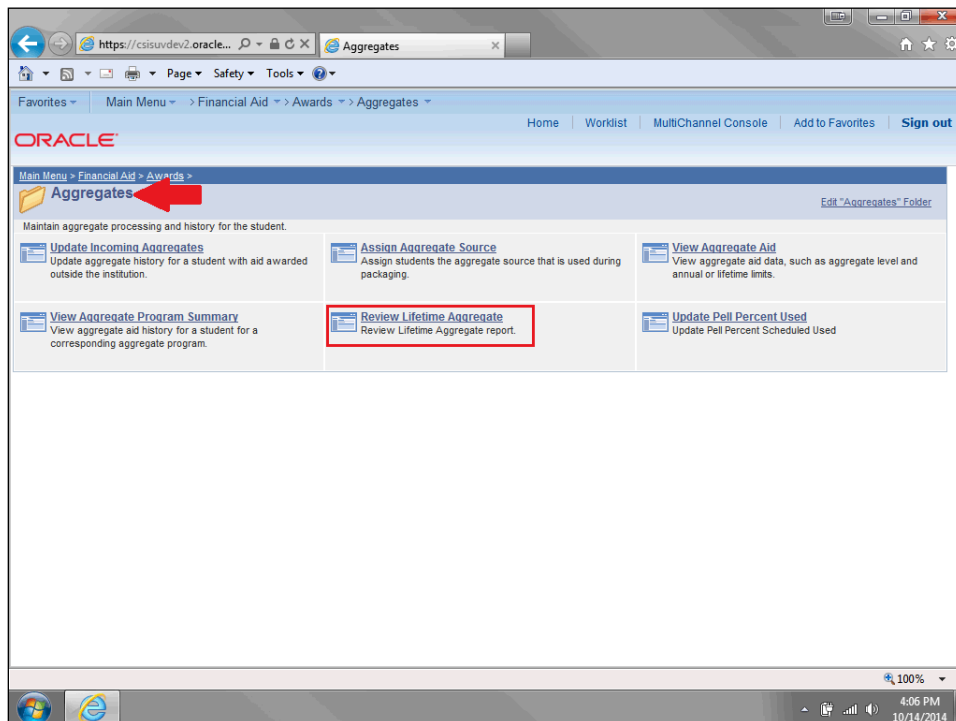
Step	Action
4.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p>Awards is within the Financial Aid menu.</p> <p>Click the Financial Aid link.</p>



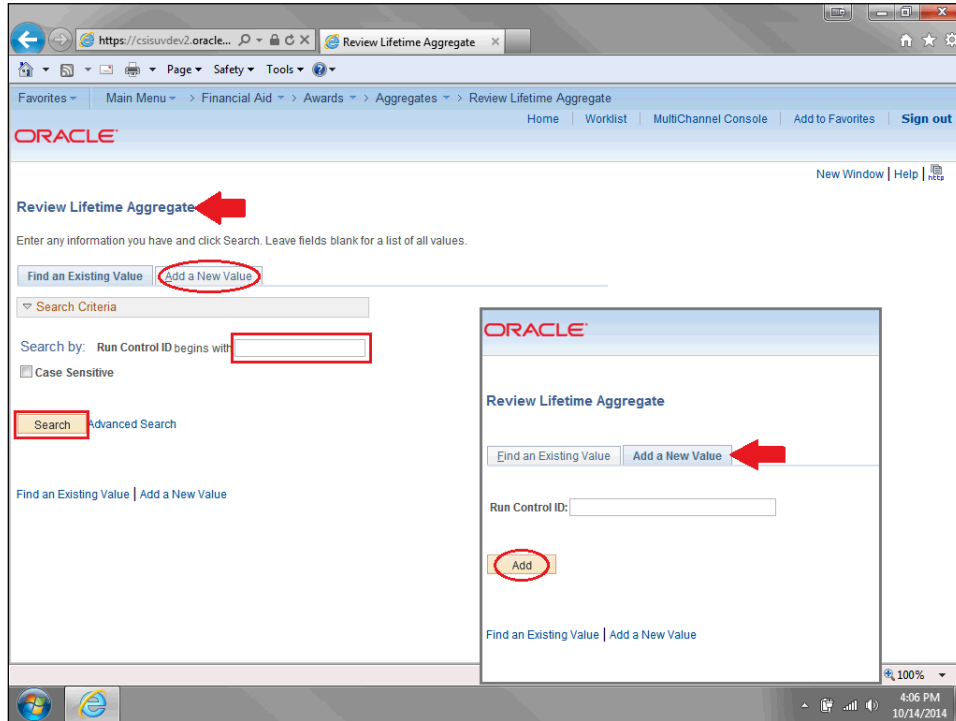
Step	Action
5.	<p>The Aggregates information is within the Awards folder.</p> <p>Click the Awards folder link.</p>



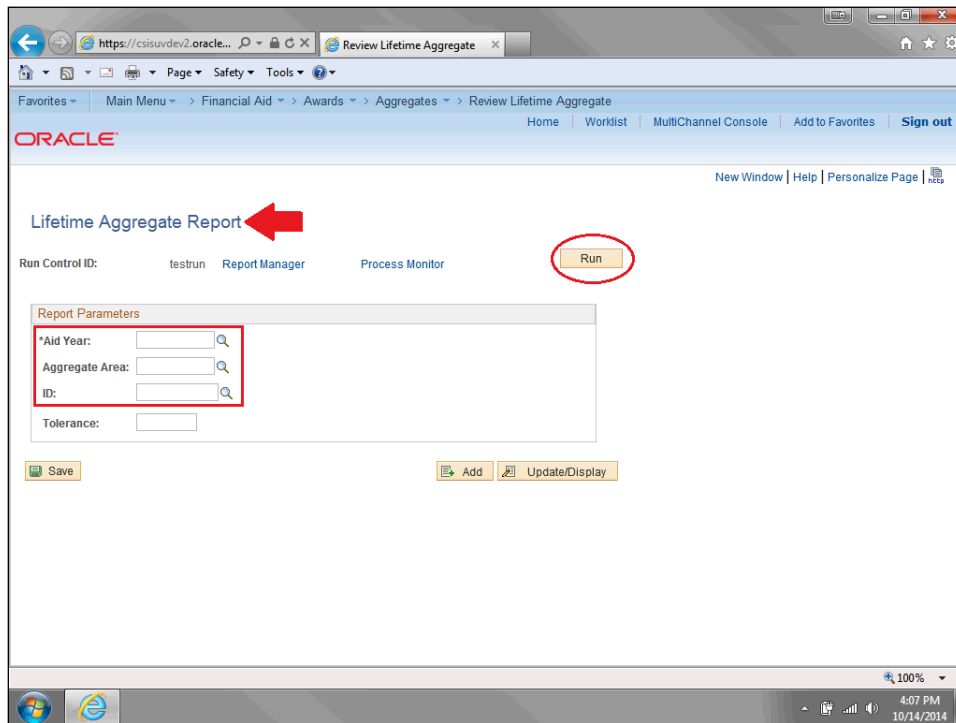
Step	Action
6.	<p>The Review Lifetime Aggregate is within the Aggregates folder.</p> <p>Click the Aggregates folder link.</p>



Step	Action
7.	In the Aggregates folder, click the Review Lifetime Aggregate link.



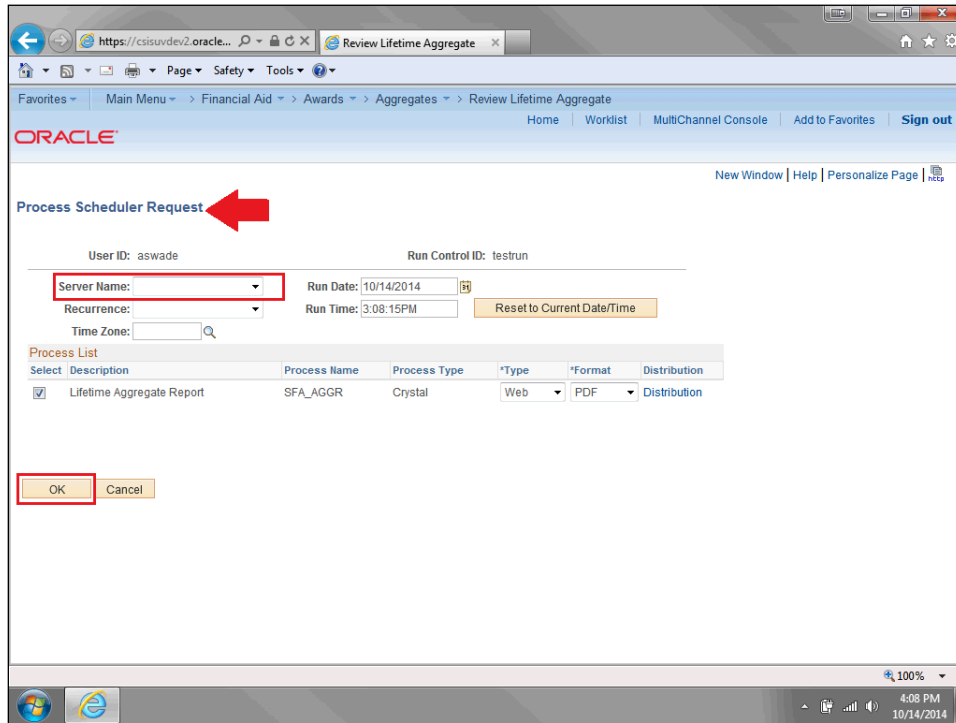
Step	Action
8.	On the Review Lifetime Aggregate search screen, enter an existing Run Control ID and click Search . If you need to add a new Run Control ID , click the Add a New Value tab and enter the new Run Control ID , then click Add .



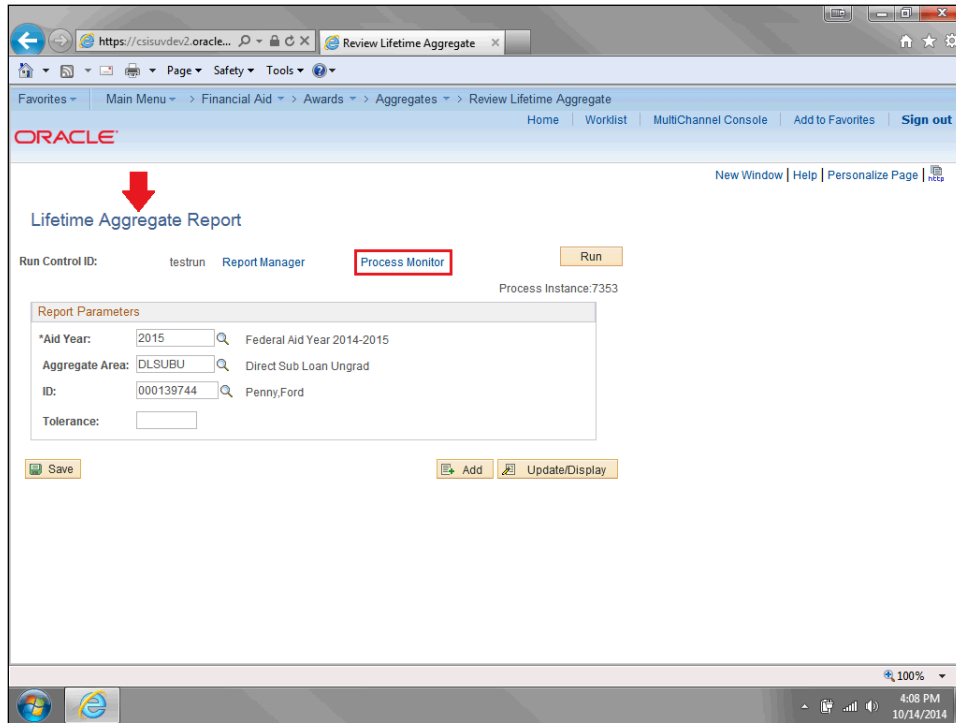
Step	Action
9.	<p>On the Lifetime Aggregate Report page, enter the Aid Year, Aggregate Area and ID, or use the Look Up buttons to select a value from the list.</p> <p>Then click the Run button.</p>

System Process Document

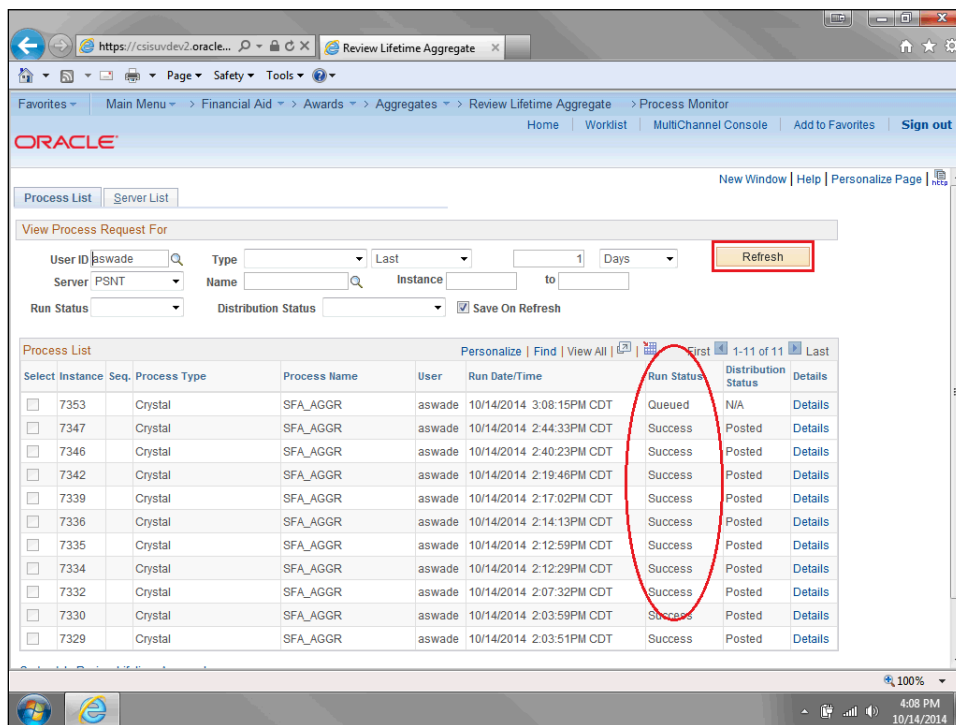
Review the Lifetime Aggregate



Step	Action
10.	On the Process Scheduler Request page, select the Server Name . Review the process information provided and make any changes necessary. Then click OK .



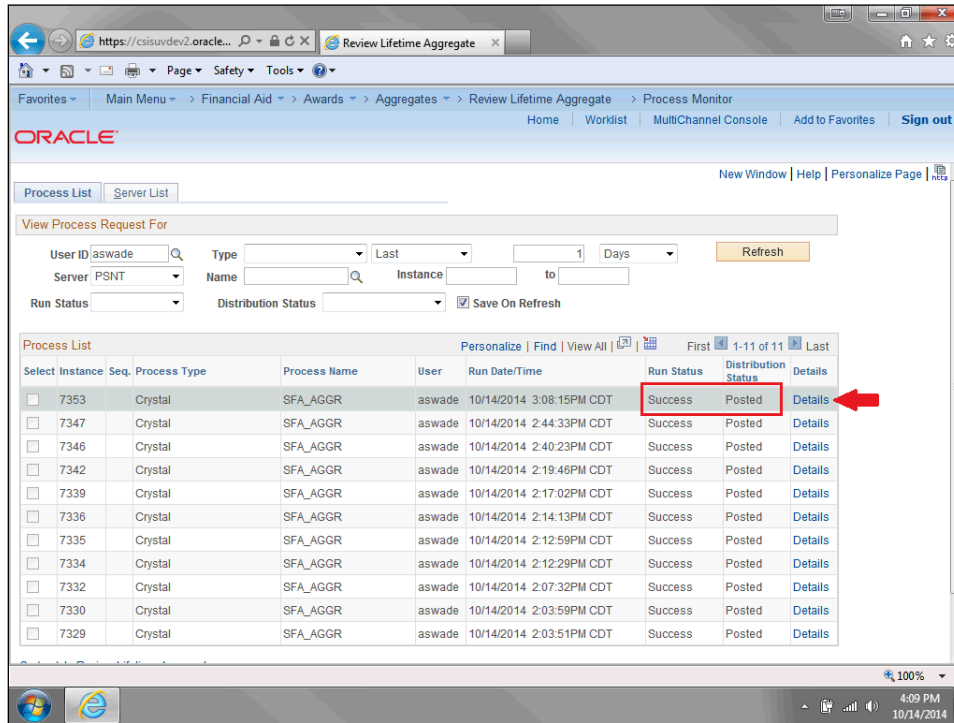
Step	Action
11.	Back on the Lifetime Aggregate Report page, click the Process Monitor link.



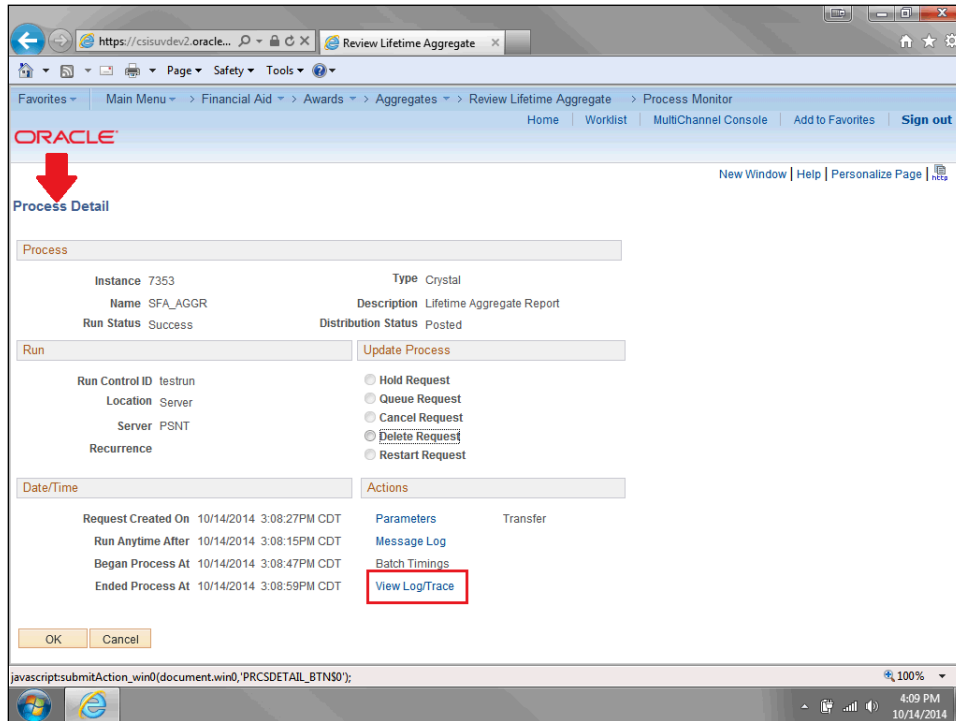
System Process Document

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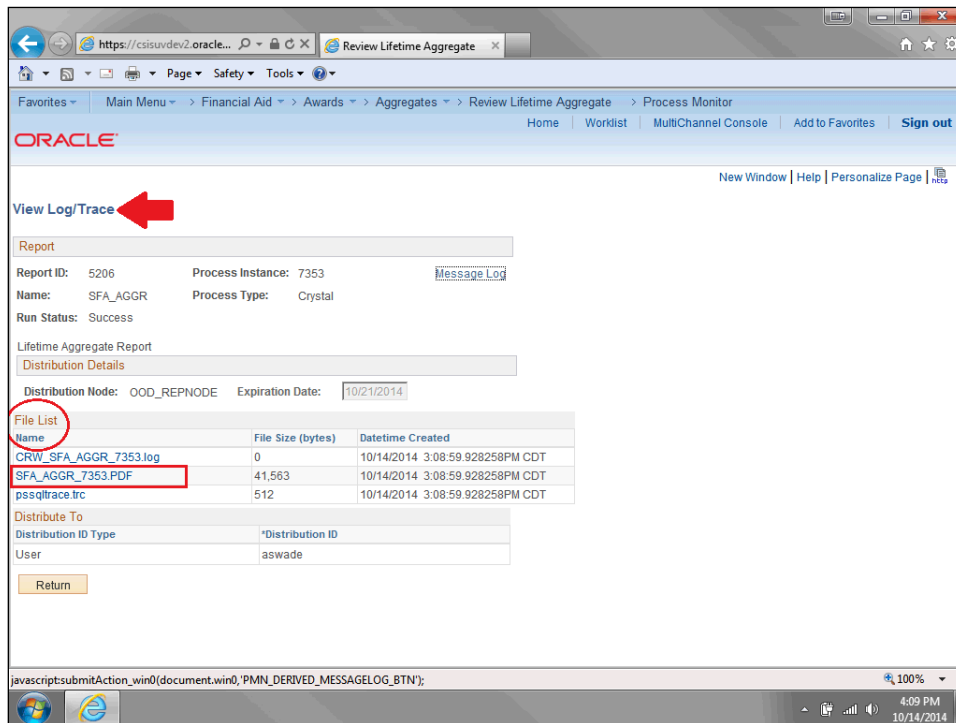
Step	Action
12.	<p>Review the Run Status in the Process List. If the status is Queued, the process is still running. Click the Refresh button to refresh the page.</p> <p>Once the status is Success, the Lifetime Aggregate is ready to be reviewed.</p>



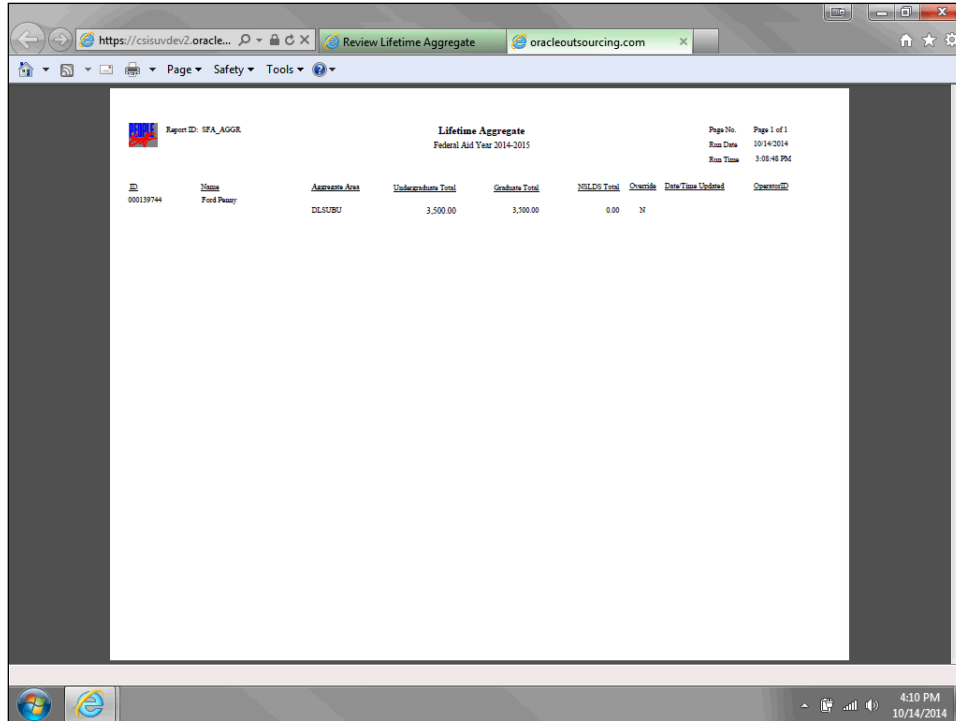
Step	Action
13.	<p>Once the Run Status is Success and the Distribution Status is Posted, click the Details link.</p>



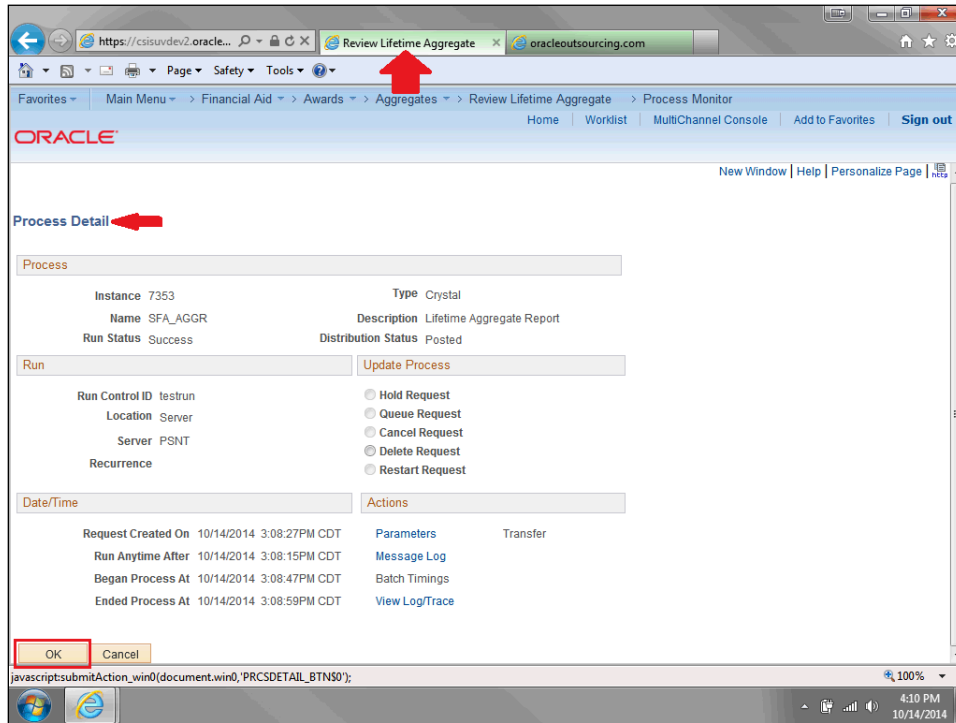
Step	Action
14.	On the Process Detail page, click the View Log/Trace link at the bottom of the page.



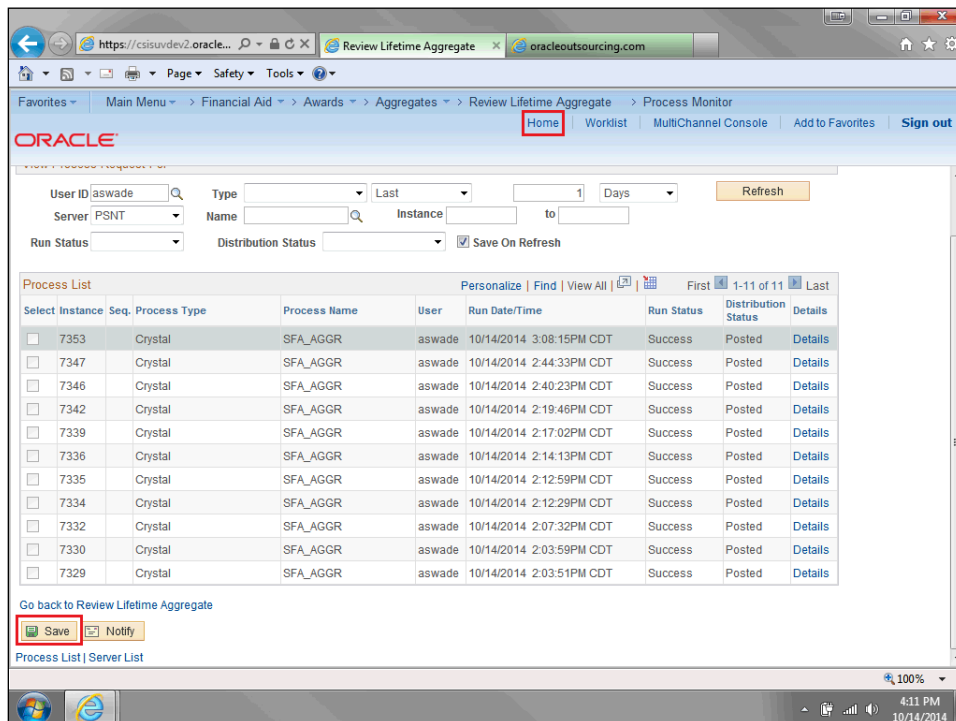
Step	Action
15.	On the View Log/Trace page, find the PDF in the File List section. Click the Name link for the PDF.



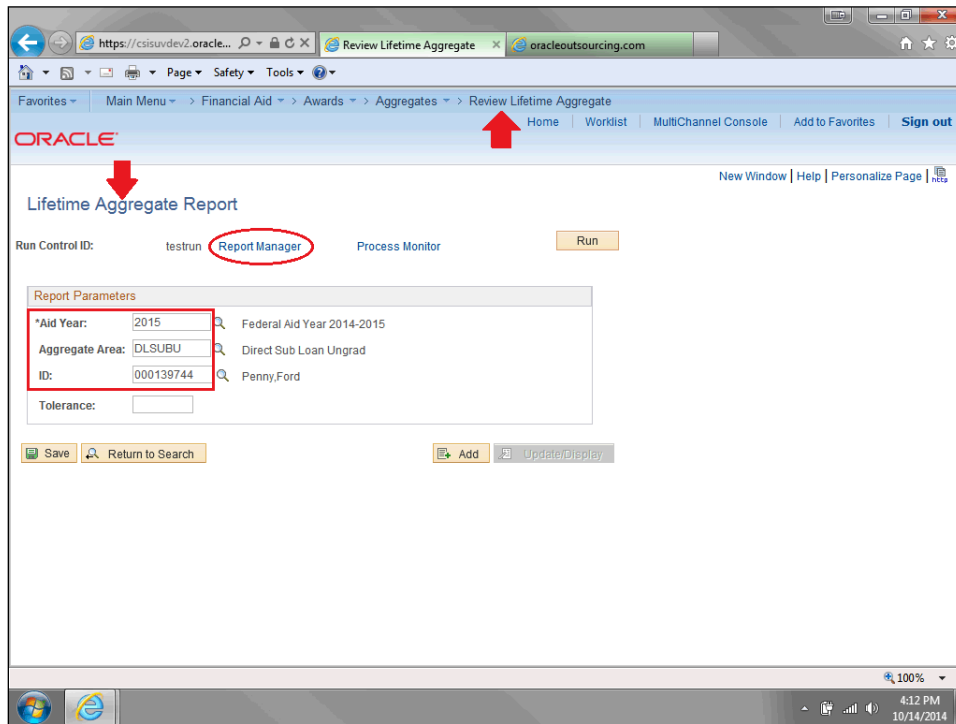
Step	Action
16.	The Lifetime Aggregate report will appear, on a separate tab. Be sure your Pop-up blocker is turned on for Campus Solutions.



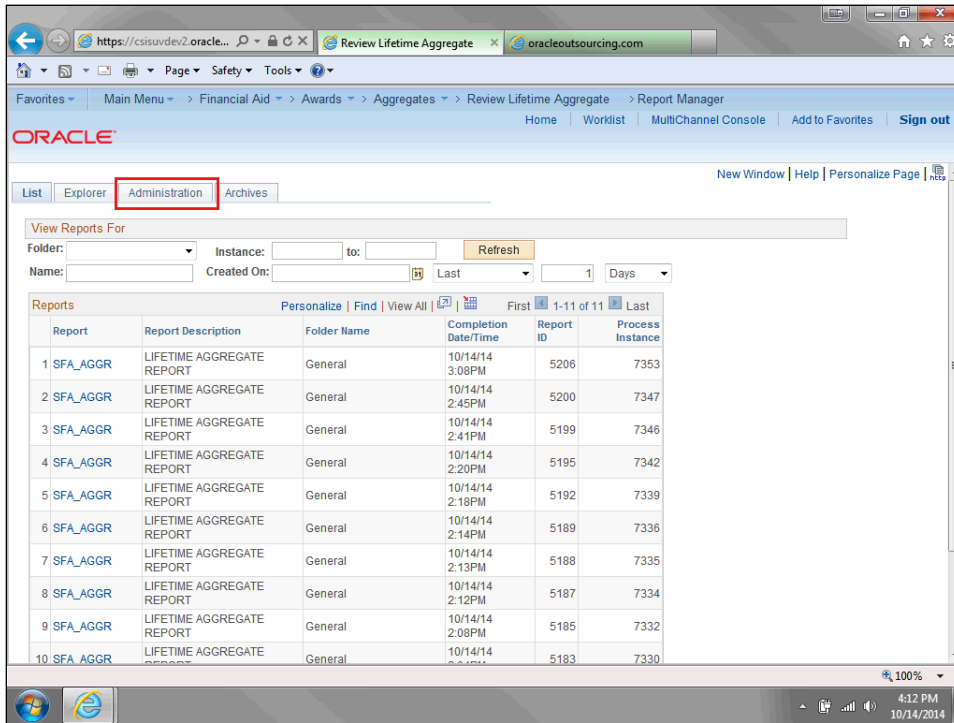
Step	Action
17.	Return to the Process Detail page in the Campus Solutions tab. Click OK at the bottom of the page.



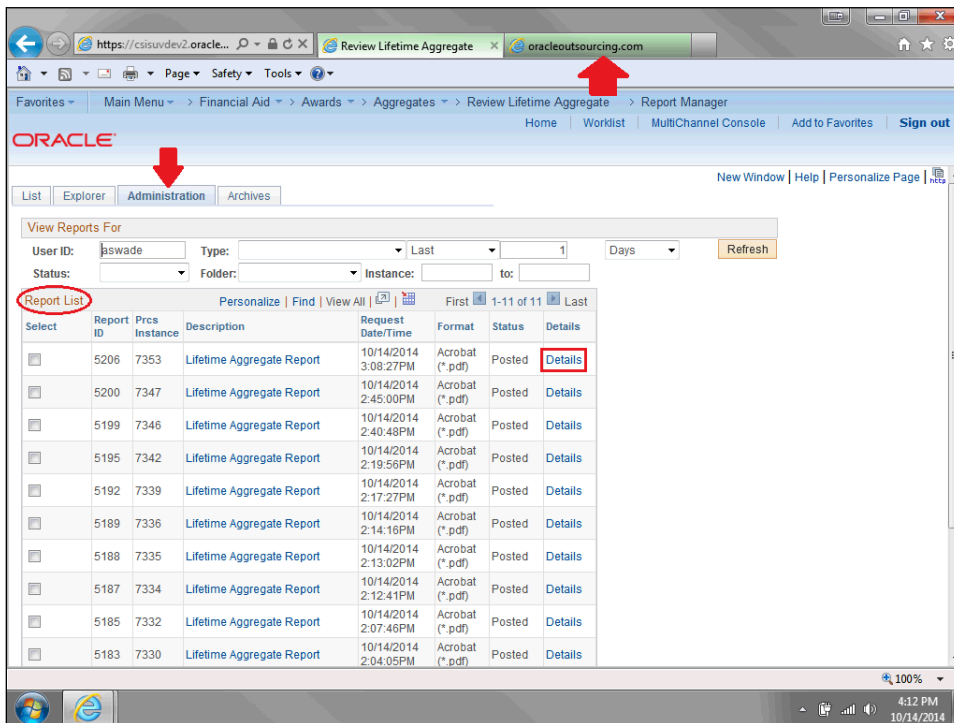
Step	Action
18.	Click Save to view the report again. To return to the Navigation Menu screen, click the Home link at the top, right of the page.



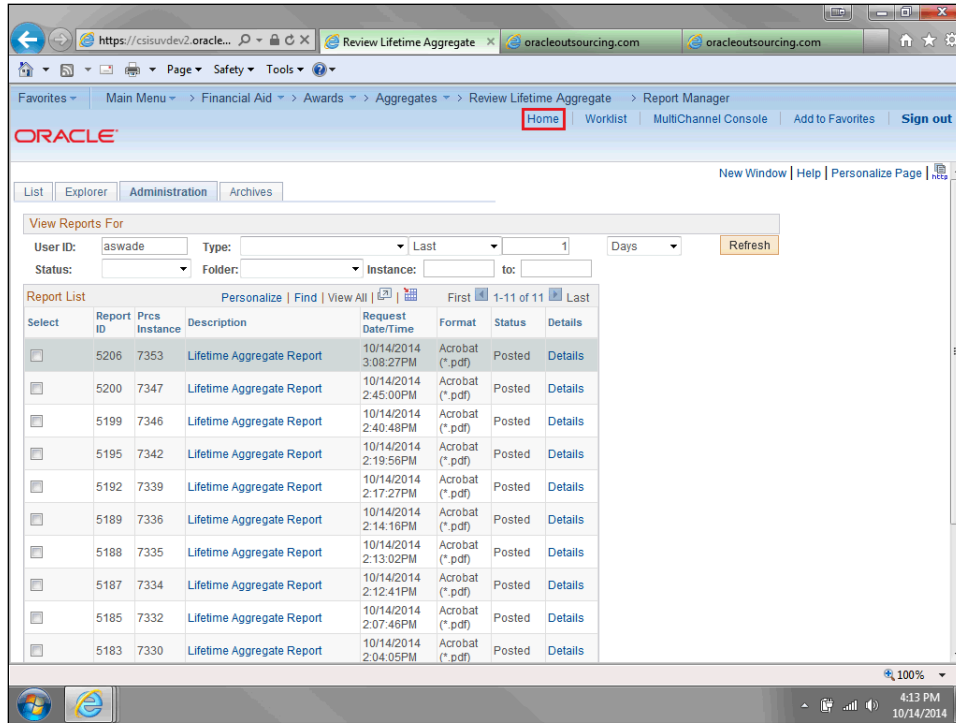
Step	Action
19.	If you wish to review the report again, go back to the Lifetime Aggregate Report through the Review Lifetime Aggregate page. Enter the Aid Year , Aggregate Area , and ID , and then click the Report Manager link.



Step	Action
20.	Click the Administration tab.



Step	Action
21.	<p>The Administration tab provides the Report List.</p> <p>Click the Details link to view the report.</p> <p>A separate page will pop up with the Review Lifetime Aggregate details.</p>



Step	Action
22.	To return to the Navigation Menu screen, click the Home link at the top, right of the page.
23.	<p>Congratulations! You have successfully created the Lifetime Aggregate report for review.</p> <p>End of Procedure.</p>