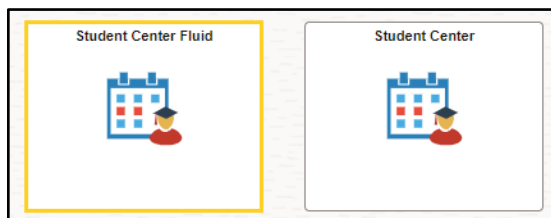


Report Outside Aid

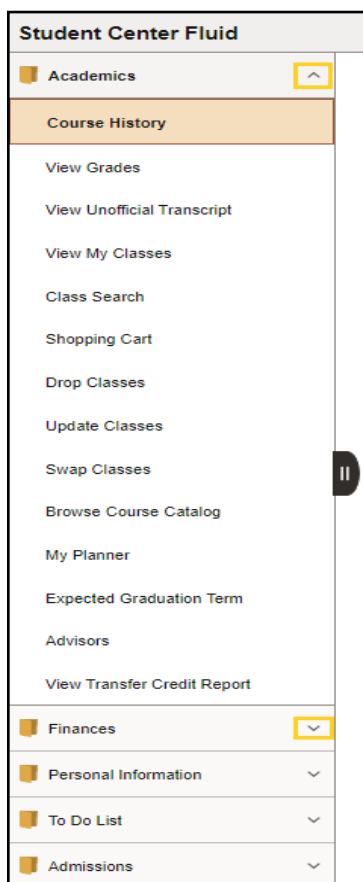
1. Click the **Student Center Fluid** tile.



2. The system defaults you into the **Academics Course History** option.

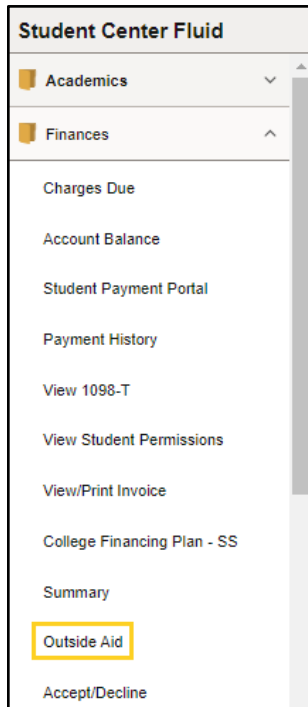
Click the **drop-down button to the right of the Academics** to close the menu options.

Click the **drop-down button to the right of the Finances** to open the menu options.



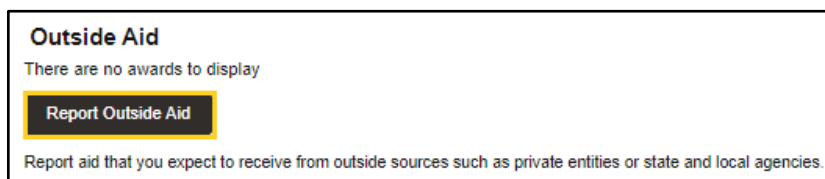
Job Aid

3. Click the **Outside Aid** menu option located in the Finances section of the Student Center Fluid page.



4. There are no awards to display.

Click the **Report Outside Aid** link to report aid you expect to receive from outside entities or state and local agencies.



5. The **Report Outside Aid** panel displays.
NOTE: All fields on the Report Outside Aid panel are required field.

Click the drop-down arrow to the right of the ***Award** field.

Select the **Other** list box item.

The screenshot shows the 'Report Outside Aid' form with a 'Cancel' button on the left and a 'Submit' button on the right. The *Award dropdown menu is open, showing 'Other' as the selected item. The *Category dropdown menu is also open, showing 'Misc. Scholarship, New Orleans' as the selected item. The *Award Description field is empty.

6. Click the drop-down arrow to the right of the ***Category** field.

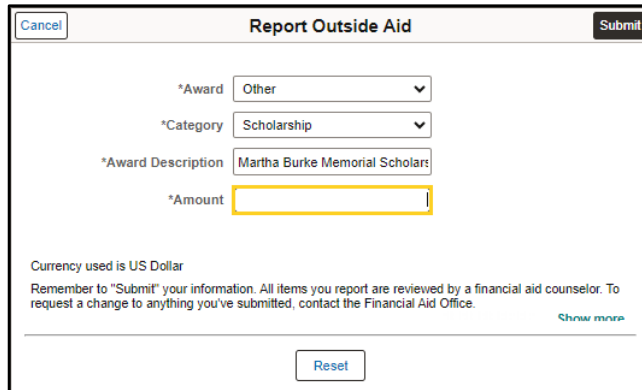
Select the **Scholarship** list box item.

The screenshot shows the 'Report Outside Aid' form with the *Award dropdown menu set to 'Other'. The *Category dropdown menu is open, showing 'Scholarship' as the selected item. The *Award Description field is empty, and the *Amount field is set to 0.00.

7. Enter *Award Name* in the ***Award Description** field. Enter **Martha Burke Memorial Scholarship**.

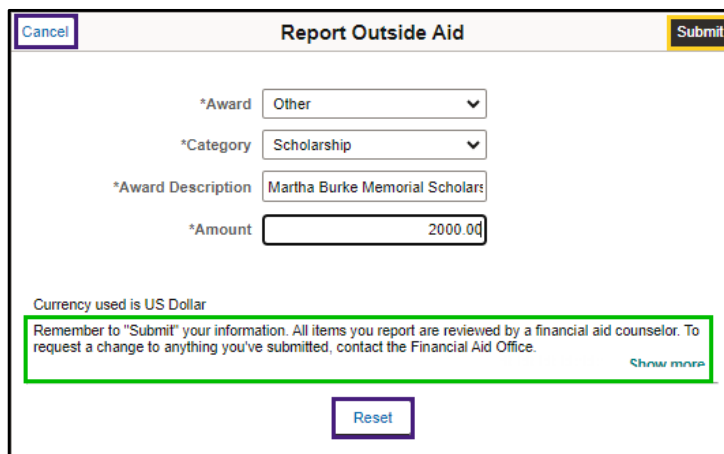
The screenshot shows the 'Report Outside Aid' form with the *Award dropdown menu set to 'Other' and the *Category dropdown menu set to 'Scholarship'. The *Award Description field is highlighted with a yellow border, indicating it is the active field for data entry.

8. Enter the *dollar amount* of the scholarship in the ***Amount** field. Enter **2000.00**.



9. Select the **Cancel** or **Reset** button if you do not wish to submit the Outside Aid to Financial Aid.

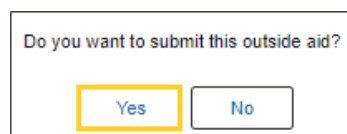
Click the **Submit** button in the top right corner of the panel to register your Outside Aid with Financial Aid.



NOTE: Contact the Financial Aid Office if you wish to modify reported aid sources once the data is submitted.

10. A confirmation message will display asking if you want to submit the scholarship information as outside aid.

Click the **Yes** button.



11. The scholarship information displays on the **Outside Aid** panel.

Outside Aid					1 row
Award Description/Category	Status	Date Reported	Date Processed	Amount	
Martha Burke Memorial Scholars Scholarship	Reported	06/18/2024		2,000.00	>
Total				2,000.00	

Currency used is US Dollar
Report aid that you expect to receive from outside sources such as private entities or state and local agencies.

12. This completes *Report Outside Aid*.