



LINK FINANCIAL AID
AWARD PACKAGING MODULE



**FAPK-101 Assign Student to a Packaging Group -
Immediate Process**

Date Issued: 4/3/2006

General Description:

This procedure explains how to assign a student to a packaging group using the immediate process.

Responsible Manager: Director of Financial Aid

Related Forms:

ROAIMMP Applicant Immediate Process Form


Related Procedures:

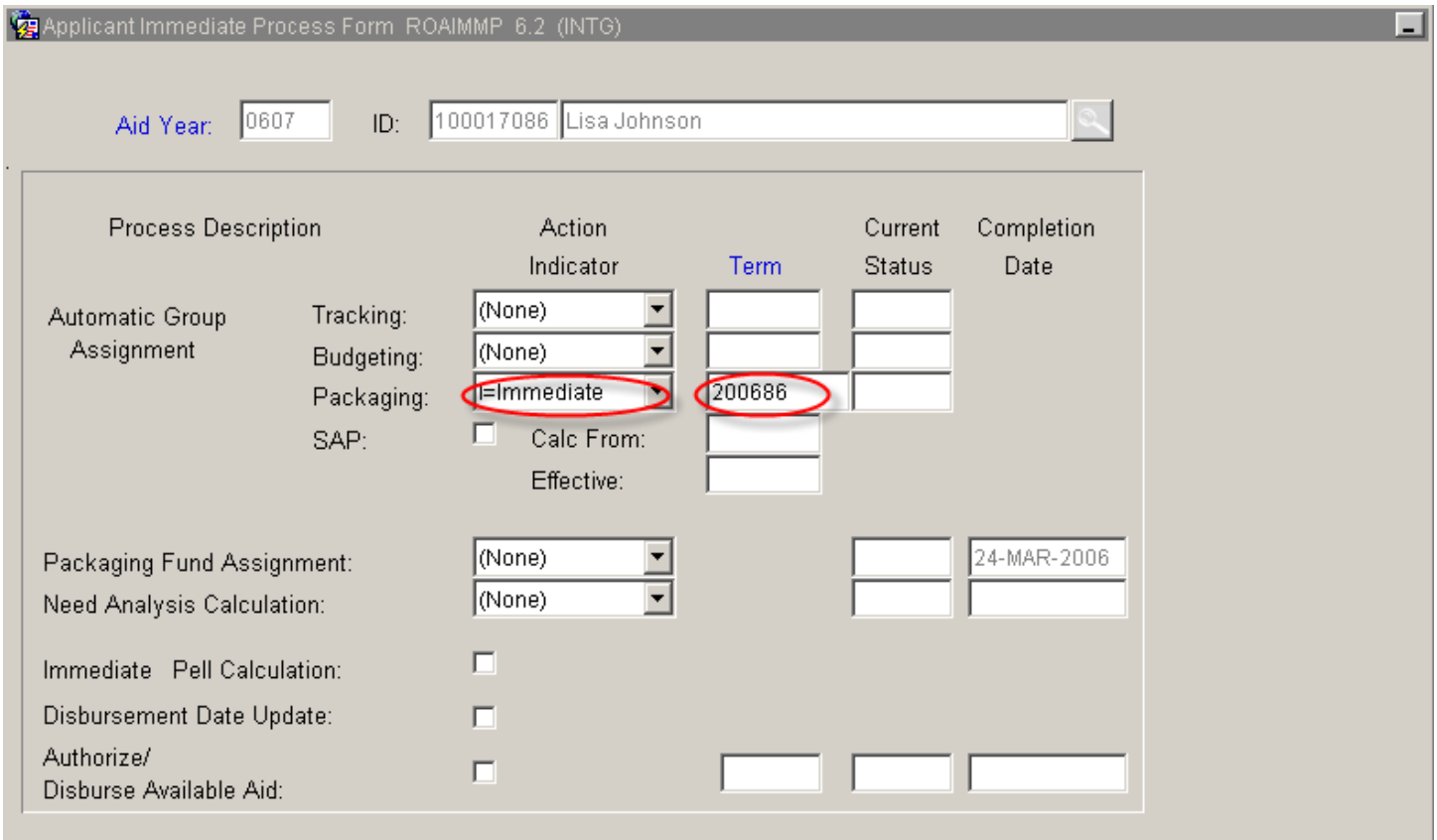
UNM-100 Search Three Times

Process Summary:

The procedure begins on the next page.

PROCEDURE


1. From the direct access field of the main menu type ROAIMMP and press ENTER. Do NOT click on the magnifying glass.
2. **ID:** Required. Type the student’s Banner identification number.
3. Correct student found?
 - a. If yes, continue.
 - b. If not, go to UNM-100 or on-line search tools and locate the correct student.
4. Select “Next Block” 
5. **Automatic Group Assignment Packaging:** Click on ▼ next to the Packaging Field.



Applicant Immediate Process Form ROAIMMP 6.2 (INTG)

Aid Year: 0607 ID: 100017086 Lisa Johnson

Process Description	Action Indicator	Term	Current Status	Completion Date
Automatic Group Assignment	Tracking:	(None)		
	Budgeting:	(None)		
	Packaging:	I-Immediate	200686	
	SAP:	<input type="checkbox"/> Calc From:		
	Effective:			
Packaging Fund Assignment:	(None)			24-MAR-2006
Need Analysis Calculation:	(None)			
Immediate Pell Calculation:	<input type="checkbox"/>			
Disbursement Date Update:	<input type="checkbox"/>			
Authorize/Disburse Available Aid:	<input type="checkbox"/>			

6. **Packaging:** Click in the field and select “I.”
7. **Term:** Select ENTER or tab to auto populate the term field. If another term is desired, delete the current term and type in the appropriate term or double click in the field to select.
8. Select “Save”  and notice message displaying the packaging group for this student..
9. More students to assign?

- a. If yes, return to step 1.
- b. If not, select "Exit."

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