GPortal Financial Aid Access

Once you have PeopleSoft access, request the role by going to ASU Customizations > ASU Security > Manage Security Requests > Create Security Request.

- Request “Acad Unit GPortal Financial” under the Student and Administration (SA) – Graduate Financial (GF) heading
- In the purpose of request box, type “Role necessary for College-wide access to GPortal awards for (enter unit name). Access should be granted for the following committees and plan codes in (unit name, list plan codes/committees here).”

Note: Only staff in the student’s home academic unit can enter awards. If the student is not in your unit, please coordinate with the student’s home unit to enter the award.

Entering UGF or TA/RA Tuition Awards

Log in to your PeopleSoft CS account from the menu in the left column of your MyASU.

The path to GPortal Student Awards can be found by going to:

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Main Menu > ASU Customizations > GPortal for Financial Aid > GPortal Student Awards
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Enter 10-digit student ID (EmpID/Affiliate ID) and then click the “Search” button:
This will take you to the entry screen:

Student name will appear here
Entering RA/TA Tuition Awards

Click on “RA/TA Awards.” If there are already tuition awards from previous semesters, click on the word “Last” as shown below. This will take you to the end of the list:

Click “+” directly under “Last” as shown below. Be sure to select the + that is in the same section as the Term:
From here, enter the term code for the term of the award. **NOTE:** Hit enter on your keyboard (do not click the save button):

![Image]

This will take you to the entry screen and the correct term will be displayed. The current date will automatically appear as the "Effective Date." (This is not when the appointment starts—it is simply the date you have entered the tuition award). The “Time Period” will automatically show the dates of the semester:

![Image]
In the “FTE Detail” section at the bottom of the screen, enter the faculty supervisor ID# and the FTE (25 or 50).

Once you enter the FTE, it will show in the “Time Period” section.

Then enter the start date of the appointment (this is listed in the “Time Period” section and is usually the first day of the semester). You can select the date from the calendar icon or type it in MM/DD/YYYY format.

Enter the hiring department code number, and then select “RA” or “TA” from the drop down menu.

If this is a TA appointment and it is the first ever graduate level TA appointment for this student, go up to the field that says “TA Orientation” and select “Yes” from the menu. A first time TA must attend the Graduate College TA Orientation.

Then click “Save”:
To cancel or change an award: click “+” across from the “Effective Date” field. This will change the effective date to the current date and put you in “Correction Mode.”

- To change an award, update any field and click “Save.”
- To cancel an award, change the “Award Status” to “Inactive” in the dropdown box and click “Save.”

Things to Remember About TA/RA Tuition Awards:

- A TA/RA tuition award should be reflected in the student’s account immediately after being entered and saved.
- A student must be enrolled in at least 6 credits during the Fall or Spring award semester unless more is required by the department. Note: A minimum of 1 credit enrollment is required for the Summer semester.
  - No exceptions will be made to the minimum requirement for TA/RA tuition awards.
  - A student cannot be a TA/RA if they are not enrolled in the minimum amount of credits.
**Entering UGF Awards**

Click on the tab that says “UGF.” If there is no previous UGF award listed, enter the term code for the award you wish to enter. Then enter the amount of the award in the “Total Allocation” field, in whole dollars only. Click “Save” at the bottom left of the page.

If there are already awards from previous semesters, click on the word “Last” as shown below. This will take you to the end of the list:
From the last award entered, click “+” across from where the term is listed. This will create a new record to enter the award.

Enter the term code for the award you wish to enter. Then enter the amount of the award in “Total Allocation” field, in whole dollars only. Click “Save” at the bottom left of the screen.
To change the award amount, click “+” across from “Effective Date”. This will change the effective date to the current date. Then enter the TOTAL ADJUSTED AMOUNT in the “Total Allocation” field. In other words, add the original award amount to the amount you want to increase it by and enter the total.

**Ex:** If $200 had been entered previously and you want to give the student another $150, enter the total of $350. Click “Save.”

**NOTE:** To cancel an award, click “+” across from “Effective Date.” This will change the effective date to the current date. Change the “Award Status” to “Inactive” in the dropdown box. Click “Save.”
Congratulations, you’re done! If you have questions or need any assistance, please contact grad-financial@asu.edu

Things to Remember About UGF Awards:

- UGF awards will not show in the student’s account until the system processing occurs overnight.
- A student must be taking at least 6 credits during the award semester if it is Fall or Spring semester. (A minimum of 1 credit enrollment is required for the Summer semester.)
  - Exceptions can be made in special circumstances, such as the case where a student has completed all required coursework and is working on their dissertation.
  - To request an Exceptional Disbursement, email the student’s name, ID number, number of credits they are enrolled in for the semester, and the reason for the exception to grad-financial@asu.edu.

NOTE: Deadlines to Enter TA/RA Tuition Awards and UGF Awards are posted on the Graduate College website under “How to instructions” tab, “General self-help”: https://graduate.asu.edu/graduate-support-staff#tabs-0-content_main-2