PeopleSoft GPortal Financial
Student Awards Process Guide
(Original Document: S:\Financial Aid\Gportal Instructions)

To Get Access to GPortal Financial Aid

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: Awards can only be entered by staff in the student’s home academic department. If the student is not in your area, you will need to coordinate with the student’s home unit so they can enter the award.

To Enter UGF or TA/RA Tuition Awards

Log in to your PeopleSoft CS account:
(The icon to connect is located in MyASU on the left side of the home page)

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

Main Menu ➔ ASU Customizations ➔ GPortal for Financial Aid ➔ GPortal Student Awards
Home screen looks like this:

**GPortal FA Student Awards**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

- **ID begins with**: 
- **Academic Career**: Graduate

Include History  Correct History

Limit the number of results to (up to 300): 300

**Search Results**

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>1213110533</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

Enter 10-digit student ID (EmpID/Affiliate ID) and then click the “Search” button:
This will take you to the entry screen:

![Image of the entry screen showing student name will appear here]
To Enter RA/TA Tuition Awards

Click on the tab that says “RA/TA Awards.” If there are already tuition awards from previous semesters, click on the word “Last” that is to the left of the top section, across from where the “Term” is listed, to take you to the end of the list:

![Image showing RA/TA Awards tab and list]

Then click on the “+” that is right under it, again on the left side at the top across from where the term is listed:

![Image showing added row in RA/TA Awards list]
This will bring up another screen where you will enter the term code for the term of the award. THEN HIT ENTER ON YOUR KEYBOARD (do not click on the save button):

![Screen capture of term code entry]

This will take you back 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:

![Screen capture of term details with Effective Date, TA Orientation, Award Status, Time Period, and FTE Detail]
• Near the bottom in the “FTE Detail” section, enter the faculty supervisor ID# and the FTE (25 or 50).
• Once you enter the FTE, it will show up in the “Time Period” section above.
• Then enter the start date of the appointment (usually the first day of the semester, which is listed above next to “Time Period”) by clicking on the calendar icon and then selecting the date or typing in the date in MM/DD/YYYY format.
• Enter the hiring department code number, and then select “RA” or “TA” from the drop down menu in that field.
• 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”: 

![Image of the interface showing the sections for entering details for an appointment]
To cancel or change an award: click on the “+” that is across the screen to the right of 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 taking at least 6 credits during the award semester if it is Fall or Spring semester unless more is required by the department. (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.
To Enter 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” that is to the right in the top section, across from the “Term” field, which will take you to the end of the list:
This will take you to the last award that has been entered. Then click on the “+” that is on the right side at the top across from where the term is listed.

This will give you a fresh screen 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 amount of the award, click on the “+” that is on the right side of the screen across from the “Effective Date” field. This will change the effective date to the current date. Then enter the TOTAL ADJUSTED AMOUNT of the award 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.”

To cancel an award, click on the “+” that is across the screen to the right of the “Effective Date” field. This will change the effective date to the current date. Change the “Award Status” to “Inactive” in the dropdown box. Click “Save.”

*Enter total amount for the UGF award. If adjusting student’s award, be sure that new amount is the TOTAL of what the student should receive for the indicated term.
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 up in the student’s account until the 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.

Deadlines to Enter TA/RA Tuition Awards and UGF Awards Can Be Found at this Link:

https://graduate.asu.edu/graduate-support-staff#tabs-0-content_main-2

“How to instructions” tab, “General self-help”