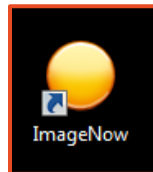

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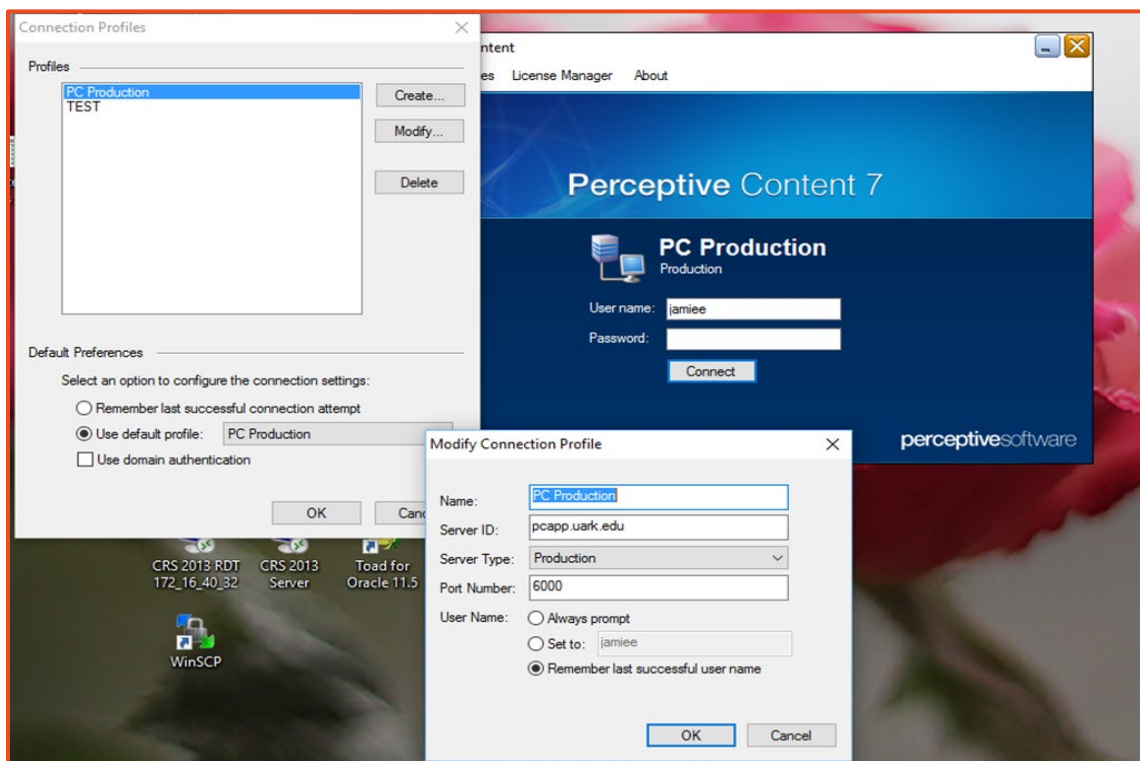
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1. Double click on Perceptive Client:



2. Login using your University of Arkansas credentials. Your usual user name and password that you use to log in to your computer.

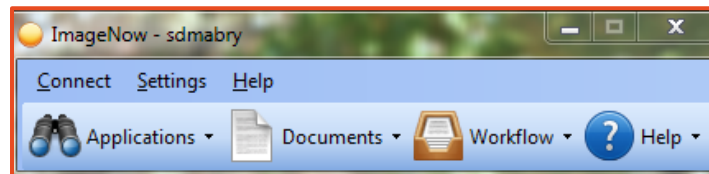


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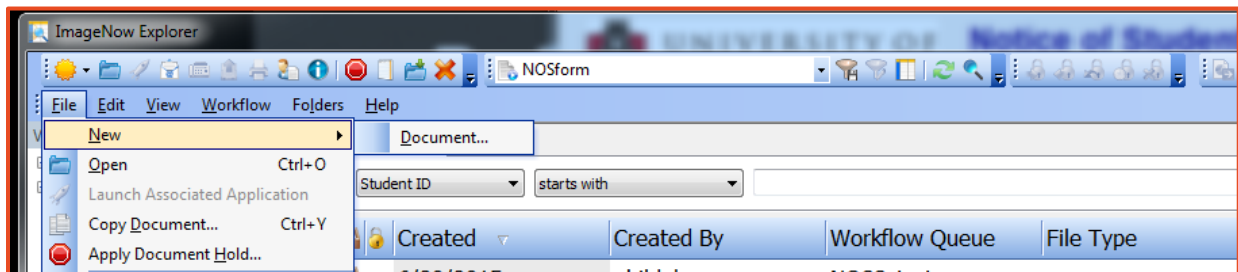
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3. This banner will pop up – Click on the word “WORKFLOW”



Stage 1: CREATION OF NOSS

4. Click on “File” – “New” – “Document” or just click on the  - “New Document”:



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5. This Application Plan will pop-up. You will need to click the boxes I have indicated as well as do the drop down menu to select the text that is shown in the two boxes. Click "OK" at the bottom after you have done these steps. This will be a ONE time process and will be there the 2nd time and each time thereafter.

The screenshot shows a 'New Document' dialog box with the following fields and options:

- Application Plan:** Select an application plan (dropdown menu showing 'NOSform'), Use as default application plan
- Location:** Drawer (dropdown menu showing 'NOSform'), Name (text field containing '321YZ6Q_007YY7725001BSE')
- Properties:** NOSS Form (text field containing '2'), Field2 (text field), Field3 (text field), Username (text field containing 'sdmabry'), Submit Date/Time (text field containing '06/23/2015 04:17:02 PM'), Type (dropdown menu showing 'zzTestDoc')
- Custom Properties:** Table with columns for property name and value:

NOS Account Name	
NOS Account Numb	
NOS Aid Year	
NOS Authorized	
NOS BUcode	

 Use default values
- Document Options:** Add to version control, Submit to Content Server, Send to workflow queue (dropdown menu showing 'NOSsstart'), Create shortcut in folder (text field)

Buttons: OK, Cancel

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NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE

THIS STEP MAY NOT BE NECESSARY.

Press Key To Generate Name

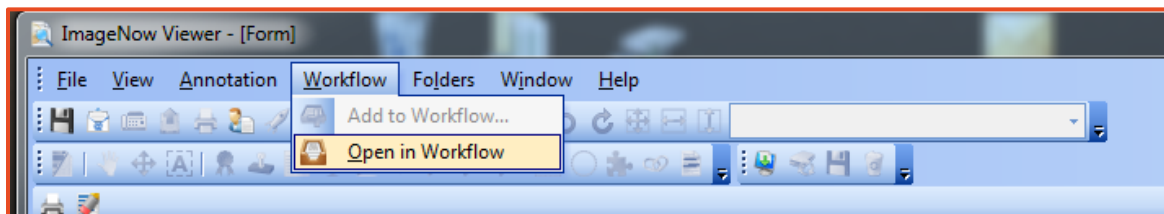
IF THE FORM DOES NOT AUTOMATICALLY POPULATE THE NAME IN THE RED BLOCK ABOVE, CLICK THE GOLD KEY BUTTON INDICATED IN THE ORANGE CIRCLE ABOVE.

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6. A NOSS form will pop-up.
7. Click on “Workflow” - “Open in Workflow”



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8. Fill in the required documentation:

The screenshot shows a web-based form for entering a Notice of Student Support (NOSS) form. The form is organized into several sections:

- Student Information:** Student ID, Name, Created Date.
- College/High School Information:** College Detail, High School, County, Residency Status, Hours Completed, UA GPA.
- Application Information:** UA GRAD Info, Appl Info, FAFSA, NEED.
- Scholarship Information:** Isis Item Type, Scholarship Account, Reference Number.
- College/Department Information:** College, Department, Agency.
- Account Information:** Account Name, Detail Text.
- Submission Details:** BU Code, Submission Type (ORIGINAL, SUPPLEMENT, REDUCTION, CANCELLATION).
- Enrollment and Award Information:** Must student be enrolled full time for this scholarship? (YES/NO), If no, hours required?, College Determined Need (YES/NO), Calendar Year (Fall, Spring, Summer I, Summer II, Renewal), Should the Campus Policy 516.0 waiver be applied to this student during the term of this scholarship? (YES/NO), * Original amount awarded should only be entered for supplements, reductions, and cancellations. (0.00), * Original Amount Awarded (0.00), Total Amount Awarded (0.00).

9. **Student ID:** Student's entire university ID (including leading zeros). Will pull student information automatically.
10. **ISIS Item Type:** ISIS item type for the Scholarship. Entire item type, not just the 6 digit portion that appears in Advance. Example: 901100#####
11. **Submission Type:**
 - a. Original – New Request
 - b. Supplement – Addition to Existing Request
 - c. Reduction – Reduction of Existing Request
 - d. Cancellation – Cancel Existing Request
12. If a student does not have to be enrolled full-time to receive the scholarship, please enter the required hours in the appropriate box. Must be above 1.

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13. Please select the appropriate calendar year under the term you are awarding. You do not need to enter the total amount awarded as the form will auto calculate that for you. Please remember that if you are awarding for a summer term you must do that NOSS separate. It cannot be done in conjunction with a fall or spring term.

14. Confirm that all requirements have been met and are clearly stated in the above section where information populates about student and scholarship award details. In the rare circumstances that the specific requirements are not being met please explain in the comment section as to why not and provide documentation in an attachment if necessary. Doing this in this first stage will move your scholarship through the system without delay.

15. Click the “Signed 1” button and your ID and date/time stamp will populate.



The screenshot shows a web form interface. At the top, there is a red header bar with the text "College/Department/Unit". Below this, there is a "Submit Comments:" label next to a large empty text area. At the bottom, there is a "Submitted By:" label followed by a button labeled "Signed 1" and a text field containing "sdmabry Wed Jul 01 16:22:33 2015". Below the text field, there is a small instruction: "Click on the Signed 1 button to complete the Submitted By process."

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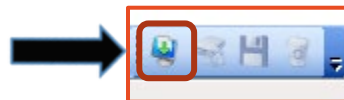
16. To move to next stage click “Route Forward” Button **at the bottom of the page**:



17. **Attaching a document:**

18. View (in menu bar at top) – Toolbar – Scan

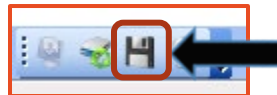
19. A small tool bar will pop up at the bottom



20. Click on the green “scan” button and your computer files will pop up and you can select the document to attach – click “open”

21. Preview of attached document will appear.

22. Click on “Save” in the tool bar.



23. Close the Image Upload Window by clicking the small “x” in the top right corner. It will take you back to the NOSS you were working on.

24. You will see this window at the bottom of the workflow screen.

- a. 1 – The first attachment (Additional attachments will become 2, 3, 4, etc.)
- b. Form -- NOSS in workflow

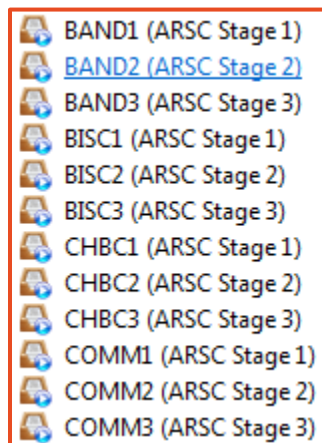


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25. Left Navigation tree will show whichever stage it is that you have approval to do. See example below.



Stage 2: VERIFICATION

26. You will enter your approved Stage 2 area.
27. Click on the link.
28. Document in workflow will appear.
29. Double click to open it.
30. Verify funds are available in the account.
31. Click "Signed 2". User ID, Date/Time Stamp appears.

Account numbers reviewed and verified funds are available.	
Verified Comments:	<input type="text"/>
Verified By:	<input type="button" value="Signed 2"/> jamiee Fri Jun 26 12:01:31 2015
<small>Click on the Signed 2 button to complete the Verified By process.</small>	

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32. Click “Route Forward” Button **at the bottom of the page:**



Stage 3: AUTHORIZATION – Final stage of approval before it moves to the Donor Relations office.

33. Choose one of the following:

- a. Approved
- b. On Hold
- c. Rejected

34. Click on “Signed 3”

A screenshot of the 'Authorized Comments' section. It includes a text area for 'Application is:', radio buttons for 'Approved', 'On Hold', and 'Rejected', and an 'Authorized By:' field. The 'Authorized By:' field shows 'Signed 3' and 'sdmabry Tue Jun 30 14:30:01 2015'. A red box highlights the 'Signed 3' button. Below the field, there is a small instruction: 'Click on the Signed 3 button to complete the Authorized By process.'

35. To move to next stage click “Route Forward” Button **at the bottom of the page:**



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Stage 4: DONOR RELATIONS – This is where the final approval takes place to verify that the donor intent is being fully met.

36. Choose one of the following:

- a. Approved
- b. On Hold
- c. Rejected

37. Click on “Signed 4”

The screenshot shows a web form titled "Donor Relations" with a dark red header. The form contains the following elements:

- Student meets criteria:** Two radio buttons labeled "YES" and "NO".
- Application is:** Three radio buttons labeled "Approved", "On Hold", and "Rejected".
- Comments:** A large text input area.
- Verified By:** A dropdown menu currently showing "Signed 4".
- Footer:** A small instruction: "Click on the Signed 4 button to complete the Donor Relations process."

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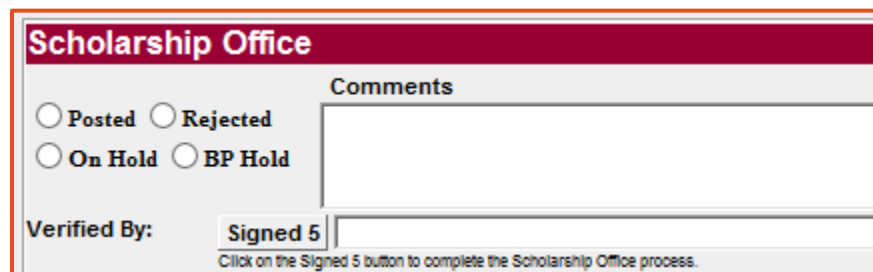
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Stage 5: SCHOLARSHIP OFFICE – Final approval is done here at the correct time in the term and it goes into the students ISIS account from there for dispersal.

38. Choose one of the following:

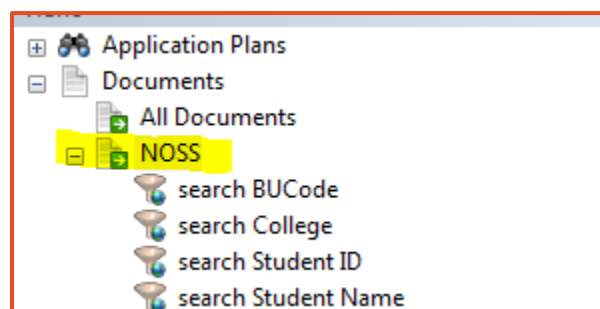
- a. Approved
- b. On Hold
- c. Rejected
- d. BP Hold

39. Click on “Signed 5”



The screenshot shows a web form titled "Scholarship Office". It features four radio button options: "Posted", "Rejected", "On Hold", and "BP Hold". To the right of these options is a large text area labeled "Comments". Below the radio buttons is a "Verified By:" field with the text "Signed 5" entered. At the bottom of the form, there is a small instruction: "Click on the Signed 5 button to complete the Scholarship Office process."

40. **To view any document** in or out of workflow, go to the Document level to the left and click on “NOSS” It is a combination of emPower’s Library and Management Areas:



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41. Search works with four different categories. If you search by Student Name you will need to put in the student's **LAST NAME**.

If you have any questions about this process please contact:

Joshua Tipton - Information Systems Training Specialist - Advancement Information and Technology Services - Uptown Campus - UPTe 229W - 479-575-3516 - tiptonj@uark.edu