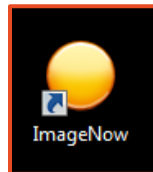# *Training for Notice of Student Support (How to Enter a New NOSS Form)*

Ver. 1.1

25May2017

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.

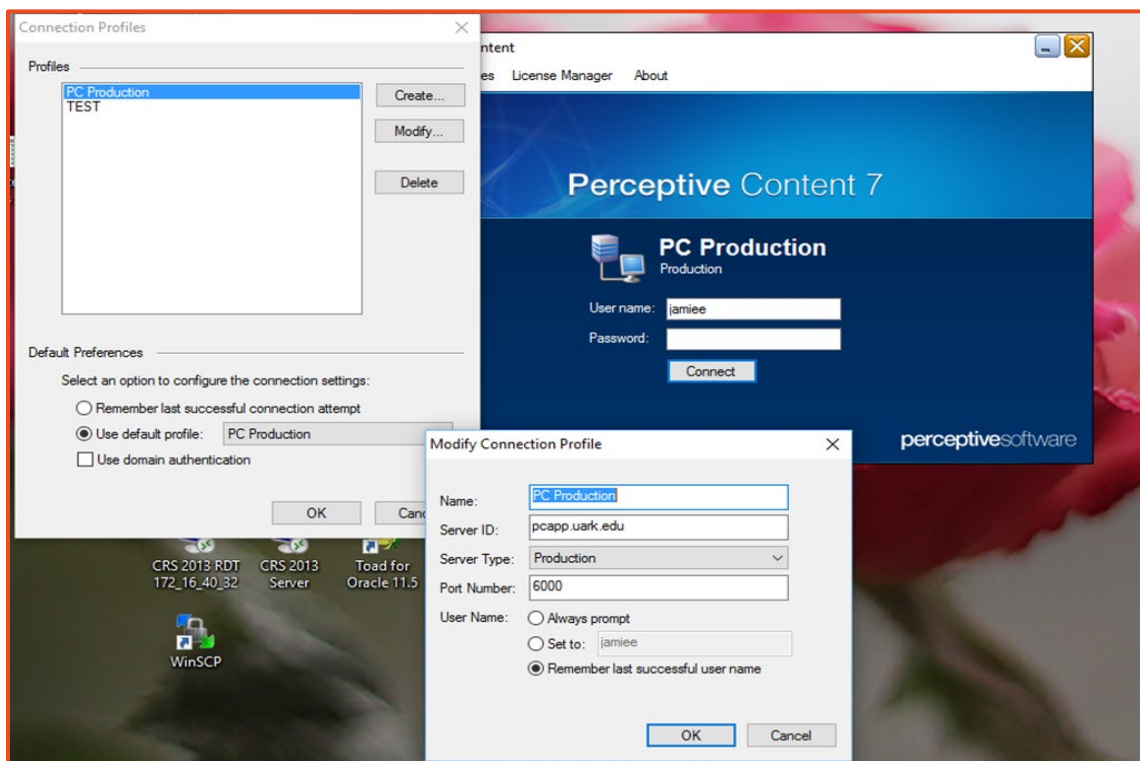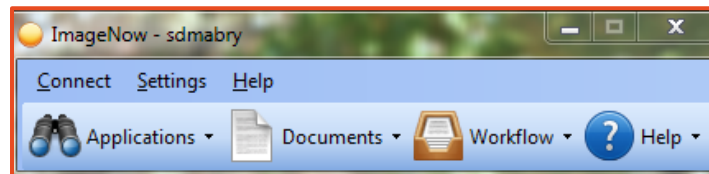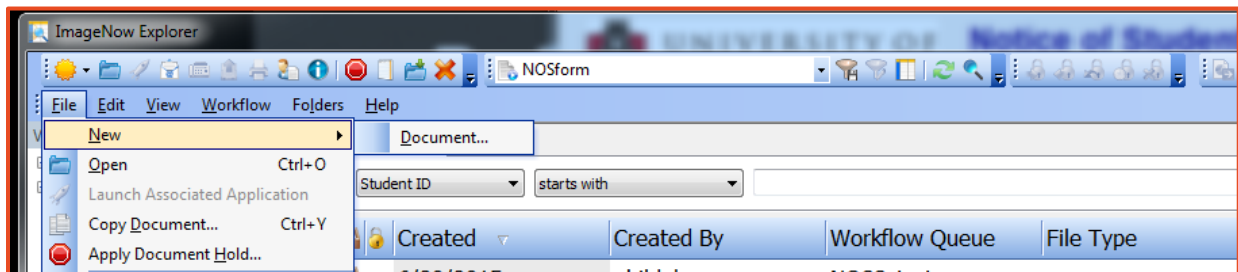# Training for Notice of Student Support (How to Enter a New NOSS Form)

Ver. 1.1

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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 [icon] - "New Document":

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.

Training for Notice of Student Support (How to Enter a New NOSS Form)

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NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE

THIS STEP MAY NOT BE NECESSARY.

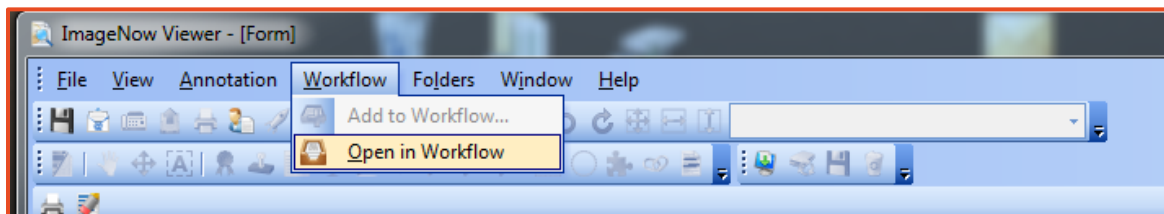**IF THE FORM DOES NOT AUTOMATICALLY POPULATE THE NAME IN THE RED BLOCK ABOVE, CLICK THE GOLD KEY BUTTON INDICATED IN THE ORANGE CIRCLE ABOVE.**

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

8. Fill in the required documentation:

Student ID	Name	Created Date	-
College Detail		Class
High School		HS GPA
County	Residency Status	Hours Completed	UA GPA
UA GRAD Info	Appl Info	FAFSA	NEED
Isis Item Type	Scholarship Account	Reference Number
College	Department	Agency
Account Name	
Detail Text	

BU Code   Submission Type ○ ORIGINAL ○ SUPPLEMENT ○ REDUCTION ○ CANCELLATION

Must student be enrolled full time for this scholarship? ○ YES ○ NO   If no, hours required?   College Determined Need ○ YES ○ NO

Do not combine summer award notices with fall or spring award notices.

| | Fall | Spring | Summer I | Summer II | Renewal |
| Calendar Year | - | - | - | - | - |

Should the Campus Policy 516.0 waiver be applied to this student during the term of this scholarship? ○ YES ○ NO

| | Fall | Spring | Summer I | Summer II | Aid Yr |
| | 0.00 | 0.00 | 0.00 | 0.00 | |

* Original amount awarded should only be entered for supplements, reductions, and cancellations.

* 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.

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.

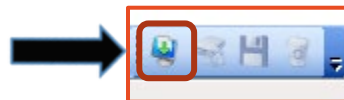15. Click the "Signed 1" button and your ID and date/time stamp will populate.

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

17. **Attaching a document:**
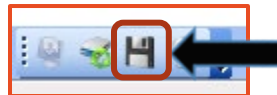18. View (in menu bar at top) – Toolbar – Scan
19. A small tool bar will pop up down at the bottom

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.)
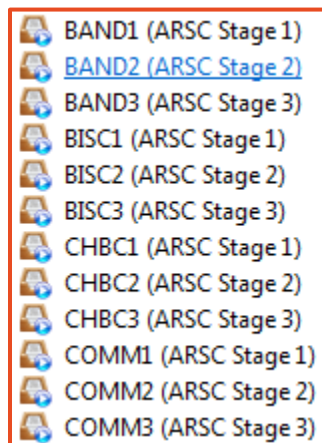   b. Form -- NOSS in workflow

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.

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"

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

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:
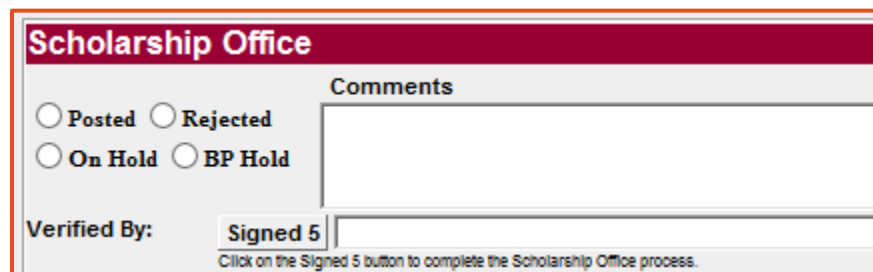   a. Approved
    b. On Hold
    c. Rejected
37. Click on "Signed 4"

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.
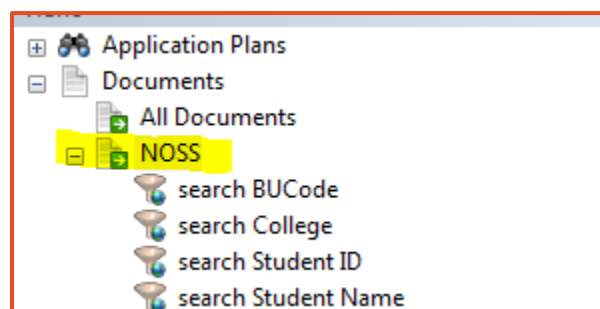
38. Choose one of the following:
    a. Approved
    b. On Hold
    c. Rejected
    d. BP Hold
39. Click on "Signed 5"

Scholarship Office

Comments

○ Posted ○ Rejected
○ On Hold ○ BP Hold

Verified By: Signed 5
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:

⊞ 🔭 Application Plans
⊟ 📄 Documents
    📄 All Documents
    ⊟ 📗 NOSS
        🔽 search BUCode
        🔽 search College
        🔽 search Student ID
        🔽 search Student Name

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