

# WAYNE STATE UNIVERSITY WSU ScholarshipUniverse Approving awards

# What is WSU ScholarshipUniverse?

- A platform for students to apply for WSU and external scholarships
  - More intuitive and user friendly to match eligible students to awards
  - Automated communications that include a text messaging option
  - Vetted external scholarships that will match based on the student profile
  - Different award cycles for students in programs with different start dates
- Students match to scholarships and complete any necessary applications

		NE STAT	ГЕ	
WS St	<b>/elcome to WSU</b> SU ScholarshipUr tate University st external scholar scholarships adde ase check back soon fo	niverse udents rship op the scene d to this r or more o	connects Wayne to internal and oportunities to get all the WSU new database.	
Cur	TOF rrent and admitted Wayne S search and ap			
Sort:	Alpha: A-Z	•	Filter	
	Adamany En Teaching	d Fd Pa	thways to	

Sort:

ORGANIZATION

APPLY BETWEEN

College of Education

10/1/2022 - 3/1/2023



View

# Award process

#### Review

- Candidates
- Application materials
- Donor preferences

Select best student for the award

### Review

### Award

#### Approve

#### Award

 Determine how much each selected student will receive

#### Approve

 Sign off on the selected students and the amounts they have been awarded



# Approval is the final award check

- Approval is the final check to ensure
  - Correct amount of the award
  - For each selected student
- The approver cannot be the same person that awarded the candidate



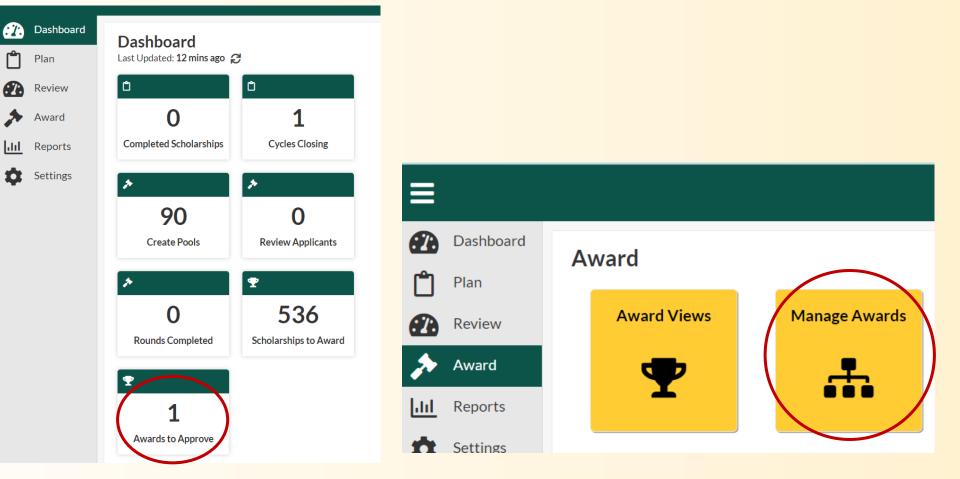
# Find the awards ready for approval

There are two ways to see the awards ready for approval

۴

٠

- Click the tile from • the dashboard, or
- Go to Award > ٠ Manage Awards





### Options to see the awards

You can view the awards by:

- Award pool
- Scholarship name
- Fund code

<b>æ</b>	Dashboard	<u>Award</u> > Manage Awards							
Ĉ	Plan	Manage Awards							
<b>@</b>	Review	Approve Notify Awards	Pending Student	Action Notify Non-Awarded	Cancelled (	Completed			
Þ	Award	All Pools	•	All Organizations	•	All Award Years	•	All Fund Codes	•
<u>hu</u>	Reports	All Scholarships	•	All Departments	•	All Tags	•		
\$	Settings	Search StudentID							Approve Deny
		Search Name							

# Approving

- Either select individual students or use the top box to select the entire list
- Review and click Approve

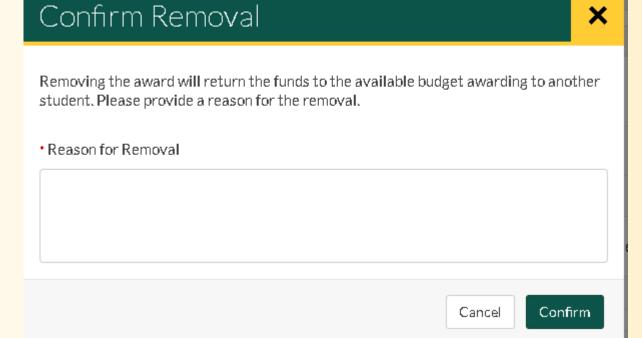


	Approve Notify Awards Pending Student Action Notify Non-Awarded Cancelled Completed										
All Pools        All Organizations     All Award Years     All Fund Codes											
Leon Atchison Endowed Scholarship 🔹 All Departments 💌					•	All Tags		*			
Search StudentID Search Name Deny											
	Student ID	Name	Award Amount	Scholarship	Awa	ard Year	Organization	Departm	ent	Tags	
			\$1,000.00	Leon Atchison Endowed		3-2024	Office of Student Financial Aid				

# Deny the award



- Select the candidate(s) and click the Deny button to remove the award
- Note your reason for the denial
- Funds will be added back into the amount available to award





## Changing the award amount

Click on the dollar amount of the award to change the amount

Leon Atchison Endowed Scholarship	<b>Total Awarded: \$1,000.00</b> Remaining Budget: \$2,472.00
Fall 2023: \$ 500.00	nments
Winter 2024: \$ 500.00	nments
	Cancel Save
2	

# The approval process is complete – High Fives!

OSFA will

- Notify the recipient
  - Notification will include scholarship name, award amount and academic year
  - The Department may also notify the scholarship recipient
- Post the award in Banner



# More information on our website for scholarship managers

wayne.edu/scholarships/mangement/training wayne.edu/scholarships/mangement/faq

#### How do I request access to review and make scholarship awards?

Access can be requested by the **Department Business Manager or** other person authorized by the Dean/Director to grant access to student personal information for the purposes of awarding WSU scholarships.

As we prepare for the upcoming 2024-25 scholarship award cycle, we have renewed the ScholarshipUniverse access for the staff you requested for the 2023-24 year who are still listed within your unit. If you have changes, please use form linked below to remove or add access as needed. If there are no changes, there is no need to fill out a new form.

2024-25 ScholarshipUniverse Access Request Form

#### - use for changes or to add new users

#### FAQs

#### Can you tell me more about WSU ScholarshipUniverse?

The Office of Student Financial Aid is excited to introduce <u>WSU ScholarshipUniverse</u>, a new s platform that offers more options for students and staff.

Matching tools that are more intuitive and user friendly

different award cycles when needed to attract students in programs v

nolarships that will match based on the student's profile inications that includes text messaging options

ations are being loaded in the database and we will continue until all a ailable now for students and staff to use for the 2023-24 academic ye etings with each area to show you the functions and options before av

#### Jniverse training in Academica

#### Qs for students

#### now up nequest access to review and make scholarship awa

Access can be requested by the **Department Business Manager or** other person authorized b Dean/Director to grant access to student personal information for the purposes of awarding



### Questions?

- School/College/Department staff can contact us at scholarshipmanagement@wayne.edu
- Students can reach us at <u>studentservice@wayne.edu</u>

