

FAMOUS

User Manual For

Postsecondary Institutions



Version 4
7-7-2009

**MISSOURI DEPARTMENT OF HIGHER EDUCATION –
INFORMATION TECHNOLOGY
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JEFFERSON CITY, MO 65109**

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FAMOUS User Policy

The Missouri Department of Higher Education (“MDHE”) maintains an integrated database system called “FAMOUS” for the administration of the state’s financial aid programs under the jurisdiction of the MDHE. The MDHE permits employees of secondary and postsecondary education institutions and MDHE employees (all of whom shall be referred to collectively hereinafter as “FAMOUS users”) to access the information maintained in FAMOUS for the sole purpose of administering those programs.

FAMOUS contains information about students, including information that constitutes “personally identifiable student records” as defined by the Family Educational Rights and Privacy Act (“FERPA”). “Personally identifiable student records” include records revealing information including but not limited to: (a) the student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier, such as the student’s Social Security Number or other student number; (e) information about a group of students that contains ten or fewer students; (f) a list of personal characteristics that would make the student’s identity easily traceable; and (g) other information that would make the student’s identity traceable.¹ This information shall be referred to hereinafter as “records.”

The requirements contained in FERPA are designed to protect the confidentiality of these records. However, the statute permits the disclosure of personally identifiable student records for the purpose of administration of financial aid programs.²

The MDHE authorizes access to FAMOUS only to the extent permitted under these federal requirements. As a consequence, in order to be granted and maintain access to FAMOUS, FAMOUS users must agree to:

- Use records only for the administration of financial aid, unless the user is an employee of the MDHE and uses the records for other purposes permitted by FERPA;
- Maintain the confidentiality of the records at all times;
- Keep the records in a secure location at all times;
- Restrict access to the records to those individuals who need such access in order to perform their responsibilities in connection with the administration of financial aid. A FAMOUS user may disclose the records to third parties hired by the FAMOUS user or the education institution employing the FAMOUS user to assist with the administration of financial aid, provided that the FAMOUS user shall be responsible for ensuring compliance with this policy by such third parties;
- Advise individuals to whom they grant access to the records of their obligations with regard to this policy;
- Not disclose the records to any other person or entity;
- Use all reasonable and appropriate measures to protect the records from unauthorized disclosure;
- Return any hard copies of records promptly when asked to do so by the MDHE; and
- Destroy any hard copies of records when they are no longer needed for the administration of financial aid. The destruction of hard copies of records must be executed in such a manner that no personally identifiable information may be ascertained from the records after their destruction.

¹ 34 CFR Part 99.3

² 20 U.S.C. § 1232g(b)(1)(D)

- FAMOUS users who do not abide by the terms of this policy may be subject to penalties determined by the MDHE. Penalties may include but are not necessarily limited to removal of a user's access to FAMOUS or an institution from the MDHE's list of approved schools.

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REVISION HISTORY

Date(*)	Ver.	Author	Status - Description
15 August 07	1.0	Sara Krull	Initial Release
20 Dec. 07	2.0	Kelli Reed	Incorporation of Security Project and Minor Clarification to sections 6.7.3, 10.4.1 and 10.4.3
11 Feb. 08	2.1	Kelli Reed	Addition of: Section 2.6 user tips; instructions for logging in when multiple schools are available in the step-action of Chapter 3 and screen shot; Access renewal indicator in figure 6.9; section 6.11 Letters tab; Appendix D installation instructions and Appendix E FTP process. Corrected Figure and Chapter references based on 12/07 renumbering with addition of security chapter.
08 May 08	2.2	Kelli Reed	Addition of export to Excel in Reports chapter; revision of installation instructions in Appendix D.
27 May 08	2.3	Kelli Reed	Replacement of Figures 2.5, 2.14, 2.15, 2.18 and 2.21 to reflect the removal of the SSN from the Registration and User Profile screens in the security system.
25 Aug 08	3	Kelli Reed	Annual Review. Moved Gallagher/Guarantee screen shots to Appendix F and performed extensive cleanup. Updated Ross certification information in Section 6.7.3. Added ability to export Estimated Awards/Certification screen (Section 7.3.1) and Return Summary report (Section 10.4) into Excel. Updated Password Expired Message in Figure 2.8.
7 July 09	4	Kelli Reed	Conversion to web application and annual review.

CHAPTER 1: OVERVIEW

1.1 INTRODUCTION

The Financial Assistance for Missouri Undergraduate Students (FAMOUS) database allows participating postsecondary institutions (PSI) and Missouri high schools to communicate with the Missouri Department of Higher Education (MDHE) about students who qualify for and receive state student financial aid. Institutions have the ability to access student information in a real-time environment, which ensures up-to-date information at any time of the day. FAMOUS receives information electronically from the Free Application for Federal Student Aid (FAFSA), and the American College Testing (ACT) Program and the Scholastic Aptitude Test (SAT) assessments.

You navigate FAMOUS by clicking the link that corresponds with the page you want to view.

1.2 SYSTEM INFORMATION AND TIPS

- Internet Explorer is the preferred browser to ensure the visual integrity of the system is maintained. However, FAMOUS is also compatible with Firefox.
- Since FAMOUS is a web application, your session will time out after approximately 30 minutes of inactivity. Entering data, such as selecting students to be certified, or moving the mouse will not prevent the session from expiring. You must interact with the database to avoid a session timeout. Interactive activities include saving data or submitting data to the MDHE, moving to a different page, or retrieving a new certification list. Once the session has timed out, the login page will appear and you will be required to begin another session by logging back into the system. Any unsaved changes will be lost, so it is recommended that you save your work if you are interrupted.
- Browser-provided toolbars such as Google and Yahoo may delay data retrieval and page refreshing. The length of the delay can vary depending on the toolbar being used and the amount of data being processed.
- Using your browser's back button can produce unreliable results and is not recommended. You should always use the navigation tools within FAMOUS, such as the page links, to move within the system.
- All pages can be printed through your web browser's print function. However, it is recommended that you use the Export buttons when they are available to ensure the exported document appears in the appropriate file format.
-
- If you have requested read-only access, all buttons that allow you to save changes or submit information to the MDHE will be disabled. However, you will still be able to export reports.

- Most confirmation and error messages appear in red text at the top of the page, although some messages appear in a dialog box. (See Figure 1.1 below for an example.) The text of these messages is provided in the Step/Action sections of each chapter. Figures of the messages are provided when the message appears in a dialog box.
-

1.3 LAYOUT

As you navigate through the FAMOUS application, there are some features that remain consistent on every page. At the top of each page you will see the FAMOUS banner (see Figure 1.2 below).

Directly underneath the banner is the welcome message (see Figure 1.3 below). The welcome message identifies the institution you are accessing, as well as your level of access (update or read-only) for the institution. If you have access to multiple campuses, the institution name in the welcome message will change if you select a new campus (see Chapter 6 for instructions on selecting a new campus).

On the left-hand side of all pages is a navigation bar that contains groups of related links that allow you to move throughout the system (see Figure 1.4 below.) All of the links in FAMOUS are identified with green text. At the bottom of the navigation bar is a link to the **Home** page, which contains the **Message Board**, and a link to log out of the system. You can collapse any or all of the groups by clicking on the appropriate header(s). When collapsed, only the header appears (see Figure 1.5 below). Clicking on a collapsed header will expand the group so all of the links within that group are visible again.

At the bottom of each page is a footer containing information about and links to the Missouri Department of Higher Education (see Figure 1.6 below).

The chapters in this manual correspond to the groups in the navigation bar. This manual contains the following chapters:

Chapter	Content
Chapter 1: Overview	Provides an overview of FAMOUS and the PSI User Manual.
Chapter 2: FAMOUS Security	Describes how to obtain and maintain a user ID and password for FAMOUS.
Chapter 3: FAMOUS Login	Describes how to log into FAMOUS.
Chapter 4: Home Page with Message Board	Describes how to view messages.
Chapter 5: Student Information	Describes how to search for students, update student information, view eligibility and assessment data, and view/add activities. Also describes how to view estimated awards and certify students for payment.

Chapter	Content
Chapter 6: Profile Pages	Describes how to select another campus (for users with access to multiple campuses), view all users with access to the selected campus and their last login date, and view budget data.
Chapter 7: Reports	Describes how to create and export reports.
Chapter 8: Financial Pages	Describes how to return funds, view previously returned funds and view payment information.
Chapter 9: FAMOUS Log Out	Describes how to log out of FAMOUS.

Table 1.1 Contents

Each chapter consists of an introduction, an overview, and a step/action section that tells you how to perform the actions available on the page.



Figure 1.1 Sample Message -- Password is Expired



Figure 1.2 FAMOUS Banner



Figure 1.3 Welcome Message

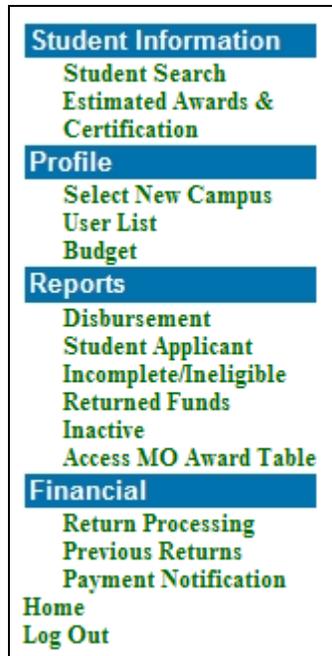


Figure 1.4 Navigation Bar Expanded

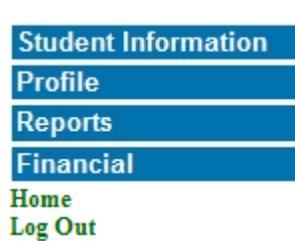


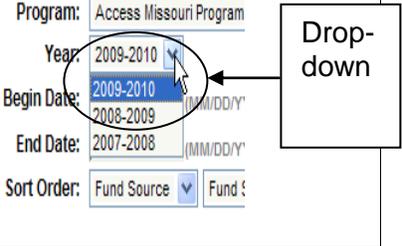
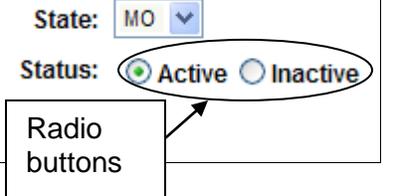
Figure 1.5 Navigation Bar Collapsed



Figure 1.6 Footer

1.4 BEFORE YOU BEGIN

You should familiarize yourself with the terms that will be used in this manual.

ACT	American College Testing Program
Active	Status that describes a student with a record in FAMOUS. All students are active by default.
Check Box	On-screen boxes that allow the user to indicate a choice from a group of items. You click your choice and FAMOUS populates that box with a check mark, which marks your choice.
Data	Information stored in a database.
Database	A software system that stores information and retrieves it according to your set of parameters.
Default	Automatically opening to specific information in the software application.
Drop-down	<p>A field on the computer screen that allows you to select one or more items from a choice of several. You click the arrow and the menu opens. Then you click your choice. Your selection becomes highlighted. Click on another area of the screen to close the drop-down menu.</p> 
Editable	Any field on the computer screen that allows you to change information.
FAFSA	Free Application for Federal Student Aid
FAMOUS	The Financial Assistance for Missouri Undergraduate Students integrated database.
Field	Areas on the computer screen that contain information. They usually have labels.
Inactive	Status that describes a student who has a record in FAMOUS but does not appear on the majority of PSI reports or the Estimated Awards/Certification tab in the PSI interface. Inactive students always appear in the MDHE interface and can still be accessed in the PSI interface.
Interface	The point of interaction between the user and the computer.
IPEDS	Integrated Postsecondary Education Data System
Link	An interactive reference to another document or resource. Also known as hyperlink.
MDHE	Missouri Department of Higher Education
OA	Office of Administration
PSI	Postsecondary Institution
PSI Manual	FAMOUS User Manual for Postsecondary Institutions
Populate	Add information to computer screen fields.
Radio Buttons	<p>Round on-screen buttons that allow the user to indicate a choice from a group of items. You click your choice and FAMOUS populates the circle with a dot that marks your choice.</p> 

Refresh	The screen changes to reflect any updates or new selections made to a record.
SAT	Scholastic Aptitude Test
Tab	A marker on the computer screen that allows access to additional information.
Table	An arrangement of information set in rows and columns.
Tool Tip Bar	A bar that appears to provide additional information when you move your cursor over a field.

Table 1.2 Definition of Terms

CHAPTER 2: FAMOUS SECURITY

2.1 INTRODUCTION

To ensure the data that the MDHE and your institution share is secure, the MDHE has developed a web-based security system that assigns user IDs and passwords for all users. The security system also allows users to change their passwords and perform other security account maintenance at any time. Although the security system and FAMOUS are separate applications, you will use the same user ID and password to access both.

To ensure FAMOUS remains as secure as possible, the MDHE has developed three security policies. The policies relate to protecting sessions, limiting concurrent sessions, and maintaining user IDs and passwords, and can be found in Appendices A, B, and C, respectively.

2.2 OVERVIEW

This chapter contains the following sections:

- Navigating the Security System
- Registering for and Receiving a User ID and Password
- Maintaining Passwords
- Updating User Profile
- Inactivating Access
- Important User Tips

2.3 NAVIGATING THE SECURITY SYSTEM

There are two primary pages that guide you through the security system using links on the left-hand side of the pages.

- **Login** Page
- **Welcome** Page

From the **Login** page you can register for a user ID and password by clicking on the **Register** link, obtain your password if you have forgotten it by clicking on the **Forgot User ID/Password?** link, or login to the security system. (See Figure 2.1 below.) You can also obtain your forgotten password by clicking on the **Forgot Password** link in the FAMOUS login box. (See Figure 2.2 below.)

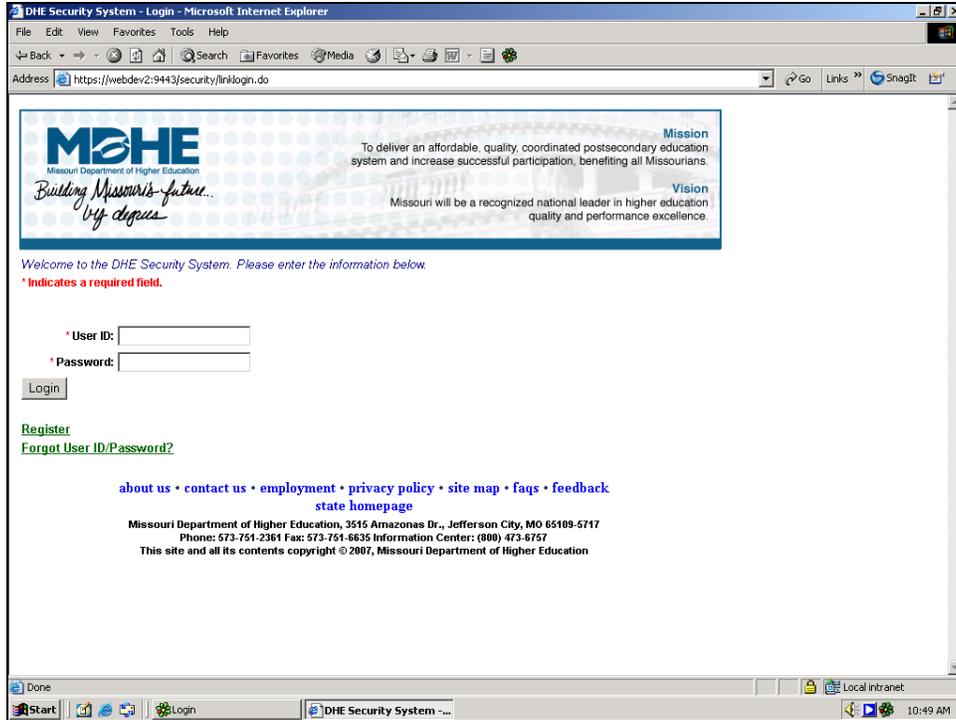


Figure 2.1 Security System Login Page

From the **Welcome** page you can update your security profile by clicking on the **Update Profile** link, change your password by clicking on the **Change Password** link, or logout of the security system by clicking on the **Logout** link. (See Figure 2.3 below.) If you have both the FAMOUS application and the security application open, clicking the **Logout** link will only log you out of the security application and FAMOUS will remain open. You can also update your profile by clicking on the **Request/Change Security** link in the FAMOUS login box.

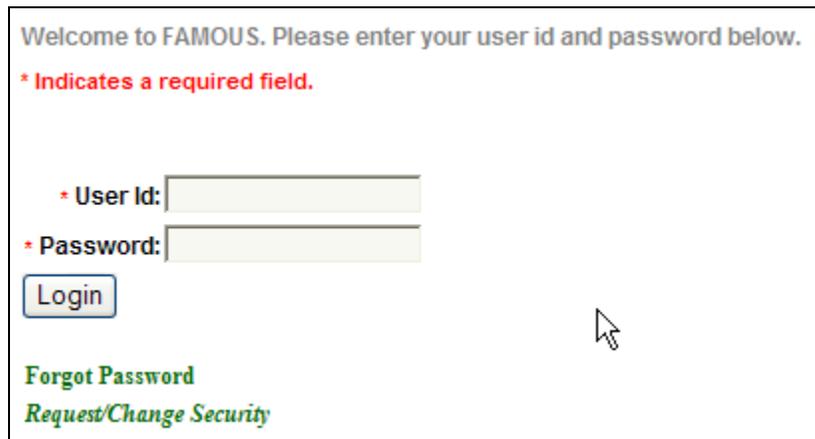


Figure 2.2 FAMOUS Login

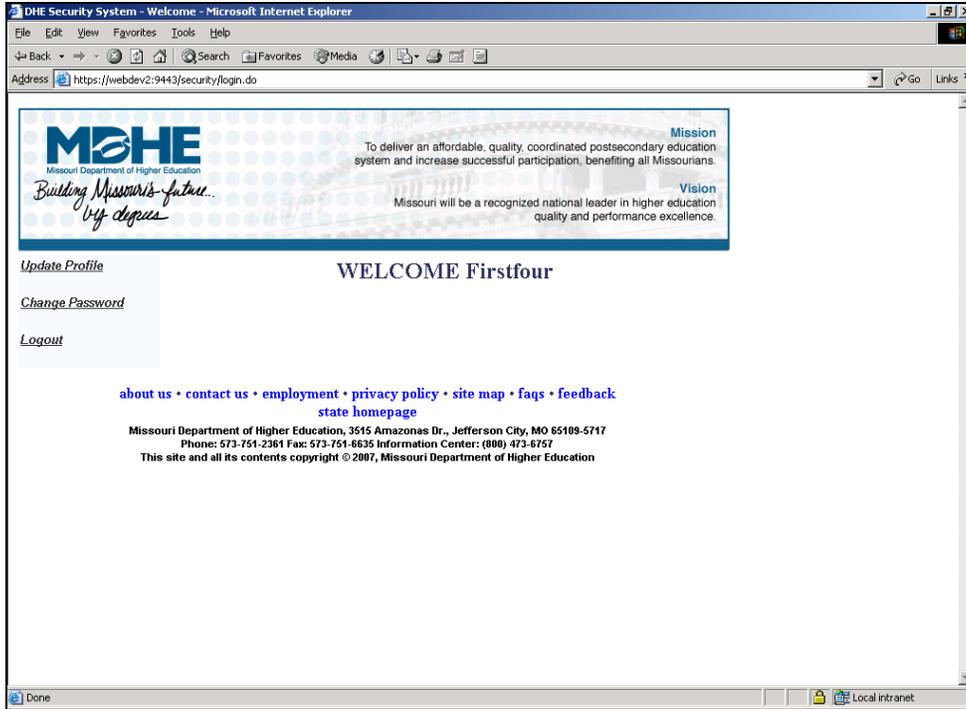


Figure 2.3 Welcome Page

2.4 REGISTERING FOR AND RECEIVING A USER ID AND PASSWORD

To access FAMOUS, each user must have a system-assigned user ID and password. To obtain a user ID and password you must complete an on-line registration form and submit a completed user agreement printed on your institution's letterhead.

Perform the following steps to receive a User ID and Password for FAMOUS through the security system.

Step	Action
1.	Go to the security system website at https://highered.mo.gov/security/ . The Login page displays. (See Figure 2.1 above.) NOTE: When accessing this address you will receive a message indicating there is a problem with the website's security certificate. Click on the Continue to this website link. (See Figure 2.4 below.)
2.	Click the Register link underneath the Login button. The Registration page displays. (See Figures 2.5 and 2.6 below.)
3.	Complete the registration form on the Registration page. Required fields are indicated with an asterisk (*).

Step	Action
4.	<p>Request access for a specific system by selecting:</p> <ol style="list-style-type: none"> 1. FAMOUS PSI from the System drop down menu. 2. Your institution from the School drop down menu. <p>Click the Add Access button. The information is saved and the top of the page displays. Scroll down to the User Access section to view the information.</p> <p>Repeat this step for every campus you will need to access in FAMOUS. For example, if your institution has multiple campuses you may request access for each applicable campus. You cannot request access to another institution.</p>
5.	<p>In the User Access section, select read-only or update access from the Access Type drop-down menu for each campus listed. The access type can be different for each campus listed but must match the type of access you indicated in your user agreement.</p> <p>Select the Remove check box in any row that contains incorrect information. Click the Remove Checked button. The selected row is removed from the User Access list. After the information has been removed you may re-enter the correct information in the Request for Access section.</p>
6.	<p>Click the Submit button. This transmits your registration to the MDHE.</p> <p>The Registration Submitted page appears along with a link to download the user agreement. You must download the user agreement, print it on your institution's letterhead, complete it, and mail or fax it to the MDHE to complete the registration process. (See Figure 2.7 below.)</p> <p>The Reset button will return all fields to their original values and no edits will be saved.</p>
7.	<p>Upon receipt of your completed user agreement, the security system will assign your user ID and password and e-mail them to you.</p> <p>If the system cannot assign your user ID and password because your registration cannot be processed, you will be notified by e-mail of the reason.</p>

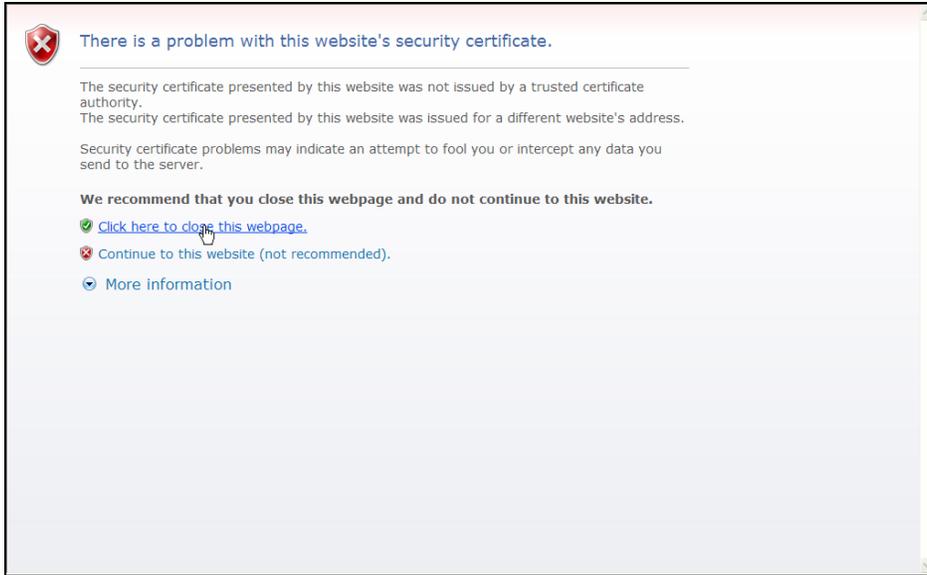


Figure 2.4 Security Certificate Message

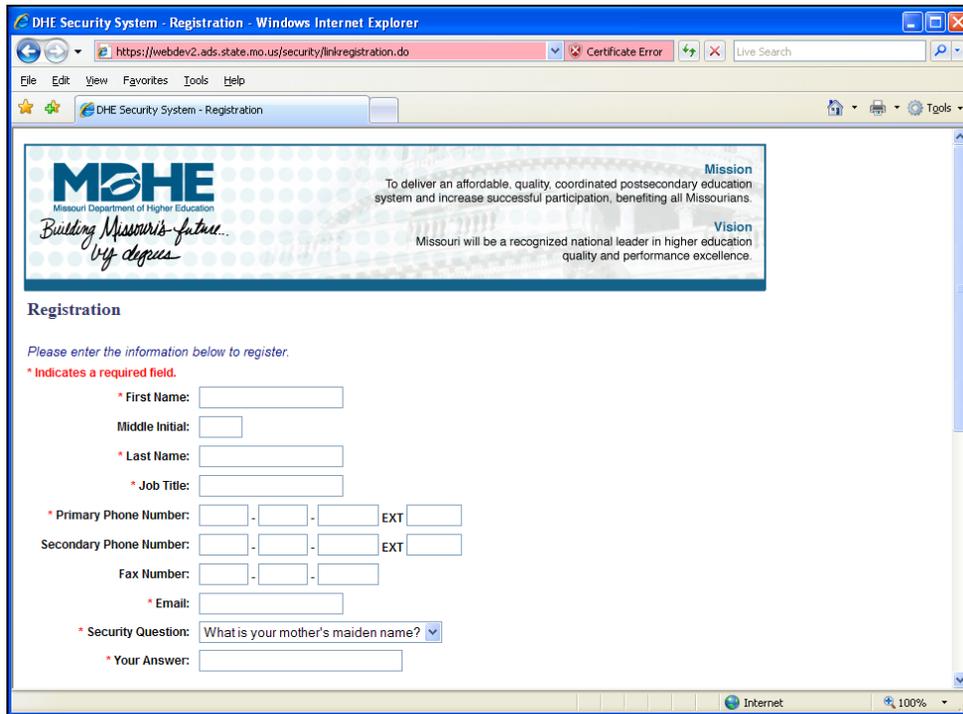


Figure 2.5 Security System Top of Registration Page

Secondary Phone Number: []-[]-[]-EXT []

Fax Number: []-[]-[]-[]

* Email: []

* Security Question: What is your mother's maiden name? []

* Your Answer: []

To request access to a system follow instructions below:

- Select System you would like to access
- Select School you would like to access
- Click 'Add Access' button to add to User Access Table below
- Select Access Type in User Access Table

System: FAMOUS-DHE [] School: All [] Add Access []

User Access

System	School	Access Type	Remove

Submit [] Reset []

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Figure 2.6 Security System Bottom of Registration Page

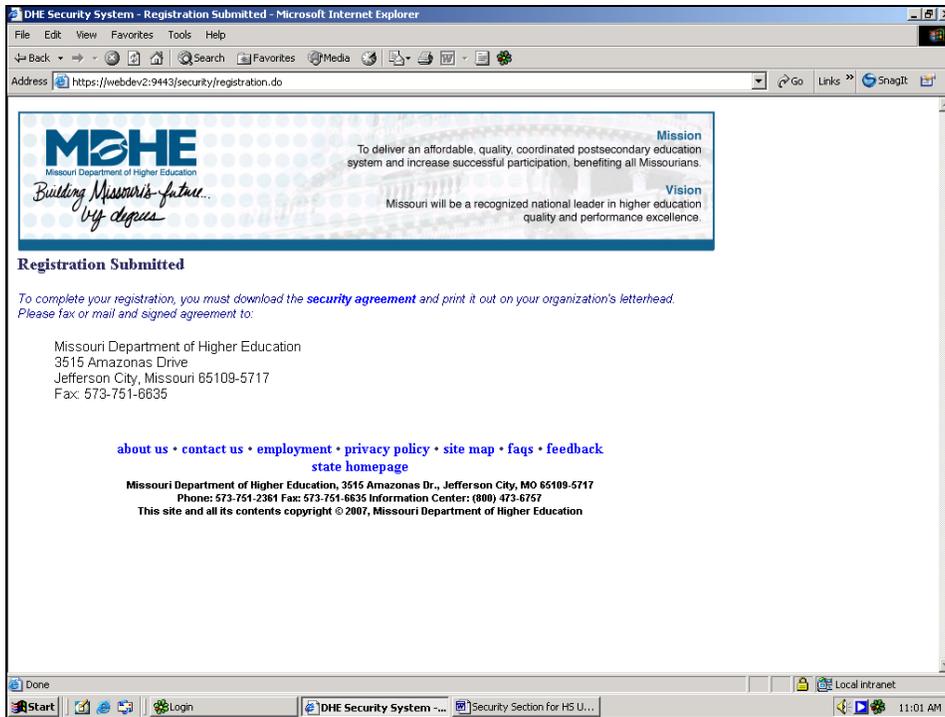


Figure 2.7 Security System Registration Submitted Page

2.5 MAINTAINING PASSWORDS

Once you have registered with the security system and received your system-generated user ID and password, you will be required to change your password the first time you

log in to either FAMOUS or the security system, and every 60 days thereafter. You will also be able to change your password through the security system at any time. If you have forgotten your password, the system will e-mail it to you after you provide the correct answer to your security question. The policy concerning password requirements is located in Appendix C.

2.5.1 Changing your Password

Perform the following steps to change your password for FAMOUS through the security system.

Step	Action
1.	<p>Open the FAMOUS application and login. (See Figure 2.2 above.)</p> <p>NOTE 1: If this is your first time logging in, use the system-generated user name and password.</p> <p>NOTE 2: If this is your first time logging in or if your password has expired after 60 days, you will receive a message in red text at the top of the page that indicates "Password has expired. Click the Request/Change Password link." The link referenced is the Request/Change Security link at the bottom of the page.</p> <p>NOTE 3: To change your password at any time you can also go directly the security system website at https://highered.mo.gov/security.</p>
2.	<p>Click on the Request/Change Security link in the login dialog box. The security system Login page displays. (See Figure 2.1 above.)</p>
3.	<p>Login to the security system. The Change Password page will display. (See Figure 2.8 below.)</p> <p>NOTE: If this is your first time logging in, use the system-generated user name and password.</p>
4.	<p>Enter your old password in the Old Password field and tab to the Password field.</p>
5.	<p>Enter your new password in the Password field and tab to the Retype Password field.</p> <p>The new password must:</p> <ul style="list-style-type: none"> • Contain at least 7 characters • Contain at least one upper case alpha character • Contain at least one lower case alpha character • Contain at least one numeric digit

Step	Action
6.	Retype your new password in the Retype Password field.
7.	Click the Submit button. The Welcome page displays with an Update Successful message. (See Figure 2.9 below.)
8.	Click the Logout link from the navigation bar at the top of the page on the left-hand side.
9.	Login to FAMOUS using your user name and new password.

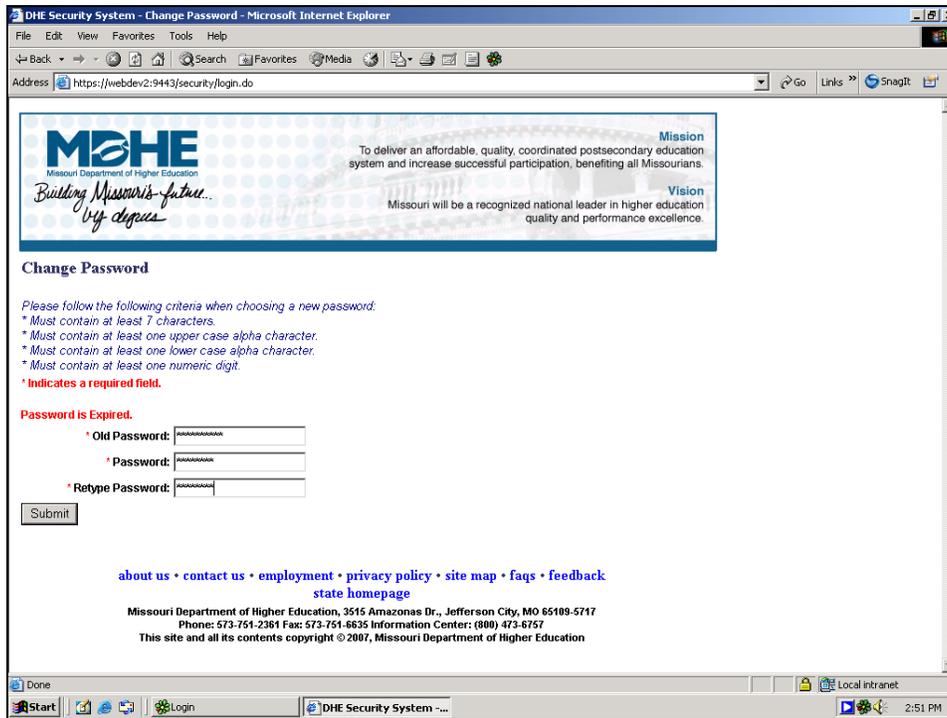


Figure 2.8 Security System Change Password Page

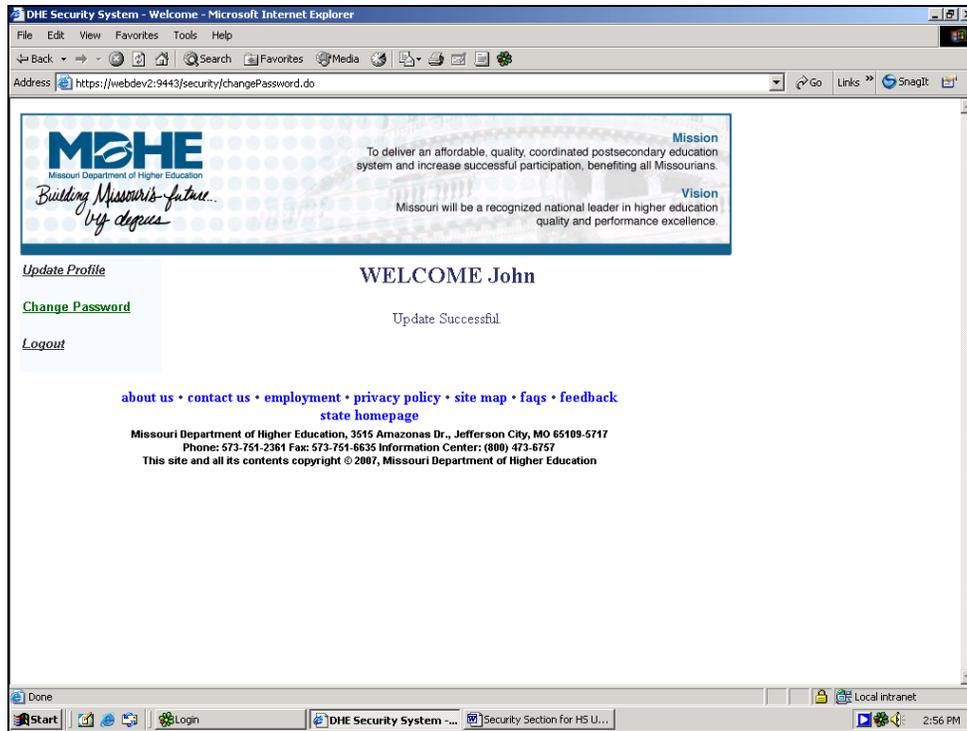


Figure 2.9 Security System Password Updated Successfully Message

2.5.2 Obtaining a forgotten password

Perform the following steps to obtain a forgotten password for FAMOUS through the security system.

Step	Action
1.	<p>Open the FAMOUS application and click on the Forgot Password link. The security system Login page displays. (See Figure 2.1 above.)</p> <p>Alternatively, go straight to the security system website at https://highered.mo.gov/security/.</p>
2.	Click on the Forgot User ID/Password? link. The Forgot User ID/Password page displays. (See Figure 2.10 below.)
3.	<p>Enter your current e-mail address in the Email field.</p> <p>NOTE: It is very important to keep your e-mail address updated in the security system. To change your e-mail address, see Section 2.6 Updating User Profile below.</p>
4.	Click the Submit button. The next Forgot User ID/Password page will display with the e-mail address you entered and your security question. (See Figure 2.11 below.)
5.	<p>Enter the answer to your security question in the Answer field.</p> <p>NOTE: This field is case sensitive so you must type the answer exactly as it appears in your user profile.</p>
6.	Click the Submit button. You will receive a message in blue text at the top of the page that indicates “Your request has been successfully submitted. You will receive an email shortly with your user ID and password.” Your user ID and password will be e-mailed to you at the specified e-mail address.

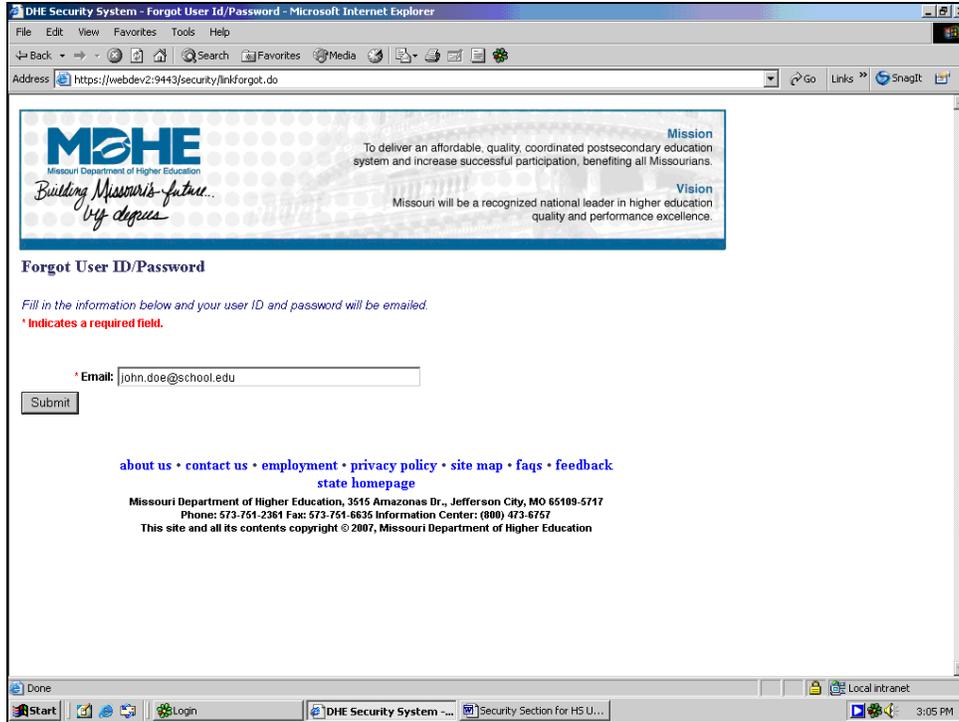


Figure 2.10 Forgot User ID/Password Page – Enter E-mail Address

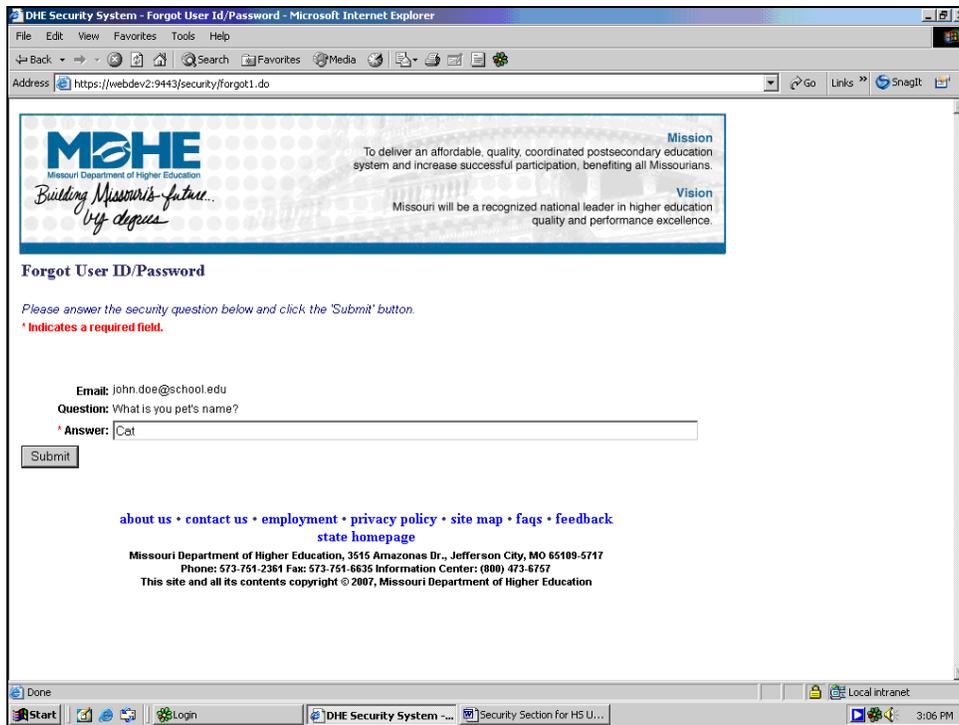


Figure 2.11 Forgot User ID/Password Page – Enter Security Answer

2.6 UPDATING USER PROFILE

Through the security system you can perform security account maintenance, such as updating your profile information, including your e-mail address, name, or level of access. It is very important to keep your e-mail address updated so communication of user IDs and passwords can be effective. If you change your name, you will receive a new user ID and password and will be required to change your password the first time you log in under your new user ID.

2.6.1 Update your profile

Perform the following steps to update your profile in the security system.

Step	Action
1.	<p>Open the FAMOUS application and click on the Request/Change Security link. The security system Login page displays. (See Figure 2.3 above.)</p> <p>Alternatively, go straight to the security system website at https://highered.mo.gov/security/.</p>
2.	<p>Log in to the security system. The Welcome page displays. (See Figure 2.2 above.)</p>
3.	<p>Click on the Update Profile link. The Update Profile page displays. (See Figure 2.12 below.)</p>
4.	<p>Make any necessary updates. Required fields are indicated with an asterisk (*).</p> <p>NOTE: If you change your access from Read Only to Update, you will be required to complete an addendum to your user agreement. The addendum is available at http://www.dhe.mo.gov/files/security/Addendum.doc. Like the user agreement, you must print the addendum on your school's letterhead before completing and submitting it.</p>
5.	<p>Click the Submit button. You will receive a message in red text at the top of the page that indicates "Update Successful."</p> <p>The Reset button will return all fields to their original values and no edits will be saved.</p> <p>The Cancel button will return you to the Welcome page.</p>
6.	<p>Click the Logout link from the navigation bar at the top of the page on the left-hand side.</p>

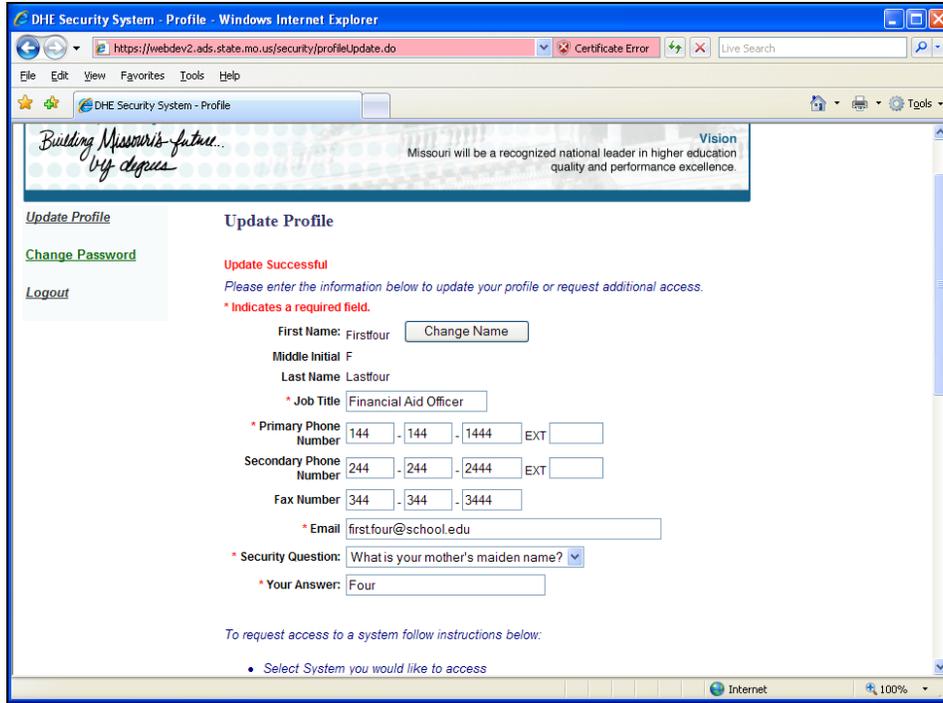


Figure 2.12 Update Profile Page

2.6.2 Change your Name

Perform the following steps to change your name in the security system.

Step	Action
1.	Open the FAMOUS application and click on the Request/Change Security link. The security system Login page displays. (See Figure 2.1 above.) Alternatively, go straight to the security system website at https://higherred.mo.gov/security/ .
2.	Log in to the security system. The Welcome page displays. (See Figure 2.3 above.)
3.	Click on the Update Profile link. The Update Profile page displays. (See Figure 2.12 above.)
4.	Click on the Change Name button next to your first name. The Change Name page displays. (See Figure 2.13 below.)
5.	Make any necessary updates. Required fields are indicated with an asterisk (*).

Step	Action
6.	<p>Click the Submit button. You will receive a message confirming the change and indicating a new user ID and password will be e-mailed to you. (See Figure 2.14 below.)</p> <p>The Reset button will return all fields to their original values and no edits will be saved.</p> <p>The Cancel button will return you to the Update Profile page.</p>
7.	<p>Click the OK button in the confirmation message box. You will receive a message in red text at the top of the page that indicates "Name has been changed."</p> <p>The Cancel button will return you to the Change Name page.</p>
8.	<p>Click the Logout link from the navigation bar at the top of the page on the left-hand side.</p>

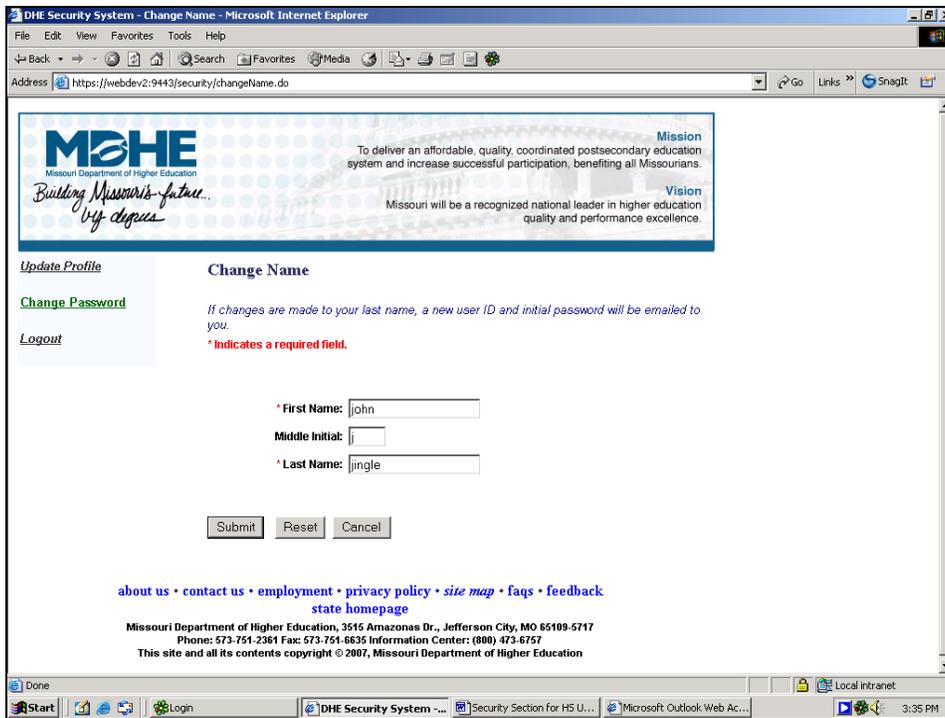


Figure 2.13 Change Name Page



Figure 2.14 Change Name Confirmation Message

2.7 INACTIVATING ACCESS

You may deactivate your access if you change employment or job duties and no longer require your current access in your new role. If you have access to multiple campuses, you may deactivate access at select campuses while retaining FAMOUS access to the other campuses listed in your profile. If you deactivate access to all campuses listed in your profile you will no longer have access to FAMOUS and will have to submit another registration and user agreement to regain access.

Perform the following steps to deactivate access to FAMOUS through the security system.

Step	Action
1.	Open the FAMOUS application and click on the Request/Change Security link. The security system Login page displays. (See Figure 2.1 above.) Alternatively, go straight to the security system website at https://highered.mo.gov/security/ .
2.	Log in to the security system. The Welcome page displays. (See Figure 2.3 above.)
3.	Click on the Update Profile link. The Update Profile page displays. (See Figure 2.12 above.)
4.	In the User Access section of the profile, select Inactive from the drop-down menu in the Status column for each campus you no longer need to access through FAMOUS. (See Figure 2.15 below.)

Step	Action
5.	<p>Click the Submit button. You will receive a message in red text at the top of the page that indicates “Update Successful.” The status drop-down box will disappear and the school will be inactivated. (See Figure 2.16 below.)</p> <p>The Reset button will return all fields to their original values and no edits will be saved.</p> <p>The Cancel button will return you to the Welcome page.</p> <p>NOTE 1: The Remove Checked button only applies when adding access to a campus.</p> <p>NOTE 2: If you are inactivating the only campus in your profile, you will receive a message confirming the inactivation and indicating you will be required to submit a new request for access if access is later required. (See Figure 2.17 below.)</p>
6.	<p>Click the Logout link from the navigation bar at the top of the page on the left-hand side.</p>

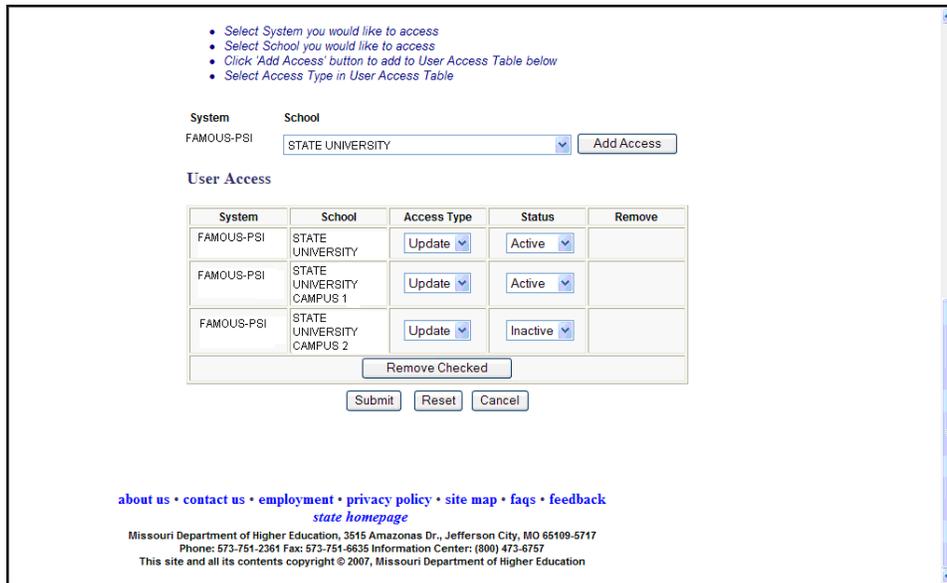


Figure 2.15 Update Status to Inactive

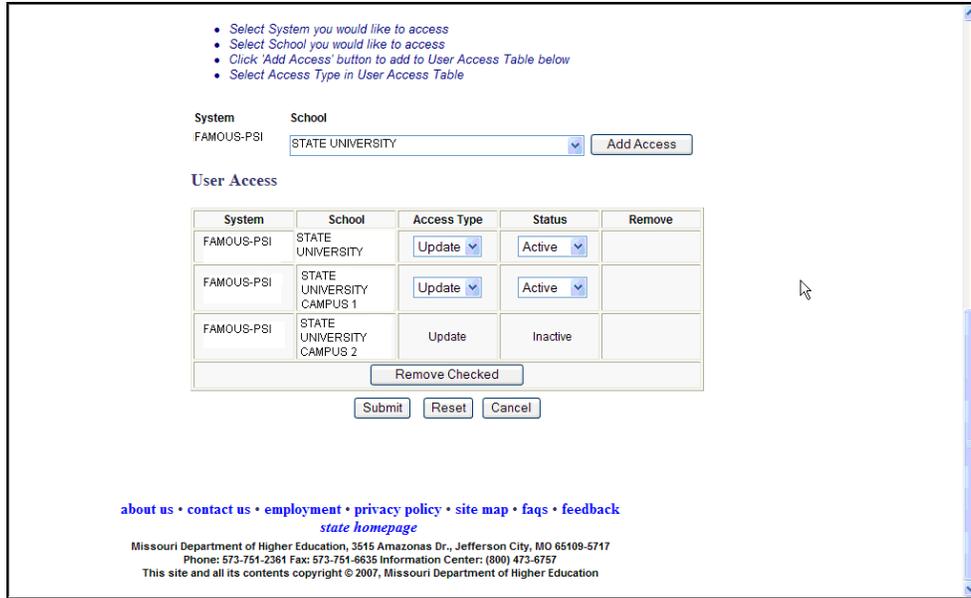


Figure 2.16 Status Updated to Inactive

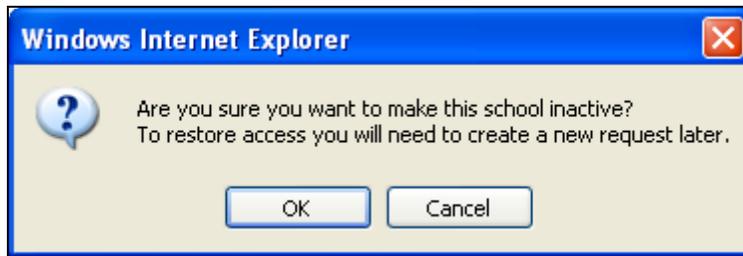


Figure 2.17 Inactivation Confirmation Message

2.8 IMPORTANT USER TIPS

- The security system session will time out if the **Save** button or other interaction with the database does not occur within 15 minutes. Entering data or moving the mouse will not prevent the session from expiring. Any unsubmitted data will be lost if the session expires.
- FAMOUS sessions must be protected when not in use and when you are not at your computer. See Appendix A for the full policy on protecting sessions.
- You may access as many concurrent FAMOUS sessions on a single computer as are necessary to perform a student financial aid-related task but should close all unnecessary sessions as soon as the task is complete. See Appendix B for the full policy on limiting concurrent sessions.
- You may not access concurrent FAMOUS sessions on multiple computers. If you are required to move to a new computer you must first log out of any sessions currently in use. See Appendix B for the full policy on limiting concurrent sessions.
- If you leave one school to become employed at another and will require access to FAMOUS in your new position, you should inactivate your access at your former institution and you must register for a new user ID and password at your new institution. You will be required to complete another user agreement. If you do not inactivate your access at the former institution, the MDHE will inactivate it upon notification that you are no longer an employee there.
- Be sure to update your security profile if your e-mail address changes to ensure the MDHE can effectively communicate with you about your user ID and password.

CHAPTER 3: FAMOUS LOGIN

You must be successfully logged into the system to access FAMOUS. See Chapter 2 for information on how to obtain a user ID and password.

In this section you will learn the steps required for user validation and initial download.

Figure 3.1 Login Page

Perform the following steps to log into FAMOUS.

Step	Action
1.	Enter the FAMOUS application url, https://web.mo.gov/dhe/famous/psi/login.faces , into your web browser. The login page will appear. (See Figure 3.1 above.)

Step	Action
2.	<p>Enter your user ID and password, and then click LOGIN. When the Home page with the Message Board appears, you are ready to begin your session.</p> <p>NOTE 1: If you have been approved for access to multiple campuses, the Select Campus From the List Below page appears after you enter your user ID and password. (See Figure 3.2 below.) Once you select a campus, the Home page with the Message Board appears. (See Figure 4.1 below.)</p> <p>NOTE 2: If you have entered your user ID or password incorrectly, you will receive an error message in red text at the top of the page that indicates "Please enter a valid user id and password."</p>



Figure 3.2 Campus Selection List

CHAPTER 4: HOME PAGE WITH MESSAGE BOARD

4.1 INTRODUCTION

The MDHE has the capability to post messages to all schools or individual schools on the **Message Board**. These messages are intended to provide you with information related to events that have occurred in FAMOUS or are related to FAMOUS, and issues within FAMOUS. When you log into FAMOUS, the **Message Board** is the first page to appear. Once you have accessed other pages, the **Home** link in the navigation bar on the left-hand side of the page will take you to the **Message Board**.

4.2 OVERVIEW

This chapter contains the following sections:

- Components of the **Message Board**
- Viewing Messages

4.3 COMPONENTS OF THE MESSAGE BOARD

The screenshot shows the FAMOUS Missouri Department of Higher Education website. At the top, it says 'FAMOUS Missouri Department of Higher Education'. Below that, it says 'Welcome Best Choice University - Update'. On the left side, there is a navigation menu with categories: Student Information (Student Search, Estimated Awards & Certification), Profile (Select New Campus, User List, Budget), Reports (Disbursement, Student Applicant, Incomplete/Ineligible, Returned Funds, Inactive, Access MO Award Table), Financial (Return Processing, Previous Returns, Payment Notification), Home, and Log Out. The main content area is titled 'Message Board' and contains several messages: 'Informational: Today it is sunny & nice More...', 'To Do: Testing More...', 'Informational: I will expire august 1 More...', 'Informational: I will expire august 1 More...', and 'Warning: I expire in october and archived More...'. Below the messages are links for 'View PSI Manual', 'View Archived Messages', and 'Message Board Admin'. At the bottom, there is a footer with contact information: 'Missouri Department of Higher Education, 3515 Amazonas Dr., Jefferson City, MO 65109-5717', 'Phone: 573-751-2361 Fax: 573-751-6635 Information Center: (800)473-6757', and 'This site and all its contents copyright © 2007, Missouri Department of Higher Education'. There is also a navigation bar with links: 'about us • contact us • employment • privacy policy • site map • faqs • feedback • state homepage'.

Figure 4.1 Message Board

The following appears on this screen:

- Message Type
- Message
- “More...” link to additional information that may be attached
- View PSI Manual link (standard link that is always available)
- View Archived Messages link (standard link that is always available)
- Message Board Admin (standard link that always appears)

There are three types of messages in FAMOUS:

- Informational - These messages provide you with information related to FAMOUS.
- To Do - These messages inform you of tasks that need to be performed.
- Warning - These messages alert you to changes within FAMOUS, such as eligibility recalculations, and periods when FAMOUS will be unavailable.

The **Message Board Admin** link is available only to designated MDHE staff and is used to post and manage messages from the MDHE.

The following fields appear on the **Archives** page (see Figure 4.2 below):

- Subject
- Link
- Start Date
- End Date

4.4 VIEWING MESSAGES

The **Message Board** contains both active and archived messages. When posting a message, the MDHE will designate a start and end date for the message and will indicate whether it should be archived. If the message’s end date has not passed, the message will be active and will appear on the Message Board in reverse chronological order (newest messages first). The message type and message appear in blue text. If additional information is available, you will see a green **More...** link that will take you to the additional information. If there are several active messages on the page, a scroll bar will appear to allow you to move through the list.

If the message’s end date has passed and the MDHE indicated the message should be archived, the message will be removed from the list of active messages and will be moved to the **Archives** page. You can access the messages on the **Archives** page by clicking on the **View Archived Messages** link. Any links to additional information that are associated with an archived message remain available. The **Archives** table is sorted with the most recent start date first by default but you can re-sort the table by clicking on the **Subject**, **Start Date** or **End Date** headers.

Subject	Link	Start Date	End Date
yet another archive sort message		05/15/2009	05/16/2009
archive message to test archive table sort	www.amfam.com	05/11/2009	05/11/2009
test sort for archive table	www.molottery.mo.gov	04/22/2009	04/22/2009
another archive sort test message		04/22/2009	05/12/2009

Figure 4.2 Archived Messages

If the MDHE did not indicate the message should be archived, the message will be removed from the **Message Board** the day after the specified end date.

NOTE: There are two ways to view messages that are posted while you are working in a session. If you are viewing the **Message Board** when a new message is posted, you will not see the new message until you have gone to another page and then returned to

the **Message Board** by clicking on the **Home** link in the navigation bar on the left-hand side of the page. If you are working on another page when the new message is posted, you will be able to see it the next time you access the **Home** link.

For your convenience, a link to this user manual is available on the **Message Board** to assist with any questions you may have as you use FAMOUS. The manual is still available independently of FAMOUS at <http://www.dhe.mo.gov/files/PSImanual.pdf> and MDHE staff is always available to assist you as well.

Perform the following steps to view active and archived messages, as well as the PSI Manual in FAMOUS.

Active Messages

Step	Action
1.	Log into FAMOUS. The Message Board page appears by default. (See Figure 4.1 above.) Alternatively, click the Home link from any page in FAMOUS to access the Message Board .
2.	View the active messages.
3.	Click the More... link for additional information, if it is available. You will be asked to confirm whether you want to leave FAMOUS. (See Figure 4.3 below.) NOTE: Not all messages will have links to additional information.
4.	Click the OK link to continue. You will then be linked to the additional information. Alternatively, click the Cancel link to return to the Message Board .
5.	Close the window containing the additional information. You will be returned to the confirmation message.
6.	Click the Cancel link to return to the Message Board .

Archived Messages

Step	Action
1.	Log into FAMOUS. The Message Board page appears by default. (See Figure 4.1 above.) Alternatively, click the Home link from any page in FAMOUS to access the Message Board .
2.	Click the View Archived Messages link. The Archives page displays with the archived messages sorted by start date with the most recent start date first. (See Figure 4.2 above.)
3.	Sort the table by clicking on the Subject , Start Date or End Date headers. NOTE: You can return to the Message Board by clicking on the Home link in the navigation bar on the left-hand side of the page.

Step	Action
4.	Click the link in the Link column to view additional information, if it is available. You will be asked to confirm whether you want to leave FAMOUS. (See Figure 4.3 below.)
5.	Click the OK link to continue. You will then be linked to the additional information. Alternatively, click the Cancel link to return to the Message Board .
6.	Close the window containing the additional information. You will be returned to the confirmation message.
7.	Click the Cancel link to return to the Message Board .

PSI Manual

1.	Log into FAMOUS. The Message Board page appears by default. (See Figure 4.1 above.) Alternatively, click the Home link from any page in FAMOUS to access the Message Board .
2.	Click the View PSI Manual link. The <i>FAMOUS User Manual for Postsecondary Institutions</i> opens as a PDF document.
3.	Close the window containing the user manual. You will be returned to the Message Board .

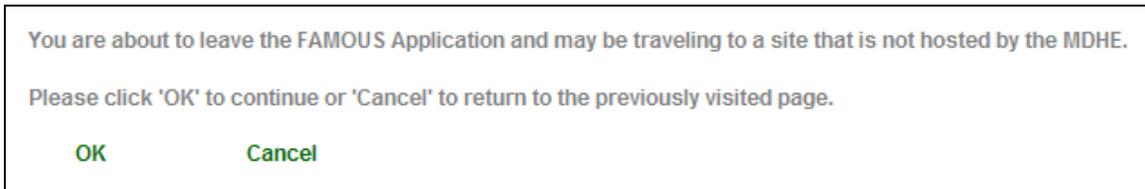


Figure 4.3 Leaving FAMOUS Confirmation

CHAPTER 5: STUDENT INFORMATION

5.1 INTRODUCTION

The **Student Information** group includes links to the **Student Search** and **Estimated Awards & Certification** pages.

The **Student Search** page allows you to search for students by name or Social Security number (SSN). Once you have retrieved a student from the **Student Search** page, you have access to the **Student** page, which includes the student's demographic and FAFSA information, as well as their universal and program eligibility information.

The **Estimated Awards & Certification** page allows you to view estimated awards or certify eligible students for payment by program and semester.

5.2 OVERVIEW

This chapter contains the following sections:

- Student Search
- Student Page
- Estimated Awards & Certification

5.3 STUDENT SEARCH.

5.3.1 Introduction

The **Student Search** page allows you to retrieve the **Student** page for a student when you know all or a portion of the student's name or SSN. As the gateway to the **Student** page, you must use the **Student Search** page for the first student you retrieve in a given session. Once you have retrieved your first student, you can use the **Search SSN:** field on the **Student** page to retrieve additional students' information until you leave the **Student** page. Once you leave the **Student** page, you will need to use the **Student Search** link to access the same or a different student's information on the **Student** page.

5.3.2 Components of the Student Search Page

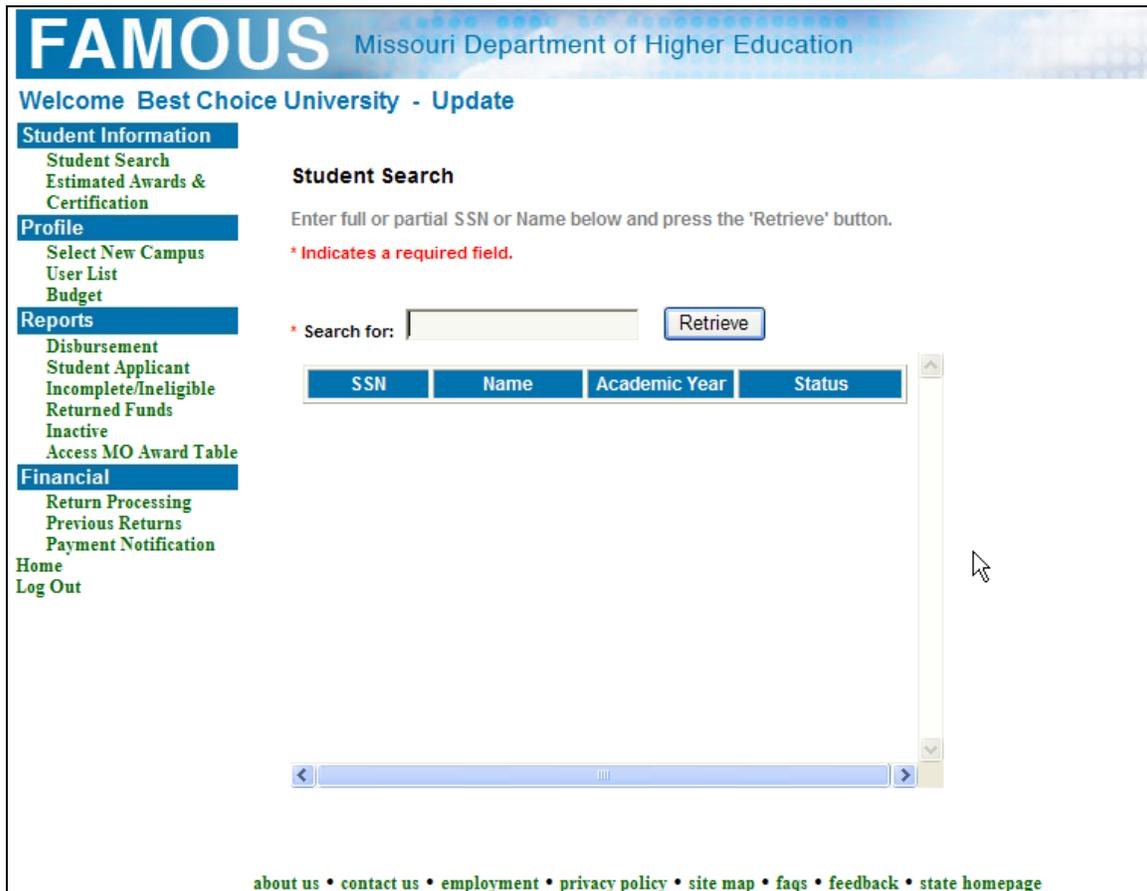


Figure 5.1 Student Search Page

To access the **Student Search** page, click the **Student Search** link under the **Student Information** group. The page contains a field where you can enter a student's last name or SSN. You will also see the following headings:

- SSN
- Name
- Academic Year
- Status

This page also contains a **Retrieve** button that populates the search table with all students that match the search criteria you entered.

5.3.3 Using the Student Search Page

Use the **Student Search** page (see Figure 5.1 above) to access the first student in your current session, when you are not sure of how to spell a student's name, when you have only part of an SSN or name, or when you are not sure of a student's first or last name.

If only one match is found, the student will immediately be retrieved on the **Student** page. If more than one match is found you must click the link on the appropriate student's SSN to access the **Student** page for that student.

NOTE: All matching records will display. A scroll bar will appear if the number of results exceeds the display box.

In the next section you will learn how to use the **Student Search** page to facilitate your searches.

5.3.3.A Search Scenarios

Following are some scenarios that will be helpful when you perform searches. When searching for names, entries do not need to be case sensitive and spaces are not required after a comma. When searching for SSNs, using dashes will result in a message requesting you provide a valid SSN or Name.

A: Enter a full or partial last name. Click the **Search** button. The search will retrieve any names in FAMOUS that have a last name that starts with the characters entered.

Ex: smith could return
Smith
Smithton
Smithausen

B: Enter a full last name, a comma and a full or partial first name. The search will retrieve any names in FAMOUS with the exact last name and the first characters of the first name that were entered.

Ex: smith, h could return:
Smith, Hank
Smith, Henry
Smith, Howard

C: Enter a full last name with a hyphen and spaces. The search will retrieve any matching names in FAMOUS that have a hyphen or space.

NOTE: You must include the hyphen or space in order to retrieve names in this format.

Ex: jackson-smith would return Jackson-Smith, but
jackson smith will not return Jackson-Smith;
von hoffman would return Von Hoffman.

D: Enter a full last name with apostrophes such as O'Brien. The search will retrieve any matching names in FAMOUS that contain an apostrophe.

NOTE: You must include the apostrophe in order to retrieve names in this format.

Ex: o'brien would return O'Brien, but
Obrien will not return O'Brien

E: You may enter an asterisk at the beginning and/or end of the student's name and it will retrieve a larger number of names.

Ex:*son* will return all names in FAMOUS with the characters "son" (Birdsong, Parsons, etc.) as part of the name, and
*son will return all names in FAMOUS that end in "son" (Johnson, Anderson, etc.) as part of the name, and
son* will return all names in FAMOUS that begin in "son" (Sontag, Sonderman, etc.) as part of the name.

F: You may also search for a student's first name by entering an asterisk followed by a comma and the first name. The search will also work without the asterisk.

Ex: *,fred or ,fred will return:
Ackerman II, Frederick
Allen, Fred
Allen, Freddie

G: Enter a full SSN. The search will retrieve the students with that SSN. Generally, there will be only one match and the Student page will automatically display. If you find more than one match, you must contact the MDHE to resolve the duplication.

H. Enter a partial SSN. The search will retrieve students with SSNs beginning with the numbers entered for the search. You cannot search by the last digits of an SSN.

NOTE: Using an asterisk at the beginning of an SSN will return all SSNs that contain the search criteria somewhere in the number. You cannot use asterisks to find SSNs that contain specific numbers in specific positions within the SSN.

Ex: Enter 4998 to retrieve SSNs beginning with:
499-87
499-86

5.3.3.B Search Instructions

Perform the following steps to view student information using a last name or an SSN in FAMOUS.

Search for Student by Name

Step	Action
1.	Click the Student Search link under the Student Information group in the navigation bar on the left-hand side of the page. (See Figure 5.1 above.)
2.	Enter the last name of a student or one of the search scenarios listed in section 5.3.3.A Search Scenarios above in the search box and click the Retrieve button.
3.	There will be one of the following results: <ul style="list-style-type: none">• If there is only one match, the Student Details page will display with the student's information populated.• If there is more than one match, all of the students meeting the criteria you entered will display. Click on the SSN link of the appropriate student. The Student Details page will display with the student's information populated.• If there is no match, you will receive a message in red text at the top of the page that indicates: "There were no matches to the criteria that you entered."• If you entered invalid search criteria, such as a combination of letters and numbers, an underscore in the search criteria, or an SSN containing dashes, you will receive a message in red text at the top of the page that indicates: "Please provide a valid SSN or Name."

Search by Whole or Partial Social Security Number

Step	Action
1.	Click the Student Search link under the Student Information group in the navigation bar on the left-hand side of the page. (See Figure 5.1 above.)
2.	Enter a full or partial SSN in the search box and click the Retrieve button.
3.	There will be one of the following results: <ul style="list-style-type: none">• If there is only one match, the Student Details page will display with the student's information populated.• If there is more than one match, all of the students meeting the criteria you entered will display. Click on the SSN link of the appropriate student. The Student Details page will display with the student's information populated.• If there is no match, you will receive a message in red text at the top of the page that indicates: "There were no matches to the criteria that you entered."• If you entered invalid search criteria, such as a combination of letters and numbers, an underscore in the search criteria, or an SSN containing dashes, you will receive a message in red text at the top of the page that indicates: "Please provide a valid SSN or Name."

5.3.3.C Sorting Your Search Results

The results of your search are sorted alphabetically by last name by default. When you click any of the table headers, FAMOUS will sort the data in the table in ascending order by the values in the selected column. For example, if you click the **Academic Year** column, FAMOUS will sort the data chronologically according to the last academic year for which information is available for the student.

Student Search

Enter full or partial SSN or Name below and press the 'Retrieve' button.

* Indicates a required field.

* Search for:

SSN	Name	Academic Year	Status
000004296	TEST4296 , KEITH J	1992-1993	Active
000009425	TEST9424 , NICHOLAS S	1994-1995	Active
000007450	TEST7450 , TRACY A	1995-1996	Active
000010282	TEST10282, JAMES C	1996-1997	Active
000002037	TEST2037 , DENISE M	1996-1997	Active
000002858	TEST2858 , THERESA A	1996-1997	Active
000006394	TEST6394 , LISA K	1996-1997	Active
000008914	TEST8914 , LISA A	1996-1997	Active
000007552	TEST7552 , PAUL M	1998-1999	Active
000002864	TEST2864 , CAROL V	2005-2006	Active
000000000	TEST0000 , TIM S	2005-2006	Active

Figure 5.2 Search for Students Page – Oldest Data First

Conversely, when you click a table header again FAMOUS will sort in descending order.

Student Search

Enter full or partial SSN or Name below and press the 'Retrieve' button.

* Indicates a required field.

* Search for:

SSN	Name	Academic Year	Status
000003556	TEST3556 , ANGELA C	2009-2010	Active
000002480	TEST2480, TINA M	2008-2009	Active
000005617	TEST5617 , SANDRA M	2008-2009	Active
000002864	TEST2864 , CAROL V	2005-2006	Active
489865869	TESTERMAN, TIM S	2005-2006	Active
000007552	TEST7552 , PAUL M	1998-1999	Active
000010282	TEST10282, JAMES C	1996-1997	Active
000002037	TEST2037 , DENISE M	1996-1997	Active
000002858	TEST2858 , THERESA A	1996-1997	Active
000006394	TEST6394 , LISA K	1996-1997	Active

Figure 5.3 Search for Students Page – Most Recent Data First

5.4 STUDENT PAGE

5.4.1 Introduction

On the **Student** page you can view the student's general information and eligibility status for various financial assistance programs, and update student information. In addition, you can access awards/disbursements information, disbursement history information, activities related to students' records, and letters that have been sent to students.

5.4.2 Components of the Student Page

The screenshot displays the FAMOUS Student Page interface. On the left is a vertical navigation menu with categories: Student Information (Student Search, Estimated Awards & Certification), Profile (Select New Campus, User List, Budget), Reports (Disbursement, Student Applicant, Incomplete/Ineligible, Returned Funds, Inactive, Access MO Award Table), and Financial (Return Processing, Previous Returns, Payment Notification). Below the menu are links for Home and Log Out. The main content area features a search bar for SSN with a 'Retrieve' button. A red asterisk indicates required fields. The 'Student Demographics' section contains fields for SSN (000002480), DOB (07/10/1965), First Name (TINA), MI (M), Last Name (TEST2480), Address (123 MAIN STREET), City (ANYWHERE), State (MO), Zip Code (66666), Gender (Female selected), Status (Active selected), Email (WHATEVER@YAHOO.COM), and Phone (573-555-5555). 'Save' and 'Reset' buttons are present. Below this is the 'Academic Year' dropdown (2008-2009) and the 'FAFSA Details' section showing Received Date (07/07/2008), Processed Date (07/08/2008), and Transaction Number (1). The 'Student Details' section has tabs for Eligibility Criteria, Awards/Disbursements, Disbursement History, Student Activity, and Letters. Under 'Access MO', there are sub-tabs for Universal, Access MO, Bright Flight, and Ross. Fields include Prior Degree (No Prior Degree), College Grade Level (2nd year/sophomore), Parent Residency (No selected), Student Residency (Yes selected), ACT Test Date, and SAT Test Date.

Figure 5.4 Student Page

The **Student Demographics** section of this page contains student details, such as name, address, and SSN. This information will always be displayed as you navigate through the tabs in the **Student Details** section at the bottom of the page.

In the **FAFSA Details** section, FAMOUS automatically populates the **Received Date**, **Processed Date**, and the **Transaction Number** fields from the FAFSA information that

the MDHE has received. The **Received Date** is the date the MDHE uses to determine if the US Department of Education received the student's FAFSA before the April 1 deadline for the Access Missouri program or the August 1 deadline for the Ross Barnett program. The Processed Date and Transaction Number pertain to the most recent FAFSA transaction the MDHE has received from the US Department of Education.

The **Student Details** section of the page displays information pertaining to the student's program eligibility and awards/disbursements for the selected academic year, as well as the student's disbursement history. It also displays activities pertaining to the student's record within FAMOUS, and letters sent to the student. You can access this information by clicking one of the following tabs at the bottom of the page. The selected tabs turn from blue to white and the page defaults to the **Universal Eligibility** information under the **Eligibility Criteria** tab. The unselected tabs are blue.

- **Eligibility Criteria:** This tab shows a student's requirements for universal eligibility and eligibility for a selected program.
- **Awards/Disbursements:** This tab shows current year payment and return information for the selected student for the selected program.
- **Disbursement History:** This tab shows the program, institution, academic year and semester associated with each payment the student has received. It does **not** include the payment amount or information for any payments that were returned in full.
- **Student Activity:** This tab shows activities associated with the student's record.
- **Letters:** This tab shows the names of the letters that have been sent to the student, as well as their approximate mailing dates.

You can change much of the student information on this page by typing in your changes, selecting new values from a drop-down menu, or clicking a radio button.

Editable fields allow you to type updates to student information. You can type directly in the following fields:

- Search SSN
- First Name
- MI
- Last Name
(including suffix such as Jr.)
- DOB (date of birth must be in mm/dd/yyyy format)
- Address
- City
- Zip Code
- Phone
- Ext
- Email

Use drop-down menus to select the following:

- State
- Academic Year

Use radio buttons to select the following:

- Gender
- Status (Active or Inactive)

The following FAFSA Details fields are read-only:

- Received Date
- Processed Date
- Transaction Number

The following buttons appear on this page:

- **Retrieve.** This button applies to the **Search SSN** field.
- **Save.** There are two **Save** buttons: One saves changes in the **Student Demographics** section and the other saves changes made on the **Universal** tab under the **Eligibility Criteria** tab in the **Student Details** section.
- **Reset.** This button applies to the entire page, even though it is located in the Student Demographics section.
- **Certify Fall and Certify Spring.** These buttons apply to the the **Ross** tab under the **Eligibility Criteria** tab.
- **Create Return.** This button applies to all of the program tabs under the **Awards/Disbursements** tab.
- **Add.** This button applies to the **Student Activity** page.

NOTE: It is very important to remember that all fields on the student page except for status (active/inactive) are system-wide, not specific to your institution, and any changes you make will be a part of that student's record for the other institutions on the student's record and the MDHE to view.

5.4.3 Search for a Student by Social Security Number

Once you have accessed the **Student** page using the **Student Search**, if you know a student's complete SSN, you can search for that student directly on the **Student** page. However, if you leave the **Student** page you will need to go through the **Student Search** page to return to the **Student** page.

Perform the following steps to view student information using a specific SSN on the **Student** page in FAMOUS.

Step	Action
1.	Enter an SSN in the Search SSN box located at the top of the page.
2.	<p>Click the Retrieve button next to the Search SSN box or press ENTER. FAMOUS populates the fields with the student's information. See Section 5.4.5 Accessing Academic Year Information for information regarding the academic years that are available for the student.</p> <p>NOTE 1: You can only use the Search SSN field while you are viewing the Student page. Once you have left the Student page you must use the Student Search page to retrieve a student and return to the Student page.</p> <p>NOTE 2: If there are no matches to the SSN you entered, you will receive an error message in red text at the top of the page that indicates "There were no matches to the criteria that you entered."</p>

5.4.4 Update Student Demographics

**Indicates a required field*

Search SSN:

Student Demographics

SSN: 000002480 DOB: 07/10/1965 (MM/DD/YYYY)

* First Name: MI: * Last Name:

* Address: * City: State:

* Zip Code: Gender: Male Female Status: Active Inactive

Email: Phone: Ext:

Figure 5.5 Student Demographic Information on the Student Tab

You can change all of the information in the Student Demographics section of the Student page except the student's SSN. To change the SSN you must contact the MDHE. Additional information about changing a student's status from active to inactive can be found in Section 5.4.4.A. below.

Perform the following steps to update **Student Demographics** in FAMOUS.

Step	Action
1.	<p>Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page.</p> <p>Note: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.</p>
2.	<p>Make the necessary changes to the appropriate fields in the Student Demographics section of the page.</p>
3.	<p>Click the Save button. FAMOUS checks to see if another user has updated the information for this record since you have retrieved it.</p> <p>NOTE 1: You can click the Reset button to discard your changes and reset the data to its previous state. All changes made since the last time you clicked Save will be discarded.</p> <p>NOTE 2: You will receive a message in red text at the top of the page if you have left a required field blank or entered a date or number in an incorrect format. The message may specify the error or may only indicate "Invalid Input."</p>
4.	<p>If the record has NOT been updated by someone else since you retrieved the student's information, FAMOUS saves your changes and logs activities for the changes that were made.</p>
5.	<p>If the record HAS been updated by someone else since you retrieved the student's information, you will receive a message indicating information has changed since you retrieved the data. (See Figure 5.7 below). See Section 5.4.4.B Conflict When Saving a Student Record below for instructions.</p>

5.4.4.A Changing a Student's Status

A student's status can be either **Active** or **Inactive**. By default, a student's status is Active. You can make a student inactive if you are sure he or she will not be attending your school. If you choose to make a student inactive, you will not be allowed to save changes to that student's information, and that student will not appear on the **Estimated Awards/Certification** page or in reports. You can change a student's status from active to inactive until the student has been paid. Once a student has been paid, the status must remain active. You can change a student's status from inactive to active at any time.

Perform the following steps to change a student's status in FAMOUS.

Step	Action
1.	<p>Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page.</p> <p>NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.</p>
2.	<p>Use the radio buttons in the Status field to change a student's status.</p> <p>Click the Active radio button to make a student active.</p> <p>Click the Inactive radio button to make a student inactive.</p> <p>(See Figure 5.6 below.)</p> <p>NOTE 1: All students are Active by default.</p> <p>NOTE 2: It is not necessary to click the Save button when making a student inactive. That change will automatically save and the student will continue to be inactive the next time you log in. The student will remain inactive until you change the status to active.</p> <p>NOTE 3: You can click the Reset button to discard your changes and reset the data to its previous state. All changes made since the last time you clicked Save will be discarded.</p>

DOB: (MM/DD/YYYY)

* Last Name:

State: ▼

Status: Active Inactive

Figure 5.6 Student Status Radio Buttons

5.4.4.B Conflict When Saving a Student Record

Although it rarely happens, it is possible that someone else is updating a student's record at the same time you are. If another user has made and saved changes to the record you are working in, you will receive the following message when you try to save:

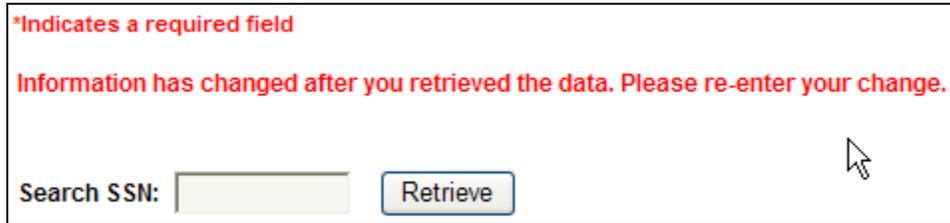


Figure 5.7 Information Has Changed Message

The change made by the other user will appear on the page. If it is the same change you were trying to make you do not need to do anything else. If you were trying to change another field, you must re-enter and re-save the change.

Perform the following steps to resolve a conflict when saving changes to a student record in FAMOUS.

Step	Action
1.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.
2.	Change editable information in the fields on the Student page.
3.	Click the Save button. FAMOUS checks to see if another user has updated the information for this record since you retrieved it. If it has been updated, a message displays indicating information has been changed. (See Figure 5.7 above.) NOTE: The message only indicates that there has been a change. It does not identify the specific field that was changed.
4.	Re-enter your information, if necessary.
5.	Click the Save button. FAMOUS saves the information and logs activities for the changes that were made.

5.4.5 Access Academic Year Information

The information that populates in FAMOUS by default depends on how many years of data are available for the student:

- A student record with information for the current academic year, which runs from July 1 to June 30, will default to that academic year.
- A student record that does not have information for the current academic year will default to the most recent academic year for which data is available for that student.

However, if you need to view the student's information from either a previous or upcoming year you may select it from the **Academic Year** drop-down menu. Upcoming year information will be available after January 1 once the next academic year is created in FAMOUS.

The screenshot shows a web interface with a form. At the top, there is a label "Academic Year:" followed by a drop-down menu currently displaying "2008-2009". Below this is a section titled "FAFSA Details" which contains three fields: "Received Date: 07/07/2008", "Processed Date: 07/08/2008", and "Transaction Number: 1".

Figure 5.8 Academic Year Drop-Down

Data in the informational fields may change if you access prior years.

In the FAFSA Details section of the page, data in the **Received Date**, **Processed Date**, and **Transaction Number** fields will change based on the academic year selected.

This information displays in the middle of the page regardless of the tab that is selected at the bottom of the page.

On the **Eligibility Criteria** pages, the data will be specific to the academic year selected. For the Charles Gallagher and Missouri College Guarantee programs, the 2007-2008 academic year is the last year for which data is available. For the Access Missouri program, the 2007-2008 academic year is the first year for which data is available.

On the **Awards/Disbursements** page, data in the informational fields is also specific to the academic year and program selected.

Information on the **Disbursement History** and **Student Activity** pages will not change based on the year selected because they are history pages that show data from all years.

Student name, address, gender, SSN, e-mail address, and phone number fields will remain the same (most current information) since the history for these fields will be stored on the **Student Activity** tab and student information is not stored by year. These fields may automatically update based on receipt of a FAFSA or assessment record.

Perform the following steps to display data for a different academic year in FAMOUS.

Step	Action
1.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.
2.	Click the Academic Year drop-down menu between the Student Demographics and FAFSA Details sections of the page to see all of the academic years that are accessible. (See Figure 5.8 above.) The accessible academic years are displayed in descending chronological order, with the most recent on top.
3.	Select a year by clicking it. FAMOUS will populate fields with information relative to that year. NOTE: If the information is from a prior year, the Save button in the Student Details section is disabled. Also, the Access Missouri tab will not appear for years prior to 2007-2008. The Gallagher and Guarantee tabs will not appear for years after 2007-2008.

NOTE: Prior year is determined by the time of year when you are accessing FAMOUS. For example, you may update information in both the 2008-2009 and the 2009-2010 academic years between the time the 2009-2010 year was created (January 2009) and June 30, 2009. In this instance 2007-2008 is the prior year, 2008-2009 is the current year and 2009-2010 is the upcoming year. On July 1, 2009, 2008-2009 becomes the prior year and 2009-2010 becomes the current year. You may continue updating 2009-2010 information through June 30, 2010.

5.4.6 Eligibility Criteria Tab

The **Universal** tab under the **Eligibility Criteria** tab is displayed at the bottom of the page when you first retrieve a student. The information under the **Eligibility Criteria** tab shows you which universal eligibility requirements and which individual program requirements the selected student has met. It also shows you the student's universal eligibility status and his or her status for each program.

The tabs available under the **Eligibility Criteria** tab will vary depending on the selected academic year. They are as follows:

- Universal (required for all programs)
- Access Missouri (2007/2008 forward)
- Bright Flight
- Ross Barnett
- Charles Gallagher (up to and including 2007/2008)
- College Guarantee (up to and including 2007/2008)

5.4.6.A Universal Eligibility Requirements

Student Details

Eligibility Criteria | Awards/Disbursements | Disbursement History | Student Activity | Letters

Universal | Access MO | Bright Flight | Ross

Prior Degree: No Prior Degree

College Grade Level: 1st year, attended college before

Parent Residency: Yes No

ACT Test Date:

Student Residency: Yes No

SAT Test Date:

US Citizen/Permanent Resident: Yes No

Eligibility Status: Eligible

Living Code: Off Campus

Save

Figure 5.9 Universal Eligibility Requirements

Students are eligible to receive Missouri state-funded awards if they meet certain criteria. Specific eligibility rules apply to each program, but there are some general criteria that apply to all. The general criteria are referred to as Universal Eligibility criteria. If the student's universal eligibility status is Incomplete or Ineligible, the reason for the status will display below the **Eligibility Status** field.

There are four possible universal eligibility statuses:

- **Incomplete:** This means the MDHE has not received enough data to determine Missouri residency, US citizenship, college grade level, or prior degree. A student will also have an incomplete status for universal eligibility if there is no PSI associated with the student's record.
- **Ineligible:** This means a student is not a Missouri resident or a US citizen, has a college grade level of 6 or above, or has a prior degree of Bachelor or higher.
- **Eligible:** This means the MDHE has received enough data to determine that the student is a Missouri resident, a US citizen, has a college grade level less than 6, has no prior degree of Bachelor or higher, and has a PSI associated with the student's record.
- **Eligible with Assumptions:** This means that one (or more) of the pertinent fields noted above was not completed, but the MDHE could utilize other data fields to make a positive assumption to complete the missing data.

The following fields appear under this tab:

- Prior Degree, if any
- College Grade Level
- Parent Residency
- Student Residency
- US Citizenship/Permanent Resident
- Living Code
- ACT Test Date
- SAT Test Date
- Eligibility Status

These fields will reflect the data the MDHE has received from the FAFSA, and the ACT and/or SAT assessment tests. The drop-down and radio button fields are editable, but it is important to remember that changes made to any of these fields will be system-wide and will impact the student's universal eligibility at all of the PSI's on the student's record.

Perform the following steps to view/change universal eligibility requirements in FAMOUS.

Step	Action						
1.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.						
2.	Click the Eligibility Criteria tab at the bottom of the page. NOTE: FAMOUS defaults to the Eligibility Criteria tab. Selected tabs will be white with gray lettering instead of blue with white lettering.						
3.	Select the Universal tab from the row of program tabs under the Eligibility Criteria tab. (See Figure 5.9 above.)						
4.	Click the following to make any necessary changes: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Prior Degree</td> <td>To select the student's prior degree or indicate the student has no prior degree.</td> </tr> <tr> <td>College Grade Level</td> <td>To select the student's year of enrollment</td> </tr> <tr> <td>Yes or No radio buttons</td> <td>To indicate parent residency, student residency, and US citizenship.</td> </tr> </table>	Prior Degree	To select the student's prior degree or indicate the student has no prior degree.	College Grade Level	To select the student's year of enrollment	Yes or No radio buttons	To indicate parent residency, student residency, and US citizenship.
Prior Degree	To select the student's prior degree or indicate the student has no prior degree.						
College Grade Level	To select the student's year of enrollment						
Yes or No radio buttons	To indicate parent residency, student residency, and US citizenship.						
5.	Click the Save button at the bottom of the eligibility section. FAMOUS checks to see if another user has updated the information for this record since you have retrieved it. NOTE: You can click the Reset button in the Student Demographics section to discard your changes and reset the data to its previous state. All changes made since the last time you clicked the Save button will be discarded.						

Step	Action
6.	If the record has NOT been updated by someone else since you retrieved the student's information, FAMOUS saves your changes and logs activities for the changes that were made. The message "Universal Eligibility update successful" will display in red text at the top of the page.
7.	If the record HAS been updated by someone else since you retrieved the student's information, you will receive a message indicating information has changed since you retrieved the data. (See Figure 5.7 above). See Section 5.4.4.B Conflict When Saving a Student Record above for instructions.

5.4.6.B Program Eligibility and Award Information

In addition to universal eligibility requirements, the **Eligibility Criteria** tab also has eligibility and award information for individual programs. See Figures 5.11 – 5.13 below for examples of the **Eligibility Criteria** information for each program.

Perform the following steps to view program eligibility requirements in FAMOUS.

Step	Action
1.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.
2.	Click the Eligibility Criteria tab at the bottom of the page. NOTE: FAMOUS defaults to the Eligibility Criteria tab. Selected tabs will be white with gray lettering instead of blue with white lettering.
3.	To view program eligibility and award information for a specific program, click that program's tab in the row of program tabs under the Eligibility Criteria tab. NOTE: The reason for an Incomplete or Ineligible status will display below the Eligibility Status: field. (See Figure 5.10 below.)
4.	To see information for a different academic year, use the Academic Year drop-down in the middle of the Student page. (See Figure 5.8 above.)
5.	View the information. Fields under all program tabs are read only except for the following: The Credit Hours and Credit Hour Rate fields on the Ross tab are also editable at certain times. (See Figure 5.13 and Section 5.4.7 Certifying Students for Ross Barnett Awards below.)

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Universal Access MO Bright Flight Ross

Renewal: N
 Annual Award: \$0.00
 Eligibility Status: **Incomplete**

ACT and SAT scores are null or blank
 High school grade level is null or blank
 HS Grad Year Null or Blank

Figure 5.10 Status Details Example

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Universal Access MO Bright Flight Ross

Max Annual Award: \$1,000.00 EFC: \$15,303.00
 Min Annual Award: \$300.00 Est. Pell: \$0.00
 EFC Cutoff: \$14,000.00 EFC Range: None
 Renewal: N
 Eligibility Status: **Unfunded** Annual Award: \$0.00

Figure 5.11 Access Missouri Eligibility

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Universal Access MO Bright Flight Ross

Renewal: Y
 Annual Award: \$2,000.00
 Eligibility Status: Eligible

Figure 5.12 Bright Flight Eligibility

Student Details				
Eligibility Criteria	Awards/Disbursements	Disbursement History	Student Activity	Letters
Universal	Access MO	Bright Flight	Ross	
Credit Hours:	6	Credit Hours:	0	
Credit Hour Rate:	366.00	Credit Hour Rate:	0.00	
Semester Award:	\$1,473.60	Semester Award:	\$0.00	
Max. Semester Award:	\$1,473.60	Max. Semester Award:	\$0.00	
Certification Date:	09/03/2008	Certification Date:		
Entering data into the above fields constitutes that the student has demonstrated financial need and employment verification has been performed.				
Eligibility Status Fall: Eligible		Eligibility Status Spring: Ineligible		
Renewal: N				
<input type="button" value="Certify Fall"/>		<input type="button" value="Certify Spring"/>		

Figure 5.13 Ross Barnett Eligibility

5.4.7 Certifying Students for Ross Barnett Awards

Marguerite Ross Barnett certification occurs on each individual student's record after the MDHE designates an earliest certification date for both the fall and spring semesters of each academic year. The MDHE will send an e-distribution message to schools indicating the certification schedule, including the earliest certification date, for each semester.

Certification Reminders

- Before certifying a student, you must ensure the student has a FAFSA on file by the August 1 application deadline.
- Before certifying a student, you must have performed employment verification. You may but are not required to use the Employment Verification form available on the MDHE's website at http://www.dhe.mo.gov/files/MRBM_Employment.pdf. There is also an optional generic application available at <http://www.dhe.mo.gov/files/margueriterossapp.pdf>.
- Before certifying a student you must determine if a student has Universal Eligibility and has a date of birth entered in FAMOUS that meets the 18 year old minimum age requirement. This must be done **before** the MDHE determines the final need cutoff for need-based programs, sets spending authority for all programs, and the certification process is in production. Eligibility cannot be recalculated after spending authority is set.

- The Ross Barnett eligibility status for all students is Ineligible until a school has certified them for that program. The status is Ineligible because FAMOUS views all students as full-time, and thus ineligible for Ross Barnett, until they have been certified for Ross Barnett. Once a student has been certified for Ross Barnett they become Ineligible for all full-time programs. If a student receives Ross Barnett in the fall semester but becomes eligible for a full-time program in the spring semester, contact the MDHE.
- You must certify students who are enrolled in 6, 7 or 8 credit hours based on 6 credit hours. You must certify students who are enrolled in 9, 10 or 11 credit hours based on 9 credit hours. Therefore, in the **Credit Hours** field, **select 6** for students enrolled in 6 – 8 credit hours and **select 9** for students enrolled in 9 – 11 credit hours.
- FAMOUS will multiply the credit hour rate that you enter in the **Credit Hour Rate** field by the number of credit hours selected in the **Credit Hours** field. FAMOUS will also multiply the number of credit hours selected in the **Credit Hours** field by the credit hour rate of the University of Missouri-Columbia to determine the maximum semester award and will populate the result in the **Max. Semester Award** field. FAMOUS compares the two results and displays the lesser of the two in the **Semester Award** field. The amount in the **Semester Award** field is the student's actual semester award.
- Renewal Students have priority over non-renewal students. The MDHE will set a timeframe in which only renewal students should be certified.
- Certify as soon as possible after spending authority is set. Students will be paid in the order they are certified.
- Once you have certified a student you cannot increase the requested amount. The MDHE recommends waiting until you have accurate credit hour/tuition information before certifying.

Certification Messages

Messages relating to Marguerite Ross Barnett certification will appear in red text at the top of the page and may include:

- “Certification was successful.” This message appears if the certification was submitted to the MDHE without error.
- “Fall credit hours are required.” This message appears if the **Credit Hours** field displays a zero when you click the **Certify Fall** button.
- “Spring credit hours are required.” This message appears if the **Credit Hours** field displays a zero when you click the **Certify Spring** button.
- “Fall credit hour rate is required.” This message appears if the **Credit Hour Rate** field displays \$0.00 when you click the **Certify Fall** button.

- “Spring credit hour rate is required.” This message appears if the **Credit Hour Rate** field displays \$0.00 when you click the **Certify Spring** button.

Perform the following steps to certify Marguerite Ross Barnett students in FAMOUS.

Step	Action
1.	Determine Universal Eligibility and ensure the student has a qualifying date of birth and application received date in FAMOUS.
2.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.
3.	Click the Eligibility Criteria tab at the bottom of the page.
4.	Select the Ross tab in the row of programs under the Eligibility Criteria tab.
5.	In the Credit Hours field, select the student’s credit hours. The value must be 6 for students enrolled in 6, 7, or 8 credit hours or 9 for students enrolled in 9, 10, or 11 credit hours. (See Figure 5.13 above.)
6.	In the Credit Hour Rate field, enter the institution’s credit hour rate for the year. When you tab off of the field, you will receive a message confirming the amount you entered. (See Figure 5.14 below.)
7.	Click the Certify Fall button to certify a student for the fall semester or click the Certify Spring button to certify a student for the spring semester. FAMOUS checks to see if another user has updated the information for this record since you have retrieved it. NOTE: You can click the Reset button in the Student Demographics section to discard your changes and reset the data to its previous state. All changes made since the last time you clicked the Save button will be discarded.
8.	If the record has NOT been updated by someone else since you retrieved the student’s information, FAMOUS saves your changes and logs activities for the changes that were made. NOTE: Clicking on the Certify button for the appropriate semester certifies the student for payment and transmits the payment request to the MDHE for processing.
9.	If the record HAS been updated by someone else since you retrieved the student’s information, you will receive a message indicating information has changed since you retrieved the data. (See Figure 5.7 above). See Section 5.4.4.B Conflict When Saving a Student Record above for instructions.

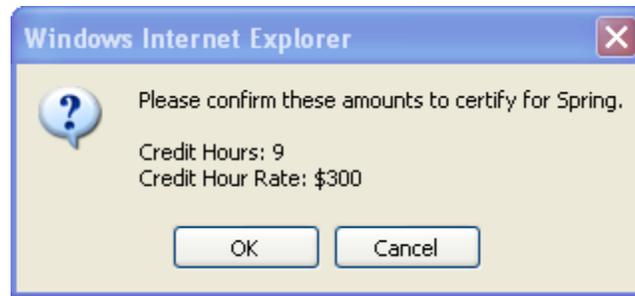


Figure 5.14 Ross Certification Confirmation Message

FAMOUS will calculate the semester award amount and indicate the certification date. The semester award is the least of:

- Student's tuition based on 6 or 9 credit hours
- Tuition of a part-time student in the same class level and the same number of credit hours at University of Missouri-Columbia

5.4.8 Awards/Disbursements Tab

Click the **Awards/Disbursements** tab on the right-hand side of the **Eligibility Criteria** tab located at the bottom of the **Student** page.

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Advantage Access MO Bright Flight Ross

Annual Award: \$1,000.00

Status	Sem.	Req. Pay Date	Warrant Date	Actual Pay Date	Pay. Amt.	Returns	Net	Fund Source	Pending Returns
Paid	Fall	09/19/2008	09/16/2008	09/19/2008	\$500.00	\$ 0.00	\$500.00	Access Missouri - State GR	\$0.00
Paid	Spring	02/13/2009	02/10/2009	02/17/2009	\$500.00	\$ 0.00	\$500.00	Access Missouri - State GR	\$0.00
Totals:					\$1,000.00	\$0.00	\$1,000.00		\$0.00

Create Return

Figure 5.15 Awards/Disbursements Tab

Once certification is complete, disbursement information appears on each individual student’s record under the **Awards/Disbursements** tab. In the row under the Awards/Disbursements tab are tabs for the student financial assistance programs available for the selected academic year.

The following fields also appear under this tab. All fields are read-only except **Returns**.

- Annual Award
- Status
- Sem.
- Req. Pay Date
- Warrant Date
- Actual Pay Date
- Pay. Amt.
- Returns
- Net
- Fund Source
- Pending Returns
- Totals

The following button appears under this tab.

- Create Return

5.4.8.A Disbursement Status

The disbursement statuses are:

- **Requested:** School has certified a student's eligibility/requested disbursement of funds.
- **Submitted:** MDHE has submitted the disbursement to the Office of Administration (OA) for processing (3-5 business day process).
- **Paid:** OA has successfully processed the disbursement to be sent to the school.
- **Rejected:** OA cannot pay the disbursement at that time.
- **Pending Funding:** MDHE is waiting for additional funds to be available before submitting the disbursement to OA.

5.4.8.B Payment Process

The date in the **Requested Pay Date** field for all disbursements is three business days after the certification date. This is a tentative date only. The actual disbursement date may vary depending on the processing schedule.

The **Warrant Date** populates when the nightly process runs to submit the warrant to OA.

The **Actual Pay Date** populates with the disbursement date from OA.

- The **Payment Amount** is the amount you requested for the student and the amount the student was paid.
- The **Returns** column is where you enter a return amount to initiate the return process. After you enter the return amount and click the **Create Return** button, the field will display \$0.00 and will be uneditable until the return is complete. Once the return is complete this field contains the amount of the return. (See Chapter 8 for more information on return processing.)
- The **Net** amount is the total amount the student has received, including any returned funds. The net amount only includes completed returns. It does not include pending returns.

- The **Fund Source** column only appears for the Access Missouri and Charles Gallagher programs and indicates whether the funds are state, federal, or Purdy. Possible fund sources include:
 - **State GR:** This fund source is derived from general revenue.
 - **State LEAP:** This fund source is used as a match for the federal Leveraging Educational Assistance Partnership (LEAP) program
 - **State SLEAP:** This fund source is used as a match for the federal Special Leveraging Educational Assistance Partnership (SLEAP) program.
 - **LEAP:** This fund source is derived from the federal LEAP program grant.
 - **SLEAP:** This fund source is derived from the federal SLEAP program grant.
 - **Purdy:** This fund source is derived from the Purdy Scholarship in partnership with the Missouri Higher Education Loan Authority (MOHELA).

- The **Pending Returns** amount is the amount of a return that is in process but has not yet been completed. The pending return amount will populate when you create the return and the field will return to blank once the return is complete. (See Chapter 8 for more information on return processing.)

5.4.8.C Viewing Awards/Disbursements

Perform the following steps to view disbursement information in FAMOUS.

Step	Action
1.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.
2.	Click the Awards/Disbursements tab on the right-hand side of the Eligibility Criteria tab at the bottom of the page.
3.	Select the tab for the desired program in the row of programs under the Awards/Disbursements tab. (See Figure 5.15 above.)
4.	View the information.

5.4.9 Disbursement History Tab

Click the **Disbursement History** tab on the right-hand side of the **Awards/Disbursement** tab located at the bottom of the **Student** page.

The screenshot shows a web interface titled "Student Details" with several tabs: "Eligibility Criteria", "Awards/Disbursements", "Disbursement History", "Student Activity", and "Letters". The "Disbursement History" tab is selected and displays a table with the following data:

Program	Institution	Academic Year	Semester
Access Missouri Program	Best Choice University	2008-2009	Fall
Access Missouri Program	Best Choice University	2008-2009	Spring
Access Missouri Program	University of Missouri-Columbia	2007-2008	Fall
Access Missouri Program	University of Missouri-Columbia	2007-2008	Spring

Figure 5.16 Disbursement History Tab

The **Disbursement History tab** provides high-level information about all awards that the selected student received, including awards received while attending other schools. This information may be useful when processing students who transfer in mid-year.

The following fields appear under this tab. All fields are read-only.

- Program
- Institution
- Academic Year
- Semester

Perform the following steps to view disbursement history information in FAMOUS.

Step	Action
1.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.
2.	Click the Disbursement History tab on the right-hand side of the Awards/Disbursements tab at the bottom of the page. (See Figure 5.16 above.)
3.	View the information.

5.4.10 Student Activity Tab

Click the **Student Activity** tab on the right-hand side of the **Disbursement History** tab located at the bottom of the **Student** page.

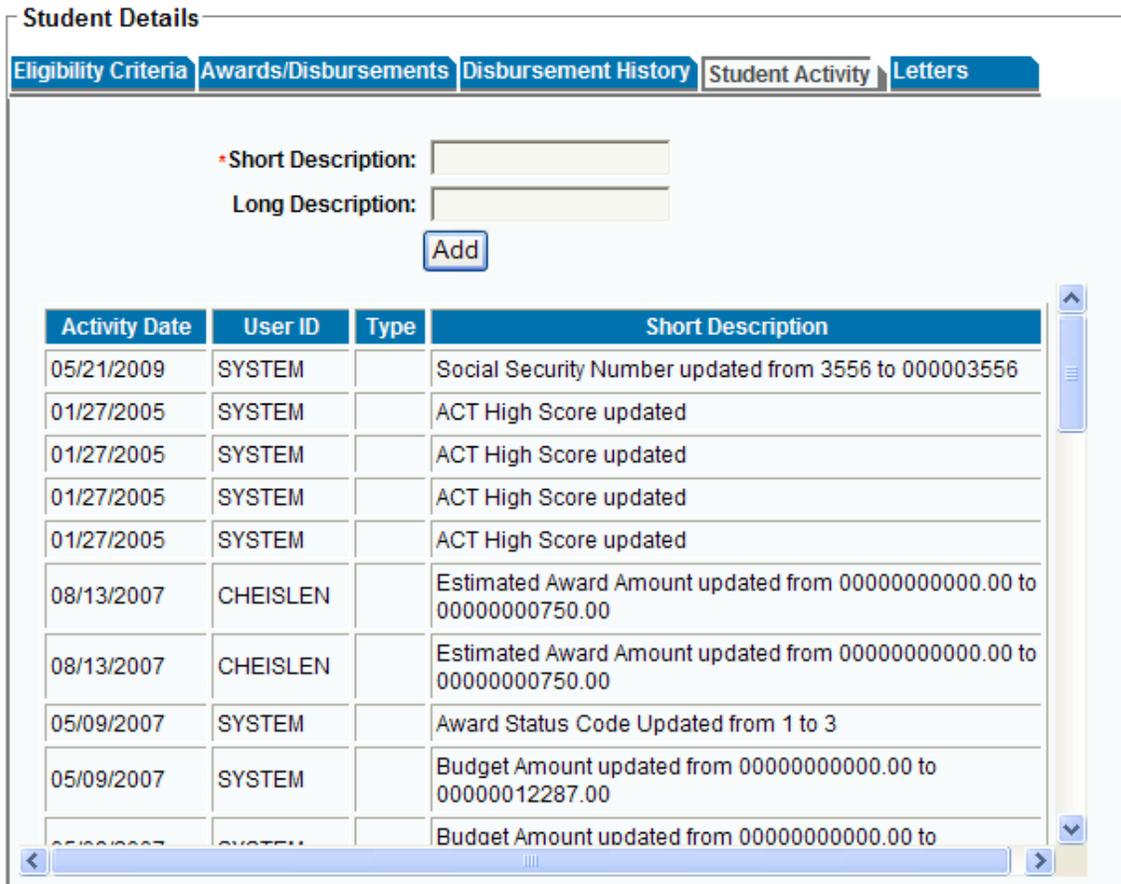


Figure 5.17 Student Activity Tab

The **Student Activity** tab has a dual purpose. It will record any system activity that takes place on the student's record. This will be done automatically when the student's record changes. A user can also manually document an activity with the **Add** function.

The following fields appear under this tab and are read only:

- Activity Date
- User ID
- Type
- Short Description

NOTE: The **User ID** field will display the user ID of the user who entered the message into the **Short Description** field. When a message is system generated, the User ID will be **SYSTEM**.

The following button appears under this tab:

- Add

Perform the following steps to view a history of all activities or add activities in FAMOUS.

View All Activities

Step	Action
1.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.
2.	Click the Student Activity tab found on the right-hand side of the Disbursement History tab on the bottom of the page. FAMOUS populates the activity table with all activity records that are associated with the selected student. (See Figure 5.17 above.)
3.	View the information. Hold the cursor over the Short Description text to view the long description.
4.	To sort the data on a column, click that column heading. The table is sorted in descending order by Activity Date (newest activity first) by default. NOTE: As the page refreshes, the top of the Student page will display. You must scroll down and re-select the Student Activity tab to view the re-sorted information.

Add an Activity

Step	Action
1.	<p>Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page.</p> <p>NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.</p>
2.	<p>Click the Student Activity tab found on the right-hand side of the Disbursement History tab on the bottom of the page. FAMOUS populates the activity table with all activity records that are associated with the selected student. (See Figure 5.17 above.)</p>
3.	<p>Enter a short description into the Short Description text field and a long description (if desired) into the Long Description text field.</p>
4.	<p>Click the Add button. You will receive a message in red text at the top of the page that indicates "Activity added successfully."</p> <p>NOTE 1: The activity will not be saved until you click the Add button. If you enter a description but do not want to save it do not click the Add button. Your changes will be lost when you go to another page. Alternatively, you can highlight the description and delete it.</p> <p>NOTE 2: If you click the Add button without entering a short description, you will receive a message in red text at the top of the page that indicates: "Short Description is a required field."</p>

5.4.11 Letters Tab

Click the **Letters** tab on the right-hand side of the **Student Activity** tab located at the bottom of the **Student** page.

App Year	Sent Date	Letter Type
2008	07/27/2007	Bright Flight Approval
2009	07/09/2008	Bright Flight Renewal

Figure 5.18 Letters Tab

When you click the **Letters** tab, FAMOUS populates the lower half of the **Student** page with information about letters the MDHE has sent or will send to that student. You will find the following fields on the tab:

- App Year (Application Year)
- Sent Date
- Letter Type

The **App Year** field populates with the application year in which the letter was sent. The application year corresponds with the end of an academic year. For example, application year 2010 corresponds with the 2009-2010 academic year.

The **Sent Date** field populates with the date that the MDHE exported the letter in FAMOUS. The date the letter was actually mailed may be after the date in the **Sent Date** field. Typically letters are mailed within a week following export. If the **Sent Date** field is blank, FAMOUS has queued the letter but the MDHE has not yet exported it for mailing.

The **Letter Type** field populates with the name of the letter that was sent to the student. The most common letter types are:

- **Universal Conflict ISIR – Prior Degree.** This letter is sent to students whose FAFSAs indicated they have obtained a prior bachelor’s degree but they have an undergraduate grade level.
- **Universal Conflict ISIR – PSI Grade Level.** This letter is sent to students whose FAFSAs indicated they have not yet obtained a bachelor’s degree but they have a graduate grade level.
- **Universal Conflict ISIR – US Citizenship.** This letter is sent to students whose FAFSAs indicated they are Missouri residents but not US citizens.
- **Universal Conflict Assessment – US Citizenship.** This letter is sent to students whose ACT or SAT assessment indicated they are Missouri residents but not US citizens.
- **Universal Conflict Assessment – US Citizenship & No PSI.** This letter is sent to students whose ACT or SAT assessment indicated they are Missouri residents but not US citizens and did not indicate a participating Missouri postsecondary institution.
- **Bright Flight Approval.** This letter is sent to students who meet the Bright Flight eligibility requirements.
- **Bright Flight Renewal.** This letter is sent to students who meet the Bright Flight eligibility criteria and who received a payment in the previous academic year.
- **Bright Flight Eligible – No PSI.** This letter is sent to students who meet the Bright Flight eligibility criteria but do not have any Missouri school choices on their record.
- **Bright Flight Conflict - Graduation Year.** This letter is sent to students whose graduation year indicates they are a high school senior but whose grade level indicates they are not, or vice versa.

Perform the following steps to view letter information in FAMOUS.

Step	Action
1.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.
2.	Click the Letters tab on the right-hand side of the Student Activity tab on the bottom of the Student page. FAMOUS displays information about letters that were sent to the selected student. (See Figure 5.18 above.)

3. View the information.

5.5 ESTIMATED AWARDS & CERTIFICATION PAGES

5.5.1 Introduction

Before the date that the MDHE establishes as the earliest date schools can begin certification for all programs for a given semester, you can view students' estimated award amounts and/or program-specific eligibility statuses on the **Estimated Awards & Certification** page. After the MDHE has established the earliest certification date for all programs, you can use this page to certify students' eligibility for payment.

The **Estimated Awards & Certification** page lists students who are eligible for one or more of the following programs:

- Access Missouri
- Bright Flight

Marguerite Ross Barnett certification occurs on the **Student** page. See Section 5.4.7 **Certifying Students for Ross Barnett Awards** for more information.

5.5.2 Components of the Estimated Awards/Certification Page

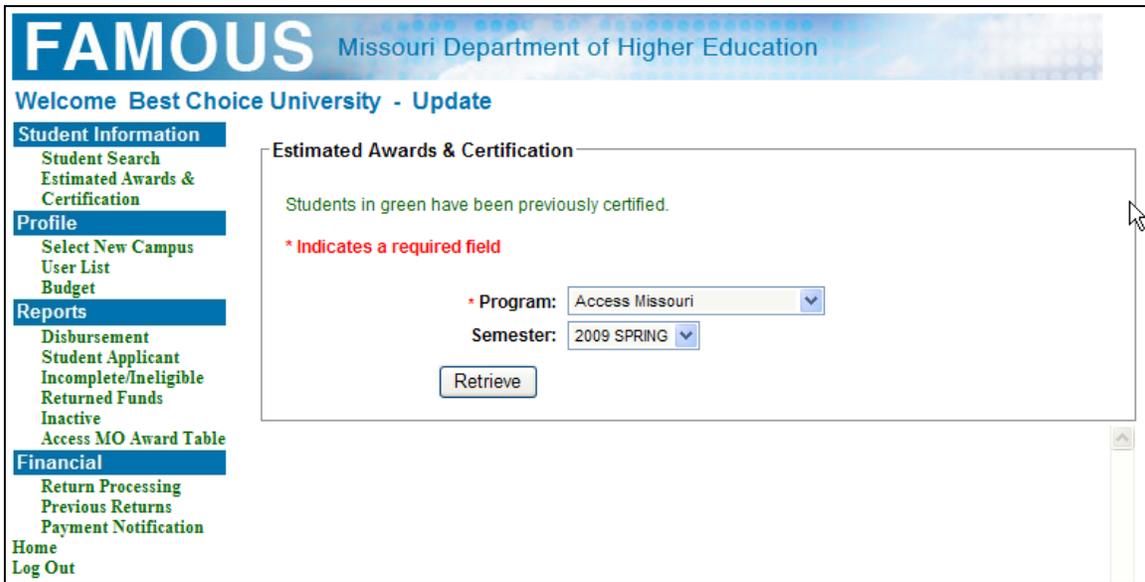


Figure 5.19 Estimated Awards & Certification Gateway Page

Estimated Awards & Certification Access Missouri

Students highlighted in blue have been previously certified.

* Indicates a required field

* Program: Enter full or partial SSN or Name and press the 'Filter' button.

Semester: Filter By:

Select	Original Date	Change Date	Name	SSN	Access Missouri
<input type="checkbox"/>	02/07/2008	05/03/2008	TEST800000183, KATHRYN	800000183	500
<input type="checkbox"/>	01/07/2008	03/17/2008	TEST800000205, SALLY	800000205	Unavailable
<input type="checkbox"/>	03/03/2008	05/03/2008	TEST800000229, CHRISTOPHER	800000229	500

Figure 5.20 Access Missouri Certification Page

Estimated Awards & Certification Bright Flight

Students highlighted in blue have been previously certified.

* Indicates a required field

* Program: Enter full or partial SSN or Name and press the 'Filter' button.

Semester: Filter By:

Select	Original Date	Change Date	Name	SSN	Bright Flight
<input type="checkbox"/>	01/07/2008	02/09/2008	TEST800001236, LESLIE	800001236	1000
<input type="checkbox"/>	01/07/2008	01/12/2008	TEST800003491, JONATHAN	800003491	1000
<input type="checkbox"/>	01/02/2008	01/12/2008	TEST800005069, HANNAH	800005069	1000

Figure 5.21 Bright Flight Certification Page

Estimated Awards & Certification Access Missouri & Bright Flight

Students highlighted in blue have been previously certified.

* Indicates a required field

* Program: Enter full or partial SSN or Name and press the 'Filter' button.

Semester: Filter By:

Select	Original Date	Change Date	Name	SSN	Access Missouri	Bright Flight
<input type="checkbox"/>	01/07/2008	08/23/2008	TEST800001236, LESLIE	800001236	150	1000
<input type="checkbox"/>	01/07/2008	01/12/2008	TEST800003491, JONATHAN	800003491	Ineligible	1000
<input type="checkbox"/>	01/02/2008	01/12/2008	TEST800005069, HANNAH	800005069	Incomplete	1000

Figure 5.22 Access Missouri & Bright Flight Certification Page

When you click the **Estimated Awards/Certification** link, the **Estimated Awards/Certification** gateway page will appear. You will see two drop-down menus from which you can select the appropriate program and semester. From the **Program** drop-down menu you can elect to certify students for the Access Missouri program only, the Bright Flight program only, or both the Access Missouri and Bright Flight programs. Depending on the time of year, the **Semester** dropdown will allow you to select from the fall and spring semesters of the current academic year, or the fall and spring semesters of the current academic year and the fall semester of the upcoming academic year. See Section 5.4.5 **Access Academic Year Information** above for more information. The **Estimated Awards/Certification** gateway page defaults to the Access Missouri program and the current semester for the current academic year.

You can export an exact copy of the **Estimated Awards/Certification** page in either PDF or Excel format (See Appendix D for export instructions.)

The following fields appear on the certification page for each selection in the **Program** drop-down menu:

- Program
- Semester
- Filter By
- Select
- Original Date
- Change Date
- Name
- SSN
- Access Missouri (on the Access Missouri only Certification page and the Access Missouri & Bright Flight Certification pages)
- Bright Flight (on the Bright Flight Certification page and the Access Missouri & Bright Flight Certification pages)

The following buttons appear on this page:

- Retrieve
- Filter
- Unfilter (appears only when the certification list has been filtered)
- Export to PDF
- Export to Excel
- Certify

5.5.3 Certification Timelines and Reminders

5.5.3.A Certification Timelines

The MDHE will designate an earliest certification date for both the fall and spring semesters of each academic year. The MDHE will send an e-distribution message to schools indicating the certification schedule, including the earliest certification date, for each semester.

5.5.3.B Certification Reminders

- The session will timeout 30 minutes after the last time you accessed the server. You must access the server again before the 30 minutes has elapsed or your work will be lost. You can access the server by sorting or filtering the certification list. You can also access the server by clicking the **Certify** button at the bottom of the certification list and then clicking the **Back** button on the certification confirmation page. The **Back** button will take you back to the certification list with your changes intact. However, your certifications will not be submitted to the MDHE until you click both the **Certify** button on the certification page and the **Certify** button on the confirmation page. *Simply clicking the Select checkbox and/or changing award amounts will not prevent the session from timing out.*
- Your **Estimated Awards & Certification** pages will only include students who have your institution listed on their record.
- When you place a check mark in the **Select** check box, you are certifying that student's eligibility for the program or programs that have an award amount listed.
- The amount certified for the first disbursement of a given semester must be greater than or equal to the minimum award amount established by the MDHE and less than or equal to the student's maximum semester award. The minimum semester award amount established by the MDHE is currently \$50.00. Subsequent disbursements for that same semester may be less than \$50.00 to allow for mid-year adjustments to Access Missouri awards.
- Students you have not certified for the maximum award amount for which they are eligible will remain on the certification list and will be highlighted in blue. On the **Estimated Awards & Certification Access Missouri & Bright Flight** page, students will remain on the list if they have not been certified for the maximum award amount for which they are eligible for at least one program. For example, a student that has received the \$1,000 Bright Flight semester award but has only received \$500 of a \$1,000 Access Missouri award will remain on the list. You may certify the remainder of the maximum award for these students, regardless of which certification list they are on, if necessary.
- Students you have certified for the maximum award amount for which they are eligible will be removed from the certification list. On the **Estimated Awards & Certification Access Missouri & Bright Flight** page, students will be removed from the list once they have been certified for the maximum amount they are eligible to receive for both programs.
- The information in the certification table is current as of the time you open the application or refresh the page.

- The following will appear on the **Estimated Awards & Certification** pages depending on the student's status:
 - **Maximum Semester Award Amount** – Represents the maximum amount that you can certify for students in an Eligible status.
 - **Incomplete** – Represents students whose records do not contain sufficient information for FAMOUS to make a determination of eligibility for a specific program.
 - **Ineligible** – Represents those students who are ineligible for a specific program.
 - **Unfunded** – Represents students who are otherwise eligible but whose EFC is above the EFC cutoff for the Access Missouri program.
 - **Unavailable** – Represents students who have been certified already by another school. This status will display for all of the programs.

- On the **Estimated Awards & Certification** pages you will see the following students.

Certification pages for Individual Programs

- Students in an Eligible status for the selected program
- Students in an Unavailable status (meaning another school has already certified that student)

Certification page for Access Missouri and Bright Flight

- Students in an Eligible status for both of these programs
- Students in an Unavailable status for one or both of these programs
- Students eligible for one of these programs but in an Incomplete or Ineligible status for the other program

- On the **Estimated Awards & Certification** pages you will *not* see the following students:

Certification pages for Individual Programs

- Students you have designated as Inactive
- Students who are in an Incomplete or Ineligible status for the selected program

Certification page for Access Missouri and Bright Flight

- Students you have designated as Inactive
- Students who are in an Incomplete or Ineligible status for both of these programs

- The **Original Date** displayed on the **Estimated Awards & Certification** pages is the date the student's record was associated with your institution during the current academic year. The **Change Date** will be the date of the last change to the award amount or status shown on this page. The records will sort by SSN in numerical order by default.
- The MDHE submits warrants (payment requests to OA) at 3:00 p.m. each day. Multiple certifications that you submit before the MDHE submits the daily warrant will be included as a single payment request in that day's warrant. Certifications received after the MDHE submits the warrant will be included in the next day's warrant.
- Once you have submitted a certification to the MDHE it cannot be cancelled. All students included in that submission must be paid and any funds for which students are not eligible must be returned through the regular payment and return processes.

5.5.3.C Identifying Duplicate Records

- Duplicate records are created when the same student is identified by a different SSN as received on the FAFSA or assessment record, and/or when assigned a temporary SSN, in a 999-XX-XXXX format, by the MDHE when the student does not provide an SSN on the assessment record. These duplicate records create the potential for a school to unknowingly certify the same student multiple times when certification is in production.
- Through a pending records process, the MDHE resolves as many duplicate records as possible before the record appears in FAMOUS. However, in some instances the school has the student information necessary to determine which record is correct.

Perform the following steps to work the duplicate records in FAMOUS:

Step	Action
1.	<p>Click the Estimated Awards & Certification link under the Student Information group in the navigation bar on the left-hand side of the page. The Estimated Awards & Certification gateway page defaults to the Access Missouri program and the current semester of the current academic year.</p> <p>NOTE: Select the appropriate program and semester from the drop-down menus if necessary.</p>
2.	<p>Select Access Missouri & Bright Flight from the Program drop-down menu. Depending on timing, you may need to select a different semester. See Section 5.4.5 Access Academic Year Information for more information.</p>

Step	Action
3.	<p>Click the Retrieve button to display a list of students who are eligible for certification based on the program and semester selected. This may take a few minutes and progress is marked by status bar at the bottom of the page. During this time, the page may be blank or only partially visible.</p> <p>When finished, you will see a list of students sorted by SSN in ascending order. (See Figures 5.20-5.22 above.)</p>
4.	<p>Sort the Estimated Awards & Certification Access Missouri & Bright Flight page in ascending order by last name. To do this, click once on the Name header. This may take a few minutes and progress is marked by status bar at the bottom of the page. During this time, the page may be blank or only partially visible.</p>
5.	<p>For students listed twice, determine which SSN is correct. If none of the duplicate records has the correct SSN, contact the MDHE with the correct SSN.</p>
6.	<p>Determine whether the correct SSN contains all of the FAFSA and assessment information necessary to determine a student's eligibility for all programs. If the FAFSA and/or assessment information is contained under different SSN's or assigned SSN's, contact the MDHE.</p>
7.	<p>Once all of the appropriate FAFSA and assessment information is contained under the correct SSN, leave the correct SSN active and make all other duplicate SSN's and/or assigned SSN's for that student inactive by clicking on the Inactive radio button in the Status field located in the Student Details section of the Student page.</p> <p>NOTE 1: You can access the Student page for a student by clicking on the SSN link in the certification list.</p> <p>NOTE 2: Duplicate records that have been made inactive remain in the database but are no longer visible on the school's Estimated Awards & Certification pages, or on reports.</p>

5.5.4 Certifying

After the MDHE has established the earliest certification date for all programs, you can use the **Estimated Awards & Certification** pages to certify students' eligibility.

5.5.4.A Load List of Certifications

Perform the following steps to load the list of students available for certification in FAMOUS.

Step	Action
1.	<p>Click the Estimated Awards & Certification link under the Student Information group in the navigation bar on the left-hand side of the page. The Estimated Awards & Certification gateway page defaults to the Access Missouri program and the current semester of the current academic year.</p> <p>NOTE: Select the appropriate program and semester from the drop-down menus if necessary.</p>
2.	<p>Click the Retrieve button to display a list of students who are eligible for certification based on the program and semester selected. This may take a few minutes and progress is marked by a status bar at the bottom of the page. During this time, the page may be blank or only partially visible.</p> <p>When finished, you will see a list of students sorted by SSN in ascending order. (See Figures 5.20-5.22 above.)</p> <p>NOTE: Students highlighted in blue have been previously certified.</p>
3.	<p>To sort the data on a column, click that column heading.</p> <p>NOTE: Clicking on the Select column header will sort the list so that all students with a prior certification (students highlighted in blue) appear at the bottom of the list. A second click on the Select column header will sort the list so that all students with prior certifications appear at the top of the list.</p>
4.	<p>To change to a different list, select a new program and/or semester from the drop-down menus and click the Retrieve button. You will receive a message indicating a new list is being retrieved and any unsaved changes will be lost. (See Figure 5.23 below.) You will receive this message whether or not you have made any changes.</p> <p>Click the OK button to go to the new list.</p> <p>Click the Cancel button to return to the current list with your certifications intact.</p>

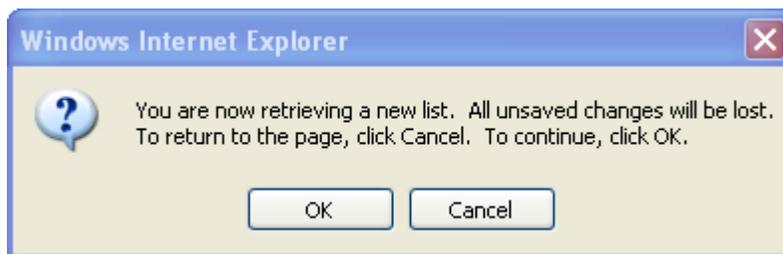


Figure 5.23 Retrieving New List Message

5.5.4.B Certifying Students

Perform the following steps to certify students in FAMOUS:

Step	Action
1.	<p>Once the list is loaded for the appropriate semester, place a check mark in the Select check box next to the students you want to certify.</p> <p>NOTE 1: If you do not want to certify a student you have selected, click the Select check box again. The check mark will be removed and the student will no longer be selected for certification.</p> <p>NOTE 2: In cases where a status is available in lieu of an award amount, a message will appear if you hold your mouse pointer over certain statuses. The message for an Unavailable status indicates “Student already certified at [insert school].” The message for an Ineligible status indicates “Student is not eligible for [insert program].” No message is available for Unfunded or Incomplete statuses.</p> <p>NOTE 3: If you click the SSN link, whether you have selected the student or not, the Student page appears and is populated with the student’s information. Before leaving the Estimated Awards & Certification page you will receive a warning message indicating changes will be lost as a result of the page change. (See Figure 5.27 below.) You will have to retrieve the certification list again when you return to the certification page.</p>
2.	<p>Locate a specific student by entering the student’s full or partial name or SSN in the Filter By field and clicking the Filter button. The certification list changes to only display the student(s) that match the criteria you entered. (See Figure 5.24 below.) Click the Unfilter button to redisplay the full certification list with your previous certifications intact.</p> <p>NOTE: If you type the name or SSN incorrectly you will receive an error message in red text at the top of the page that indicates “Please enter a valid SSN or Name.”</p>
3.	<p>You have the option to export the certification list. If you export the list after you have selected students, the selections will <i>NOT</i> be reflected in the exported file. (See Appendix D for export instructions.)</p>

Step	Action
4.	<p>When finished, click the Certify button. A confirmation page appears listing the students you certified and the total amount you certified. A message at the top of the screen asks “Are you sure you want to certify these students?” (See Figure 5.25 below.)</p> <p>NOTE 1: If you click the Certify button but have not selected any students, you will receive a message in red text at the top of the page that indicates “Please select students to certify.”</p> <p>NOTE 2: If you have accessed a list for a semester that is not open for certification, the Certify button on the certification page will be disabled. For example, certification for the fall semester is often closed after January 31. If this is the case and you access the fall list after January 31, the Certify button will be disabled.</p>
5.	<p>Review the confirmation page. If you find you certified a student in error or missed certifying a student, click the Back button. You will return to the certification list with your selections intact. Make the necessary changes and click the Certify button on the Estimated Awards & Certification page again. The confirmation page will reappear with your changes reflected.</p> <p>NOTE: You can sort the confirmation page by clicking on any of the column headers. Clicking a second time on the column header reverses the sort order.</p>
6.	<p>Once you have confirmed the correct students have been certified for the correct amounts, you have the option of exporting the confirmation page by clicking on the Export to PDF button. (See Appendix D for export instructions.)</p>
7.	<p>To submit the certifications to the MDHE, click the Certify button at the bottom of the confirmation page. The Certify button disappears. If there were no certification errors, you will return to the Estimated Awards & Certification gateway page. A message appears in red text at the top of the page that indicates “Students certified successfully.”</p> <p>If there were certification errors, a new page will appear listing the students that were not certified and the reason. A message appears in red text at the top of the page that indicates “Certification was successful for all students except the following:”. (See Figure 5.26 below.) Click the OK button at the bottom of the error page to return to the Estimated Awards & Certification gateway page.</p> <p>NOTE: The gateway page will indicate the name of the list you certified from. For example, if you certified from the Access Missouri and Bright Flight certification list, the gateway page will indicate Estimated Awards & Certification Access Missouri & Bright Flight instead of the default Estimated Awards & Certification Access Missouri.</p>

Estimated Awards & Certification Access Missouri

Students highlighted in blue have been previously certified.

*** Indicates a required field**

* **Program:** Enter full or partial SSN or Name and press the 'Filter' button.

Semester: **Filter By:**

Select	Original Date	Change Date	Name	SSN	Access Missouri
<input type="checkbox"/>	02/07/2008	05/03/2008	TEST800000183, KATHRYN	800000183	<input type="text" value="500"/>

Figure 5.24 Filtered Certification List

FAMOUS Missouri Department of Higher Education

Welcome **Best Choice University** - Update

Student Information
 Profile
 Reports
 Financial
 Home
 Log Out

Are you sure you want to certify these students?

Name	SSN	Program	Total
TEST800000183, KATHRYN	800000183	Access Missouri	\$500.00
TEST800000229, CHRISTOPHER	800000229	Access Missouri	\$500.00
TEST800001236, LESLIE	800001236	Bright Flight	\$1,000.00
TEST800001236, LESLIE	800001236	Access Missouri	\$150.00
TEST800003491, JONATHAN	800003491	Bright Flight	\$1,000.00

Certification Total: \$3,150.00

Export to PDF Export to Excel Certify Back

Figure 5.25 Certification Confirmation Page

FAMOUS Missouri Department of Higher Education

Welcome **Best Choice University** - Update

Student Information
 Student Search
 Estimated Awards & Certification
 Profile
 Select New Campus
 User List
 Budget

Certification was successful for all students except the following:

Name	SSN	Reason
TEST800005103, AUSTIN	800005103	Requested amount plus positive net disbursement is greater than award amount

Figure 5.26 Certification Error Page

5.5.4.C Changing Disbursement Amounts

Initially, all disbursement amounts on the **Estimated Awards & Certification** pages equal the maximum semester award for which the student is eligible for the program(s) displayed. If necessary, you can reduce that disbursement amount. For the Access Missouri program you can reduce the disbursement amount below the minimum award amount established by statute (\$300 for Public 2-year institutions, \$1,000 for Public 4-year institutions and \$2,000 for Independent institutions). You can only certify a student once but you can increase a previously reduced disbursement up to the maximum semester award for a previously paid student.

Changing Disbursement Amount Reminders

- The amount displayed in the certification list is the amount available to request. When requesting a subsequent disbursement, enter the amount of the new expected payment. **This is new for the Web-based interface** and represents a change from the previous FAMOUS interface.

Example: If you previously reduced a \$1,000 Access Missouri disbursement to \$700, \$300 will display. To request an additional \$250, change the \$300 disbursement amount to \$250. FAMOUS will disburse the \$250 and the next time you access the certification list, the remaining \$50 will display.

- If you move the cursor over an Unavailable status, a tool tip bar identifies the the school that has requested funds for that student.
- You can't reduce an award amount for the first disbursement of a given semester to less than the minimum semester award established by the MDHE. Currently the minimum semester award is set at \$50.00. Subsequent disbursements for that same semester may be less than \$50.00 to allow for mid-year adjustments to Access Missouri awards.
- Semester (fall or spring) disbursements cannot exceed ½ of the total annual award. Total annual disbursements cannot exceed a student's total annual award. If you certify a student for more than ½ of the annual award, the certification will not process and the student will appear on the certification error page. (See Figure 5.26 above.)

Perform the following steps to change a disbursement amount in FAMOUS.

Step	Action
1.	<p>Click the Estimated Awards & Certification link under the Student Information group in the navigation bar on the left-hand side of the page. The Estimated Awards & Certification gateway page defaults to the Access Missouri program and the fall semester of the current academic year.</p> <p>NOTE 1: Select the appropriate program and semester from the drop-down menus if necessary.</p>
2.	<p>Click the Retrieve button to display a list of students who are eligible for certification based on the program and semester selected. This may take a few minutes and progress is marked by status bar at the bottom of the page. During this time, the page may be blank or only partially visible.</p> <p>When finished, you will see a list of students sorted by SSN in ascending order. (See Figures 5.20-5.22 above.)</p> <p>NOTE: Students highlighted in blue have been previously certified.</p>

Step	Action
3.	<p>To sort the data on a column, click that column heading.</p> <p>NOTE: Clicking on the Select column header will sort the list so that all students with a prior certification (students highlighted in blue) appear at the bottom of the list. A second click on the Select column header will sort the list so that all students with prior certifications appear at the top of the list.</p>
4.	<p>Click in the field that contains the disbursement amount you want to change. Reduce or increase a disbursement by changing the dollar amount in the certification list before certifying eligibility.</p> <p>NOTE: If you enter an invalid amount, FAMOUS will display a message in red text at the top of the page that indicates “Invalid input.”</p>
5.	<p>If you do not want to certify a student you have checked, you can click the Select check box again to de-select them.</p>
6.	<p>Complete certification as described in Section 5.5.4.B, Certifying Students above.</p>

5.5.4.D Changing Pages During Certification

If you change pages within FAMOUS during certification, a dialog box displays prompting you to do one of the following. (See Figure 5.28 below.)

- Return to the page
- Continue

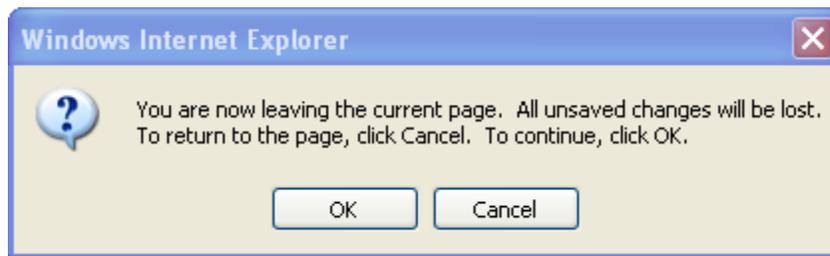


Figure 5.27 Changing Pages Warning

As indicated in the dialog box’s message, click the **OK** button to go directly to the selected page. If you have selected students for certification but have not completed the certification process by submitting the request to the MDHE, your selections will be lost. Alternately, click the **Cancel** button to return to the certification list to continue working or to submit your selected certifications before going to the other page.

5.5.4.E Resolving Certification Conflicts

A student may only be certified and paid at one school at a time. The student will be paid at the school that certified that student first. Once a student has been certified by a school, the **Estimated Awards & Certification** pages for every other school listed on that student's record will show that student in an Unavailable status. To identify the school that certified a student who appears on your **Estimated Awards & Certification** pages in an Unavailable status, place your cursor over the Unavailable status. A tool tip bar will appear that identifies the certifying school. Once the certifying school returns the funds and the MDHE completes the return, the Unavailable status will be replaced by the student's semester award amount and the student will once again be available for certification.

CHAPTER 6: PROFILE PAGES

6.1 INTRODUCTION

The **Profile** group includes links to the **Select New Campus**, **User List**, and **Budget** pages.

The **Select New Campus** page allows schools with access to multiple campuses to switch between campuses in FAMOUS.

The **User List** page allows you to view all of the users at your institution that have access to FAMOUS.

The **Budget** page allows you to view your school's standard budget information derived from IPEDS and the MDHE's standard budget figures.

6.2 OVERVIEW

This chapter contains the following sections:

- Components of the **Select New Campus** Page
- Components of the **User List** Page
- Components of the **Budget** Page

6.3 COMPONENTS OF THE SELECT NEW CAMPUS PAGE

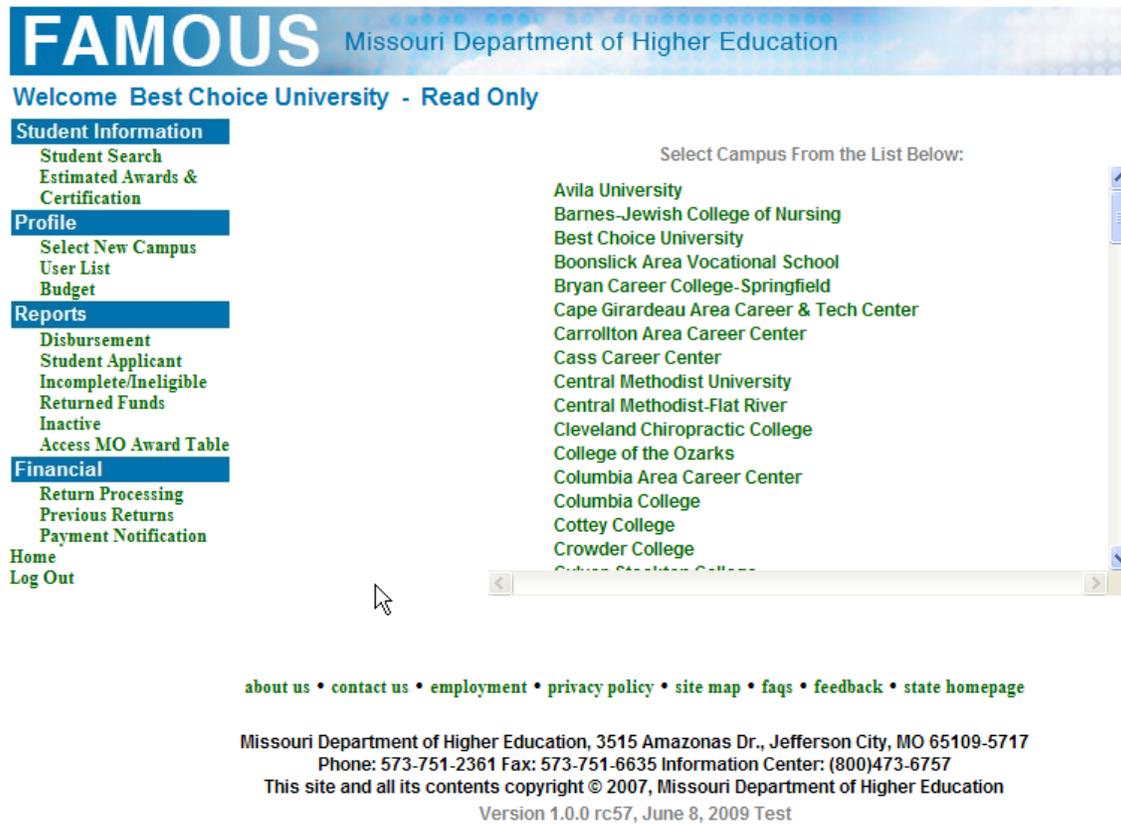


Figure 6.1 Select New Campus Page - Multiple Campus Access

On the **Select New Campus** page you will see a list of all of the campuses that you have access to in FAMOUS. When you select a new campus, the information available in FAMOUS changes so it is specific to the selected campus. The list is only populated for users with access to multiple campuses.

Perform the following steps to select a new campus in FAMOUS.

Step	Action
1.	Click the Select New Campus link under the Profile group in the navigation bar on the left-hand side of the page. FAMOUS displays a list of all of the campuses that you have access to in FAMOUS. (See Figure 6.1 above.) NOTE: The list will be empty for users with access to only one campus. (See Figure 6.2 below.)
2.	Click the link for the appropriate campus in the list. The Message Board page will appear for the new campus and the Welcome message at the top of the page will reflect the change to the new

campus.

FAMOUS Missouri Department of Higher Education

Welcome **Best Choice University** - Update

Student Information
Student Search
Estimated Awards & Certification

Profile
Select New Campus
User List
Budget

Reports
Disbursement
Student Applicant
Incomplete/Ineligible
Returned Funds
Inactive
Access MO Award Table

Financial
Return Processing
Previous Returns
Payment Notification

Home
Log Out

Select Campus From the List Below:

about us • contact us • employment • privacy policy • site map • faqs • feedback • state homepage

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Figure 6.2 Select New Campus Page - Single Campus Access

6.4 COMPONENTS OF THE USER LIST PAGE

FAMOUS Missouri Department of Higher Education

Welcome Best Choice University - Read Only

Student Information
[Student Search](#)
[Estimated Awards & Certification](#)

Profile
[Select New Campus](#)
[User List](#)
[Budget](#)

Reports
[Disbursement](#)
[Student Applicant](#)
[Incomplete/Ineligible](#)
[Returned Funds](#)
[Inactive](#)
[Access MO Award Table](#)

Financial
[Return Processing](#)
[Previous Returns](#)
[Payment Notification](#)

[Home](#)
[Log Out](#)

User List

Last Name	First Name	MI	Title	Phone	Ext	Fax	E-mail	Last Login
Bestgen	Connie	L	Program Specialist	(573)751-1772		0	connie.bestgen@dhe.mo.gov	06/01/2009

[Request/Change Security](#)

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Figure 6.3 User List Page

On the **User List** page you will see all of the users at your institution (or the campus you have selected if you have access to multiple campuses) that currently have access to FAMOUS. The information displayed is a reflection of the information contained in the MDHE’s security system and is view only. It can only be changed through the security system by clicking on the **Request/Change Security** link at the bottom of the page.

The last login date is provided so individual activity can be monitored. Additional users may request access to FAMOUS or any of the users listed may inactive their access if they no longer use the system. The MDHE will send an e-mail notification to users who have not logged in within the last 12 months indicating their access will be terminated if they do not use FAMOUS within the next month.

See Sections 2.4, 2.6, and 2.7 for more information about requesting access, updating your profile, and inactivating access, respectively.

The following fields appear on the **User List** page:

- Last Name
- First Name
- MI (middle initial)
- Title
- Phone
- Ext (phone extension)
- Fax
- E-mail
- Last Login

The following link appears on this page:

- Request/Change Security

Perform the following steps to view the **User List** page in FAMOUS.

Step	Action
1.	<p>Click the User List link under the Profile group in the navigation bar on the left-hand side of the page. FAMOUS displays a list of all of the users at your institution that have access to the system. (See Figure 6.3 above.)</p> <p>NOTE: If you have access to multiple campuses, FAMOUS displays a list of all of the users at the campus you have selected that have access to the system.</p>
2.	<p>View the information. To update your profile information, inactivate your access, click the Request/Change Security link at the bottom of the page. (See Sections 2.4, 2.6 and 2.7 for more information about requesting access, updating your profile, and inactivating access, respectively.)</p> <p>NOTE 1: You can only make changes to your profile or inactivate your access. You cannot make changes for or inactivate another user.</p> <p>NOTE 2: The User List is sorted by last name by default. You can re-sort the list by clicking on the Last Name or Last Login column headers.</p>

6.5 COMPONENTS OF THE BUDGET PAGE

FAMOUS Missouri Department of Higher Education

Welcome Best Choice University - Update

Student Information
[Student Search](#)
[Estimated Awards & Certification](#)

Profile
[Select New Campus](#)
[User List](#)
[Budget](#)

Reports
[Disbursement](#)
[Student Applicant](#)
[Incomplete/Ineligible](#)
[Returned Funds](#)
[Inactive](#)
[Access MO Award Table](#)

Financial
[Return Processing](#)
[Previous Returns](#)
[Payment Notification](#)

[Home](#)
[Log Out](#)

Budget

Year: 2008-2009

	On Campus	Off Campus	With Parents
Tuition/Fees	\$1,704.00	\$1,704.00	\$1,704.00
Room/Board	\$0.00	\$6,974.00	\$1,879.00
Personal Expenses/Transportation	\$2,185.00	\$3,315.00	\$3,315.00
Books/Supplies	\$700.00	\$700.00	\$700.00
Total Budget	\$4,589.00	\$12,693.00	\$7,598.00

	One	Two	Three
Monthly Dependent Care Allowance	\$240.00	\$481.00	\$713.00

Default Living Code: Off Campus
 Payment Type: EFT
 Vendor Number: 4309103910-1

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Figure 6.4 Budget Page

On the **Budget** page you will see your institution’s standard budget information derived from IPEDS and the MDHE.

The **Year** drop-down menu allows you to select the academic year for which you want to view budget data.

The following read-only fields appear for the three scenarios: On Campus, Off Campus and With Parents:

- Tuition/Fees
- Room/Board*
- Personal Expenses/Transportation*
- Books/Supplies*
- Total Budget
- Dependents
- Monthly Dependent Care Allowance (for One, Two or Three dependents)*

* The MDHE provides the information in these fields. For the Personal Expenses/Transportation field, the MDHE provides data for all three scenarios. For the Room/Board field the MDHE provides data for the Off-Campus and With Parents scenarios only.

NOTE: The monthly dependent care allowance is included in the budget when the student has one, two, or three or more dependents.

The bottom of the page includes the following read only fields:

- Default Living Code
- Payment Type
- Vendor Number

The **Default Living Code**, the **Payment Type**, and the **Vendor Number** will contain values from the previous year. If any of these items need to be changed, please contact the MDHE.

Perform the following steps to view the **Budget** page in FAMOUS.

Step	Action
1.	Click the Budget link under the Profile group in the navigation bar on the left-hand side of the page. FAMOUS displays the standard budget information for your institution for the current year. (See Figure 6.4 above.) NOTE: If you have access to multiple campuses, FAMOUS displays the budget information for the campus you have selected.
2.	View the information and contact the MDHE if any changes are necessary.
3.	Select an academic year from the Year drop-down menu to view budget information from a different academic year.

CHAPTER 7: REPORTS

7.1 INTRODUCTION

The Reports group includes links to the following reports:

- Disbursement
- Student Applicant
- Incomplete/Ineligible
- Returned Funds
- Inactive
- Access MO Award Table

Some reports, such as the Access Missouri Award Table, provide information for specific student financial assistance programs. Different programs, and thus, different reports, are available for different academic years. For example, the reports you see for academic year 2007-2008 may be different from those for 2009-2010.

7.2 OVERVIEW

This chapter contains the following sections:

- Components of the **Reports** Pages
- Creating Reports

7.3 COMPONENTS OF THE REPORTS PAGES

The reports pages provide selectable parameters that are specific to each report. Fields that display data in white text boxes are editable. Drop-down menus are selectable. All other fields are read-only.

Examples of the selection pages for the individual reports are in Figures 7.1 - 7.6 below.

7.3.1 Fields and Buttons

With the noted exceptions, the following fields appear for all reports as drop-down menus:

- Program (not available for the **Inactive** or **Award Table** reports)
- Year

Depending on the Report and Program combination you select, you may see one or more of the following fields or drop-down menus:

- Begin Date
- End Date
- Status
- Disbursements
- Semester
- Sort Order

The following buttons are available for all reports:

- Export to PDF
- Export to Excel

7.3.2 Reports

The following reports are available:

- Disbursement
- Student Applicant
- Incomplete/Ineligible
- Returned Funds
- Inactive
- Award Table (starting in 2007-2008)

The following table shows the program selections that are available for each report, and for which academic years. Note that the **Inactive** and **Access MO Award Table** reports are not listed in the table because the **Inactive** report is not program specific and the **Access Missouri Award Table** report pertains only to the Access Missouri program. Also note, the **All Programs** selection will provide data for all of the programs available for the selected year.

Report	Program Selections Available	Years Available (Reports for years prior to 2005-2006 may not be available)
Disbursement	Bright Flight Scholarship Program	All Years
	Marguerite Ross Barnett Scholarship Program	All Years
	All Programs	All Years
	Charles Gallagher Student Financial Assistance Pgm	Up to and including 2006-2007
	College Guarantee Program	Up to and including 2006-2007
	Access Missouri Program	Starting in 2007-2008

Report	Program Selections Available	Years Available (Reports for years prior to 2005-2006 may not be available)
Student Applicant	Bright Flight Scholarship Program	All Years
	Charles Gallagher Student Financial Assistance Pgm	2005-2006 and 2006-2007
	College Guarantee Program	2005-2006 and 2006-2007
	Access Missouri Program	Starting in 2007-2008
Incomplete/Ineligible	Universal	All Years
	Bright Flight Scholarship Program	All Years
	All Programs	All Years
	Charles Gallagher Student Financial Assistance Pgm	2005-2006 and 2006-2007
	College Guarantee Program	2005-2006 and 2006-2007
	Access Missouri Program	Starting in 2007-2008
Returned Funds	Bright Flight Scholarship Program	All Years
	Marguerite Ross Barnett Scholarship Program	All Years
	All Programs	All Years
	Charles Gallagher Student Financial Assistance Pgm	2005-2006 and 2006-2007
	College Guarantee Program	2005-2006 and 2006-2007
	Access Missouri Program	Starting in 2007-2008

Table 7.1 Programs and Years Available for Reports

7.4 CREATING REPORTS

Depending on the report type selected, there are various options available that allow you to select what data to include and how to sort it according to your needs.

Data for each report type is available in a PDF report or an Excel file. The MDHE recognizes only FAMOUS reports produced in PDF format. Excel files are provided for convenience only.

In the PDF report, the data is sorted according to the options selected but the column headers always appear in the same order. The column headers will not appear in the sort order. For example, on the **Inactive** report, the column headers will always be in the order SSN, Last Name, First Name but the data under those headers will be sorted either by SSN or Last Name, whichever you designated. If you indicated the report should be sorted by Last Name, the Last Name column will remain the second column and will *not* move to become the first column. The students will be listed alphabetically by last name.

The Excel file provides the same data as the PDF report, although the data is unformatted in Excel as a result of the conversion from PDF to Excel. This means you may find it necessary to adjust column headers or specify ranges when sorting, size columns, add page numbers, ensure that column headers are repeated on each page, or otherwise format the file to meet your needs in accordance with the rules of Excel.

7.4.1 Run a Disbursement Report

Disbursement Report

Program: Access Missouri Program

Year: 2009-2010

Begin Date: (MM/DD/YYYY)

End Date: (MM/DD/YYYY)

Sort Order: Fund Source Fund Source Fund Source Fund Source

Export to PDF Export to Excel

Figure 7.1 Disbursement Report Page

The **Disbursement Report** is a cumulative report that is specific for the chosen academic year and state student financial assistance program. The report includes the warrant date, name and SSN, program name, estimated semester award, semester, disbursement amount, return amount, and net disbursement amount for each student paid. This report includes the total number of students and total warrant amount paid for each warrant date, as well as a cumulative total of students and dollars paid for the academic year.

Perform the following steps to create a **Disbursement** report in FAMOUS.

Step	Action
1.	Click the Disbursement link under the Reports group in the navigation bar on the left-hand side of the page.
2.	<p>Select the program for which you want to see disbursements from the Program drop-down menu. The list of available programs will vary depending on the academic year you select. (See Table 7.1 above.)</p> <p>NOTE: The Program drop-down menu defaults to the Access Missouri Program in a new session or the program that was last selected in a current session.</p>
3.	<p>If necessary, select an academic year from the Year drop-down menu.</p> <p>NOTE: The Year drop-down menu defaults to the current academic year in both new and current sessions.</p>
4.	<p>Enter a begin and end date. Disbursements from warrants dated on or between these dates will be included on your report. If both of these fields are blank the report will include all disbursements for the year to date.</p> <p>NOTE 1: Dates must be entered in mm/dd/yyyy format. If they are not, you will receive a message in red text next to the date field that indicates "Invalid input."</p> <p>NOTE 2: If you only enter a begin date or only enter an end date, you will receive an error message in red text at the top of the page that indicates "Both Start and End Dates are required." Both fields must either be complete or blank for the report to process.</p>
5.	<p>Use the Sort Order drop-down menus to specify a sort order, if desired.</p> <p>NOTE: The report layout (column headers, etc.) will not change based on the sort criteria selected but the data contained in the report will be sorted as specified.</p>
6.	<p>Export the report. (See Appendix D for export instructions.)</p> <p>NOTE: If there are no disbursements for the parameters you entered, the body of the report will indicate "No records available." The report header information will also be incomplete.</p>

7.4.2 Run a Student Applicant Report

The screenshot shows a web interface titled "Student Applicant Report". It contains five filter fields, each with a dropdown arrow: "Program" is set to "Access Missouri Program", "Year" is "2009-2010", "Status" is "Eligible", "Disbursements" is "Yes", and "Semester" is "Fall". Below these filters are two buttons: "Export to PDF" and "Export to Excel".

Figure 7.2 Student Applicant Report Page

The **Student Applicant Report** is specific for the chosen academic year and state student financial assistance program. It is intended to provide you with a list of eligible students. For the Access Missouri, Gallagher and College Guarantee programs, the report is divided into two categories of eligible students: students in an **Eligible** status and students in an **Unfunded** status. Note that the **Unfunded** status for Access Missouri will only be determined once an estimated EFC cutoff has been established and will represent those students who are eligible and demonstrate need but fall above the EFC cutoff. For the Bright Flight program, the report contains students in an **Eligible** status only.

The **Student Applicant Report** also includes the renewal status of each student to assist you in identifying which students must meet the 2.5 cumulative grade point average requirement. This requirement only applies to renewal students (those who have received an award in the past).

Perform the following steps to create a **Student Applicant** report in FAMOUS.

Step	Action
1.	Click the Student Applicant link under the Reports group in the navigation bar on the left-hand side of the page.
2.	Select the program for which you want to see student applicants from the Program drop-down menu. The list of available programs will vary depending on the academic year you select. (See Table 7.1 above.) NOTE: The Program drop-down menu defaults to the Access Missouri Program in a new session or the program that was last selected in a current session.

Step	Action
3.	If necessary, select an academic year from the Year drop-down menu. NOTE: The Year drop-down menu defaults to the current academic year in both new and current sessions.
4.	Select from the following drop-downs: <ul style="list-style-type: none"> • Status (not present for Bright Flight) • Disbursements (Yes or No) • Semester (accessible if Disbursements is Yes)
5.	Use the Sort Order drop-down menus to specify a sort order, if desired. NOTE 1: The Sort Order drop-down menus will not be available if Disbursements is Yes . NOTE 2: The report layout (column headers, etc.) will not change based on the sort criteria selected but the data contained in the report will be sorted as specified.
6.	Export the report. (See Appendix D for export instructions.)

7.4.3 Run an Incomplete/Ineligible Report

The screenshot shows a web form titled "Incomplete/Ineligible Report". It contains several dropdown menus: "Program" is set to "Access Missouri Program", "Year" is set to "2009-2010", and "Status" is set to "Incomplete". Under "Sort Order", there are three dropdown menus, each currently set to "Name". At the bottom of the form, there are two buttons: "Export to PDF" and "Export to Excel". A mouse cursor is visible in the top right corner of the form area.

Figure 7.3 Incomplete/Ineligible Report Page

The **Incomplete/Ineligible** report provides you with a list of active students who are in an Incomplete or Ineligible status for the selected program, and the reason for that status. Bright Flight students must have a minimum high school grade level of 12 in addition to being in an Incomplete or Ineligible status. You can run this report for applicants with a status of Incomplete, Ineligible, or both.

Perform the following steps to create an **Incomplete/Ineligible** report in FAMOUS.

Step	Action
1.	Click the Incomplete/Ineligible link under the Reports group in the navigation bar on the left-hand side of the page.
2.	Select the program for which you want to see students in an Incomplete and/or Ineligible status from the Program drop-down menu. The list of available programs will vary depending on the academic year you select. (See Table 7.1 above.) NOTE: The Program drop-down menu defaults to the Access Missouri Program in a new session or the program that was last selected in a current session.
3.	If necessary, select an academic year from the Year drop-down menu. NOTE: The Year drop-down menu defaults to the current academic year in both new and current sessions.
4.	Select a status from the Status drop-down menu. NOTE: The Status drop-down menu defaults to Incomplete.
5.	Use the Sort Order drop-down menus to specify a sort order, if desired. NOTE: The report layout (column headers, etc.) will not change based on the sort criteria selected but the data contained in the report will be sorted as specified.
6.	Export the report. (See Appendix D for export instructions.)

7.4.4 Run a Returned Funds Report

Returned Funds Report

Program: ▼

Year: ▼

Status: ▼

Sort Order: ▼ ▼ ▼ ▼

Figure 7.4 Returned Funds Report Page

The **Returned Funds** report provides you with a list of students for whom you have returned funds, or are in the process of returning funds, and the amount of each student's return. You can specify that the report include completed returns, pending returns, or both for the selected program and academic year.

Perform the following steps to create a **Returned Funds** report in FAMOUS.

Step	Action
1.	Click the Returned Funds link under the Reports group in the navigation bar on the left-hand side of the page.
2.	<p>Select the program for which you want to see returned funds from the Program drop-down menu. The list of available programs will vary depending on the academic year you select. (See Table 7.1 above.)</p> <p>NOTE: The Program drop-down menu defaults to the Access Missouri Program in a new session or the program that was last selected in a current session.</p>
3.	<p>If necessary, select an academic year from the Year drop-down menu.</p> <p>NOTE: The Year drop-down menu defaults to the current academic year in both new and current sessions.</p>
4.	<p>Select a status from the Status drop-down menu.</p> <p>NOTE: The Status drop-down menu defaults to Completed in a new session or the status that was last selected in a current session.</p>
5.	<p>Use the Sort Order drop-down menus to specify a sort order, if desired.</p> <p>NOTE: The report layout (column headers, etc.) will not change based on the sort criteria selected but the data contained in the report will be sorted as specified.</p>
6.	<p>Export the report. (See Appendix D for export instructions.)</p> <p>NOTE: If there are no returns for the parameters you entered, the body of the report will indicate "No records available." The report header information will also be incomplete.</p>

7.4.5 Run an Inactive Report

The screenshot shows a web form titled "Inactive Report". It contains the following elements:

- A "Year:" label followed by a dropdown menu showing "2009-2010".
- A "Sort Order:" label followed by two dropdown menus, both showing "Name".
- Two buttons: "Export to PDF" and "Export to Excel".

Figure 7.5 Inactive Report Page

The **Inactive** report provides a list of students you have designated as **Inactive**. Since this report is not program-specific, it does not contain a **Program** drop-down menu.

Perform the following steps to create an **Inactive** report in FAMOUS.

Step	Action
1.	Click the Inactive link under the Reports group in the navigation bar on the left-hand side of the page.
2.	If necessary, select an academic year from the Year drop-down menu. NOTE: The Year drop-down menu defaults to the current academic year in both new and current sessions.
3.	Use the Sort Order drop-down menus to specify a sort order, if desired. NOTE: The report layout (column headers, etc.) will not change based on the sort criteria selected but the data contained in the report will be sorted as specified.
4.	Export the report. (See Appendix D for export instructions). NOTE: If there are no inactive students, the body of the report will indicate "No records available." The report header information will also be incomplete.

7.4.6 Run an Award Table Report

Access MO Award Table Report

Year:

Figure 7.6 Access MO Award Table Report Page

The **Award Table** report is specific to the Access Missouri program and provides a list of award amounts for your institution’s sector for each \$500 EFC range up to the EFC cutoff.

NOTE: This report is not available for academic years prior to 2007-2008.

Perform the following steps to create an **Access MO Award Table** report in FAMOUS.

Step	Action
1.	Click the Access MO Award Table link under the Reports group in the navigation bar on the left-hand side of the page.
2.	If necessary, select an academic year from the Year drop-down menu. NOTE: The Year drop-down menu defaults to the current academic year in both new and current sessions.
3.	Export the report. (See Appendix D for export instructions.)

CHAPTER 8: FINANCIAL PAGES

8.1 INTRODUCTION

The **Financial** group includes links to the **Return Processing**, **Previous Returns** and **Payment Notification** pages.

The **Return Processing** page shows you return information that was entered on the **Student** page and allows you to submit a return transaction to the MDHE.

The **Previous Returns** page shows you return transactions and their status for the current academic year.

The **Payment Notification** page shows you information about payment transactions for the current academic year.

8.2 OVERVIEW

This chapter contains the following sections:

- Components of the **Return Processing** Page
- Components of the **Previous Returns** Page
- Components of the **Payment Notification** Page

8.3 COMPONENTS OF THE RETURN PROCESSING PAGE

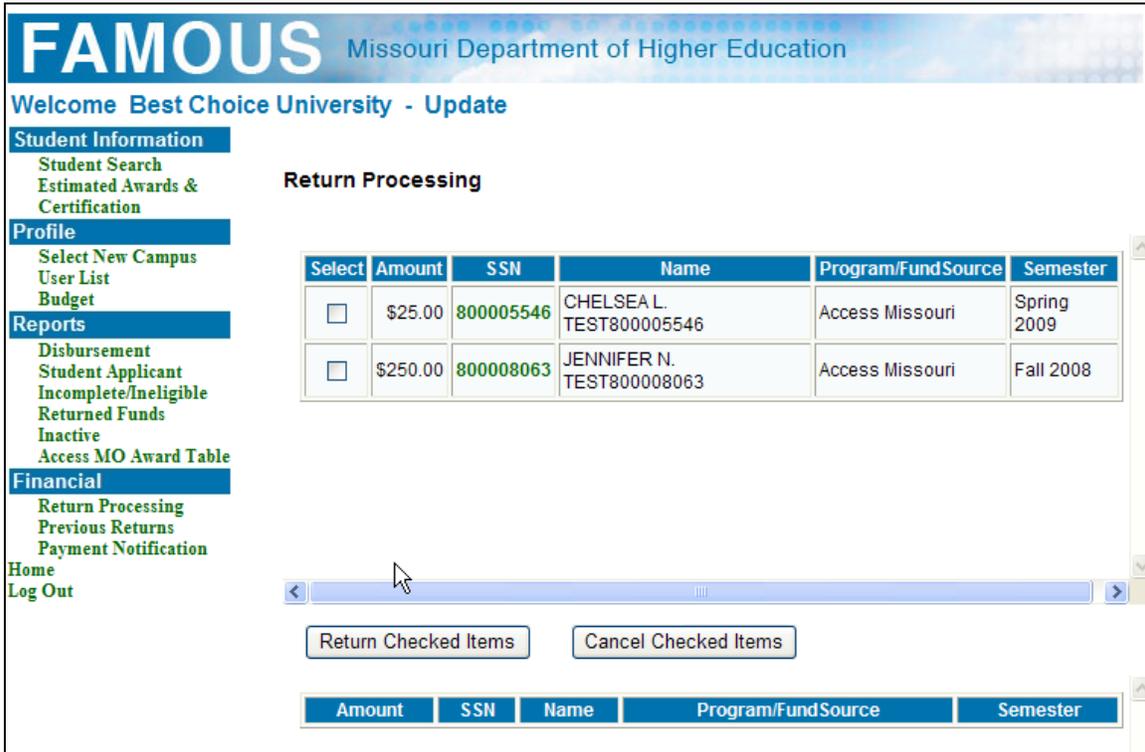


Figure 8.1 Return Processing Page

The **Return Processing** page allows you to process returns to MDHE. Click the **Return Processing** link to access the **Return Processing** page. The top half of the page is populated with returned funds that were entered from the **Returns** column of the **Awards/Disbursements** tab on the **Student** page.

The top portion of the page includes a **Select** check box for selecting returns to process. In addition, the following fields appear on both the top and bottom portions of this page:

- Amount
- SSN
- Name
- Program/Fund Source
- Semester

The following buttons appear in the middle of this page:

- Return Checked Items
- Cancel Checked Items

The following buttons appear at the bottom of this page:

- Export to PDF
- Export to Excel
- Reset
- Check Sent

8.3.1 Return of Funds Reminders

- You can return funds for the current academic year or a previous academic year. There should be a separate transaction for each academic year. To return funds for a previous academic year, select the appropriate academic year from the **Academic Year** drop-down menu in the middle of the **Student** page, then select the appropriate program and enter the return as usual.
- Enter returns for all students you are returning funds for under the **Awards/Disbursements** tab on the **Student** page before completing the return transaction on the **Return Processing** page. The link to the **Return Processing** page is under the **Financial** group in the navigation bar on the left-hand side of the page. When entering the return under the **Awards/Disbursements** tab on the **Student** page, make sure you have selected the appropriate academic year, program, and disbursement.
- A single return transaction may include multiple programs and multiple students.
- Funds must be returned with a paper check from the institution.
- A single check can cover a single transaction that includes multiple programs. A single check can also cover more than one transaction.
- It is not necessary to cut a check for each program within a multiple program transaction. FAMOUS has the capability to record up to 24 characters in the **Check Number** field and multiple check numbers may exceed this limit.
- Checks should be made payable to the Missouri Department of Higher Education and mailed to:

Missouri Department of Higher Education
Attn: State Student Assistance Programs
3515 Amazonas Drive
Jefferson City, MO 65109
- The MDHE will complete the return upon receipt of the check. Once the return is complete, the return amount will move from the **Pending Returns** column to the **Returns** column under the **Awards/Disbursements** tab on the **Student** page and the student's net award will be reduced by the amount of the return.

- If the check is not received within 30 days, a message will appear on your **Message Board** page notifying you to contact the MDHE. The **Message Board** is accessible from the **Home** link at the bottom of the navigation bar on the left-hand side of the page.
- Once the MDHE completes the return, the amount available for certification on the **Estimated Awards & Certification** pages is increased by the amount of the return.
- If the check amount does not match the electronic return your school submitted, the MDHE will contact you and return the check.
- All funds for the current academic year should be returned as early as possible, but no later than 30 days from the June 30 end of the state fiscal year.

8.3.2 Enter Return Amount

Before returns appear on the **Return Processing** page, you must first enter return amounts on individual student records. Perform the following steps to enter return amounts on individual student records in FAMOUS.

Step	Action
1.	Retrieve the student through the Student Search page or by entering the SSN in the Search SSN field on the Student page. NOTE: If you leave the Student page you will need to use the Student Search page to once again access the Student page, even if you want to view the same student.
2.	Select the appropriate academic year from the Academic Year drop-down menu located between the Student Demographics and FAFSA Details sections of the Student page.
3.	Select the Awards/Disbursement tab on the right-hand side of the Eligibility Criteria tab at the bottom of the page.
4.	Select the appropriate program.
5.	Click in the Returns column on the award row for which the return is being made. Enter the return amount. The Net column will be reduced by the return amount. (See Figure 8.2 below.) NOTE: If a return has already been processed for the disbursement and you are entering a subsequent return, you must enter the total amount that should be returned for that disbursement. You should not enter the amount of the subsequent return only. Example: You previously returned \$100 for a disbursement but find the return should have been for \$150 so you need to return an additional \$50. To ensure the appropriate amount is returned, you would enter \$150 in the Returns column. You would <i>not</i> enter \$50.

Step	Action
6.	<p>Click the Create Return button at the bottom of the page. A confirmation message will appear in red text at the top of the page that indicates “Pending return has been created. Click the Return Processing Link to submit.”</p> <p>NOTE 1: When you next view the Awards/Disbursements tab for the selected program, the return amount will appear in the Pending Returns column. The Net amount returns to its original value until the return is completely processed. (See Figure 8.3 below.)</p> <p>NOTE 2: If you entered a return amount that is greater than the disbursement amount you will receive a message in red text at the top of the page that indicates “The return amount cannot exceed the disbursement amount” when you click the Create Return button. If you enter an invalid return amount, you will receive the message “Invalid Input.”</p>
7.	Repeat steps 1-6 for all students you are returning funds for before completing the steps in Section 8.4.3 Submit the Return.

Student Details

Eligibility Criteria | **Awards/Disbursements** | Disbursement History | Student Activity | Letters

Advantage | Access MO | Bright Flight | Ross

Fall Award: \$1,473.60
Spring Award: \$549.00

Status	Sem.	Req. Pay Date	Warrant Date	Actual Pay Date	Pay. Amt.	Returns	Net	Pending Returns
Paid	Fall	09/08/2008	09/03/2008	09/08/2008	\$1,473.60	1107.6	\$366.00	\$0.00
Paid	Spring	01/28/2009	01/23/2009	01/28/2009	\$549.00	0	\$549.00	\$0.00
Totals:					\$2,022.60	\$1,107.60	\$915.00	\$0.00

Create Return

Figure 8.2 Student Page – Awards/Disbursements Tab with Returns Entered

Student Details

[Eligibility Criteria](#)
[Awards/Disbursements](#)
[Disbursement History](#)
[Student Activity](#)
[Letters](#)

[Advantage](#)
[Access MO](#)
[Bright Flight](#)
[Ross](#)

Annual Award: \$1,000.00

Status	Sem.	Req. Pay Date	Warrant Date	Actual Pay Date	Pay. Amt.	Returns	Net	Fund Source	Pending Returns
Paid	Fall	09/19/2008	09/16/2008	09/19/2008	\$500.00	\$ 0.00	\$500.00	Access Missouri - State GR	\$100.00
Totals:					\$500.00	\$0.00	\$500.00		\$100.00

[Create Return](#)

Figure 8.3 Student Page – Awards/Disbursements Tab with Pending Returns

8.3.3 Submit the Return

Perform the following steps to complete the return of funds to MDHE in FAMOUS.

Step	Action
1.	Click on the Return Processing link under the Financial group in the navigation bar on the left-hand side of the page.
2.	Click the Select check box next to the disbursement(s) to be returned. A check mark will appear in the check box. NOTE: If necessary, click again to remove the check mark. (See Figure 8.4 below.)
3.	Click the Return Checked Items button. All selected items will appear in the bottom half of the page. (See Figure 8.5 below.) NOTE 1: If you do not want to return the funds you just moved to the bottom of the page, go to step 7. NOTE 2: If you click the Return Checked Items button but do not have any students selected, you will receive an error message in red text at the top of the page that indicates "Please select at least one student to process a return."
4.	You have the option of exporting a report of the funds being returned. This must be done before step 5. (See Appendix D for export instructions.)
5.	To transmit the return to the MDHE and indicate that a check is being sent, click the Check Sent button. All returns listed in the bottom half of the page will be removed and a message will appear in red text at the top of the page that indicates "Returns processed successfully." (See Figure 8.6 below.) The return date and a confirmation number will appear on the Previous Returns tab. NOTE 1: The Check Sent button can be clicked after Step 3 or Step 4. The check does not have to be in the mail before this button is clicked. The return must be made with a paper check from the institution. NOTE 2: If this step is NOT completed, the MDHE cannot process the return.
6.	If you decide the returns you moved to the bottom of the page should not be sent, click the Reset button at the bottom of the page to move all of the returns back to the top portion of the page. You will receive a confirmation message before the returns are moved back to the top of the page. (See Figure 8.7 below.) NOTE: You will not be able to do this after you click the Check Sent button.

FAMOUS Missouri Department of Higher Education

Welcome Best Choice University - Update

Student Information
 Student Search
 Estimated Awards & Certification

Profile
 Select New Campus User List
 Budget

Reports
 Disbursement
 Student Applicant
 Incomplete/Ineligible
 Returned Funds
 Inactive
 Access MO Award Table

Financial
 Return Processing
 Previous Returns
 Payment Notification

Home
 Log Out

Return Processing

Select	Amount	SSN	Name	Program/FundSource	Semester
<input checked="" type="checkbox"/>	\$25.00	800005546	CHELSEA L. TEST800005546	Access Missouri	Spring 2009
<input type="checkbox"/>	\$250.00	800008063	JENNIFER N. TEST800008063	Access Missouri	Fall 2008

Return Checked Items Cancel Checked Items

Figure 8.4 Return Selected

Return Checked Items Cancel Checked Items

Amount	SSN	Name	Program/FundSource	Semester
\$25.00	800005546	CHELSEA L. TEST800005546	Access Missouri	Spring 2009

Export to PDF Export to Excel Reset

Check Sent

Figure 8.5 Return Ready for Submission

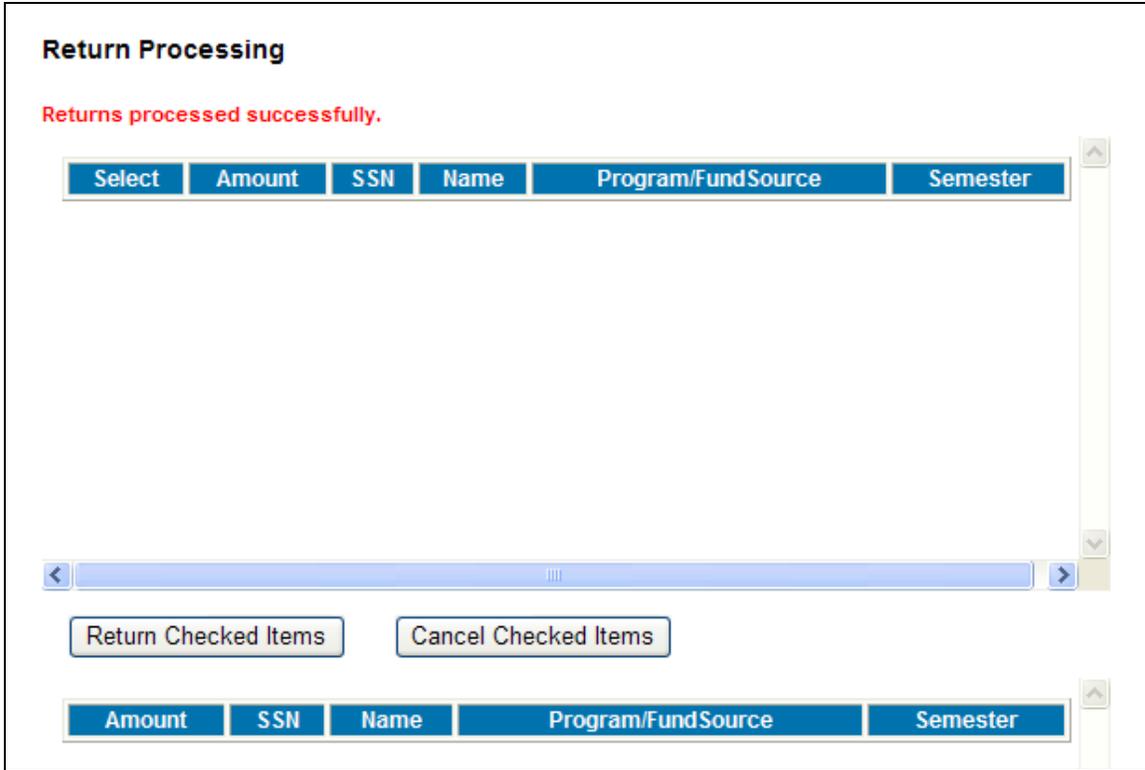


Figure 8.6 Return Submitted

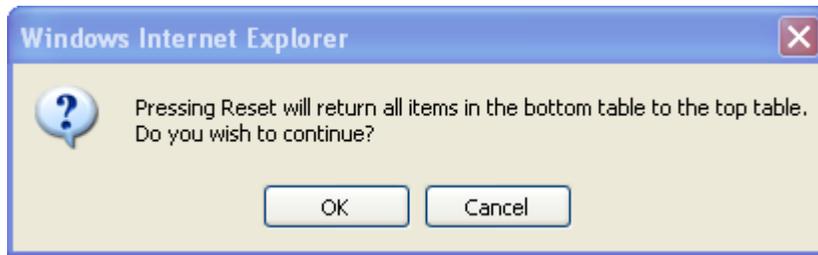


Figure 8.7 Reset Confirmation Message

8.3.4 Cancel Returns

Perform the following steps to cancel returns you have entered on student records in FAMOUS.

Step	Action
1.	Click on the Return Processing link under the Financial group in the navigation bar on the left-hand side of the page.
2.	Click the Select check box next to the returns(s) to be cancelled. A check mark will appear in the check box. (See Figure 8.4 above.)
	NOTE: If necessary, click again to remove the check mark.

Step	Action
3.	Click the Cancel Checked Items button. FAMOUS displays a confirmation message in red text at the top of the page that indicates “Return(s) successfully canceled.” The selected return is removed from the list of returns on the Return Processing Page, as well as from the Awards/Disbursements tab for the applicable program in the Student Details section of the Student page.

8.4 COMPONENTS OF THE PREVIOUS RETURNS PAGE

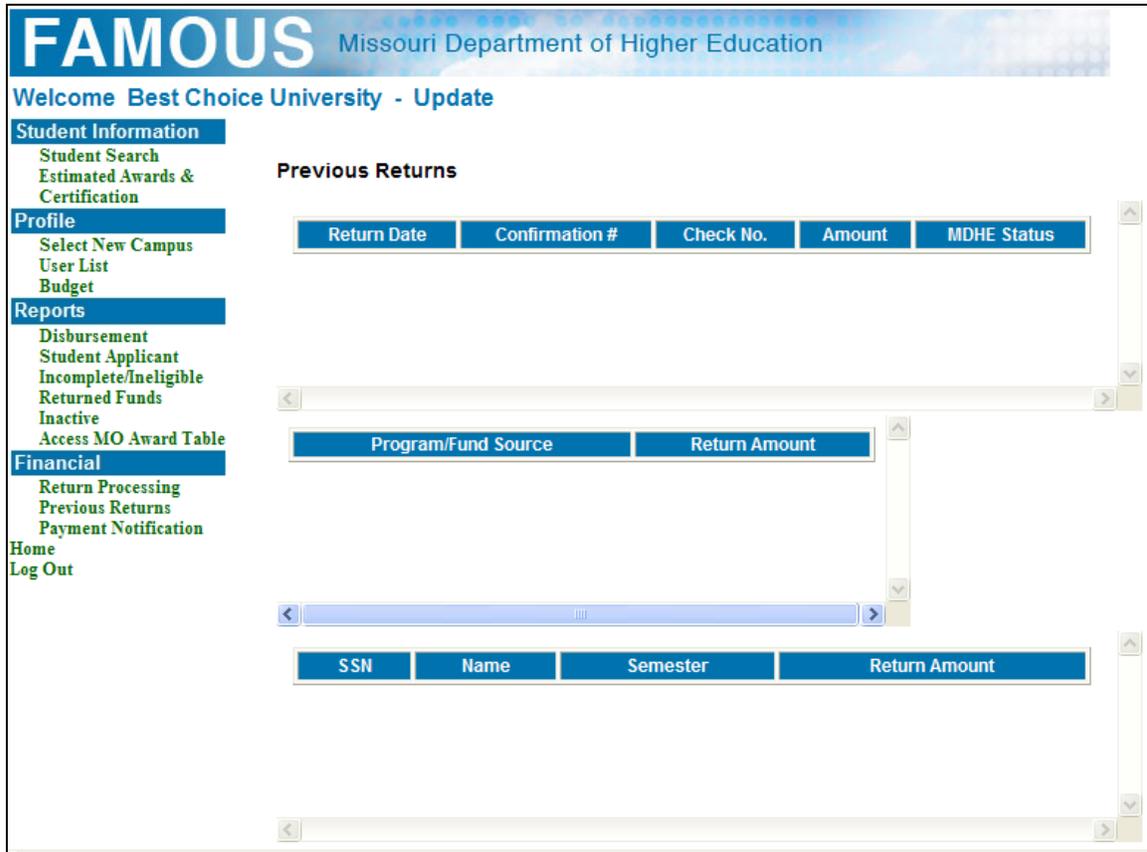


Figure 8.8 Previous Returns Page

Click the **Previous Returns** link found under the **Financial** group in the navigation bar on the left-hand side of page to access all return transactions and their details for the current academic year. Return information for previous academic years is available through the **Returned Funds** report. (See Section 7.4.4.)

NOTE: You will receive a system reminder on the **Message Board** on the **Home** page if unprocessed returned funds remain in FAMOUS for a month.

The top section of the **Previous Returns** page contains return transaction information. It includes the following fields:

- Return Date
- Confirmation #
- Check No.
- Amount
- MDHE Status

NOTE: The **Check No.** field will populate when the **MDHE Status** field updates from Pending to Received.

The middle section of the page shows the program/fund source and return amount for the return transaction selected in the top section. It contains the following fields:

- Program/Fund Source
- Return Amount

The bottom section of the page lists the students associated with the program/fund source selected in the middle section. It contains the following fields:

- SSN
- Name
- Semester
- Return Amount

Perform the following steps to access previous return transactions in FAMOUS.

Step	Action
1.	<p>Click on the Previous Returns link under the Financial group in the navigation bar on the left-hand side of the page. FAMOUS automatically populates the top section of the page with all return transactions for the current academic year sorted in chronological order. (See Figure 8.8 above.)</p> <p>NOTE: You can sort the data by clicking on any of the column headers. Clicking the column header a second time will reverse the sort order.</p>
2.	<p>Click the Confirmation # link in a return transaction. FAMOUS populates the middle section of the page with a list of returns by program/fund source for the selected transaction.</p> <p>NOTE: The color of the Confirmation # link changes from green to blue when it is selected.</p>

Step	Action
3.	<p>Click a Program/Fund Source link. FAMOUS populates the bottom section of the page with a list of returns by student for the selected program/fund source.</p> <p>NOTE 1: The color of the Program/Fund Source link changes from green to blue when it is selected.</p> <p>NOTE 2: You can sort the data by clicking on any of the column headers. Clicking the column header a second time will reverse the sort order.</p>

8.5 COMPONENTS OF THE PAYMENT NOTIFICATION PAGE

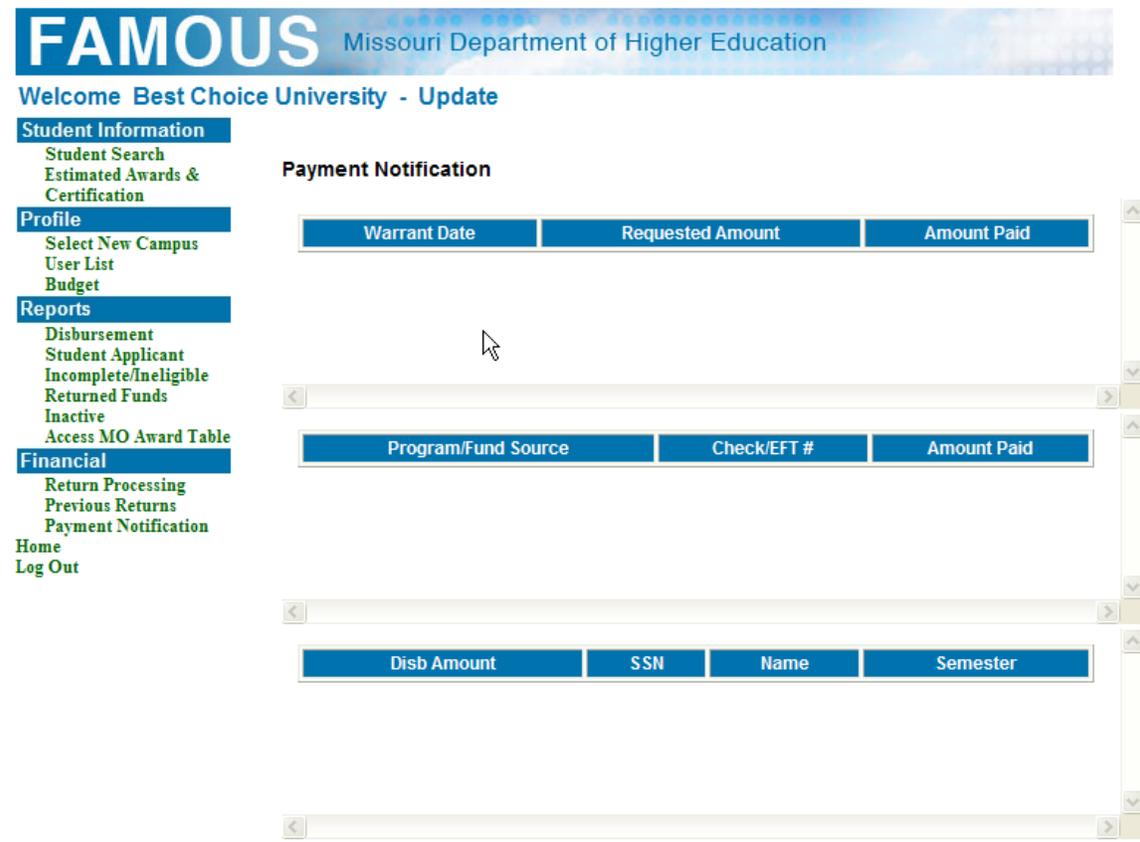


Figure 8.9 Payment Notification Page

The **Payment Notification** page allows you to access information regarding funds that have been sent to your institution for the current academic year. This information, except for the **Amount Paid** and **Check/EFT#** fields, is available the day after the warrant is submitted to OA for processing. The **Amount Paid** and **Check/EFT#** fields are populated when the disbursement status is updated to paid. Payment information for previous academic years is available through the **Disbursement Report**. (See Section 7.4.1.)

The top section of the **Payment Notification** page contains payment transaction (warrant) information. It includes the following fields:

- Warrant Date
- Requested Amount
- Amount Paid

The middle section of the page shows the programs/fund sources associated with the warrant selected in the top section. It contains the following fields:

- Program/Fund Source
- Check/EFT#
- Amount Paid

The bottom section of the page lists the students associated with the program selected in the middle section. It contains the following fields:

- Disb Amount
- SSN
- Name
- Semester

Perform the following steps to access payment transactions in FAMOUS.

Step	Action
1.	Click on the Payment Notification link under the Financial group in the navigation bar on the left-hand side of the page. FAMOUS automatically populates the top section of the page with all payment transactions for the current academic year sorted in descending chronological order (newest warrant date first). (See Figure 8.9 above.)
2.	Click the Warrant Date link in a payment transaction at the top of the page. FAMOUS populates the middle section of the page with a breakdown of payments by program for the selected transaction. This section is sorted alphabetically by program by default. NOTE 1: For the Access Missouri program, the Program/Fund Source field will identify the fund source as State, Federal or Purdy. The possible fund sources include: <ul style="list-style-type: none"> • State GR • State LEAP • State SLEAP • Federal LEAP • Federal SLEAP • Purdy

Step	Action
3.	Click a Program/Fund Source link in the middle of the page. FAMOUS populates the bottom section of the page with a breakdown of payments by student for the selected program/fund source. The payment information is sorted in chronological order by SSN.

CHAPTER 9: FAMOUS LOG OUT

Always use the **Log Out** link to end your FAMOUS session. You can log out from any page in the system.

Perform the following step to log out of FAMOUS.

Step	Action
1.	Click the Log Out link at the bottom of the navigation bar on the left-hand side of the page. The login page will reappear. (See Figure 3.1 above.)

APPENDIX A: PROTECTION OF USER SESSIONS POLICY

1. Protection of User Sessions Required

User sessions must be protected when not in use and when the user is not present to prevent unauthorized access to FAMOUS.

2. Acceptable Methods of User Session Protection

An acceptable method of user session protection will meet the following criteria.

- Prevent the session from being viewed after a set period of time, not to exceed five minutes.
- Require verification of the user's identity before resuming the session.

Any method of user session protection that meets the above criteria is acceptable.

Protection methods may include but are not limited to the following.

- End the session. Users must log into a new session to once again access the system.
- Lock the computer using the Windows logo key + the L key, where a password that is subject to periodic change is required to unlock the computer. Users must unlock the computer with the current password to once again access the system.
- Lock the computer with a tool such as the Lock Computer feature in the Windows Task Manager, where a password that is subject to periodic change is required to unlock the computer. Users must unlock the computer with the current password to once again access the system.
- Lock the computer with a password protected screen saver that is set to activate within no more than five minutes of inactivity and that is subject to periodic change. Users must unlock the computer with the current password to once again access the system.

When the user will continue to use the web browser after using FAMOUS, the user must log out of the current session of FAMOUS.

APPENDIX B: CONCURRENT USER SESSIONS POLICY

1. Concurrent User Sessions on Single Computer Terminals

Users may access multiple user sessions on a single computer terminal when multiple sessions are necessary to facilitate the performance of required duties relating to the administration of student financial assistance. Users must access only the number of sessions necessary to complete the required duties and must end any unnecessary sessions as soon as the required duties are completed.

2. Concurrent User Sessions on Multiple Computer Terminals

Users are prohibited from using their FAMOUS user ID and password to access concurrent user sessions on multiple computer terminals to prevent unauthorized access to FAMOUS. Access of user sessions on multiple terminals implies that a user has shared their unique user ID and password with another user in direct violation of their signed user agreement since a single user cannot work from two or more terminals at the same time. Users who must access FAMOUS from a new terminal are required to log out of any user sessions open on the terminal currently in use before logging into any user sessions on the new terminal.

APPENDIX C: USER ID AND PASSWORD POLICY

1. General Password Requirements

- Users are required to complete an on-line registration form and submit a paper user agreement on institution letterhead to be considered for a user ID and password to access FAMOUS.
- Applications for user IDs and passwords will be reviewed and approved or denied by security system administrators.
- The security system will assign a unique user identifier and a secret, initial password to all users as a means of authentication.
- Users must change any system-assigned password upon the first login to FAMOUS after receipt of the system-assigned password.
- User IDs and passwords will only provide a user with access to the institution(s) indicated on the registration form and user agreement.
- Users are required to verify all password changes by entering the old password once and the new password twice.
- The security system will assign a new, unique user ID and initial password to a user upon a registered name change.
- Proof of identity in the form of a shared secret security question and answer shall be presented to the security system when a user has forgotten their password.
- A user may voluntarily disable the user ID and password when access to FAMOUS is no longer required, such as upon termination of employment, or security system administrators will disable the user ID and password upon notification that the user no longer requires access.
- Passwords shall not be hard coded into software.
- All enterprise systems should provide automated support of password controls.
- If intervention is required, only administrators are authorized to disable the user.
- Password resets or changes shall be promptly confirmed with the user by e-mail.
- Passwords shall be changed after a system compromise or after the threat of a system compromise, such as the termination of a system administrator, security level change, etc.
- Users shall promptly change all passwords if they suspect or know unauthorized parties received the passwords or they have shared it in the course of getting help with a problem.

2. Password Composition Requirements

Requiring complex passwords increases the time necessary to crack passwords exponentially. The required password composition is based on ADS rules.

- Passwords shall contain at least seven characters with a minimum of the following:
 - At least one English uppercase alphabetic (A - Z)
 - At least one English lowercase alphabetic (a - z)
 - At least one Numeric base-ten digit (0 - 9)
- Users should consider the following guidelines when creating passwords.
 - Passwords should not to be related to the job or personal life, e.g., not a license plate number, spouse's name, telephone number, etc.

- Passwords should not be dictionary words or proper names, places or slang.
- Passwords should not contain all or part (3 or more sequential characters) of the user's account or login name.
- Passwords should not contain characters that do not change combined with characters that predictably change when changing passwords upon expiration. For example, users should not choose passwords like "x345JAN" in January, "x345FEB" in February, etc., or passwords identical or substantially similar to passwords the user previously chose.

3. Password Lifetime Requirements

- Passwords for all systems are subject to the following password aging and history rules:
 - Passwords for all users shall automatically expire every 60 days. However, passwords should be changed on a more frequent basis commensurate with the sensitivity, criticality and value of the information it protects.
 - Systems shall maintain an encrypted history of previously used passwords per logon ID.
 - Password history files should contain, at a minimum, the last password particular to a logon ID.

4. Password Source Requirements

- The security system shall generate passwords through an automated process.
- The security system shall communicate user IDs and initial passwords to users through e-mail.

5. Password Ownership Requirements

- Users shall not disclose their password to anyone.
- No passwords are to be spoken, written, e-mailed, hinted at, shared, or in any way known to anyone other than the user involved.
- User-initiated password changes shall be supported on the security system.

6. Password Re-entry Requirements

- After the first invalid password or unsuccessful attempt to access FAMOUS, the user will receive a message indicating the access attempt was unsuccessful and prompting another attempt.
- After the second invalid password or unsuccessful attempt to access FAMOUS, the user will receive a message indicating the access attempt was unsuccessful and prompting another attempt.
- After the third invalid password or unsuccessful attempt to access FAMOUS, the user will receive a message indicating the access attempt was unsuccessful and the login window will automatically close.

7. Auditing Requirements

- The security system will provide a report of unsuccessful login attempts for a specified time period. The report will include:
 - The valid user ID
 - The time of the login attempt

- Indication that the password is invalid
- The security system will provide a report of users that have not logged into FAMOUS for a specified period of time. The report will include:
 - The user ID
 - The last date the user logged into FAMOUS

APPENDIX D: EXPORTING INFORMATION

Perform the following steps to export information from FAMOUS:

Step	Action
1.	<p>Click the Export to PDF button. The File Download dialog box opens directing you to open or save the file, or cancel the export. (See Figure D.1 below.)</p> <p>When you open the file, you can view the report and close it when finished. You can also print or save the report through Adobe Reader but the file layout may be affected.</p> <p>When you save the file, the Save As dialog box appears. (See Figure D.2 below.) Select the location from the Save in drop-down menu, type a new file name in the File name text box if desired and click the Save button. Your report will be saved as an Adobe Acrobat PDF file in the location you specified. A Download Complete dialog box appears directing you to open the file, open the folder or close the dialog box. (See Figure D.3 below.) NOTE: You will receive a warning message if you attempt to save two reports with the same name. (See Figure D.4 below.)</p> <p>When you cancel the export, you return to the page with any selections you had made intact.</p> <p>Alternatively, click the Export to Excel button. The same open, save and cancel options and procedures are available.</p>
2.	<p>Navigate to where the report is saved. You may now view the report or print it.</p> <p>NOTE: You can also print an opened, unsaved file by clicking on the printer icon in the Adobe Reader tool bar or by selecting Print from the File menu in Adobe Reader but the file layout may be affected.</p>



Figure D.1 File Download Dialog Box

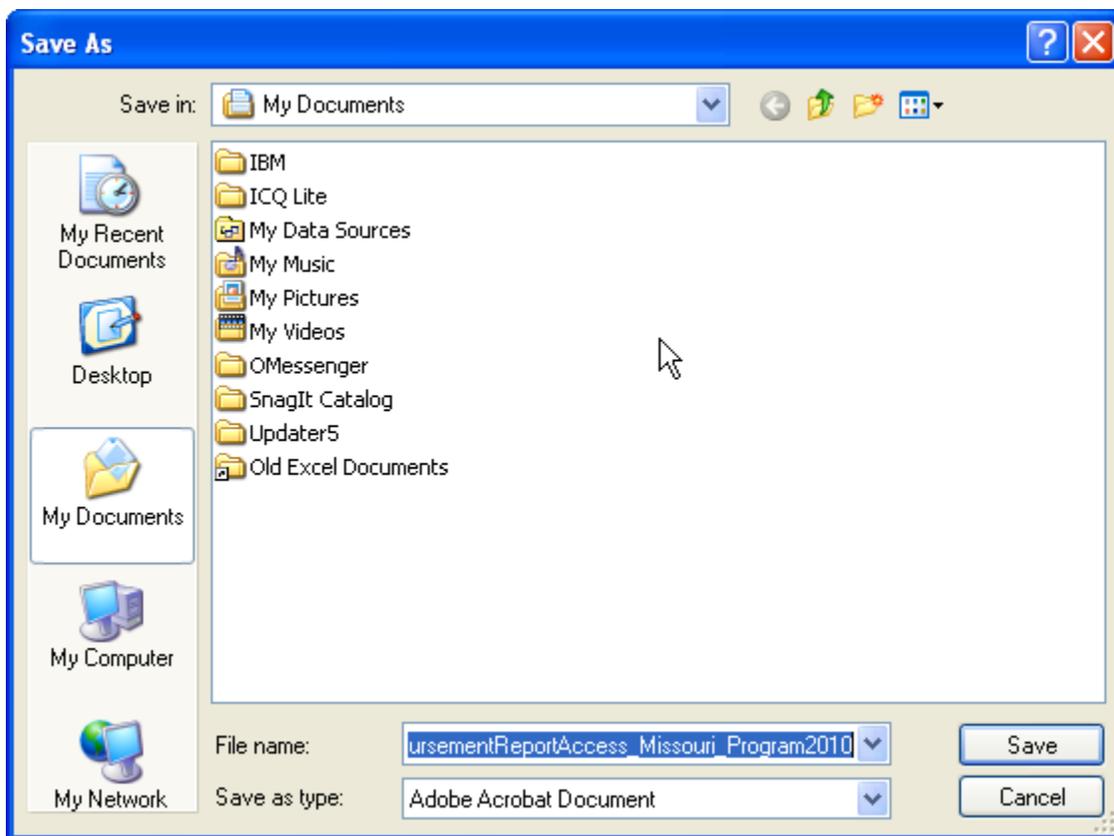


Figure D.2 Save As Dialog Box

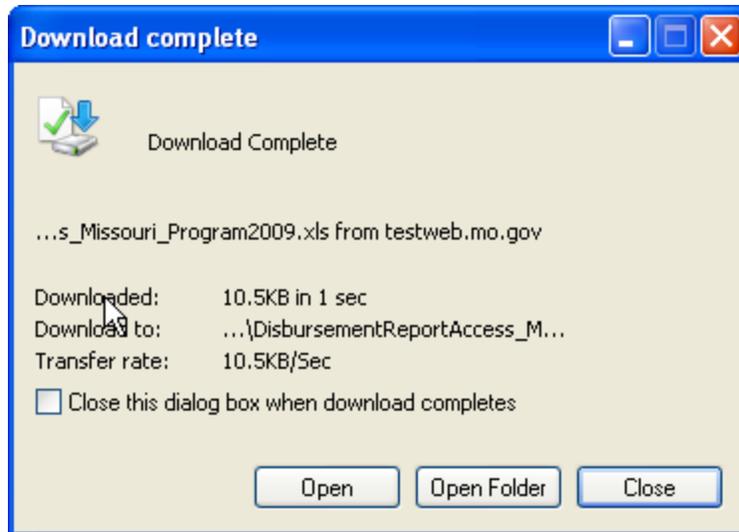


Figure D.3 File Download Complete Dialog Box

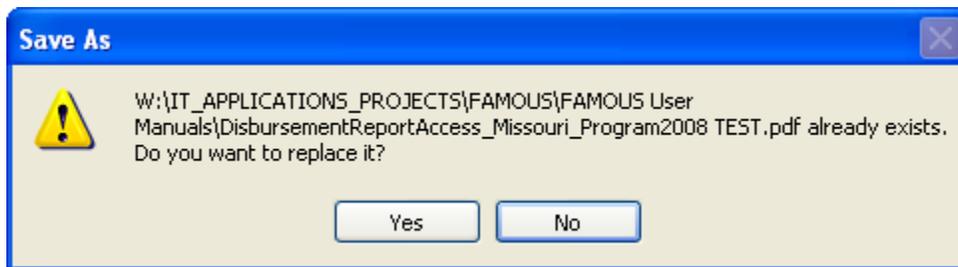


Figure D.4 Duplicate File Name Message

APPENDIX E: INITIATING THE FTP PROCESS

Through the FAMOUS File Transfer Protocol (FTP) Interface you will be able to receive information about the eligibility of students to receive grants and scholarships from the Missouri Department of Higher Education (MDHE), as well as certify eligible students for disbursement. Only students that have expressed an interest in your institution will be reported to you. The FAMOUS FTP interface does not have all the capabilities of the FAMOUS Graphical User Interface (GUI) so you will need to continue using that application for other activities, including running reports, monitoring individual student eligibility and disbursement statuses, and maintaining and viewing your institution's profile.

To have the FAMOUS FTP Interface enabled for your institution, the following steps must be completed in the order they are listed.

1. Request the appropriate documents from the MDHE and return a completed test plan. You may send the completed documents by email to angie.phillips@dhe.mo.gov or if you prefer you may send paper documents to Angie Phillips, Missouri Department of Higher Education, 3515 Amazonas Dr., Jefferson City, MO 65109-5717.
2. The MDHE will review the completed documents and, upon approval, will send you the technical specifications, including the file layout.
3. Develop your systems to process or produce the required files in accordance with the technical specifications.
4. Work with the MDHE to execute the approved test plan in the MDHE's test environments using test data.
5. The MDHE will enable the FAMOUS FTP Interface in production once both parties are satisfied with the results of the testing.

APPENDIX F: CHARLES GALLAGHER AND COLLEGE GUARANTEE SCREEN SHOTS

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Universal Access MO Bright Flight **Ross** Gallagher Guarantee

Prior Degree: No Prior Degree

College Grade Level: 4th year/senior

Parent Residency: Yes No

ACT Test Date:

Student Residency: Yes No

SAT Test Date:

US Citizen/Permanent Resident: Yes No

Eligibility Status: Eligible

Living Code: Off Campus

Save

Figure F.1 Student Page - Student Details 2007-2008 and Prior

Academic Year: 2007-2008

FAFSA Details

Received Date: 03/25/2007 Processed Date: 03/26/2007 Transaction Number: 1

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Universal Access MO Bright Flight Ross Gallagher **Guarantee**

Max Annual Award: \$1,500.00

Renewal: Y

Nonrenewal Need Cutoff: \$17,000.00

Gallagher Eligibility Status: **Void**

Program Discontinued

Award Calculation

Budget: \$44,771.00

EFC: \$0.00

Est. Pell: \$4,310.00

Need: \$40,461.00

Annual Award: \$1,500.00

Figure F.2 Gallagher Eligibility Criteria Tab 2007-2008

Academic Year: 2006-2007

FAFSA Details

Received Date: 01/27/2006 Processed Date: 02/01/2006 Transaction Number: 1

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Universal Bright Flight Ross Gallagher Guarantee

Max Annual Award: \$1,500.00 Award Calculation

Renewal: N Budget: \$42,782.00

Nonrenewal Need Cutoff: \$14,120.00 EFC: \$3,232.00

Gallagher Eligibility Status: Eligible

Est. Pell: \$800.00

Need: \$38,750.00

Annual Award: \$1,500.00

Figure F.3 Gallagher Eligibility Criteria Tab 2006-2007 and Prior

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Advantage Bright Flight Ross Gallagher Guarantee

Annual Award: \$1,500.00

Status	Sem.	Req. Pay Date	Warrant Date	Actual Pay Date	Pay. Amt.	Returns	Net	Fund Source	Pending Returns
Paid	Fall	09/01/2006	08/31/2006	09/06/2006	\$750.00	\$ 0.00	\$750.00	Gallagher - State Leap	\$0.00
Paid	Spring	01/22/2007	01/17/2007	01/22/2007	\$750.00	\$ 0.00	\$750.00	Gallagher - State Leap	\$0.00
Totals:					\$1,500.00	\$0.00	\$1,500.00		\$0.00

Create Return

Figure F.4 Gallagher Awards/Disbursements Tab

Academic Year: 2007-2008

FAFSA Details

Received Date: 02/27/2007 Processed Date: 08/10/2007 Transaction Number: 2

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Universal Access MO Bright Flight Ross Gallagher Guarantee

Extracurricular Activity:	Y	Need Calculation
Grade Point Average(4.0 Scale):	2.96	Budget: \$13,936.00
Need Cutoff:	\$12,000.00	EFC: \$0.00
A+ Student:	N	Need: \$13,936.00
Guarantee Eligibility Status:	Void	
		Guarantee Award Calculation
		Max Annual Award: \$6,200.00
		Gallagher Amt: \$0.00
		Est. Pell: \$4,310.00
		Annual Award: \$1,890.00

Figure F.5 Guarantee Eligibility Criteria Tab 2007-2008

Academic Year: 2006-2007

FAFSA Details

Received Date: 02/28/2006 Processed Date: 08/08/2006 Transaction Number: 3

Student Details

Eligibility Criteria Awards/Disbursements Disbursement History Student Activity Letters

Universal Bright Flight Ross Gallagher Guarantee

Extracurricular Activity:	Y	Need Calculation
Grade Point Average(4.0 Scale):	2.96	Budget: \$13,936.00
Need Cutoff:	\$11,090.00	EFC: \$0.00
A+ Student:	N	Need: \$13,936.00
Guarantee Eligibility Status:	Eligible	
		Guarantee Award Calculation
		Max Annual Award: \$6,200.00
		Gallagher Amt: \$0.00
		Est. Pell: \$4,050.00
		Annual Award: \$2,150.00

Figure F.6 Guarantee Eligibility Criteria Tab 2006-2007 and Prior

Student Details

[Eligibility Criteria](#)
[Awards/Disbursements](#)
[Disbursement History](#)
[Student Activity](#)
[Letters](#)

[Advantage](#)
[Bright Flight](#)
[Ross](#)
[Gallagher](#)
[Guarantee](#)

Annual Award: \$2,150.00

Status	Sem.	Req. Pay Date	Warrant Date	Actual Pay Date	Pay. Amt.	Returns	Net	Pending Returns
Paid	Fall	08/29/2006	08/24/2006	08/29/2006	\$1,075.00	\$ 0.00	\$1,075.00	\$0.00
Paid	Spring	01/22/2007	01/19/2007	01/24/2007	\$1,075.00	\$ 0.00	\$1,075.00	\$0.00
Totals:					\$2,150.00	\$0.00	\$2,150.00	\$0.00

[Create Return](#)

Figure F.7 Guarantee Awards/Disbursements Tab