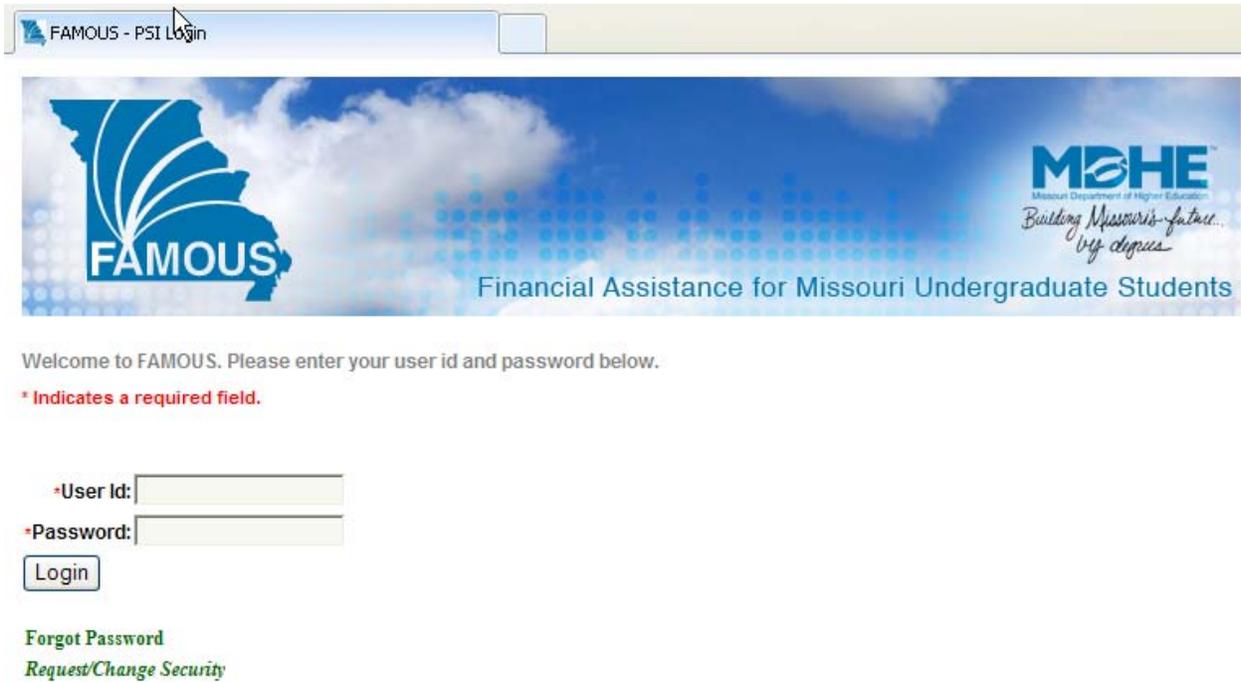
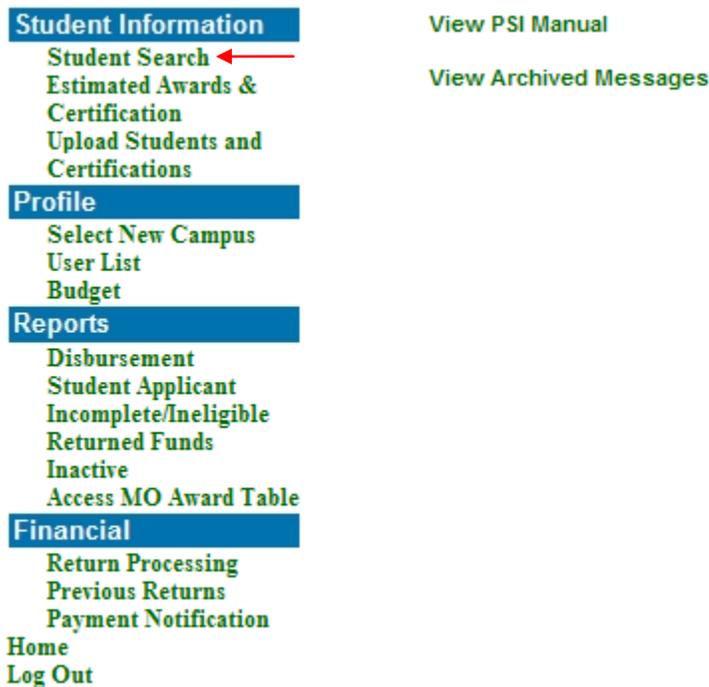


1. Login to FAMOUS.



2. Select Student Search from the Student Information group of links in the menu at the left-hand side of the page.



3. Enter the Social Security number or name of the student to be certified in the Search for box and click the Retrieve button.

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
-----	------	---------------	--------

4. The Student page displays. The Eligibility Criteria tab for the A+ program is open by default in the Student Details panel. Enter information in the required fields (marked by a red asterisk) from High School Graduation Date through EFC Amount for Student and click the Save button. A message indicating the update was successful or outlining any errors will appear in red at the top of the page. The Cancel button will return the fields to the original database values.

NOTE: This step must be completed before moving on to Step 5. You will not be able to certify an award for a student if any of these fields are blank.

Student Details

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

A+ | Access MO | Bright Flight | Ross | Additional

* High School Graduation Date: (MM/DD/YYYY)

* Program of Study:

* Total Hours for Program of Study:

* Total Accumulated Hours:

* Associate Degree Obtained:

* EFC Amount for Student: \$ 378.00

Deferment Months:

5. In the appropriate term's panel, enter information in the required fields and in the Requested Award Amount field and click the Save Updates/Certify button. **Please note:** You must calculate the award amount manually. At this time FAMOUS is not programmed to make the award calculation using the data entered in the required fields. The Requested Award Amount may be zero (entered as 0 or 0.00).

A message indicating the certification was successful or outlining any errors will appear in red at the top of the page. The Semester Net Award field will automatically update to the amount just certified.

NOTE: The Save Updates/Certify button is disabled in the screen print below. It will be enabled for the terms that are open for certification, unless another institution has already certified the student for a given term.

Summer

Reimbursable Hours	Reimb Credit Hour Rate	
* <input type="text"/>	* \$ <input type="text"/>	Remove
Add		

* Total Hours Enrolled:

* Reason if not Enrolled Full-Time:

* Fees Amt: \$

* Pell Amt: \$

* Other Fed Aid Amt: \$

* Incomplete Dollar Amt: \$

Certification Date: _____

Semester Net Award: \$0.00

Requested Award Amt: \$

Eligibility Status Summer: _____

Save Updates/Certify (disabled) Cancel

6. To certify the next student, enter the Social Security number in the Search SSN: field at the top of the Student page and click the Retrieve button. Alternately, use the Student Search link as described in Step 3 above. Once the student is retrieved, repeat steps 4 and 5 above.

*Indicates a required field

Search SSN: Retrieve

Student Demographics