



**READY TO SUCCEED
SCHOLARSHIP PARTNER
INTERFACE USER GUIDE**

NOTES:

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Ready to Succeed Scholarship Partner Interface

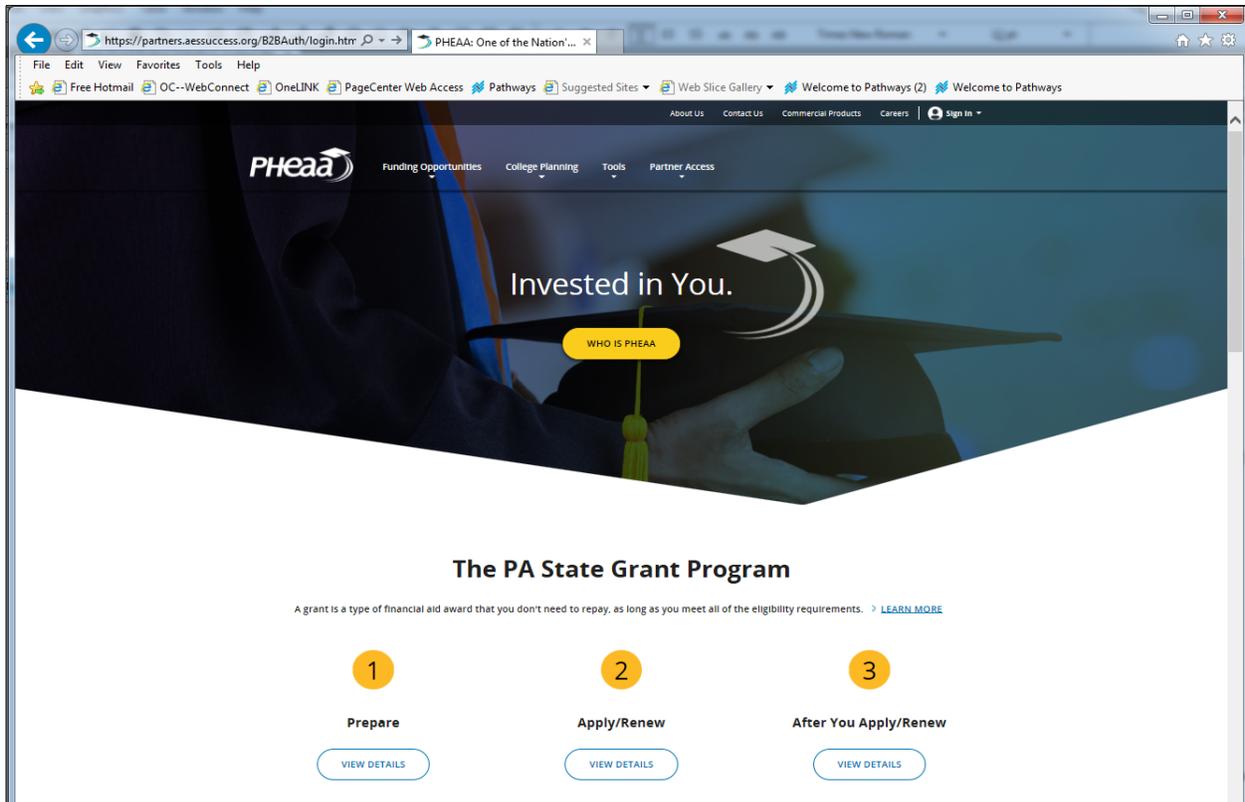
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Introduction

The Grants Partner Interface is a Web portal that allows school users to manage Pennsylvania State grant student records on the Web, including participants in the Distance Education program (DE) and the Ready to Succeed Scholarship (RTSS). School users can search for, view, and update individual student records; view eligibility records; submit special requests when changes cannot be made on the portal; request primary school changes; access the online Web certification; use mass update queues to update multiple student records; and access and export student listings through a state grant dashboard.

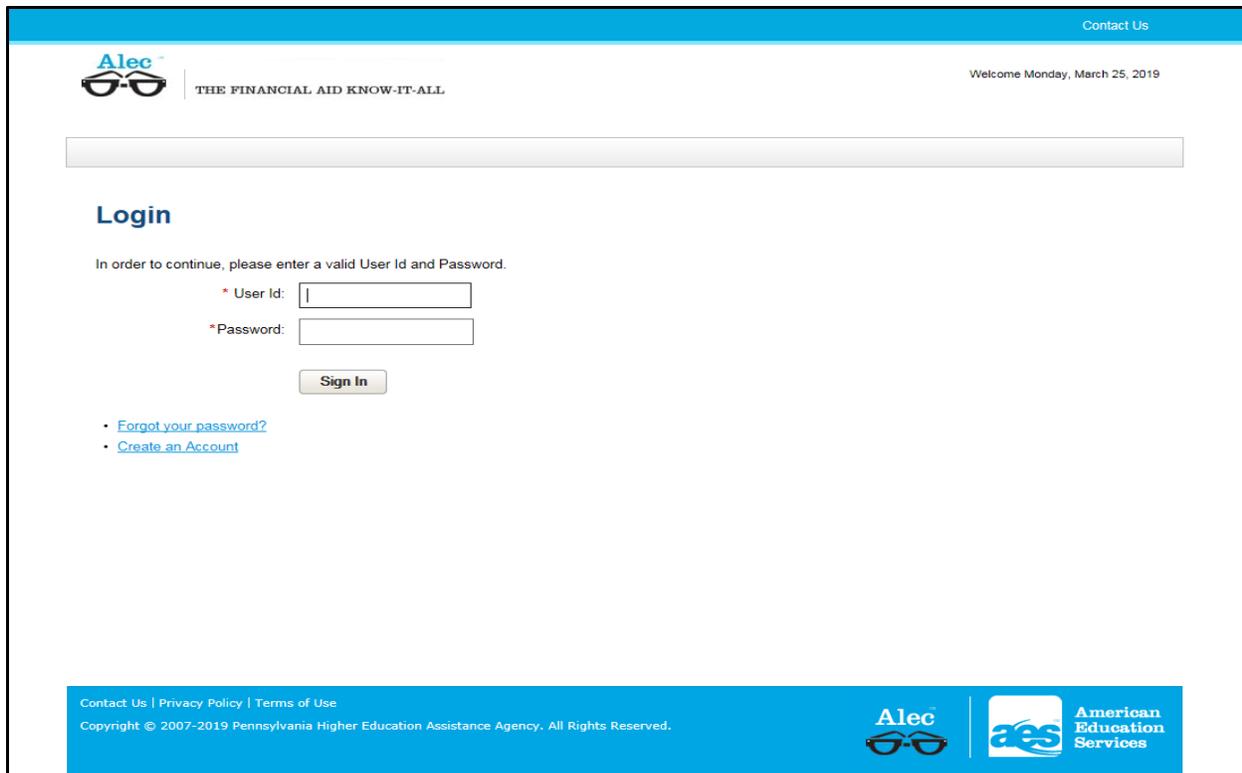
This user guide describes only the features of the Grants Partner Interface that pertain to the Ready to Succeed Scholarship. For complete instructions for using the State Grant Partner Interface for State Grants, including distance education reporting for years 2018-19 and forward, refer to user guide **WB0123-State Grant Partner Interface_User Guide_PHEAA**. For instructions on the Distance Education Pilot Program (DEPP) for years prior to 2018-19, refer to **WB0138-School Portal Distance Education Partner Interface_User Guide_PHEAA**.

Accessing the Grants Partner Interface



1. Open an Internet browser and enter the following URL: <https://partners.aessuccess.org/B2BAuth/login.htm>
2. Press Enter.

The **Login** screen displays.



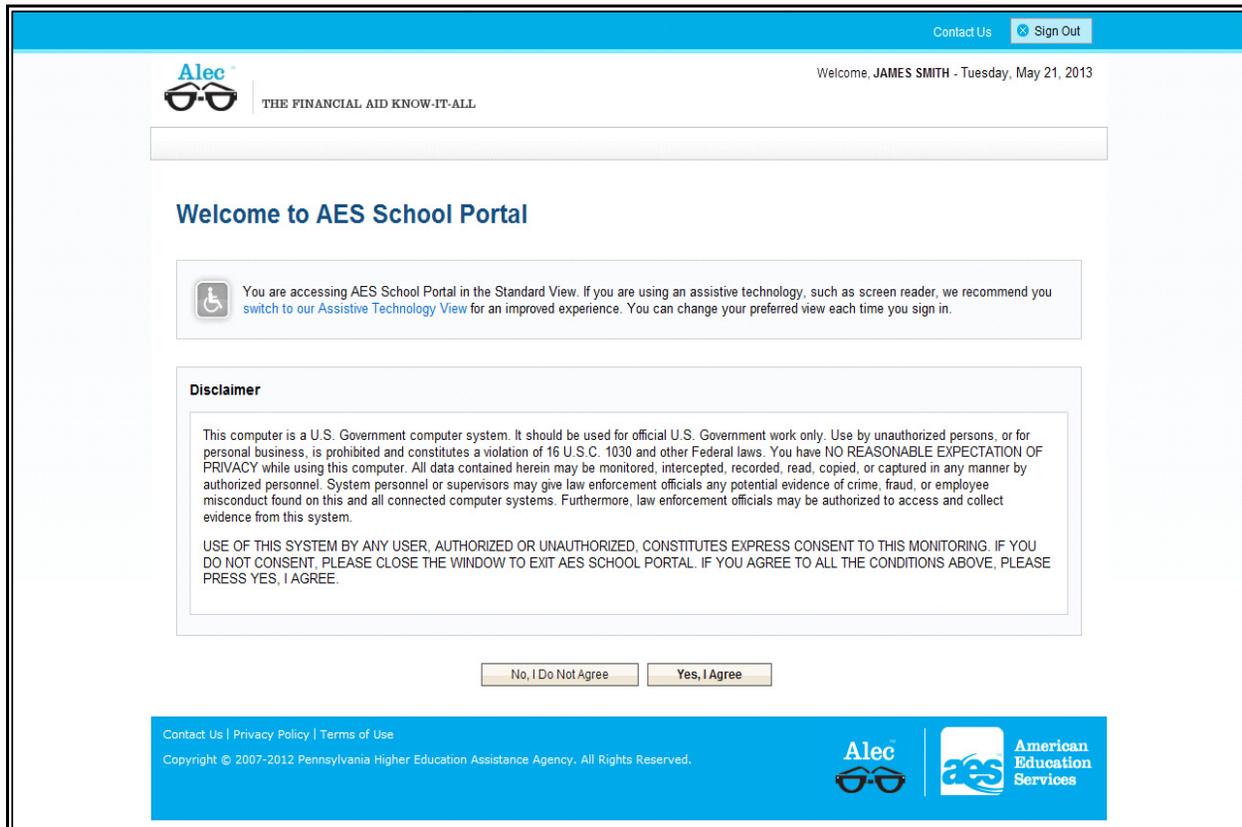
The screenshot shows the login interface for Alec. At the top right, there is a "Contact Us" link. The Alec logo and tagline "THE FINANCIAL AID KNOW-IT-ALL" are on the left, and the date "Welcome Monday, March 25, 2019" is on the right. A large horizontal bar is positioned above the "Login" heading. Below the heading, a message states: "In order to continue, please enter a valid User Id and Password." There are two input fields: "* User Id:" and "* Password:". A "Sign In" button is located below the password field. Two links are provided: "[Forgot your password?](#)" and "[Create an Account](#)". The footer contains "Contact Us | Privacy Policy | Terms of Use", "Copyright © 2007-2019 Pennsylvania Higher Education Assistance Agency. All Rights Reserved.", and logos for Alec and American Education Services.

3. In the **User Id** field, enter a valid, PHEAA-assigned ID.
4. In the **Password** field, enter a valid RACF password.
5. Click the **Sign In** button.

NOTE: Links are available for password help and to take the school user to the Business Partner Access Management System (BPAMS) to request and approve access.

The **Welcome to AES School Portal** page displays.

Users are required to agree to the terms of use each time they sign in.

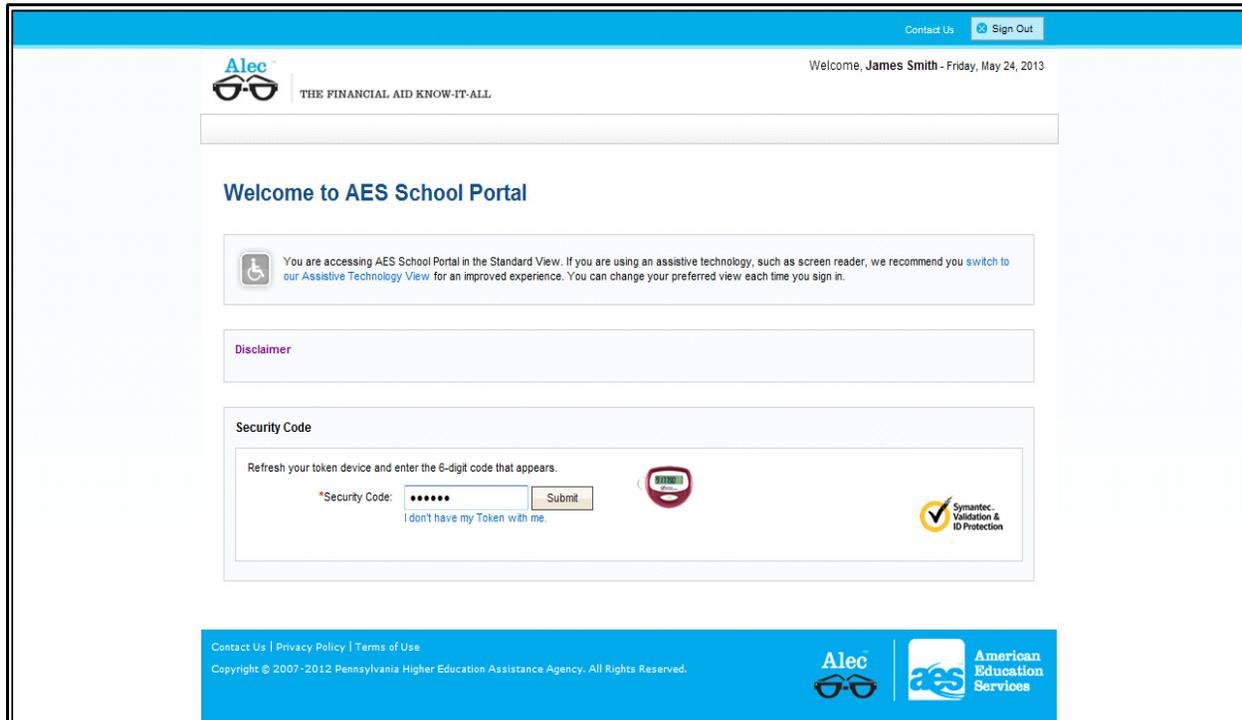


The screenshot shows the AES School Portal interface. At the top right, there are links for "Contact Us" and "Sign Out". Below the navigation bar, the Alec logo and tagline "THE FINANCIAL AID KNOW-IT-ALL" are on the left, and a welcome message "Welcome, JAMES SMITH - Tuesday, May 21, 2013" is on the right. The main heading is "Welcome to AES School Portal". Below this is a message about assistive technology: "You are accessing AES School Portal in the Standard View. If you are using an assistive technology, such as screen reader, we recommend you switch to our Assistive Technology View for an improved experience. You can change your preferred view each time you sign in." A "Disclaimer" section follows, containing text about U.S. Government computer system usage and privacy. At the bottom of the disclaimer are two buttons: "No, I Do Not Agree" and "Yes, I Agree". The footer contains "Contact Us | Privacy Policy | Terms of Use", copyright information for the Pennsylvania Higher Education Assistance Agency, and logos for Alec and American Education Services.

6. Click **Yes, I Agree** to continue.

The **Welcome to AES School Portal** page redisplay.

NOTE: Users will be prompted to enter a token only if they have access to federal data. This page does not display for school users with access only to State Grant information.



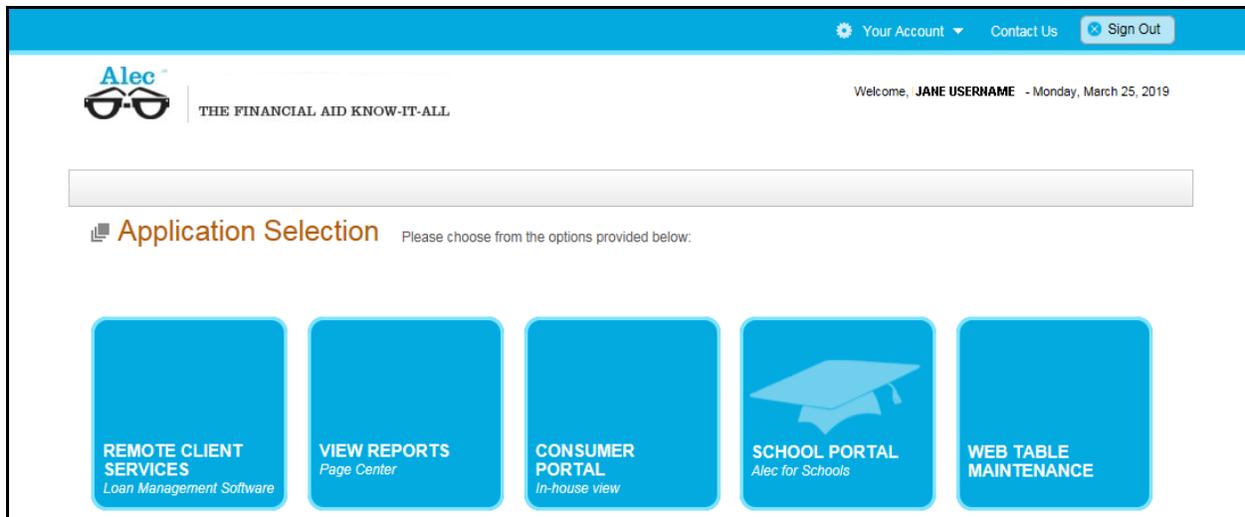
The screenshot shows the AES School Portal login interface. At the top right, there are links for "Contact Us" and "Sign Out". The main header includes the Alec logo with the tagline "THE FINANCIAL AID KNOW-IT-ALL" and a welcome message: "Welcome, James Smith - Friday, May 24, 2013". Below the header is a search bar. The main content area features a "Welcome to AES School Portal" heading, followed by an accessibility notice: "You are accessing AES School Portal in the Standard View. If you are using an assistive technology, such as screen reader, we recommend you switch to our Assistive Technology View for an improved experience. You can change your preferred view each time you sign in." Below this is a "Disclaimer" section. The "Security Code" section prompts the user to "Refresh your token device and enter the 6-digit code that appears." It includes a "Security Code" input field with six asterisks, a "Submit" button, and a link that says "I don't have my Token with me." To the right of the input field is a token device icon and a Symantec logo with the text "Symantec Validation & ID Protection". The footer contains links for "Contact Us", "Privacy Policy", and "Terms of Use", along with copyright information: "Copyright © 2007-2012 Pennsylvania Higher Education Assistance Agency. All Rights Reserved." and logos for Alec and American Education Services.

7. Refresh the token device.
8. In the **Security Code** field, enter the six-digit security code that was generated by the token device.

NOTE: Users who have registered a token but do not have it available can request a temporary security code.

9. Click **Submit**.

The **Application Selection** screen displays.



10. Click the **SCHOOL PORTAL Alec for Schools** application.

The Alec school portal displays.

The screenshot shows the Alec school portal interface. At the top, there is a search bar for grants with a dropdown menu and a search icon. To the right, there are links for 'Your Account', 'Contact Us', and 'Logout'. Below the search bar, the Alec logo and tagline 'THE FINANCIAL AID KNOW-IT-ALL' are displayed. A navigation menu includes 'Home', 'State Grants', 'Loan Processing', and 'Reports & Files'. The main content area is divided into several sections: 'State Grants' with links for dashboard, update queue, costs, and school change; 'Loan Processing' with links for AES accounts and direct access; 'Reports & Files' with links for standard reports and file exchange; 'Messages' indicating no current messages; 'Alerts (Notifications)' showing no alerts; 'Order Materials' for program materials; 'Training & Publications' with links for event schedule, document library, loan notes, and common manual; and 'Default Prevention' with links for debt management and YCDWI downloads. The footer contains navigation links, copyright information for PHEAA, and logos for Alec and American Education Services.

Search for Students in the State Grant System

Search for students using the search field at the top of the portal.

The screenshot shows the PHEAA State Grant System portal. At the top, there is a search bar with a dropdown menu set to "Search Grants" and a search field containing "SSN or Last Name". To the right of the search bar are links for "Your Account", "Contact Us", and "Logout". Below the search bar is the PHEAA logo and the tagline "THE FINANCIAL AID KNOW-IT-ALL". A navigation menu includes "Home", "State Grants", "Loan Processing", and "Reports & Files". The main content area is divided into three columns. The left column has sections for "State Grants" (with links like "View State Grants Dashboard", "Create Mass Update Queue", "State Grant Education Costs", "Request Primary School Change"), "Loan Processing" (with links like "View Students AES Accounts", "Direct Access to the AES System"), and "Reports & Files" (with links like "Standard Reports", "Send & Receive Files", "Loan Entrance/Exit Counseling"). The middle column has a "Messages" section (stating "There are currently no messages") and an "Alerts (Notifications)" section (stating "You have no alerts"). The right column has sections for "Order Materials", "Training & Publications", and "Default Prevention". The footer contains the PHEAA logo, the American Education Services logo, and copyright information: "Copyright © 2007-2015 Pennsylvania Higher Education Assistance Agency. All Rights Reserved."

Search fields at the top of the page allow school users to search for grants or loans.

1. To manage Pennsylvania State Grant student records for RTSS participants, click the down arrow in the first search field and select **Search Grants**.

Ready to Succeed Scholarship Partner Interface

NOTE: The drop down list does not display for school users with access only to State Grant information. In this case, only **Search Grants** displays.

2. In the second search field, enter the student's nine-digit Social Security number, 10-digit PHEAA account number, or last name. To use a wildcard search, enter the first three characters of the student's last name followed by an asterisk (*).
3. Click **Search**.

NOTE: If the most recent record for the student is prior to the 2007-08 academic year, the school user will be delivered directly to the student's Eligibility Record.

The student's **Eligibility Summary** displays if the most recent record for the student is prior to the 2007-08 academic year.

Search Grants

Welcome, JAMES SMITH - Tuesday, April 26, 2016

Home | State Grants | Loan Processing | Reports & Files

Eligibility Summary: James Student

SSN: 123456789 ACCT#: 1234567890 SG Award Counter (Grand Total): 4

Last Update: 02/07/2009 Last User: FGXP5

Term Records	1998 - 1999 Fall	1998 - 1999 Winter	1998 - 1999 Spring	1998 - 1999 Academic Total
Halftime:	No	No	No	
School Name (OE Code): College Name	00123400-01	-	00123400-01	
Program of Study:	Bachelor's Degree (All Other Majors)	Bachelor's Degree (All Other Majors)	Bachelor's Degree (All Other Majors)	
SG Actual Award/Reject:	\$1,450		\$1,450	\$2,900
SG Remedial Exception:				0.0
SG Award Counters:	0.5	0.0	0.5	1.0
SG Academic Level:	1 - First Academic Year	-	1 - First Academic Year	
Cancellation Reason:				
Adjustment Reason:				
PHEAA EFC:				
High School Graduate:	Yes	Yes	Yes	

Period Records	1998-1999 Academic Year
Application Filed:	Yes
Total Family Contribution:	0
High School Grad Year:	1998
Veteran Status:	No
Financial Independent Status:	No
Inactivation Reason:	

Home | State Grants | Loan Processing | Reports & Files
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See [View Eligibility Record](#) for more information about the Eligibility Record.

The **Search Results** page redisplay a list of accounts that match the criteria entered in the search field. This screen displays only if the school user searched by last name and the most recent record for the student is after the 2007-08 academic year.

The screenshot shows the Alec web interface. At the top, there is a search bar with 'SSN or Last Name' and a search icon. The user is logged in as JAMES SMITH on Thursday, October 23, 2014. The page title is 'Search Results for: student'. Below the title, it says 'Displaying 1 - 4 out of 4 Results'. A table lists four student accounts with columns for Action, Student Name, SSN, Account #, D/O/B, Address, City, and State. Each row has a 'View Account' link in the Action column.

Action	Student Name	SSN	Account #	D/O/B	Address	City	State
View Account	STUDENT, ABBY	123456789	1234567890		1200 NORTH MAIN STREET	HARRISBURG	PA
View Account	STUDENT, BETSY	123456789	1234567890		1200 NORTH MAIN STREET	HARRISBURG	PA
View Account	STUDENT, CAROL	123456789	1234567890		1200 NORTH MAIN STREET	HARRISBURG	PA
View Account	STUDENT, DAVID	123456789	1234567890		1200 NORTH MAIN STREET	HARRISBURG	PA

NOTE: Students display for all periods. To filter student records by academic year, click the down arrow and select the academic year.

- To view a student’s account, click the **View Account** link in the **Action** column.

The **Student Record** page displays.

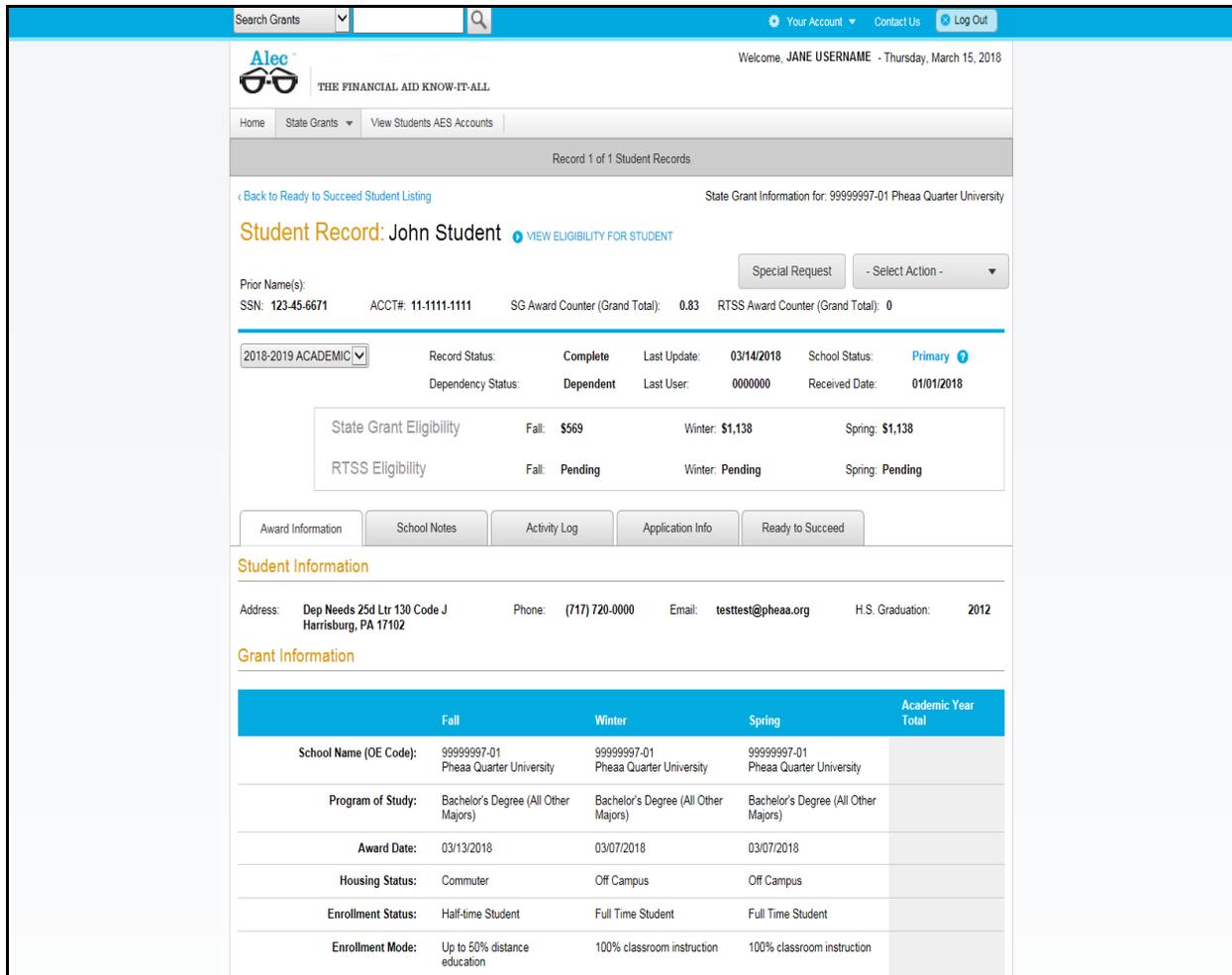
NOTE: Information for the most recent academic year is not displayed until PHEAA is ready to release estimated eligibility to school users. Generally, this occurs in November.

The screenshot displays the 'Student Record' page for John Student. The interface includes a navigation bar with 'Search Grants', 'Your Account', 'Contact Us', and 'Log Out'. The main content area shows the student's record for the 2018-2019 academic year, including their name, SSN, ACCT#, and award counters. A table displays State Grant and RTSS Eligibility for Fall, Winter, and Spring semesters. Below this, there are tabs for 'Award Information', 'School Notes', 'Activity Log', 'Application Info', and 'Ready to Succeed'. The 'Ready to Succeed' tab is currently selected, showing a detailed table of grant information with columns for Fall, Winter, Spring, and Academic Year Total. The table lists various details such as School Name, Program of Study, Award Date, Housing Status, Enrollment Status, Enrollment Mode, Award/Reject, Alternate Award (AA), Enrollment Status for AA, Remedial Exception, Award Counters, Award Type, Cancellation Reason, School Adjustment Reason, PHEAA Adjustment Reason, Academic Level, Total College Cost, PHEAA Estimated Pell, and PHEAA EFC.

	Fall	Winter	Spring	Academic Year Total
School Name (OE Code):	99999997-01 Pheaa Quarter University	99999997-01 Pheaa Quarter University	99999997-01 Pheaa Quarter University	
Program of Study:	Bachelor's Degree (All Other Majors)	Bachelor's Degree (All Other Majors)	Bachelor's Degree (All Other Majors)	
Award Date:	03/13/2018	03/07/2018	03/07/2018	
Housing Status:	Commuter	Off Campus	Off Campus	
Enrollment Status:	Half-time Student	Full Time Student	Full Time Student	
Enrollment Mode:	Up to 50% distance education	100% classroom instruction	100% classroom instruction	
Award/Reject:	\$569	\$1,138	\$1,138	\$2,845
Alternate Award (AA)	\$1,138	\$569	\$569	\$2,276
Enrollment Status for AA:	Full-Time	Part-Time	Part-Time	
Remedial Exception:				0.0
Award Counters:	0.16	0.33	0.34	0.83
Award Type:	Processed	Processed	Processed	
Cancellation Reason:				
School Adjustment Reason:				
PHEAA Adjustment Reason:				
Academic Level:	1 - First Academic Year	1 - First Academic Year	1 - First Academic Year	
Total College Cost:	\$20,500	\$20,500	\$20,500	
PHEAA Estimated Pell:	5370	5370	5370	
PHEAA EFC	596	596	596	

- Click the **Ready to Succeed** tab to view Ready to Succeed Scholarship information. Refer to the [View Ready to Succeed Scholarship Information on the Student Record](#) section for more information.

View Eligibility Record

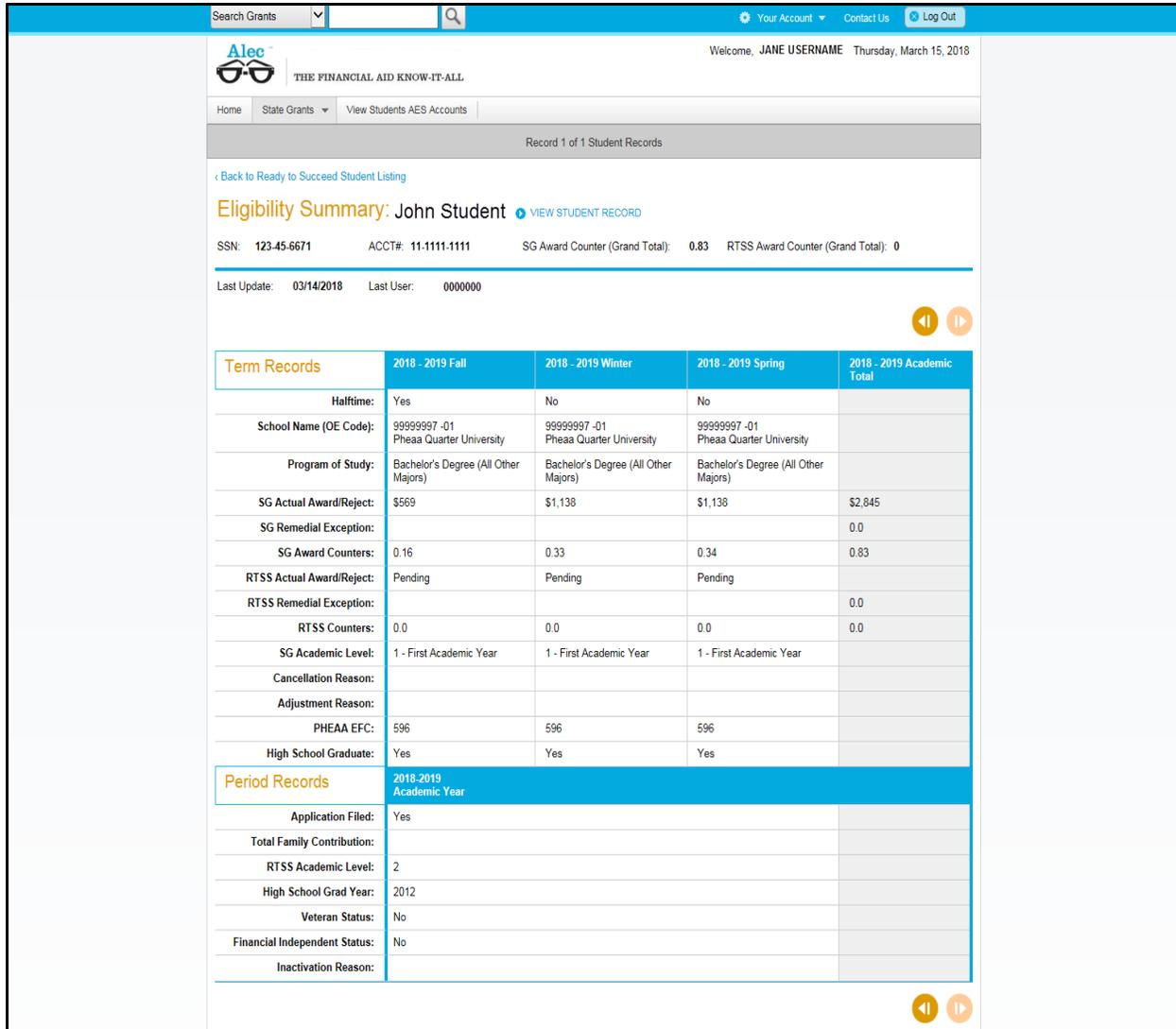


The screenshot displays the 'View Eligibility Record' page for a student named John Student. The interface includes a search bar at the top, navigation links, and a welcome message. The main content area shows the student's record for the 2018-2019 academic year, including their status (Complete), dependency status (Dependent), and eligibility amounts for State Grant and RTSS across Fall, Winter, and Spring semesters. Below this, there are sections for Student Information (address, phone, email, graduation year) and a detailed Grant Information table.

	Fall	Winter	Spring	Academic Year Total
School Name (OE Code):	99999997-01 Pheaa Quarter University	99999997-01 Pheaa Quarter University	99999997-01 Pheaa Quarter University	
Program of Study:	Bachelor's Degree (All Other Majors)	Bachelor's Degree (All Other Majors)	Bachelor's Degree (All Other Majors)	
Award Date:	03/13/2018	03/07/2018	03/07/2018	
Housing Status:	Commuter	Off Campus	Off Campus	
Enrollment Status:	Half-time Student	Full Time Student	Full Time Student	
Enrollment Mode:	Up to 50% distance education	100% classroom instruction	100% classroom instruction	

1. To view the student's eligibility record, click the **VIEW ELIGIBILITY FOR STUDENT** link on the student record.

The **Eligibility Summary** displays.



Search Grants [input] [Search Icon] Your Account Contact Us Log Out

Welcome, JANE USERNAME Thursday, March 15, 2018

THE FINANCIAL AID KNOW-IT-ALL

Home State Grants View Students AES Accounts

Record 1 of 1 Student Records

[Back to Ready to Succeed Student Listing](#)

Eligibility Summary: John Student [VIEW STUDENT RECORD](#)

SSN: 123.45.6671 ACCT#: 11.1111.1111 SG Award Counter (Grand Total): 0.83 RTSS Award Counter (Grand Total): 0

Last Update: 03/14/2018 Last User: 0000000

Term Records	2018 - 2019 Fall	2018 - 2019 Winter	2018 - 2019 Spring	2018 - 2019 Academic Total
Halftime:	Yes	No	No	
School Name (OE Code):	99999997 -01 Pheaa Quarter University	99999997 -01 Pheaa Quarter University	99999997 -01 Pheaa Quarter University	
Program of Study:	Bachelor's Degree (All Other Majors)	Bachelor's Degree (All Other Majors)	Bachelor's Degree (All Other Majors)	
SG Actual Award/Reject:	\$569	\$1,138	\$1,138	\$2,845
SG Remedial Exception:				0.0
SG Award Counters:	0.16	0.33	0.34	0.83
RTSS Actual Award/Reject:	Pending	Pending	Pending	
RTSS Remedial Exception:				0.0
RTSS Counters:	0.0	0.0	0.0	0.0
SG Academic Level:	1 - First Academic Year	1 - First Academic Year	1 - First Academic Year	
Cancellation Reason:				
Adjustment Reason:				
PHEAA EFC:	596	596	596	
High School Graduate:	Yes	Yes	Yes	

Period Records	2018-2019 Academic Year
Application Filed:	Yes
Total Family Contribution:	
RTSS Academic Level:	2
High School Grad Year:	2012
Veteran Status:	No
Financial Independent Status:	No
Inactivation Reason:	

The **Eligibility Summary** displays a history of the student’s State Grant applications, award counters, remedial term and other eligibility information. It displays eligibility information for each term and for the academic year.

- To view a different student record, enter an SSN or other search criteria in the search field and click the **Search** icon, or click the **Back to Search Results** link to return to the search results listing to select another student.

The **Eligibility Summary** field displays the student’s name.

- To return to the student record, the **VIEW STUDENT RECORD** link.

The **SSN** field displays the student's nine-digit Social Security number.

The **ACCT#** field displays the student's 10-digit account number.

The **SG Award Counter** (Grand Total) field displays the total of all State Grant award counters that the student has received for all years.

The **Last Update** field displays the date the student's eligibility record was last updated.

The **Last User** field displays the ID of the user who last updated the student's eligibility record.

4. Click the left and right arrows to scroll through the eligibility records.

The **Term Records** section displays information for the fall, winter, spring and summer terms and the academic year total, if appropriate.

The **Halftime** field displays **Yes** or **No**, indicating whether the student attendance was half-time.

The **School Name (OE Code)** field displays the eight-digit federal school code assigned by the Department of Education and the two-character suffix assigned by PHEAA, followed by the school's name.

The **Program of Study** field displays the student's program of study.

The **SG Award/Reject** field displays the award amount or a reject reason for each term, including the summer, and a total for the academic year.

The **SG Remedial Exception** field displays the award counter for the terms during which the student took developmental credits needed to meet the State Grant minimum enrollment requirement.

The **SG Award Counters** field displays the decimal equivalent of the State Grant award for the term and a total for the academic year. For example, a part-time semester award equals .25.

The **RTSS Award/Reject** field displays the Ready to Succeed Scholarship award amount or a reject reason for each term, including the summer, and a total for the academic year.

The **RTSS Remedial Exception** field displays the award counter for the terms during which the student took developmental credits needed to meet the State Grant minimum enrollment requirement.

Ready to Succeed Scholarship Partner Interface

The **RTSS Counters** field displays the decimal equivalent of the Ready to Succeed Scholarship award for the term and a total for the academic year. For example, a part-time semester award equals .25.

The **SG Academic Level** field displays the student's year in school for each term.

The **Cancellation Reason** field displays the reason the award was canceled.

The **Adjustment Reason** field displays the reason for the award adjustment.

The **PHEAA EFC** field displays the PHEAA-calculated Expected Family Contribution.

The **High School Graduate** field displays **Yes** or **No**, indicating whether the student met the high school graduate or equivalent requirement.

The **Period Records** section displays information for the academic year and for the summer term, if appropriate.

The **Application Filed** field displays **Yes** or **No**, indicating whether the student filed a FAFSA for the academic year or online summer application for the summer term.

The **Total Family Contribution** field displays the family's Total Family Contribution used in calculating eligibility under the old need-analysis formula for years prior to 2006-07.

The **RTSS Academic Level** field displays the student's year in school for each term.

The **High School Grad Year** field displays the year the student graduated from high school.

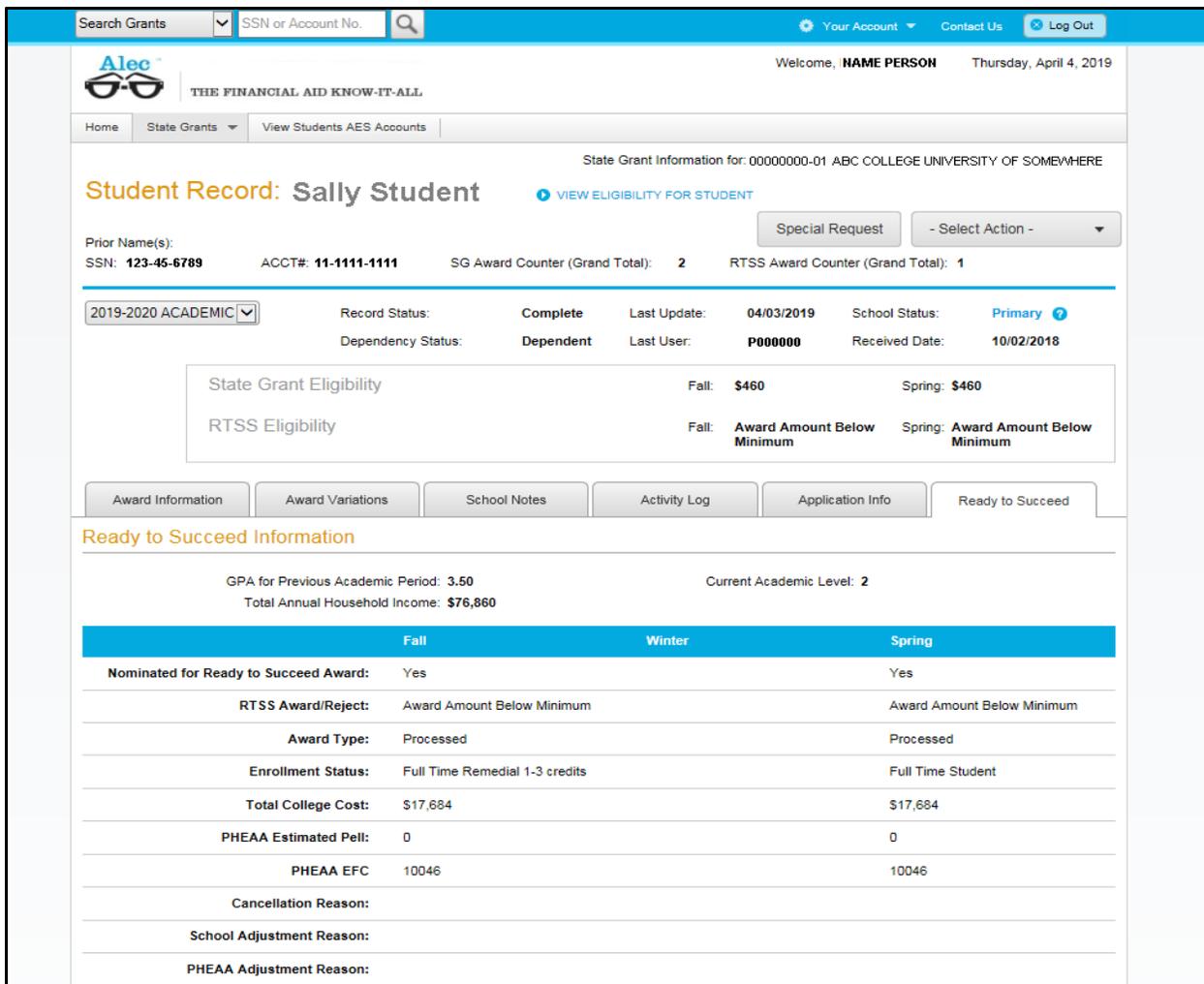
The **Veteran Status** field displays **Yes** or **No**, indicating whether the student is a veteran.

The **Financial Independent Status** field indicates whether the student is considered independent for State Grant purposes.

The **Inactivation Reason** field displays the reason the State Grant record was inactivated and further processing was discontinued.

View Ready to Succeed Scholarship Information on the Student Record

The **Ready to Succeed** tab displays Ready to Succeed Scholarship information from the most recent academic year application on file or the selected academic year if a different one was selected. This tab displays when the primary school is approved to participate in the program and has updated Ready to Succeed Scholarship information (e.g. nomination, exclusion, GPA reporting, etc.) on the student record. Special messages may display important information regarding the status of the student’s record, such as RTSS Income Verification Review information and the RTSS Domicile Review status. Click the arrow to expand the box and display messages.



The screenshot shows the 'Student Record' for Sally Student. Key information includes:

- Student Record:** Sally Student
- Record Status:** Complete
- Dependency Status:** Dependent
- State Grant Eligibility:** Fall: \$460, Spring: \$460
- RTSS Eligibility:** Fall: Award Amount Below Minimum, Spring: Award Amount Below Minimum
- Ready to Succeed Information:**
 - GPA for Previous Academic Period: 3.50
 - Total Annual Household Income: \$76,860
 - Current Academic Level: 2
 - Nominated for Ready to Succeed Award:** Yes (Fall), Yes (Spring)
 - RTSS Award/Reject:** Award Amount Below Minimum (Fall), Award Amount Below Minimum (Spring)
 - Award Type:** Processed (Fall), Processed (Spring)
 - Enrollment Status:** Full Time Remedial 1-3 credits (Fall), Full Time Student (Spring)
 - Total College Cost:** \$17,684 (Fall), \$17,684 (Spring)
 - PHEAA Estimated Pell:** 0 (Fall), 0 (Spring)
 - PHEAA EFC:** 10046 (Fall), 10046 (Spring)

The **RTSS Eligibility** field displays the student’s award amount or a reject reason for the Ready to Succeed Scholarship program. If the award is pending, this field displays **Pending**.

The **GPA for Previous Academic Period** field displays the student's grade point average for the previous academic period.

The **Current Academic Level** field displays the student's current academic level.

The **Total Annual Household Income** field displays the student's total annual household income.

The following fields display information for the fall, winter and spring terms:

The **Nominated for Ready to Succeed Award** field displays **Yes** if the student was nominated by the school for the Ready to Succeed award.

The **RTSS Award/Reject** field displays the student's award amount or a reject reason for the Ready to Succeed Scholarship program. If the award is pending, this field displays **Pending**.

The **Award Type** field displays **Adjusted** if the award was adjusted or **Cancellation** if the award was canceled. Otherwise, it displays **Processed**.

The **Enrollment Status** field displays the student's enrollment status.

The **Total College Costs** field displays the total college costs.

The **PHEAA Estimated Pell** field displays the student's estimated PELL grant award estimated by PHEAA.

The **PHEAA EFC** field displays the student's expected family contribution estimated by PHEAA.

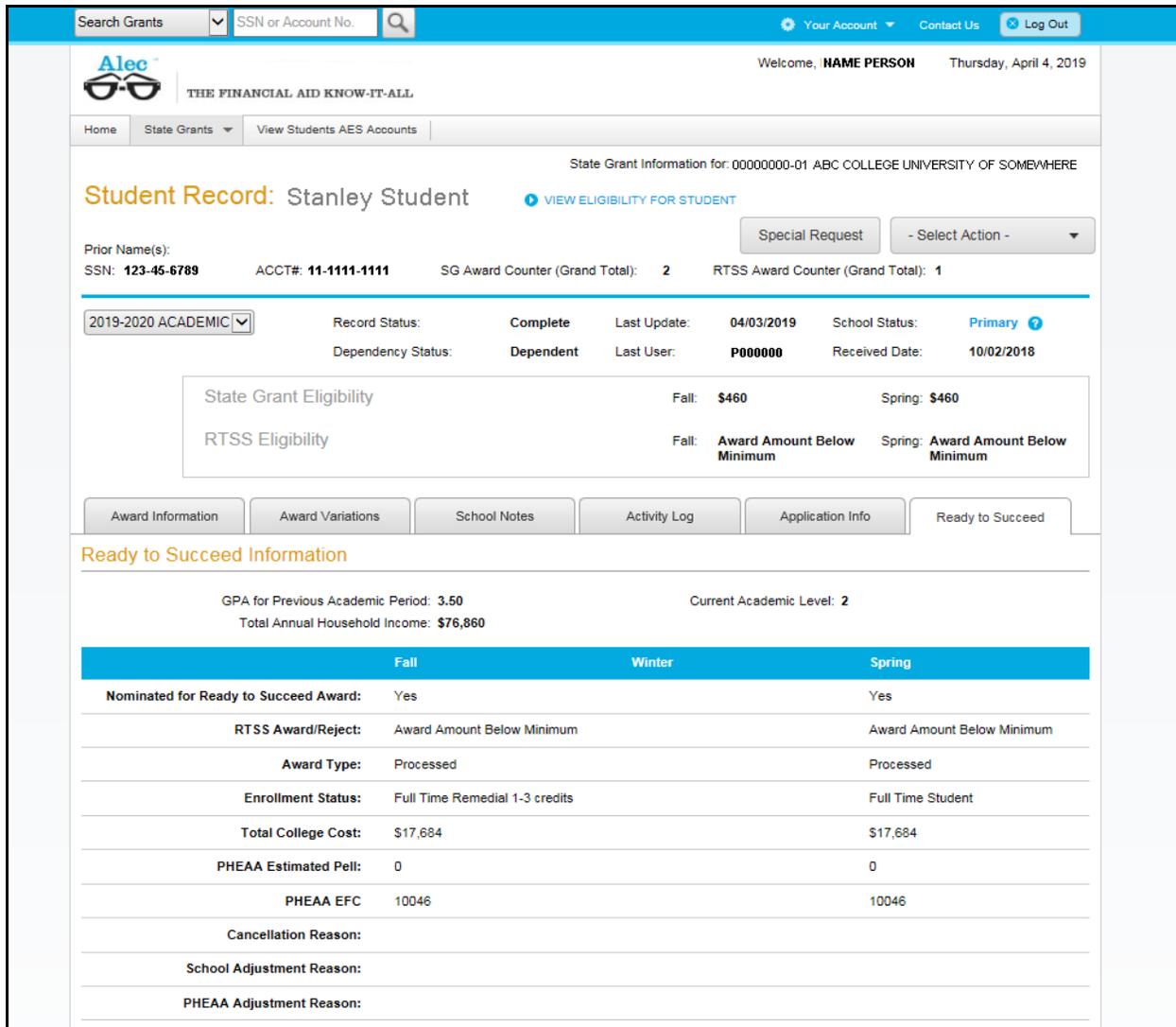
The **Cancellation Reason** field displays the reason the award was canceled.

The **School Adjustment Reason** field displays the reason for the school adjustment.

The **PHEAA Adjustment Reason** field displays the reason for the PHEAA adjustment.

Update Ready to Succeed Scholarship Information on the Student Record

School users can update Ready to Succeed Scholarship information to nominate the student for the Ready to Succeed Scholarship program or withdrawal the student from the program.



The screenshot displays the 'Student Record' for Stanley Student. It includes a navigation bar with 'Search Grants', 'SSN or Account No.', 'Your Account', 'Contact Us', and 'Log Out'. The main content area shows the student's name, SSN (123-45-6789), ACCT# (11-1111-1111), and award counters. A table provides details on record status (Complete), dependency status (Dependent), and eligibility for State Grant (\$460) and RTSS (Award Amount Below Minimum). Below this, the 'Ready to Succeed Information' section shows GPA (3.50), household income (\$76,860), and a table of award details for Fall, Winter, and Spring semesters.

	Fall	Winter	Spring
Nominated for Ready to Succeed Award:	Yes		Yes
RTSS Award/Reject:	Award Amount Below Minimum		Award Amount Below Minimum
Award Type:	Processed		Processed
Enrollment Status:	Full Time Remedial 1-3 credits		Full Time Student
Total College Cost:	\$17,684		\$17,684
PHEAA Estimated Pell:	0		0
PHEAA EFC:	10046		10046
Cancellation Reason:			
School Adjustment Reason:			
PHEAA Adjustment Reason:			

- To update Ready to Succeed Scholarship information, click the down arrow next to **Select Action** and click one of the following options:
 - [Update Record](#)
 - [Cancellation or Reinstatement](#)
 - [Award Adjustments](#)
 - [Ready to Succeed](#)

Update Record

The **Update Record** screen displays the student’s demographic information and school information which may be updated.

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Welcome, **NAME PERSON** - Wednesday, April 3, 2019

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State Grant Information for: 00000000-01 ABC COLLEGE UNIVERSITY - SOMEWHERE

Update Record: Stanley Student

Prior Name(s): [Back to Student Record](#)

SSN: 123-45-6789 ACCT#: 11-1111-1111 SG Award Counter (Grand Total): 2 RTSS Award Counter (Grand Total): 1

2019-2020 ACADEMIC

Record Status:	Complete	Last Update:	04/02/2019	School Status:	Primary <input type="button" value="i"/>
Dependency Status:	Dependent	Last User:	P000000	Received Date:	10/02/2018

State Grant Eligibility	Fall: \$420	Spring: \$420
RTSS Eligibility	Fall: Award Amount Below Minimum	Spring: Award Amount Below Minimum

Student Record

Demographic Information

Address:

Phone: () -

Email:

School Information

	Fall	Spring
Branch Campus:	<input type="text" value="00000000-01 ABC COL"/>	<input type="text" value="00000000-01 ABC COL"/>
Program of Study:	<input type="text" value="C - Bachelor's Degree"/>	<input type="text" value="C - Bachelor's Degree"/>
Housing Status:	<input type="text" value="3 - Off Campus"/>	<input type="text" value="3 - Off Campus"/>
Enrollment Status:	<input type="text" value="5 - Full Time Remedial"/>	<input type="text" value="1 - Full Time Student"/>
Enrollment Mode:	<input type="text" value="2 - Up to 50% distance"/>	<input type="text" value="2 - Up to 50% distance"/>

School Notes (Will not be reviewed by PHEAA)

Add comments for this update.

[View Previous Comments](#)

The **Student Record Demographic Information** section displays the student's address, phone number and email address.

1. In the **Address** fields, update the student's street address in the first field, the city or town in the second field, select the state from the down arrow and update the ZIP code in the last address field.
2. In the **Phone** field, update the student's 10-digit phone number.
3. In the **Email** field, update the student's email address.

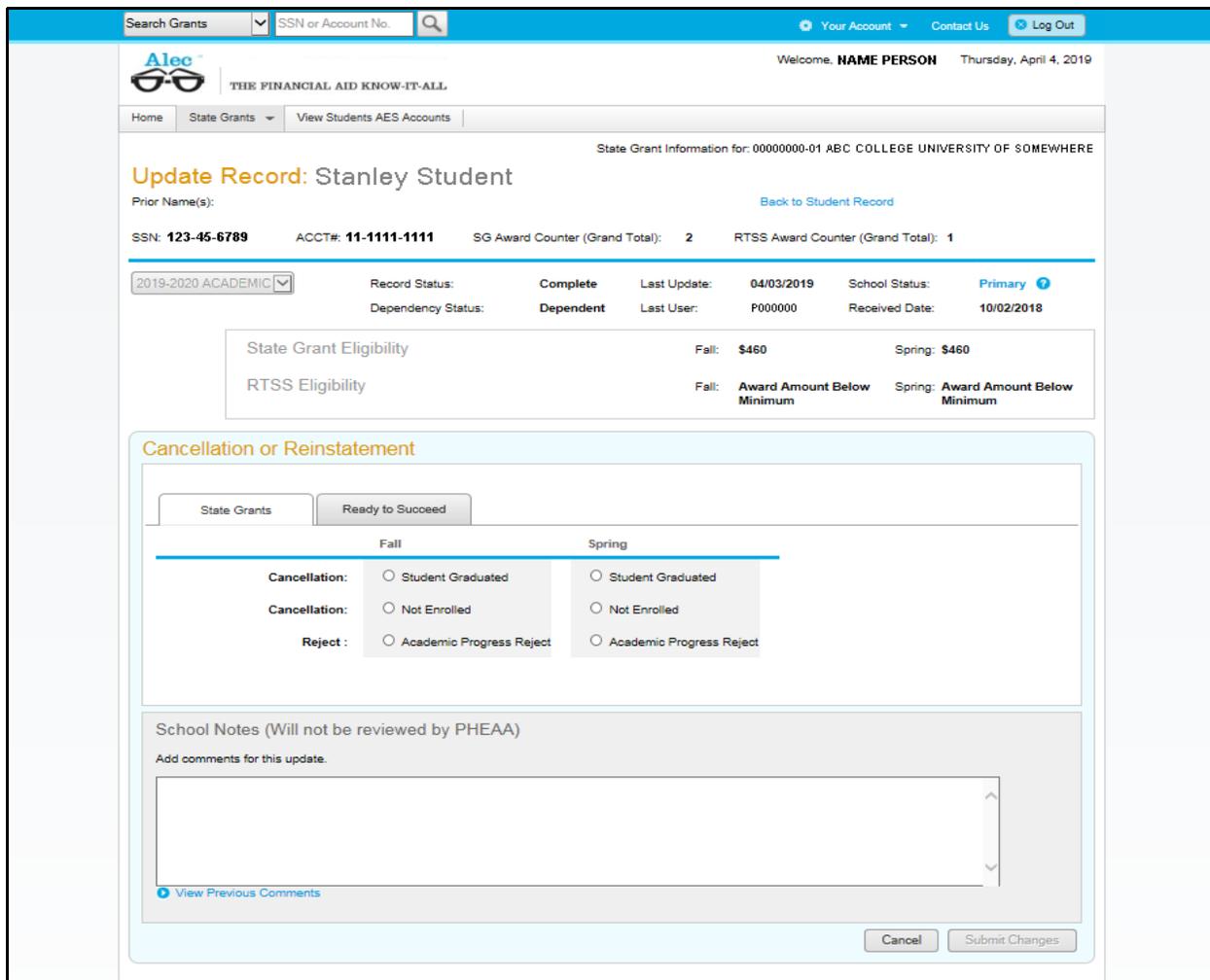
The following fields display in the **School Information** section for the Fall, Winter and/or Spring terms.

4. In the **Branch Campus** field, click the down arrow and select the school code and name from the drop-down list.
5. In the **Program of Study** field, click the down arrow and select the program of study from the drop-down list.
6. In the **Housing Status** field, click the down arrow and select where the student resides during school from the drop-down list.
7. In the **Enrollment Status** field, click the down arrow and select the student's enrollment status for the term from the drop-down list.
8. In the **Enrollment Mode** field, click the down arrow and select the student's percentage of distance or online education to classroom education from the drop-down list.
9. In the **School Notes** text box, enter any school notes for this update.
10. Click **Submit Changes** to submit the updates to the record or click cancel to not submit the changes to the demographic or school information.

Cancellation or Reinstatement

The **Cancellation or Reinstatement** section displays the fields for award cancellation and reinstatement information open for edit. If the record was previously canceled or rejected, those reasons display under the term.

NOTE: This section may be disabled if the latest academic year is not accessible because PHEAA has not made State Grant eligibility announcements to students, which generally occurs in May, or if the record being adjusted does not have an award to cancel or reinstate. For example, the record is in an incomplete status.

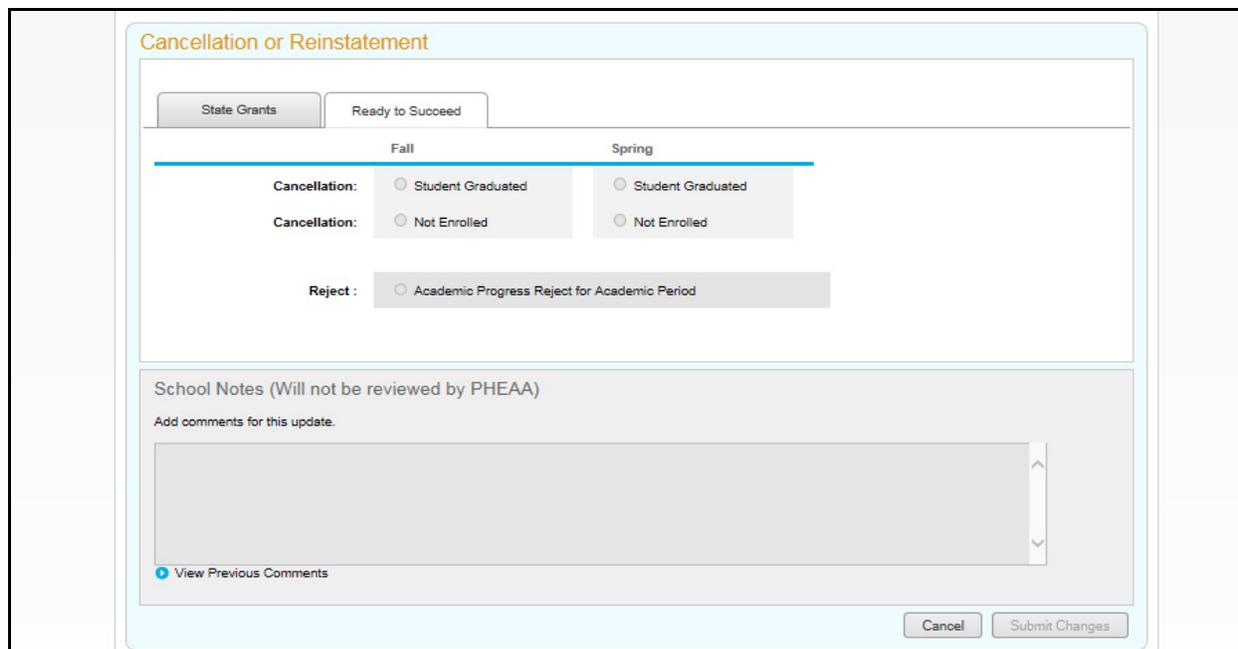


The screenshot displays the 'Update Record' page for a student named Stanley Student. The page includes a search bar at the top, navigation tabs for 'State Grants' and 'Ready to Succeed', and a 'Cancellation or Reinstatement' section. This section contains two columns for 'Fall' and 'Spring' terms, each with radio button options for 'Cancellation' (Student Graduated, Not Enrolled) and 'Reject' (Academic Progress Reject). Below this is a 'School Notes' section with a text area and a 'View Previous Comments' link. At the bottom right, there are 'Cancel' and 'Submit Changes' buttons.

The **State Grants** tab initially displays under the **Cancellation or Reinstatement** section.

1. Click the **Ready to Succeed** tab.

The **Cancellation or Reinstatement** page displays the **Ready to Succeed** tab.



2. In the **Cancellation – Student Graduated** field, check each term to which the cancellation should apply if the cancellation is because the student graduated.
3. In the **Cancellation – Not Enrolled** field, check each term to which the cancellation should apply if the cancellation is because the student is not enrolled.
4. Check **Reject – Academic Progress Reject for Academic Period** if the student failed to make satisfactory academic progress for the Ready to Succeed Scholarship program as of the time the school determines eligibility. Refer to the program guidelines on the PHEAA Web site for more information.
5. In the **Reinstatement** field check the term to which the reinstatement should apply. *This field displays only if the term was previously canceled or rejected.*

NOTE: Students whose awards are canceled or rejected are not guaranteed to be reinstated in full or in part.

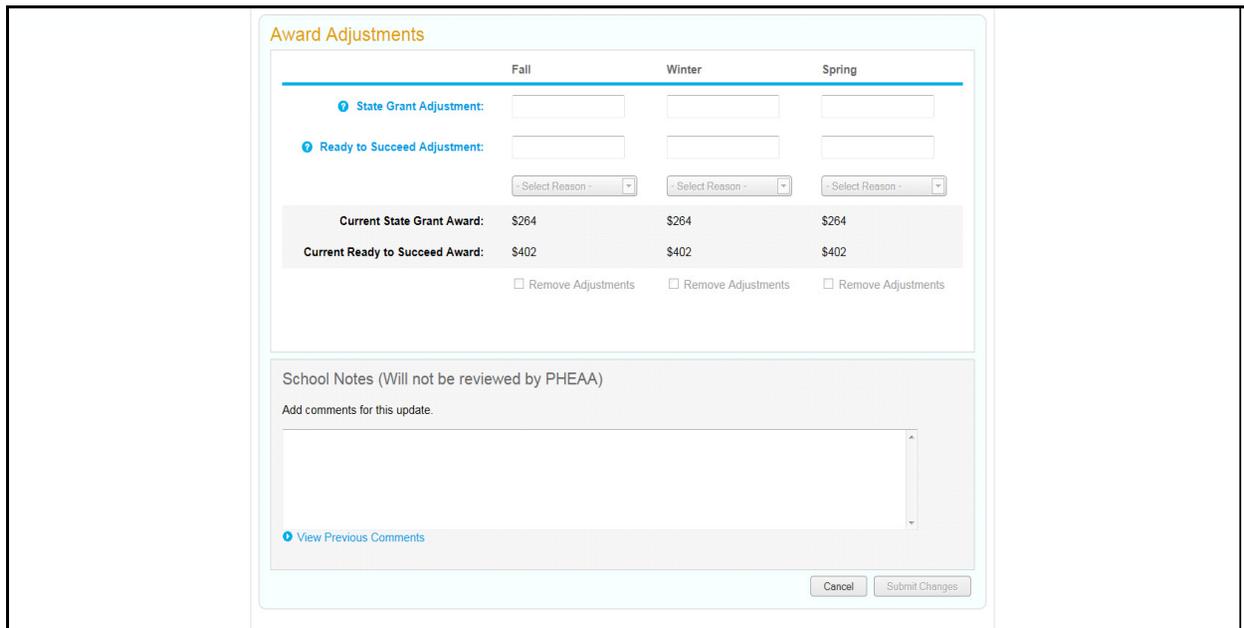
6. In the **School Notes** field, enter comments regarding the update, if necessary. Click **View Previous Comments** to view comments entered for previous updates. A pop-up box displays. *This field is used by the school for informational purposes only and will not be reviewed by PHEAA staff.*

7. Click **Submit Changes** to submit the updates made to the **Cancellation or Reinstatement** section, or click **Cancel** to close the **Cancellation or Reinstatement** section without submitting the updates.

Award Adjustments

The **Adjustment Amount** section displays award adjustment information. If the record was previously adjusted, those reasons will display under the term.

NOTE: This section may be disabled if the latest academic year is not accessible because PHEAA is not ready to accept adjustments or if the record being adjusted does not have an award to adjust. For example, the record is in an incomplete status or the term is ineligible.



The screenshot shows the 'Award Adjustments' interface. It features a table with columns for 'Fall', 'Winter', and 'Spring'. The table contains two rows for adjustment amounts: 'State Grant Adjustment' and 'Ready to Succeed Adjustment'. Below these are dropdown menus for selecting reasons. A summary table shows 'Current State Grant Award' and 'Current Ready to Succeed Award' for each term, all set to \$264 and \$402 respectively. There are 'Remove Adjustments' checkboxes for each term. Below the table is a 'School Notes' section with a text area and a 'View Previous Comments' link. At the bottom are 'Cancel' and 'Submit Changes' buttons.

	Fall	Winter	Spring
State Grant Adjustment:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ready to Succeed Adjustment:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	- Select Reason -	- Select Reason -	- Select Reason -
Current State Grant Award:	\$264	\$264	\$264
Current Ready to Succeed Award:	\$402	\$402	\$402
	<input type="checkbox"/> Remove Adjustments	<input type="checkbox"/> Remove Adjustments	<input type="checkbox"/> Remove Adjustments

1. In the **State Grant Adjustment** field, enter the adjusted award amount. Only an amount that is lower than the current amount may be entered. *If an adjustment is made to the **State Grant Adjustment** field, an adjustment is required in the **Ready to Succeed Adjustment** field.*
2. In the **Ready to Succeed Adjustment** field, enter the adjusted award amount. Only an amount that is lower than the current amount may be entered. *If an adjustment is made to the **Ready to Succeed Adjustment** field, an adjustment is required in the **State Grant Adjustment** field.*

NOTE: To enter an award in the **State Grant Adjustment** field or the **Ready to Succeed Adjustment** field that is higher than the current award but lower than the original PHEAA-calculated award, first remove the adjustment then apply the higher award. For example, if the Current Award calculated by PHEAA is \$1,000 and an adjustment is made to lower the award to \$800 when it should have been \$850, make two adjustments. First, remove the \$800 adjustment, then submit the \$850 adjustment.

Ready to Succeed Scholarship Partner Interface

3. Click the down arrow in the **Select Reason** field and select a reason for the adjustment from the drop-down list.

The **Current State Grant Award** field displays the student's current State Grant award for each term.

The **Current Ready to Succeed Award** field displays the student's current Ready to Succeed Scholarship award for each term.

4. Check **Remove Adjustments** to remove the adjustment. *This is unprotected only when an adjustment was made for a previous update.*
5. In the **School Notes** field, enter comments regarding the update, if necessary. Click **View Previous Comments** to view comments entered for previous updates. A pop-up box displays. This field is used by the school for informational purposes only. *This field is used by the school for informational purposes only and will not be reviewed by PHEAA staff.*
6. Click **Submit Changes** to submit the updates made to the **Award Adjustments** section, or click **Cancel** to close the **Award Adjustments** section without submitting the updates.

Ready to Succeed

The **Ready to Succeed Scholarship** updates display on two tabs: **Update & Nominate** and **Exclude from Program**.

NOTE: This section may be disabled after a nomination has been processed by PHEAA.

CERTIFY RECORD By Certifying this record you acknowledge that you have reviewed the information for this record and the information is correct.

Ready To Succeed Scholarship

Nominate students who qualify for the Ready to Succeed Scholarship. If the student is an Academic Level 1 or has a GPA that does not meet requirements, they should be excluded from the program.

Update & Nominate | **Exclude from Program**

Previous Period GPA:
GPA may include decimal and 2 digits after decimal (ex 3.10)
GPA must meet requirements as outlined in the RTSS Program Guidelines. Records with GPA that do not meet requirements should be excluded.
Enter cumulative GPA from the time Academic Progress was reviewed for the State Grant (for example, Spring of last academic year).

Period Academic Level:
Fall | Spring

Nominate for Ready to Succeed Scholarship: **Nominated** **Nominated**
 Remove Nomination | Remove Nomination

School Notes (Will not be reviewed by PHEAA)
Add comments for this update.

[View Previous Comments](#)

1. Check **Certify Record** to certify the student for the Ready to Succeed Scholarship, or click **Record is Certified**, not shown, to remove certification of the Ready to Succeed Scholarship.

Refer to the following sections for more information:

- [Update and Nominate for Ready to Succeed Scholarship Program](#)
- [Exclude from Ready to Succeed Scholarship Program](#)

Update and Nominate for Ready to Succeed Scholarship Program

Use the **Update & Nominate** tab to nominate the student for the Ready to Succeed Scholarship program.

CERTIFY RECORD By Certifying this record you acknowledge that you have reviewed the information for this record and the information is correct.

Ready To Succeed Scholarship

Nominate students who qualify for the Ready to Succeed Scholarship. If the student is an Academic Level 1 or has a GPA that does not meet requirements, they should be excluded from the program.

Update & Nominate
Exclude from Program

Previous Period GPA:

GPA may include decimal and 2 digits after decimal (ex 3.10)

GPA must meet requirements as outlined in the RTSS Program Guidelines. Records with GPA that do not meet requirements should be excluded.

Enter cumulative GPA from the time Academic Progress was reviewed for the State Grant (for example, Spring of last academic year).

Period Academic Level: ▼

Fall

Nominate for Ready to Succeed Scholarship:

Nominated

Remove Nomination

Spring

Nominated

Remove Nomination

School Notes (Will not be reviewed by PHEAA)

Add comments for this update.

[View Previous Comments](#)

Cancel Submit Changes

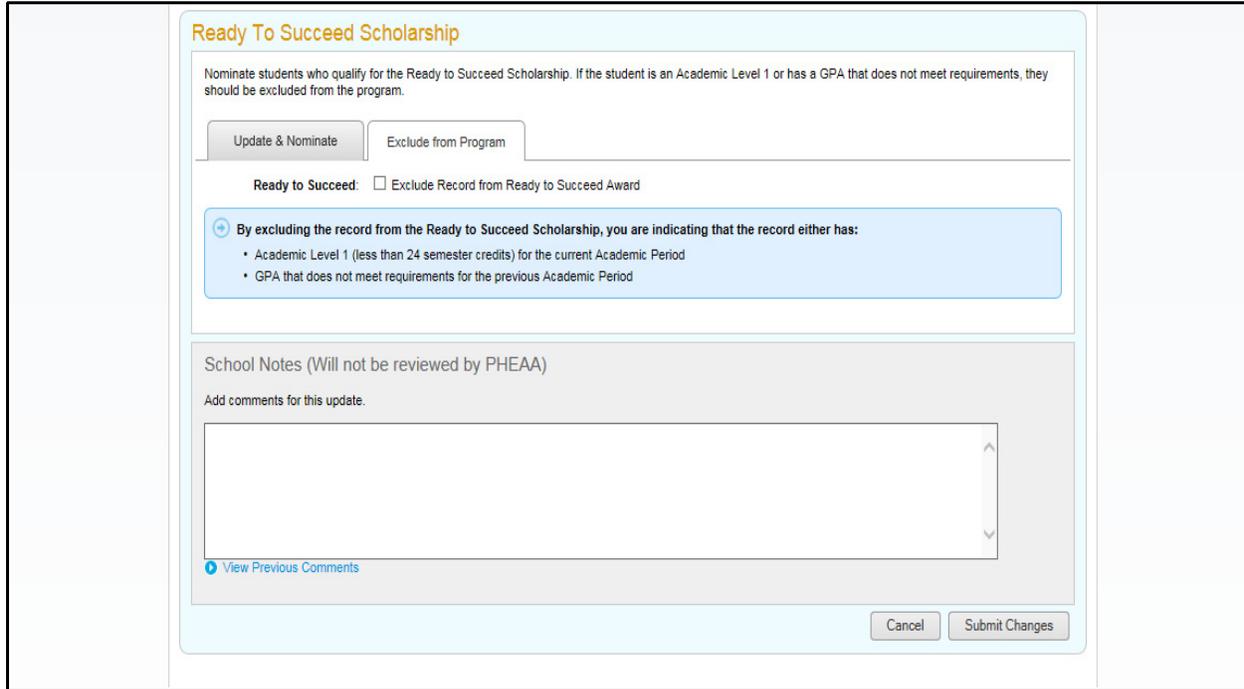
1. In the **Previous Period GPA** field, enter the previous grade point average for the student candidate. Refer to the RTSS program guidelines on the PHEAA Web site for more information.
2. Click the down arrow in the **Period Academic Level** field and select an academic level for the current period. Refer to the RTSS program guidelines on the PHEAA Web site for more information.
3. In the **Nominate for Ready to Succeed Scholarship** field, check **Nominate** for each term for which the student qualifies and will be nominated for the scholarship. Check **Remove Nomination** to remove nomination for a student that has already been nominated.

Ready to Succeed Scholarship Partner Interface

4. In the **School Notes** field, enter comments regarding the update, if necessary. Click **View Previous Comments** to view comments entered for previous updates. *This field is used by the school for informational purposes only and will not be reviewed by PHEAA staff.*
5. Click **Submit Changes** to submit the updates made to the **Ready to Succeed Scholarship** section, or click **Cancel** to close the **Ready to Succeed Scholarship** section without submitting the updates.

Exclude from Ready to Succeed Scholarship Program

Use the **Exclude from Program** tab to exclude the student from the Ready to Succeed Scholarship program for the award year.



Ready To Succeed Scholarship

Nominate students who qualify for the Ready to Succeed Scholarship. If the student is an Academic Level 1 or has a GPA that does not meet requirements, they should be excluded from the program.

Update & Nominate | Exclude from Program

Ready to Succeed: Exclude Record from Ready to Succeed Award

By excluding the record from the Ready to Succeed Scholarship, you are indicating that the record either has:

- Academic Level 1 (less than 24 semester credits) for the current Academic Period
- GPA that does not meet requirements for the previous Academic Period

School Notes (Will not be reviewed by PHEAA)

Add comments for this update.

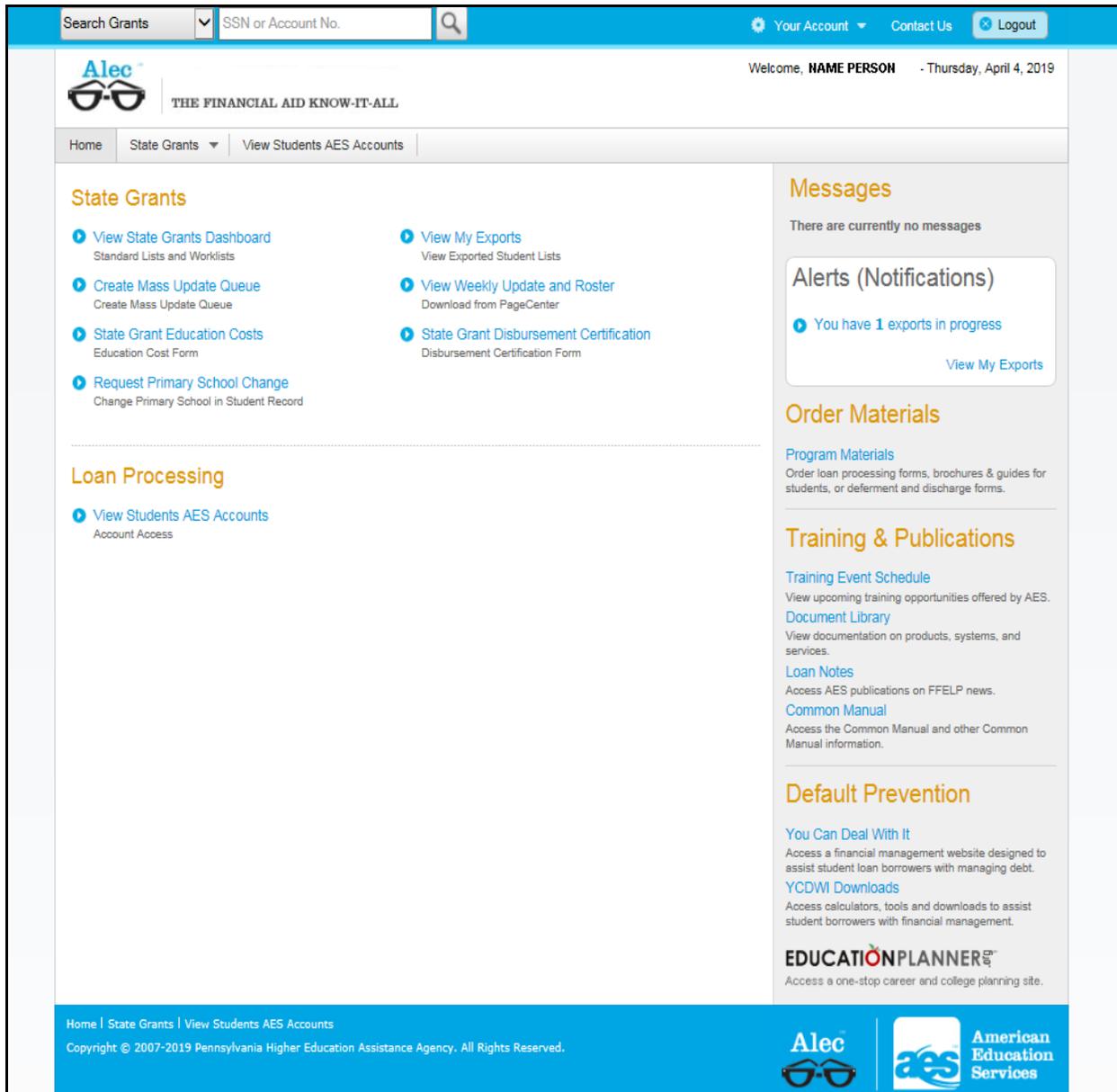
[View Previous Comments](#)

Cancel | Submit Changes

1. Check **Remove Exclude** to remove the student’s exclusion from the Ready to Succeed Scholarship program.
2. In the **School Notes** field, enter comments regarding the update, if necessary. Click **View Previous Comments** to view comments entered for previous updates. *This field is used by the school for informational purposes only and will not be reviewed by PHEAA staff.*
3. Click **Submit Changes** to submit the updates made to the **Ready to Succeed Scholarship** section, or click **Cancel** to close the **Ready to Succeed Scholarship** section without submitting the updates.

View Ready to Succeed Student Lists on the State Grant Dashboard

School users can use the **State Grants Dashboard** to access, filter and export student record lists; review recent updates; process records individually; and select students to add to a mass update queue.



The screenshot shows the Alec State Grants Dashboard. At the top, there is a search bar for grants by SSN or Account No., and navigation links for 'Your Account', 'Contact Us', and 'Logout'. The user is logged in as 'NAME PERSON' on Thursday, April 4, 2019. The dashboard is divided into several sections:

- State Grants:** Contains links for 'View State Grants Dashboard' (Standard Lists and Worklists), 'Create Mass Update Queue' (Create Mass Update Queue), 'State Grant Education Costs' (Education Cost Form), 'Request Primary School Change' (Change Primary School in Student Record), 'View My Exports' (View Exported Student Lists), 'View Weekly Update and Roster' (Download from PageCenter), and 'State Grant Disbursement Certification' (Disbursement Certification Form).
- Loan Processing:** Contains a link for 'View Students AES Accounts' (Account Access).
- Messages:** States 'There are currently no messages'.
- Alerts (Notifications):** Shows 'You have 1 exports in progress' with a 'View My Exports' link.
- Order Materials:** Includes 'Program Materials' with a description: 'Order loan processing forms, brochures & guides for students, or deferment and discharge forms.'
- Training & Publications:** Includes 'Training Event Schedule' (View upcoming training opportunities offered by AES), 'Document Library' (View documentation on products, systems, and services), 'Loan Notes' (Access AES publications on FFELP news), and 'Common Manual' (Access the Common Manual and other Common Manual information).
- Default Prevention:** Includes 'You Can Deal With It' (Access a financial management website designed to assist student loan borrowers with managing debt), 'YCDWI Downloads' (Access calculators, tools and downloads to assist student borrowers with financial management), and 'EDUCATIONPLANNER' (Access a one-stop career and college planning site).

The footer contains navigation links, copyright information (© 2007-2019 Pennsylvania Higher Education Assistance Agency), and logos for Alec and American Education Services.

1. Click **View State Grant Dashboard** on the **Home** page or select it from the **State Grants** drop-down list.

The **State Grants Dashboard** displays.

State Grants Dashboard 2019-2020 ACADEMIC period for: All Schools

Record Status	Total Records	Updates By	3/15 - 3/21	3/22 - 3/28	3/29	3/30	3/31	4/1	4/2	4/3	TODAY
Complete - Active Eligibility has been determined for these records. Some of the terms may include need based rejects.	18	School	0	0	0	0	0	0	0	0	0
		PHEAA/Students	0	0	0	0	0	5	0	7	1
		Total	0	0	0	0	0	5	0	7	1
Incomplete - Active These records are missing information or are under review. Some of the terms may include rejects for 'High EFC'.	30	School	0	0	0	0	0	0	0	0	0
		PHEAA/Students	1	0	0	0	0	0	0	0	0
		Total	1	0	0	0	0	0	0	0	0
All Statuses Includes complete and incomplete records for Active, Reject and Inactive statuses	54	School	0	0	0	0	0	0	0	0	0
		PHEAA/Students	1	0	0	0	0	5	0	7	1
		Total	1	0	0	0	0	5	0	7	1

State Grants | Ready to Succeed

Process State Grants Mass Update [Create Mass Update](#)

Queue Name	Records	Date Created	Actions
No Mass Updates have been created.			

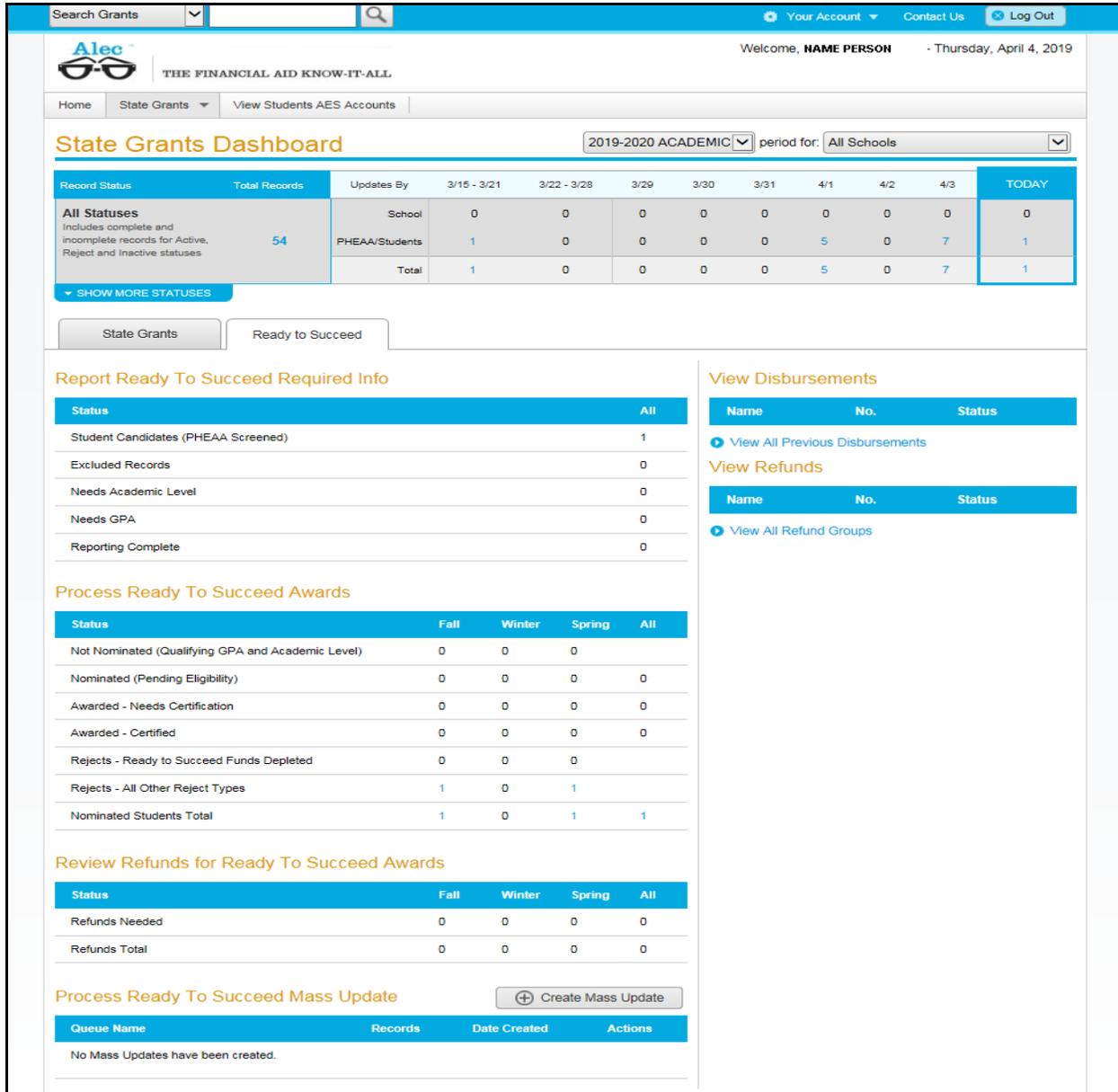
[View Rosters](#)
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- To view a summary for a different academic year, click the down arrow in the academic year field to select a new academic year to display.
- To view a summary for a different branch, click the down arrow in the school field to select a new branch.
- Click the **Ready to Succeed** tab.

For more information about the State Grant Dashboard, refer to user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA**.

The **Ready to Succeed** tab displays.



The screenshot shows the 'Ready to Succeed' tab in the PHEAA dashboard. The main section is the 'State Grants Dashboard' for the 2019-2020 Academic year, showing a total of 54 records. A table below breaks down these records by update date and status. The 'Report Ready To Succeed Required Info' section shows 1 student candidate. The 'Process Ready To Succeed Awards' section shows 1 nominated student. The 'Review Refunds for Ready To Succeed Awards' section shows 0 refunds needed. The 'Process Ready To Succeed Mass Update' section shows no mass updates have been created.

Record Status	Total Records	Updates By	3/15 - 3/21	3/22 - 3/28	3/29	3/30	3/31	4/1	4/2	4/3	TODAY
All Statuses <small>Includes complete and incomplete records for Active, Reject and Inactive statuses</small>	54	School	0	0	0	0	0	0	0	0	0
		PHEAA/Students	1	0	0	0	0	5	0	7	1
		Total	1	0	0	0	0	5	0	7	1

Status	All
Student Candidates (PHEAA Screened)	1
Excluded Records	0
Needs Academic Level	0
Needs GPA	0
Reporting Complete	0

Status	Fall	Winter	Spring	All
Not Nominated (Qualifying GPA and Academic Level)	0	0	0	0
Nominated (Pending Eligibility)	0	0	0	0
Awarded - Needs Certification	0	0	0	0
Awarded - Certified	0	0	0	0
Rejects - Ready to Succeed Funds Depleted	0	0	0	0
Rejects - All Other Reject Types	1	0	1	2
Nominated Students Total	1	0	1	2

Status	Fall	Winter	Spring	All
Refunds Needed	0	0	0	0
Refunds Total	0	0	0	0

Refer to the following sections for more information:

- [Report Ready to Succeed Required Information](#)
- [Process Ready to Succeed Awards](#)
- [Review Refunds for Ready To Succeed Awards](#)

NOTE: [Ready to Succeed Mass Update Queues](#), [View Disbursements](#) and [View Refunds](#) are described in later sections of this guide.

Report Ready to Succeed Required Information

The **Report Ready to Succeed Required Info** section displays the lists of students who have met the income requirement for the Ready to Succeed Scholarship program.

The screenshot shows the PHEAA State Grants Dashboard for the 2019-2020 Academic year. The 'Report Ready To Succeed Required Info' section is active, displaying a table with the following data:

Status	All
Student Candidates (PHEAA Screened)	1
Excluded Records	0
Needs Academic Level	0
Needs GPA	0
Reporting Complete	0

Other sections visible include 'Process Ready To Succeed Awards' and 'Review Refunds for Ready To Succeed Awards'.

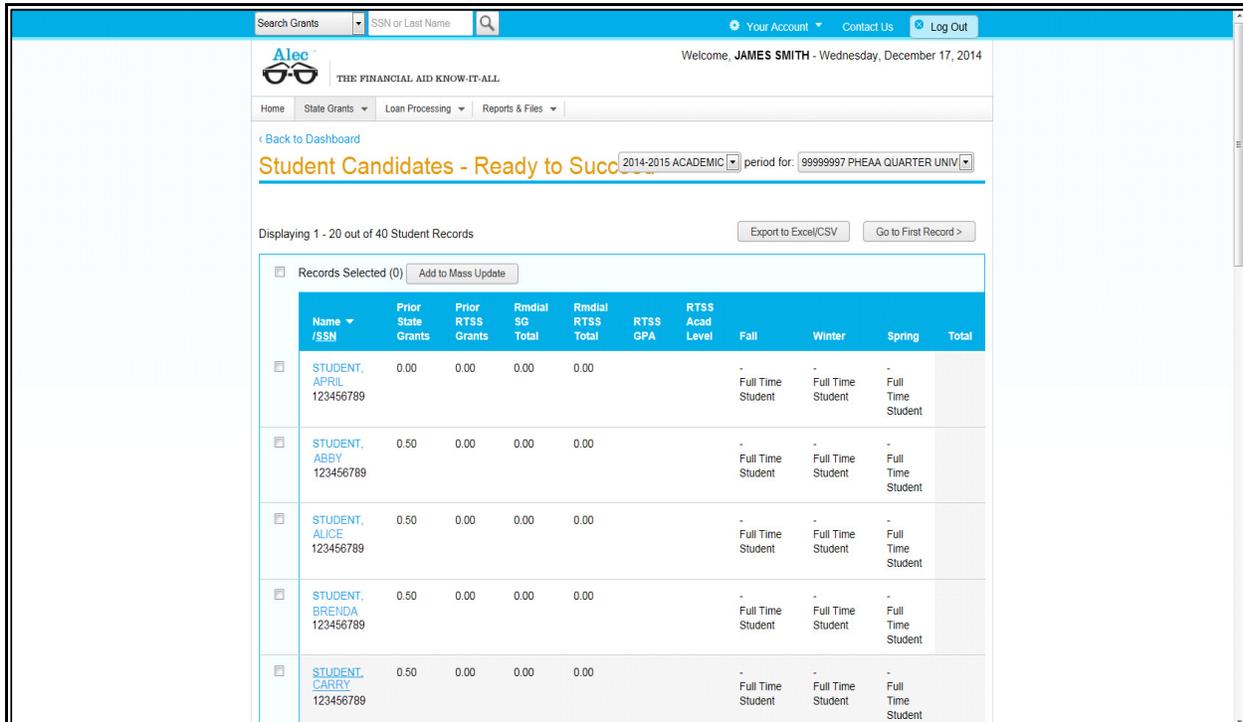
1. Click the link in the **All** column to view a Ready to Succeed Student List for the academic year.

Refer to the following sections for more information:

- [Student Candidates \(PHEAA Screened\)](#)
- [Excluded Records](#)
- [Needs Academic Level](#)
- [Needs GPA](#)
- [Reporting Complete](#)

Student Candidates (PHEAA Screened)

The **Student Candidates – Ready to Succeed** screen displays a list of students who have been screen by PHEAA for reportedly having met the income requirement and are determined to be candidates for the Ready to Succeed Scholarship program.



Search Grants | SSN or Last Name | Your Account | Contact Us | Log Out

Welcome, JAMES SMITH - Wednesday, December 17, 2014

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Home | State Grants | Loan Processing | Reports & Files

Back to Dashboard

Student Candidates - Ready to Succeed | 2014-2015 ACADEMIC | period for: 9999997 PHEAA QUARTER UNIV

Displaying 1 - 20 out of 40 Student Records | Export to Excel/CSV | Go to First Record >

Records Selected (0) | Add to Mass Update

Name /SSN	Prior State Grants	Prior RTSS Grants	Remdial SG Total	Remdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, APRIL 123456789	0.00	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, ABBY 123456789	0.50	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, ALICE 123456789	0.50	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, BRENDA 123456789	0.50	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, CARRY 123456789	0.50	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	

The **Name/SSN** field displays the student’s name and nine-digit Social Security number

NOTE: By default, the records are sorted in alphabetical order by last name, then first name. School users can click **SSN** in the header to sort records by SSN.

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

Ready to Succeed Scholarship Partner Interface

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Fall**, **Winter** and **Spring** fields display term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for each term.

The **Total** field displays the total academic year award amount for all terms.

1. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records, and to add student records to a mass update queue.

2. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.
3. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.
4. To select one or more records to add to a new mass update queue, check the boxes to the left of the **Name/SSN** field. To select all records on the page, check the box in the header.

NOTE: A maximum of 100 records may be added to the mass update queue. Click the arrow at the bottom of the Student List, not shown, to go to the next page to select additional records.

Ready to Succeed Scholarship Partner Interface

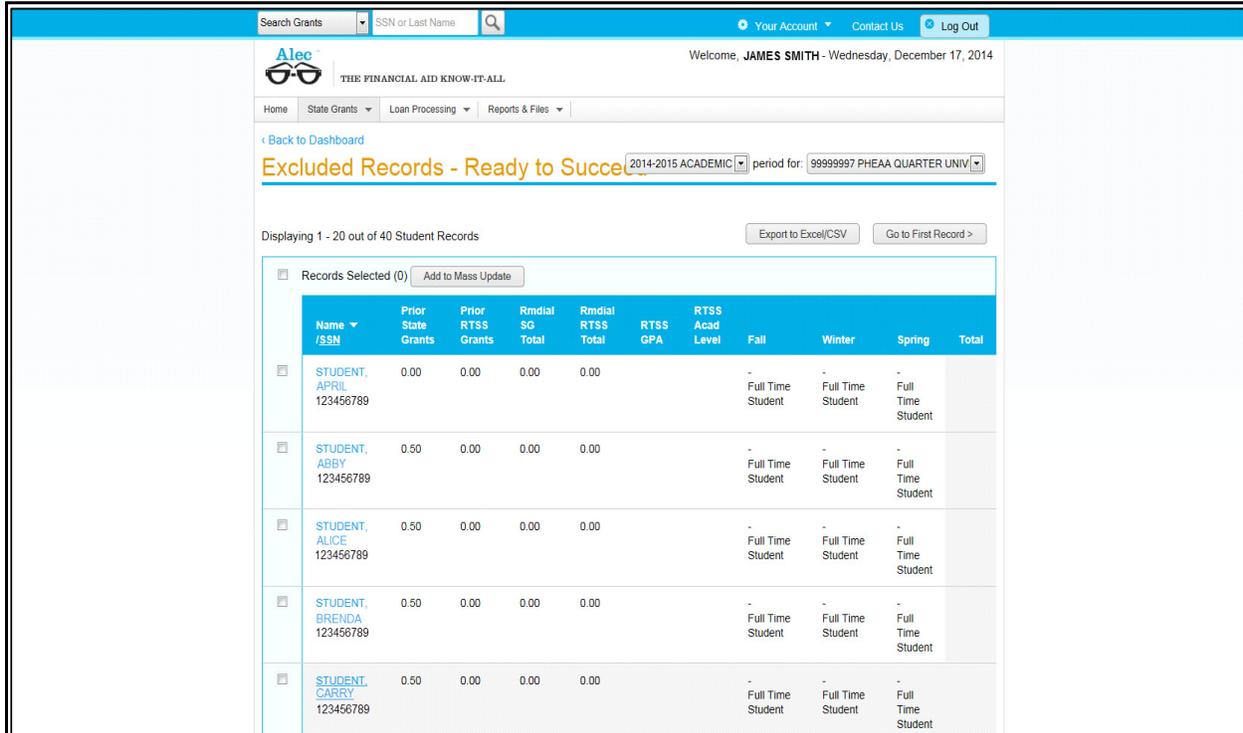
In some cases, a record cannot be updated by a school user. It cannot be checked even if the school user checks the box in the header to select all records.

5. Click **Add to Mass Update** to add the selected record(s) to a new mass update queue. See [Create Ready to Succeed Mass Update Queue](#) for step-by-step instructions.

NOTE: Selected student records are automatically added to the new queue. The academic year from the student list is not saved to the new queue.

Excluded Records

The Excluded Records – Ready to Succeed screen displays a list of students who have been excluded from the Ready to Succeed Scholarship program for the award year.



Name /SSN	Prior State Grants	Prior RTSS Grants	Remedial SG Total	Remedial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, APRIL 123456789	0.00	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, ABBY 123456789	0.50	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, ALICE 123456789	0.50	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, BRENDA 123456789	0.50	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, CARRY 123456789	0.50	0.00	0.00	0.00			- Full Time Student	- Full Time Student	- Full Time Student	

The **Name/SSN** field displays the student’s name and nine-digit Social Security number

NOTE: By default, the records are sorted in alphabetical order by last name, then first name. School users can click **SSN** in the header to sort records by SSN.

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

Ready to Succeed Scholarship Partner Interface

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Fall**, **Winter** and **Spring** fields display term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for each term.

The **Total** field displays the total academic year award amount for all terms.

1. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records, and to add student records to a mass update queue.

2. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.
3. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.
4. To select one or more records to add to a new mass update queue, check the boxes to the left of the **Name/SSN** field. To select all records on the page, check the box in the header.

NOTE: A maximum of 100 records may be added to the mass update queue. Click the arrow at the bottom of the Student List, not shown, to go to the next page to select additional records.

Ready to Succeed Scholarship Partner Interface

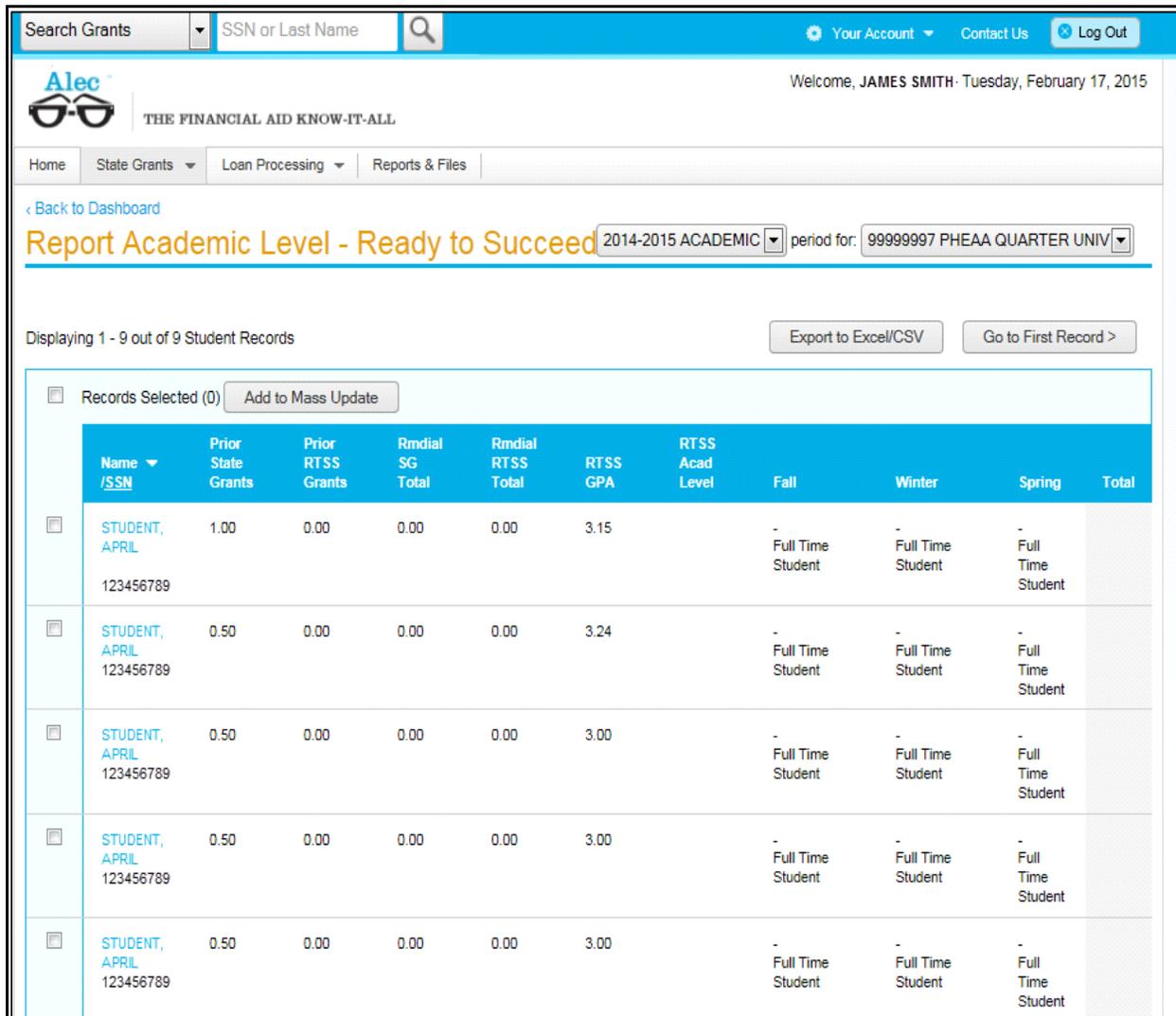
In some cases, a record cannot be updated by a school user. It cannot be checked even if the school user checks the box in the header to select all records.

5. Click **Add to Mass Update** to add the selected record(s) to a new mass update queue. See [Create Ready to Succeed Mass Update Queue](#) for step-by-step instructions.

NOTE: Selected student records are automatically added to the new queue. The academic year from the student list is not saved to the new queue.

Needs Academic Level

The **Report Academic Level – Ready to Succeed** screen displays a list of students whose qualifying grade point average has been reported but whose academic level is missing.



Search Grants [SSN or Last Name] [Search Icon] [Your Account] [Contact Us] [Log Out]

Welcome, JAMES SMITH - Tuesday, February 17, 2015

Alec THE FINANCIAL AID KNOW-IT-ALL

Home State Grants Loan Processing Reports & Files

< Back to Dashboard

Report Academic Level - Ready to Succeed 2014-2015 ACADEMIC period for: 99999997 PHEAA QUARTER UNIV

Displaying 1 - 9 out of 9 Student Records [Export to Excel/CSV] [Go to First Record >]

Records Selected (0) [Add to Mass Update]

Name /SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
<input type="checkbox"/> STUDENT, APRIL 123456789	1.00	0.00	0.00	0.00	3.15	-	Full Time Student	Full Time Student	Full Time Student	
<input type="checkbox"/> STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00	3.24	-	Full Time Student	Full Time Student	Full Time Student	
<input type="checkbox"/> STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00	3.00	-	Full Time Student	Full Time Student	Full Time Student	
<input type="checkbox"/> STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00	3.00	-	Full Time Student	Full Time Student	Full Time Student	
<input type="checkbox"/> STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00	3.00	-	Full Time Student	Full Time Student	Full Time Student	

The **Name/SSN** field displays the student’s name and nine-digit Social Security number

NOTE: By default, the records are sorted in alphabetical order by last name, then first name. School users can click **SSN** in the header to sort records by SSN.

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

Ready to Succeed Scholarship Partner Interface

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Fall**, **Winter** and **Spring** fields display term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for each term.

The **Total** field displays the total academic year award amount for all terms.

1. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records, and to add student records to a mass update queue.

2. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.

Ready to Succeed Scholarship Partner Interface

3. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

4. To select one or more records to add to a new mass update queue, check the boxes to the left of the **Name/SSN** field. To select all records on the page, check the box in the header.

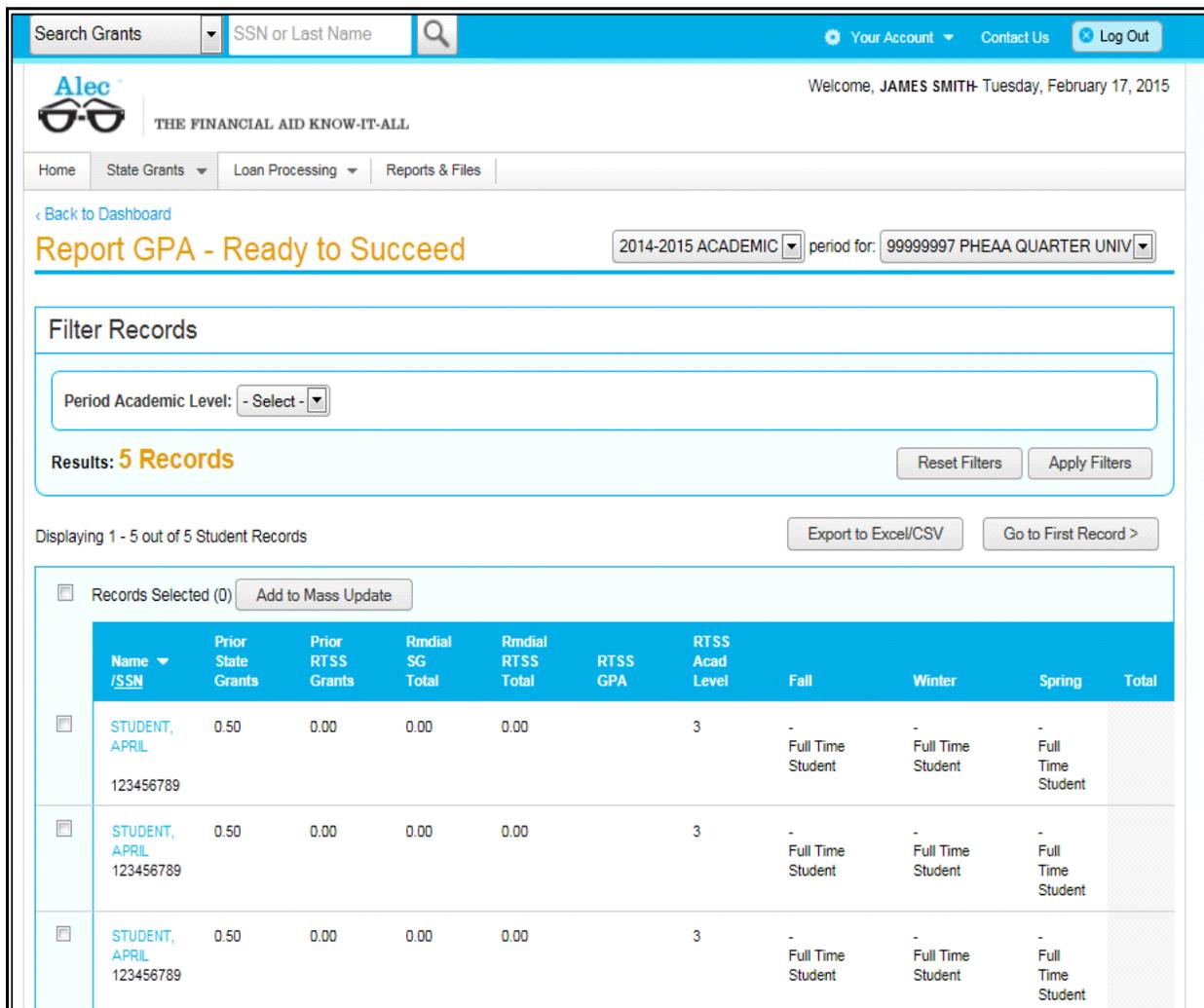
NOTE: A maximum of 100 records may be added to the mass update queue. Click the arrow at the bottom of the Student List, not shown, to go to the next page to select additional records. In some cases, a record cannot be updated by a school user. It cannot be checked even if the school user checks the box in the header to select all records.

5. Click **Add to Mass Update** to add the selected record(s) to a new mass update queue. See [Create Ready to Succeed Mass Update Queue](#) for step-by-step instructions.

NOTE: Selected student records are automatically added to the new queue. The academic year from the student list is not saved to the new queue.

Needs GPA

The **Report GPA – Ready to Succeed** screen displays a list of students whose academic level has been reported but whose grade point average is missing.



The screenshot shows the 'Report GPA - Ready to Succeed' interface. At the top, there is a search bar for 'SSN or Last Name' and navigation links for 'Your Account', 'Contact Us', and 'Log Out'. The user is logged in as 'JAMES SMITH' on 'Tuesday, February 17, 2015'. The interface includes a navigation menu with 'Home', 'State Grants', 'Loan Processing', and 'Reports & Files'. The main heading is 'Report GPA - Ready to Succeed' with a dropdown for '2014-2015 ACADEMIC' and a text field for 'period for: 99999997 PHEAA QUARTER UNIV'. Below this is a 'Filter Records' section with a 'Period Academic Level' dropdown set to '- Select -'. The results show '5 Records' and buttons for 'Reset Filters' and 'Apply Filters'. A status bar indicates 'Displaying 1 - 5 out of 5 Student Records' with buttons for 'Export to Excel/CSV' and 'Go to First Record >'. The table below has a checkbox for 'Records Selected (0)' and an 'Add to Mass Update' button. The table columns are: Name / SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, Fall, Winter, Spring, and Total. The first three rows show identical data for a student named 'STUDENT, APRIL' with SSN '123456789'.

Name / SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00		3	- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00		3	- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00		3	- Full Time Student	- Full Time Student	- Full Time Student	

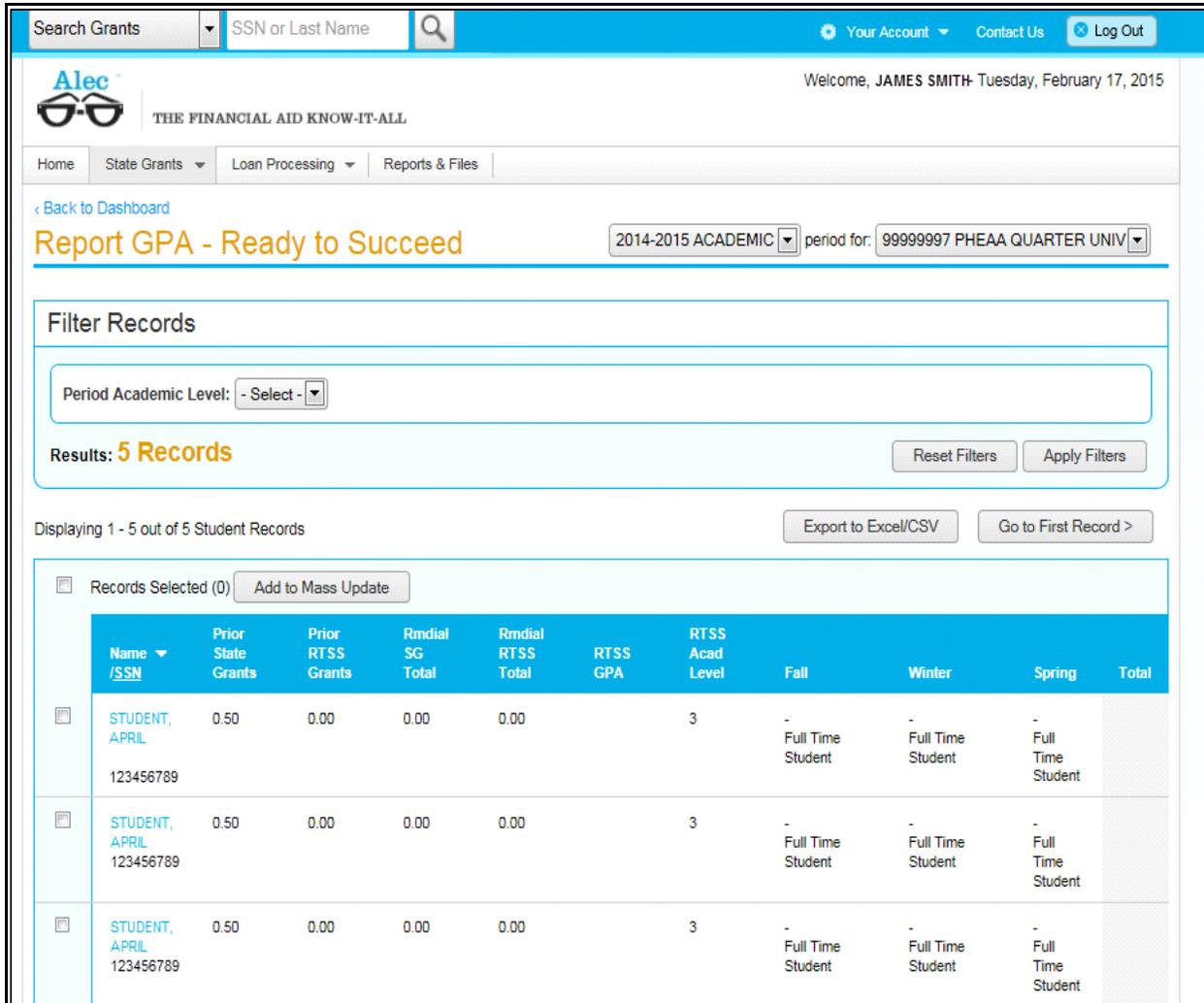
The following filter options are available in the **Filter Records** section to filter and sort the records in the **Student List**.

1. Click the down arrow in the **Period Academic Level** field and select an academic level from the drop-down list.
2. Click **Apply Filters** to apply the selected filters to the student list, or click **Reset Filters** to reset the filters to begin again.

Ready to Succeed Scholarship Partner Interface

The **Report GPA – Ready to Succeed** page is updated to display only the records that match the filter options.

The number of records that meet the filter criteria displays in the **Results** field and the following message displays beneath the **Filter Records** section: **Displaying X – X out of X Student Records**.



The screenshot shows the 'Report GPA - Ready to Succeed' page. At the top, there is a search bar for 'SSN or Last Name' and user options like 'Your Account', 'Contact Us', and 'Log Out'. The page is titled 'Report GPA - Ready to Succeed' and shows filters for '2014-2015 ACADEMIC' and '99999997 PHEAA QUARTER UNIV'. Below the filters, it says 'Filter Records' and 'Results: 5 Records'. There are buttons for 'Reset Filters' and 'Apply Filters'. Below that, it says 'Displaying 1 - 5 out of 5 Student Records' and has buttons for 'Export to Excel/CSV' and 'Go to First Record >'. A table of records is shown with columns for Name/SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, Fall, Winter, Spring, and Total. The table contains three rows of student records.

Name /SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00		3	- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00		3	- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00		3	- Full Time Student	- Full Time Student	- Full Time Student	

The **Name/SSN** field displays the student’s name and nine-digit Social Security number

NOTE: By default, the records are sorted in alphabetical order by last name, then first name. School users can click SSN in the header to sort records by SSN.

Ready to Succeed Scholarship Partner Interface

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Fall**, **Winter** and **Spring** fields display term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for each term.

The **Total** field displays the total academic year award amount for all terms.

3. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records, and to add student records to a mass update queue.

Ready to Succeed Scholarship Partner Interface

4. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_ User Guide_PHEAA** for more information about exporting the student list.
5. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.
6. To select one or more records to add to a new mass update queue, check the boxes to the left of the **Name/SSN** field. To select all records on the page, check the box in the header.

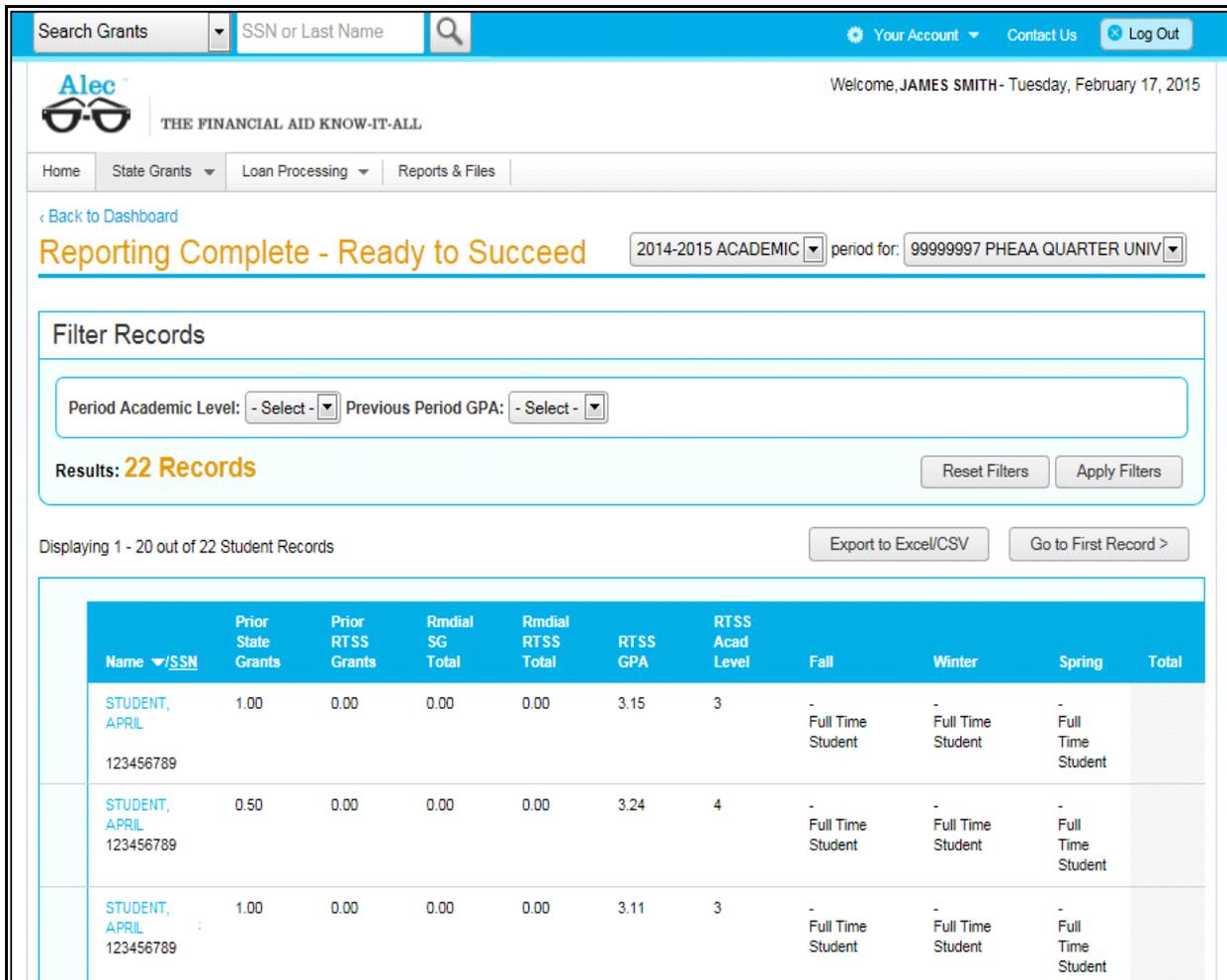
NOTE: A maximum of 100 records may be added to the mass update queue. Click the arrow at the bottom of the Student List, not shown, to go to the next page to select additional records. In some cases, a record cannot be updated by a school user. It cannot be checked even if the school user checks the box in the header to select all records.

7. Click **Add to Mass Update** to add the selected record(s) to a new mass update queue. See [Create Ready to Succeed Mass Update Queue](#) for step-by-step instructions.

NOTE: Selected student records are automatically added to the new queue. The academic year from the student list is not saved to the new queue.

Reporting Complete

The **Reporting Complete – Ready to Succeed** screen display a list of students who meet the requirements for the Ready to Succeed Scholarship and the reporting information is completed.



Search Grants

Your Account

Alec THE FINANCIAL AID KNOW-IT-ALL

Welcome, JAMES SMITH - Tuesday, February 17, 2015

Home State Grants Loan Processing Reports & Files

Back to Dashboard

Reporting Complete - Ready to Succeed 2014-2015 ACADEMIC period for: 99999997 PHEAA QUARTER UNIV

Filter Records

Period Academic Level: - Select - Previous Period GPA: - Select -

Results: 22 Records

Displaying 1 - 20 out of 22 Student Records

Name <input type="button" value="v"/> /SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, APRIL 123456789	1.00	0.00	0.00	0.00	3.15	3	- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00	3.24	4	- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, APRIL 123456789	1.00	0.00	0.00	0.00	3.11	3	- Full Time Student	- Full Time Student	- Full Time Student	

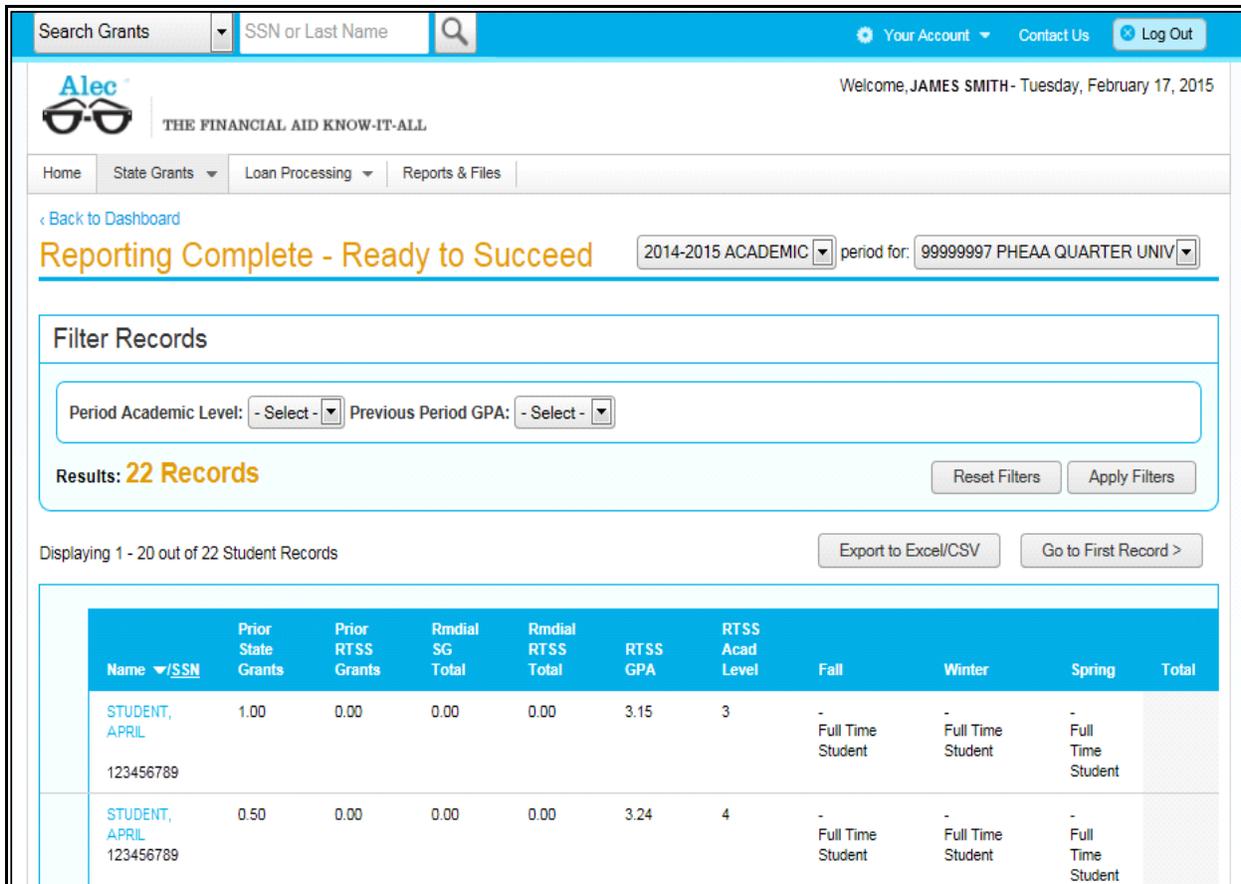
The following filter options are available in the **Filter Records** section to filter and sort the records in the **Student List**.

1. Click the down arrow in the **Period Academic Level** field and select an academic level from the drop-down list.
2. Click the down arrow in the **Previous Period GPA** field and select an academic level from the drop-down list.

3. Click **Apply Filters** to apply the selected filters to the student list, or click **Reset Filters** to reset the filters to begin again.

The **Reporting Complete – Ready to Succeed** page is updated to display only the records that match the filter options.

The number of records that meet the filter criteria displays in the **Results** field and the following message displays beneath the **Filter Records** section: **Displaying X – X out of X Student Records**.



The screenshot shows the 'Reporting Complete - Ready to Succeed' interface. At the top, there is a search bar for 'SSN or Last Name' and navigation links for 'Your Account', 'Contact Us', and 'Log Out'. The user is identified as 'JAMES SMITH' on 'Tuesday, February 17, 2015'. The page title is 'Reporting Complete - Ready to Succeed' for the '2014-2015 ACADEMIC' period. Below this, the 'Filter Records' section includes dropdown menus for 'Period Academic Level' and 'Previous Period GPA'. The results section shows 'Results: 22 Records' and buttons for 'Reset Filters' and 'Apply Filters'. A message indicates 'Displaying 1 - 20 out of 22 Student Records' with buttons for 'Export to Excel/CSV' and 'Go to First Record >'. A table displays the following data:

Name /SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, APRIL 123456789	1.00	0.00	0.00	0.00	3.15	3	- Full Time Student	- Full Time Student	- Full Time Student	
STUDENT, APRIL 123456789	0.50	0.00	0.00	0.00	3.24	4	- Full Time Student	- Full Time Student	- Full Time Student	

The **Name/SSN** field displays the student’s name and nine-digit Social Security number

NOTE: By default, the records are sorted in alphabetical order by last name, then first name. School users can click **SSN** in the header to sort records by SSN.

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

Ready to Succeed Scholarship Partner Interface

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Fall**, **Winter** and **Spring** fields display term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for each term.

The **Total** field displays the total academic year award amount for all terms.

4. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records.

5. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.
6. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

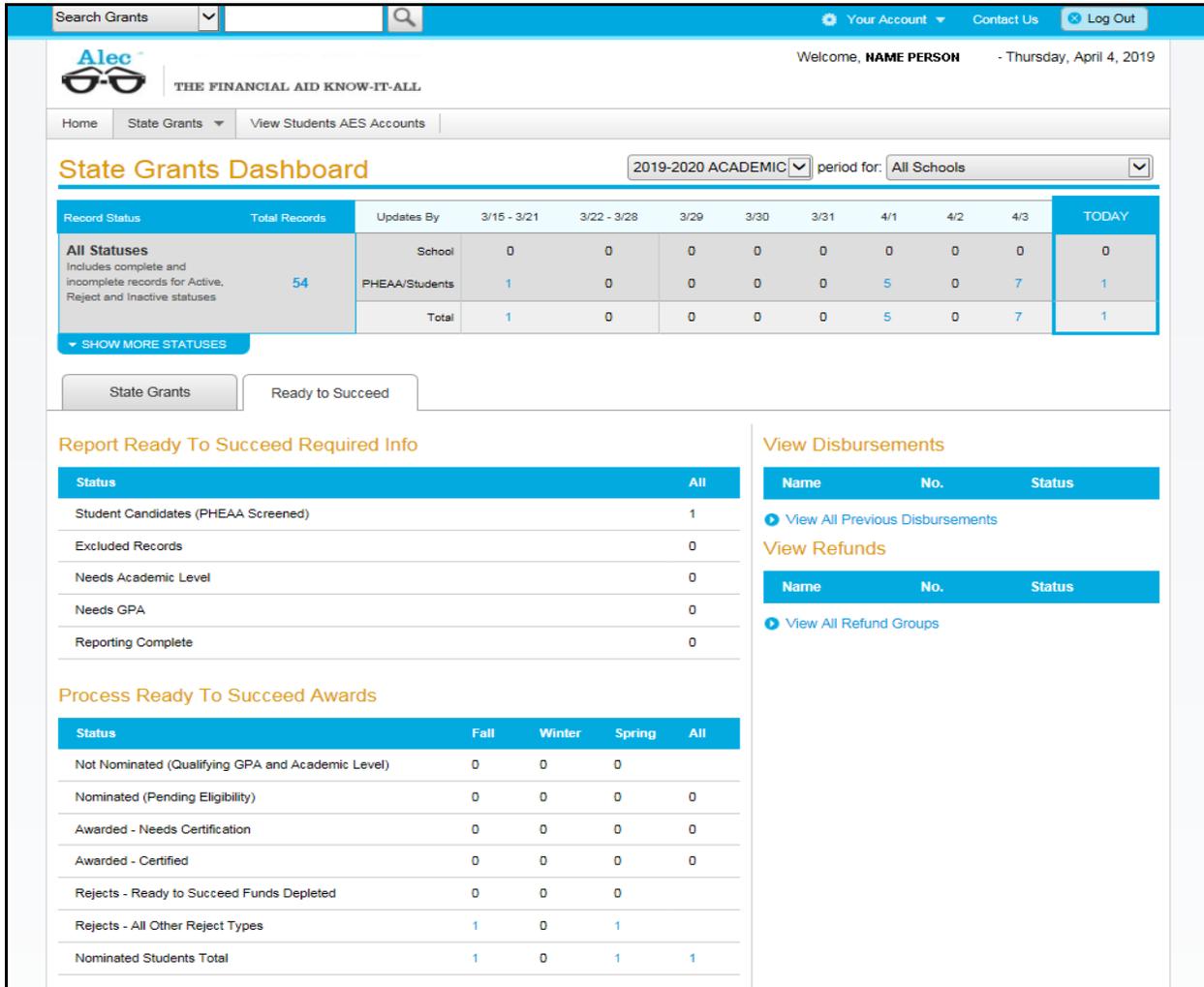


Ready to Succeed Scholarship Partner Interface

NOTE: Students on this list cannot be added to a mass update queue to be updated en masse. To change a student record, school users must update records individually. See [Update Ready to Succeed Scholarship Information on the Student Record](#) for step-by-step instructions.

Process Ready to Succeed Awards

The **Process Ready to Succeed Award** section displays candidate lists for students who have met the preliminary criteria for the Ready to Succeed Scholarship program.



The screenshot shows the Alec State Grants Dashboard. The top navigation bar includes a search bar, 'Your Account', 'Contact Us', and 'Log Out'. The user is logged in as 'NAME PERSON' on Thursday, April 4, 2019. The dashboard is for the 2019-2020 Academic year, covering all schools.

State Grants Dashboard

Record Status	Total Records	Updates By	3/15 - 3/21	3/22 - 3/28	3/29	3/30	3/31	4/1	4/2	4/3	TODAY
All Statuses <small>Includes complete and incomplete records for Active, Reject and Inactive statuses</small>	54	School	0	0	0	0	0	0	0	0	0
		PHEAA/Students	1	0	0	0	0	5	0	7	1
		Total	1	0	0	0	0	5	0	7	1

Buttons: State Grants, Ready to Succeed

Report Ready To Succeed Required Info

Status	All
Student Candidates (PHEAA Screened)	1
Excluded Records	0
Needs Academic Level	0
Needs GPA	0
Reporting Complete	0

View Disbursements

Name	No.	Status
View All Previous Disbursements		

View Refunds

Name	No.	Status
View All Refund Groups		

Process Ready To Succeed Awards

Status	Fall	Winter	Spring	All
Not Nominated (Qualifying GPA and Academic Level)	0	0	0	
Nominated (Pending Eligibility)	0	0	0	0
Awarded - Needs Certification	0	0	0	0
Awarded - Certified	0	0	0	0
Rejects - Ready to Succeed Funds Depleted	0	0	0	
Rejects - All Other Reject Types	1	0	1	
Nominated Students Total	1	0	1	1

1. Click the link in the desired term to view a Ready to Succeed Student List for the selected term, or click the link in the **All** column to view a Ready to Succeed Student List for the academic year. *In the following examples, the spring term is selected if available.*

Refer to the following sections for more information:

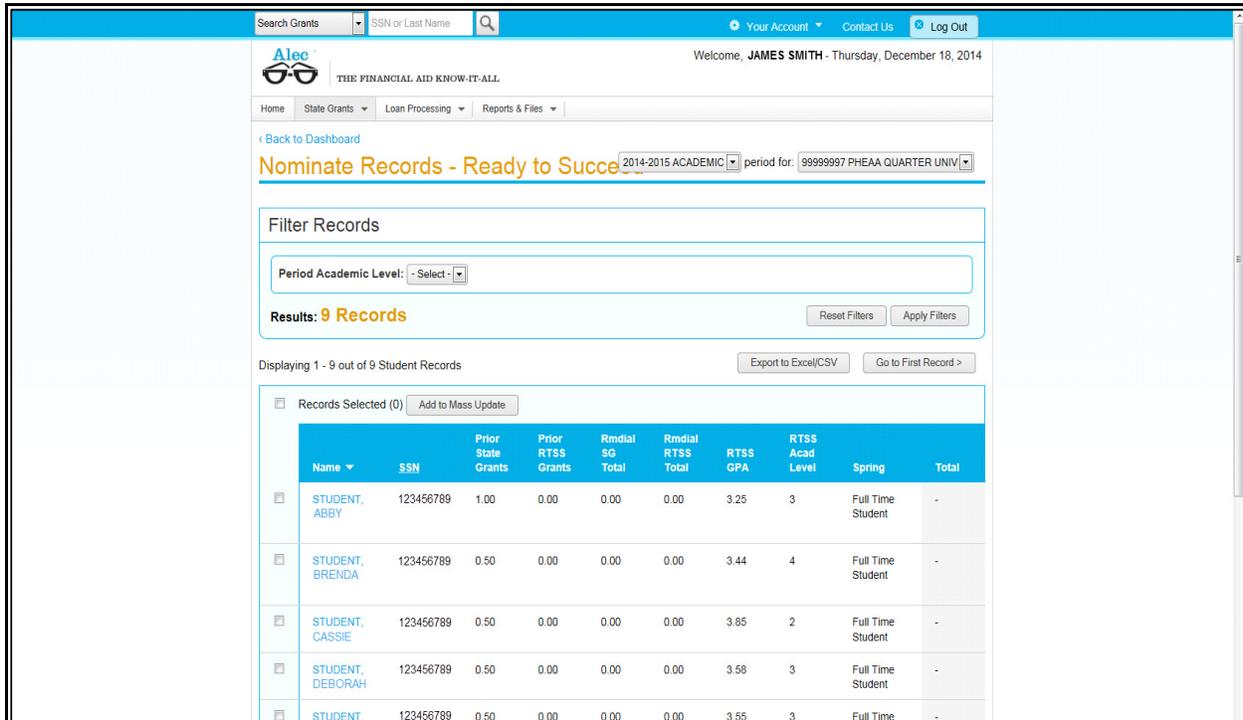
- [Not Nominated \(Qualifying GPA and Academic Level\)](#)
- [Nominated \(Pending Eligibility\)](#)
- [Awarded - Needs Certification](#)
- [Awarded - Certified](#)

Ready to Succeed Scholarship Partner Interface

- [Rejects – Ready to Succeed Funds Depleted](#)
- [Rejects – All Other Reject Types](#)
- [Nominated Students Total](#)

Not Nominated (Qualifying GPA and Academic Level)

The **Nominate Records – Ready to Succeed** screen displays a list of students who have a qualifying GPA and academic level but who have not been nominated for the Ready to Succeed Scholarship Program.



The screenshot shows the 'Nominate Records - Ready to Succeed' interface. At the top, there is a search bar and navigation links. Below the search bar, the user is logged in as JAMES SMITH. The main heading is 'Nominate Records - Ready to Succeed' with a dropdown for '2014-2015 ACADEMIC' and a 'period for' field set to '99999997 PHEAA QUARTER UNIV'. A 'Filter Records' section contains a 'Period Academic Level' dropdown menu. Below this, it shows 'Results: 9 Records' and buttons for 'Reset Filters' and 'Apply Filters'. A table displays the first 9 records, with columns for Name, SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, Spring, and Total.

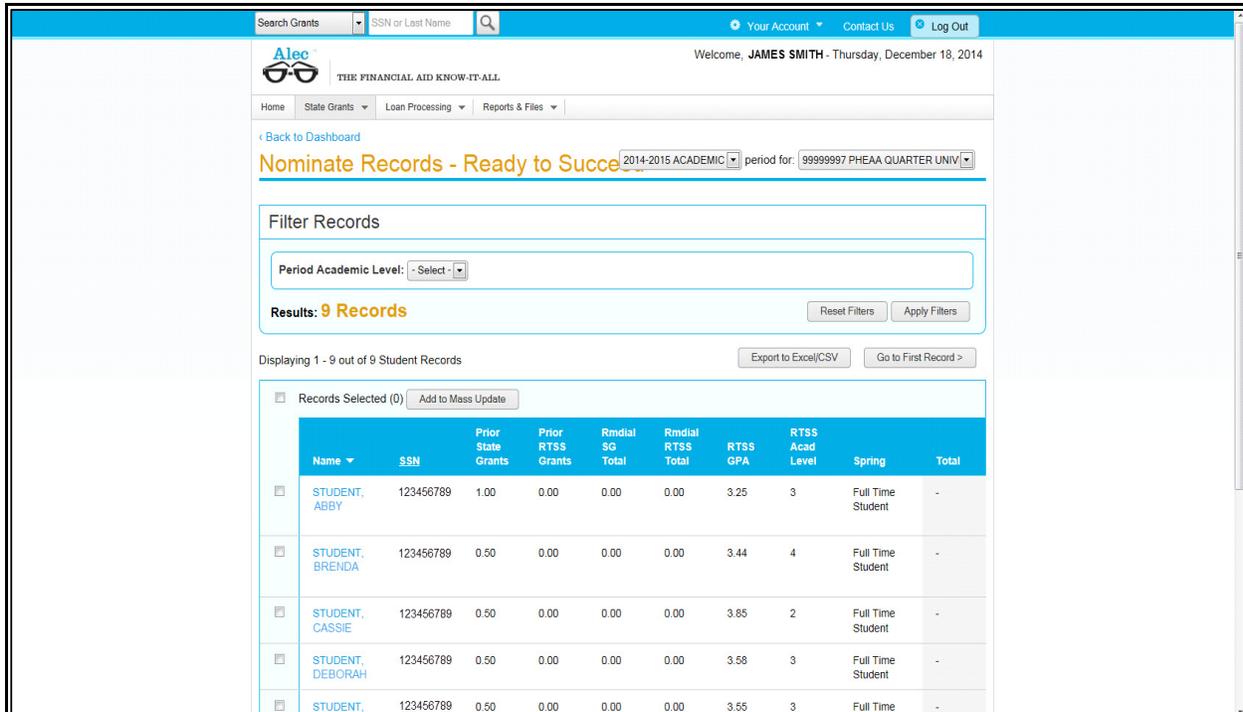
Name	SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Spring	Total
STUDENT, ABBY	123456789	1.00	0.00	0.00	0.00	3.25	3	Full Time Student	-
STUDENT, BRENDA	123456789	0.50	0.00	0.00	0.00	3.44	4	Full Time Student	-
STUDENT, CASSIE	123456789	0.50	0.00	0.00	0.00	3.85	2	Full Time Student	-
STUDENT, DEBORAH	123456789	0.50	0.00	0.00	0.00	3.58	3	Full Time Student	-
STUDENT	123456789	0.50	0.00	0.00	0.00	3.55	3	Full Time	-

The following filter options are available in the **Filter Records** section to filter and sort the records in the Student List.

1. Click the down arrow in the **Period Academic Level** and select an academic level from the drop-down list.
2. Click **Apply Filters** to apply the selected filters to the student list, or click **Reset Filters** to reset the filters to begin again.

The **Nominate Records – Ready to Succeed** screen is updated to display only the records that match the filter options.

The number of records that meet the filter criteria displays in the **Results** field and the following message displays beneath the **Filter Records** section: **Displaying X – X out of X Student Records**.



The screenshot shows the 'Nominate Records - Ready to Succeed' interface. At the top, there is a search bar and navigation links. The main section is titled 'Filter Records' and includes a dropdown for 'Period Academic Level' set to '2014-2015 ACADEMIC'. Below this, it shows 'Results: 9 Records' and buttons for 'Reset Filters' and 'Apply Filters'. A message states 'Displaying 1 - 9 out of 9 Student Records' with buttons for 'Export to Excel/CSV' and 'Go to First Record >'. Below the message is a table of records with columns for Name, SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, Spring, and Total.

Name	SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Spring	Total
STUDENT, ABBY	123456789	1.00	0.00	0.00	0.00	3.25	3	Full Time Student	-
STUDENT, BRENDA	123456789	0.50	0.00	0.00	0.00	3.44	4	Full Time Student	-
STUDENT, CASSIE	123456789	0.50	0.00	0.00	0.00	3.85	2	Full Time Student	-
STUDENT, DEBORAH	123456789	0.50	0.00	0.00	0.00	3.58	3	Full Time Student	-
STUDENT,	123456789	0.50	0.00	0.00	0.00	3.55	3	Full Time	-

The **Name** field displays the student’s name.

NOTE: Records are sorted in alphabetical order by last name, then first name.

The **SSN** field displays the nine-digit Social Security number.

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

Ready to Succeed Scholarship Partner Interface

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Spring** field displays term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for the spring term.

NOTE: If the school user selected the student list for all terms, each term displays. Otherwise, only the selected term displays.

The **Amount** field displays the award amount for the spring term.

NOTE: The **Academic Year Total** field, not shown, displays the total academic year award amount if the school user selected the student list for all terms.

3. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records, and to add student records to a mass update queue.

4. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.

Ready to Succeed Scholarship Partner Interface

5. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

6. To select one or more records to add to a new mass update queue, check the boxes to the left of the **Name/SSN** field. To select all records on the page, check the box in the header.

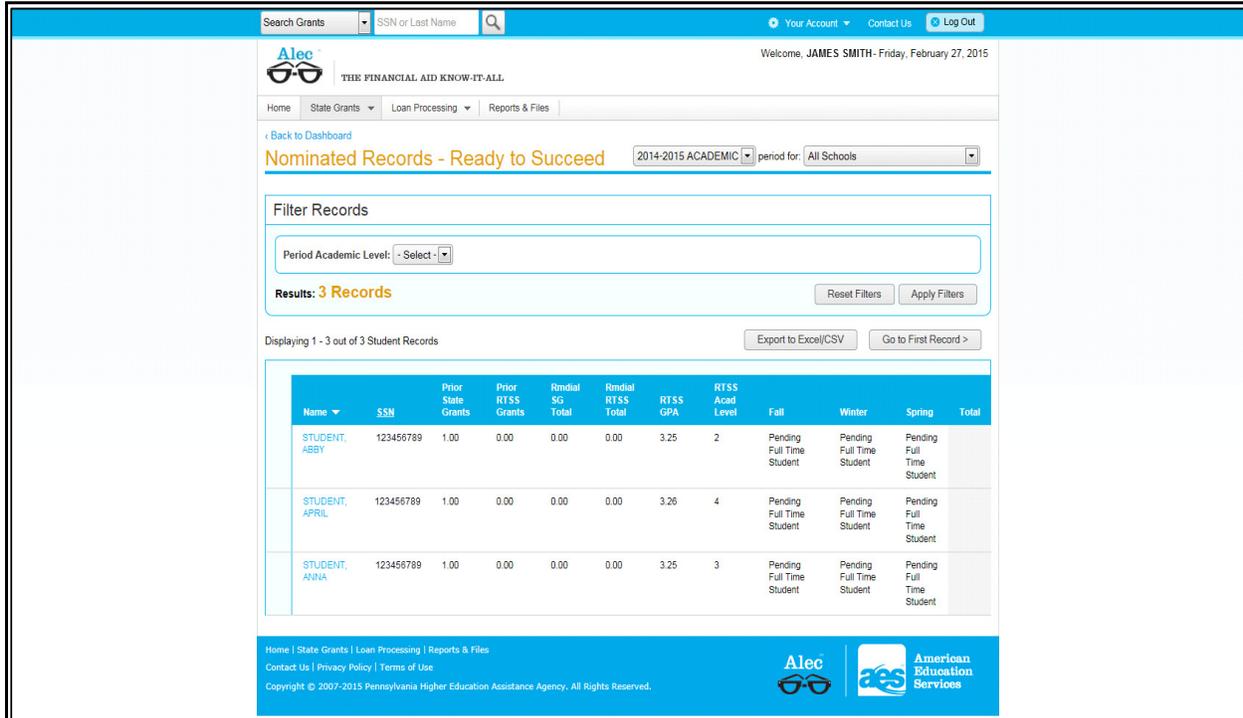
NOTE: A maximum of 100 records may be added to the mass update queue. Click the arrow at the bottom of the Student List, not shown, to go to the next page to select additional records. In some cases, a record cannot be updated by a school user. It cannot be checked even if the school user checks the box in the header to select all records.

7. Click **Add to Mass Update** to add the selected record(s) to a new mass update queue. See [Create Ready to Succeed Mass Update Queue](#) for step-by-step instructions.

NOTE: Selected student records are automatically added to the new queue. The academic year from the student list is not saved to the new queue.

Nominated (Pending Eligibility)

The **Nominated Records – Ready to Succeed** screen displays a list of students who have been nominated for the Ready to Succeed Scholarship Program and whose eligibility is pending.



The screenshot shows the 'Nominated Records - Ready to Succeed' interface. At the top, there is a search bar for 'SSN or Last Name' and a 'Search Grants' dropdown. The user is logged in as JAMES SMITH on Friday, February 27, 2015. The interface includes a navigation menu with 'Home', 'State Grants', 'Loan Processing', and 'Reports & Files'. Below the navigation, there is a 'Back to Dashboard' link and a title 'Nominated Records - Ready to Succeed' with a dropdown for '2014-2015 ACADEMIC' and a 'period for: All Schools' dropdown. A 'Filter Records' section contains a 'Period Academic Level: - Select -' dropdown. Below the filter, it shows 'Results: 3 Records' and buttons for 'Reset Filters' and 'Apply Filters'. A table displays the student records, and there are buttons for 'Export to Excel/CSV' and 'Go to First Record >'. The footer includes the PHEAA logo, 'American Education Services' logo, and copyright information.

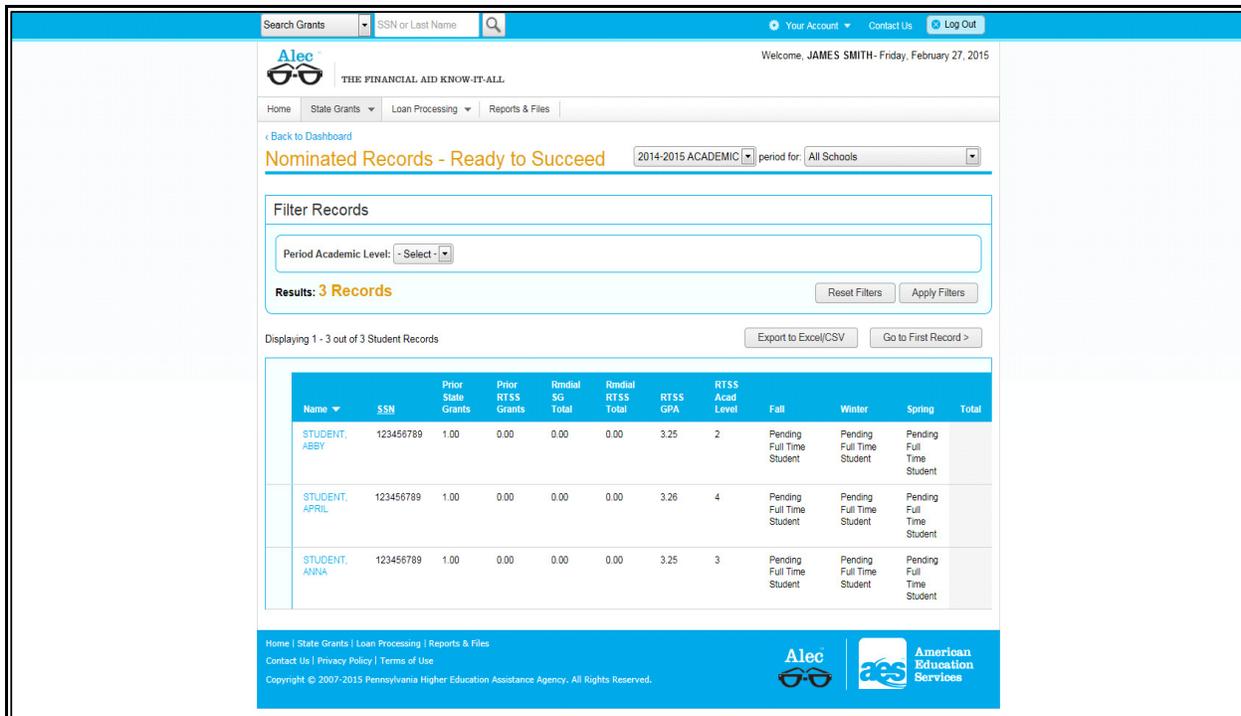
Name	SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, ABBY	123456789	1.00	0.00	0.00	0.00	3.25	2	Pending Full Time Student	Pending Full Time Student	Pending Full Time Student	
STUDENT, APRIL	123456789	1.00	0.00	0.00	0.00	3.26	4	Pending Full Time Student	Pending Full Time Student	Pending Full Time Student	
STUDENT, ANNA	123456789	1.00	0.00	0.00	0.00	3.25	3	Pending Full Time Student	Pending Full Time Student	Pending Full Time Student	

The following filter options are available in the **Filter Records** section to filter and sort the records in the **Student List**.

1. Check **Period Academic Level** to filter the student list to display students with the same academic level.
2. Click **Apply Filters** to apply the selected filters to the student list, or click **Reset Filters** to reset the filters to begin again.

The **Nominated Records – Ready to Succeed** screen is updated to display only the records that match the filter options.

The number of records that meet the filter criteria displays in the **Results** field and the following message displays beneath the **Filter Records** section: **Displaying X – X out of X Student Records**.



The screenshot shows the 'Nominated Records - Ready to Succeed' interface. At the top, there is a search bar for 'SSN or Last Name' and a 'Search Grants' button. Below the search bar, the user is logged in as 'JAMES SMITH' on 'Friday, February 27, 2015'. The interface includes a navigation menu with 'Home', 'State Grants', 'Loan Processing', and 'Reports & Files'. The main section is titled 'Nominated Records - Ready to Succeed' and shows a filter for '2014-2015 ACADEMIC' period for 'All Schools'. A 'Filter Records' section contains a dropdown for 'Period Academic Level' set to '-Select-'. Below this, it displays 'Results: 3 Records' and buttons for 'Reset Filters' and 'Apply Filters'. A message states 'Displaying 1 - 3 out of 3 Student Records' with buttons for 'Export to Excel(CSV)' and 'Go to First Record >'. The main data table is as follows:

Name	SSN	Prior State Grants	Prior RTSS Grants	Rndial SG Total	Rndial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT: ABBY	123456789	1.00	0.00	0.00	0.00	3.25	2	Pending Full Time Student	Pending Full Time Student	Pending Full Time Student	
STUDENT: APRIL	123456789	1.00	0.00	0.00	0.00	3.26	4	Pending Full Time Student	Pending Full Time Student	Pending Full Time Student	
STUDENT: ANNA	123456789	1.00	0.00	0.00	0.00	3.25	3	Pending Full Time Student	Pending Full Time Student	Pending Full Time Student	

The **Name** field displays the student’s name.

NOTE: Records are sorted in alphabetical order by last name, then first name.

The **SSN** field displays the nine-digit Social Security number.

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

Ready to Succeed Scholarship Partner Interface

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Spring** field displays term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for the spring term.

NOTE: If the school user selected the student list for all terms, each term displays. Otherwise, only the selected term displays.

The **Amount** field displays the award amount for the spring term.

NOTE: The Academic Year Total field, not shown, displays the total academic year award amount if the school user selected the student list for all terms.

3. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records.

4. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.

Ready to Succeed Scholarship Partner Interface

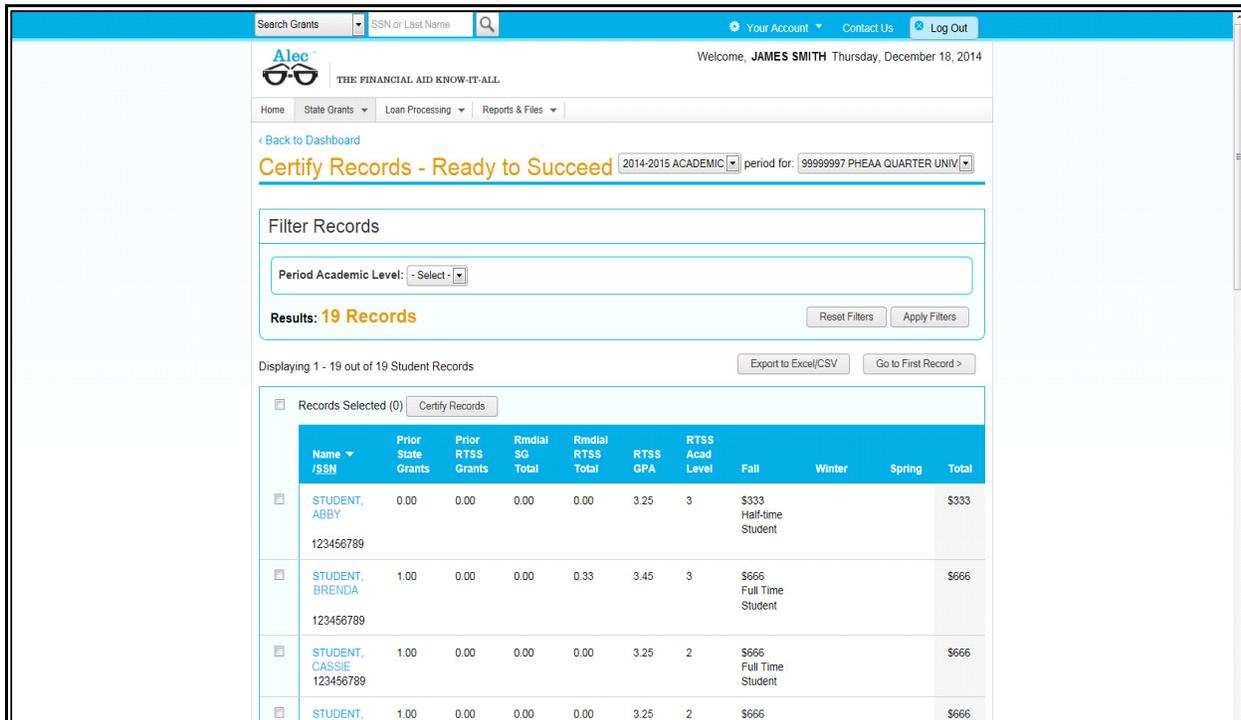
5. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: Students on this list cannot be added to a mass update queue to be updated en masse. To change a student record, school users must update records individually. See Update Ready to Succeed Scholarship Information on the Student Record for step-by-step instructions.

Awarded - Needs Certification

The **Certify Records – Ready to Succeed** page displays a list of students who have been awarded a Ready to Succeed award and who must be certified by the school.

NOTE: The list is not populated until PHEAA runs the certification batch process. Generally, this occurs immediately prior to the school’s term start date. Once the information is displayed, it may be viewed only for the entire academic year. This ensures that certification is complete for all terms.



The screenshot shows the 'Certify Records - Ready to Succeed' page. At the top, there is a search bar and navigation links. Below the search bar, the page title is 'Certify Records - Ready to Succeed' with a dropdown for '2014-2015 ACADEMIC' and a 'period for' dropdown set to '99999997 PHEAA QUARTER UNIV'. A 'Filter Records' section contains a 'Period Academic Level' dropdown set to '- Select -'. Below this, it shows 'Results: 19 Records' and buttons for 'Reset Filters' and 'Apply Filters'. A table displays the first 19 records, with the following data visible:

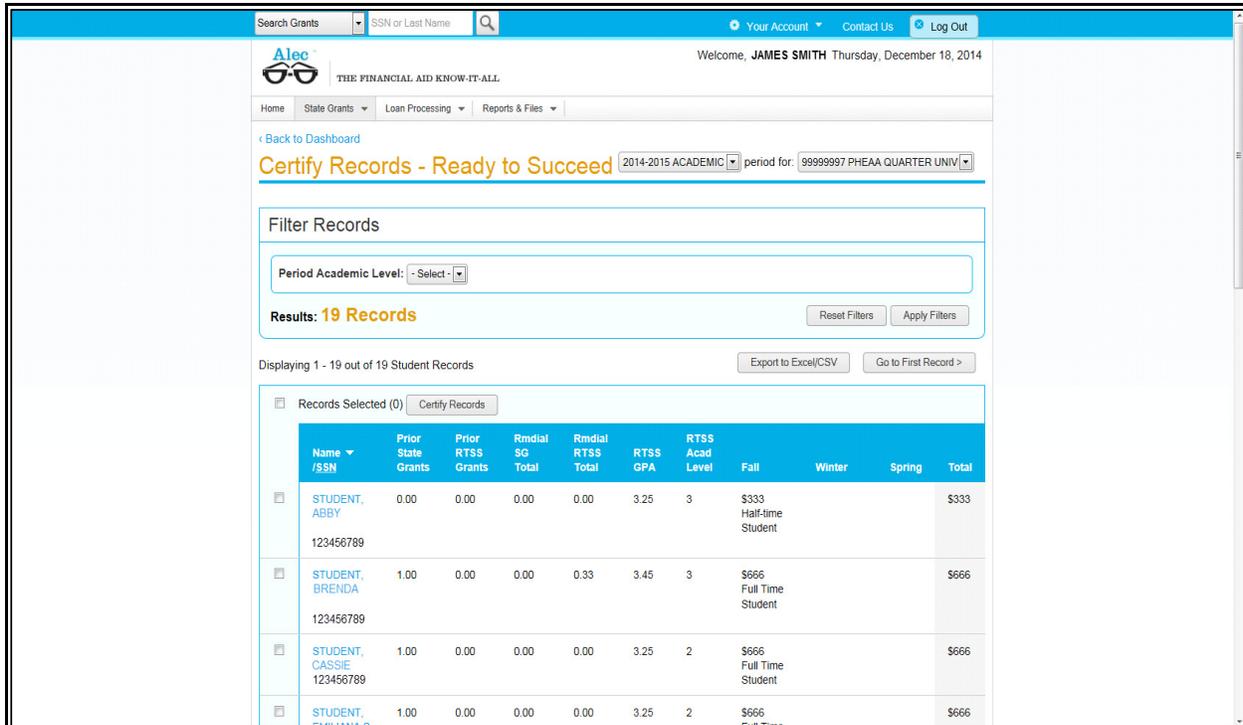
Name	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, ABBY 123456789	0.00	0.00	0.00	0.00	3.25	3	\$333 Half-time Student			\$333
STUDENT, BRENDA 123456789	1.00	0.00	0.00	0.33	3.45	3	\$666 Full Time Student			\$666
STUDENT, CASSIE 123456789	1.00	0.00	0.00	0.00	3.25	2	\$666 Full Time Student			\$666
STUDENT, [Name]	1.00	0.00	0.00	0.00	3.25	2	\$666			\$666

The following filter options are available in the **Filter Records** section to filter and sort the records in the **Student List**.

1. Click the down arrow in the **Period Academic Level** and select an academic level from the drop-down list.
2. Click **Apply Filters** to apply the selected filters to the student list, or click **Reset Filters** to reset the filters to begin again.

The **Certify Records – Ready to Succeed** page is updated to display only the records that match the filter options.

The number of records that meet the filter criteria displays in the **Results** field and the following message displays beneath the **Filter Records** section: **Displaying X – X out of X Student Records**.



The screenshot shows the 'Certify Records - Ready to Succeed' page. It includes a search bar, navigation menu, and a 'Filter Records' section with a 'Period Academic Level' dropdown. Below the filter, it shows 'Results: 19 Records' and 'Displaying 1 - 19 out of 19 Student Records'. A table of records is displayed with the following columns: Name/SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, and Total. The table contains four rows of student data.

Name /SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Total
STUDENT, ABBY 123456789	0.00	0.00	0.00	0.00	3.25	3	\$333 Half-time Student
STUDENT, BRENDA 123456789	1.00	0.00	0.00	0.33	3.45	3	\$666 Full Time Student
STUDENT, CASSIE 123456789	1.00	0.00	0.00	0.00	3.25	2	\$666 Full Time Student
STUDENT,	1.00	0.00	0.00	0.00	3.25	2	\$666 Full Time Student

The **Name/SSN** field displays the student’s name and nine-digit Social Security number

NOTE: By default, the records are sorted in alphabetical order by last name, then first name. School users can click **SSN** in the header to sort records by SSN.

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

Ready to Succeed Scholarship Partner Interface

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Fall, Winter** and **Spring** fields display term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for each term.

The **Total** field displays the total academic year award amount for all terms.

3. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records, and to certify student records.

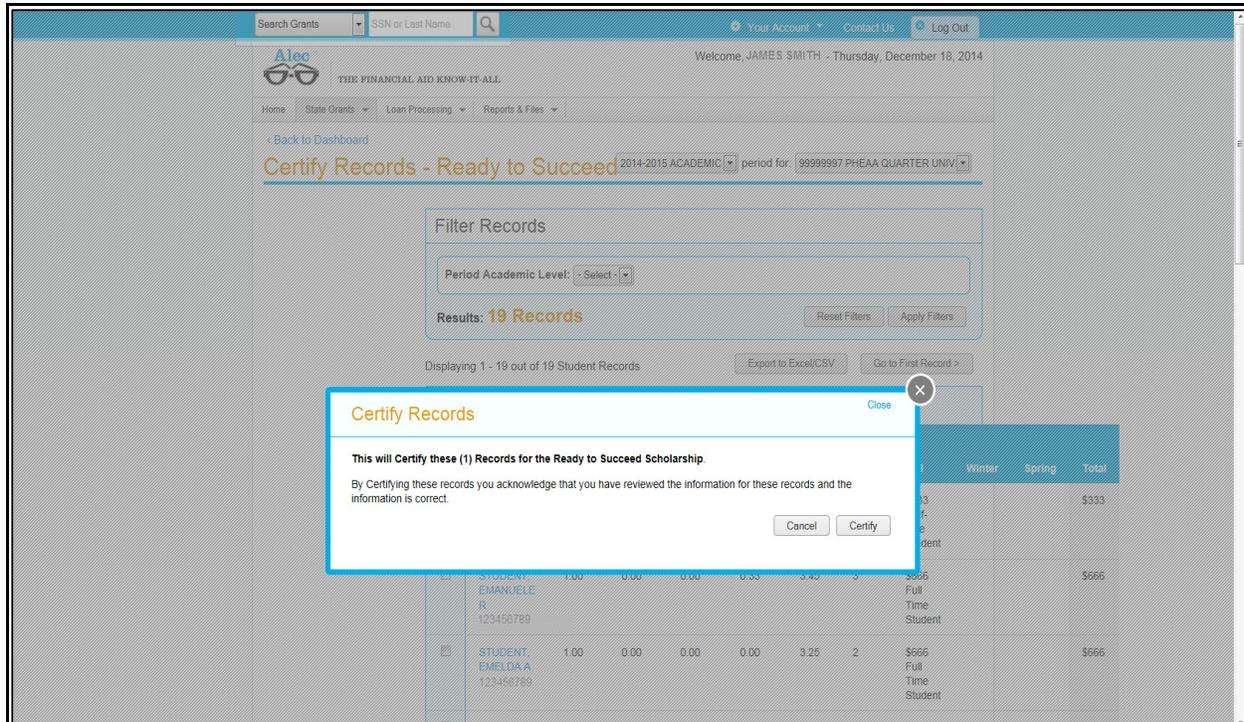
4. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.
5. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.
6. To select one or more records to certify, check the boxes to the left of the **Name/SSN** field. To select all records on the page, check the box in the header.

Ready to Succeed Scholarship Partner Interface

NOTE: There is no maximum to the number of records that may be certified. Click the arrow at the bottom of the Student List, not shown, to go to the next page to select additional records.

7. Click **Certify Records** to certify selected records.

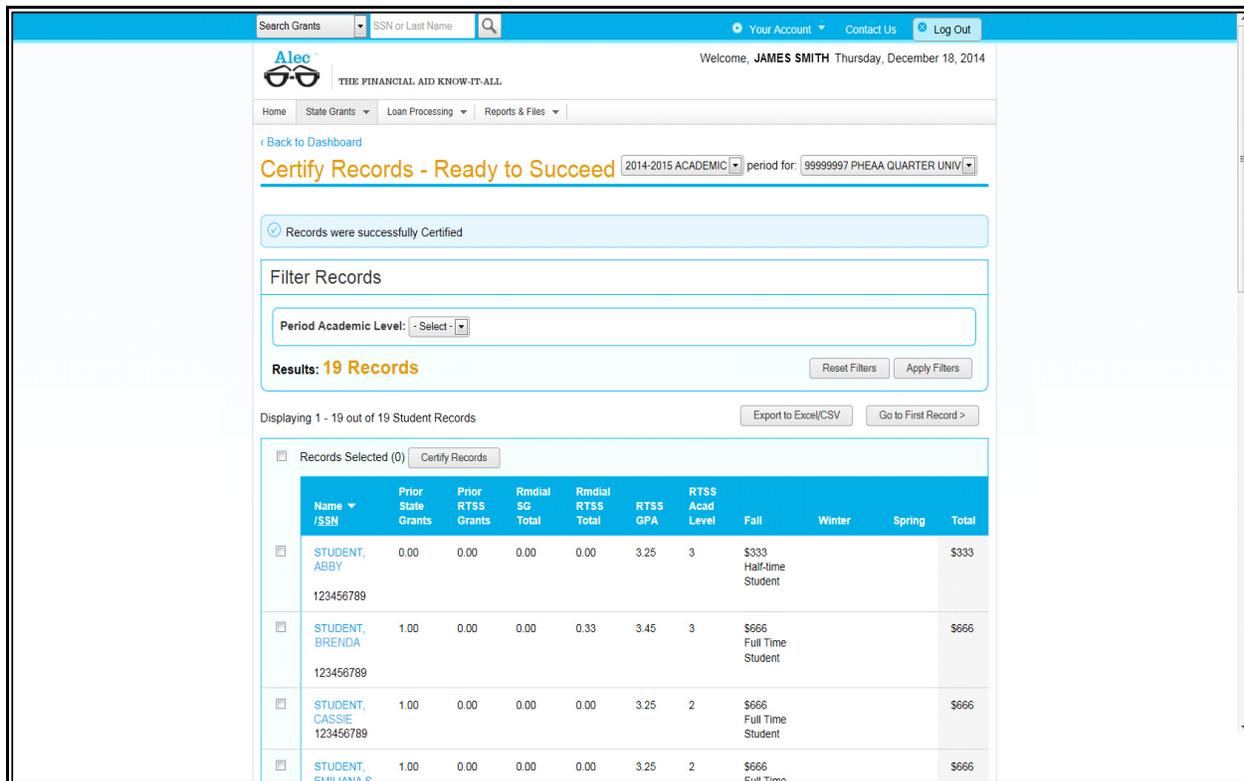
The **Certify Records** dialog box displays.



- Click **Certify** to certify the records, or click **Cancel** to close the **Certify Records** dialog box and return to the **Awarded - Needs Certification** student list.

Ready to Succeed Scholarship Partner Interface

The **Certify Records – Ready to Succeed** screen redisplay with the following message: Records were successfully Certified.



The screenshot shows the 'Certify Records - Ready to Succeed' interface. At the top, there is a navigation bar with 'Search Grants', 'SSN or Last Name', 'Your Account', 'Contact Us', and 'Log Out'. Below this is the 'Alec' logo and the tagline 'THE FINANCIAL AID KNOW-IT-ALL'. The main content area displays a confirmation message: 'Records were successfully Certified'. Below the message is a 'Filter Records' section with a 'Period Academic Level' dropdown set to '- Select -'. The results section shows 'Results: 19 Records' and a table of student records. The table has columns for Name/SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, Fall, Winter, Spring, and Total. The first three rows are visible, showing students Abby, Brenda, and Cassie.

Name /SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, ABBY 123456789	0.00	0.00	0.00	0.00	3.25	3	\$333 Half-time Student			\$333
STUDENT, BRENDA 123456789	1.00	0.00	0.00	0.33	3.45	3	\$666 Full Time Student			\$666
STUDENT, CASSIE 123456789	1.00	0.00	0.00	0.00	3.25	2	\$666 Full Time Student			\$666

Awarded – Certified

The **Certified Records – Ready to Succeed** page displays a list of students who have been awarded and certified for a Ready to Succeed award.

The screenshot shows the 'Certified Records - Ready to Succeed' page. At the top, there is a search bar for 'SSN or Last Name' and a 'Log Out' button. The page header includes the Alec logo and the text 'THE FINANCIAL AID KNOW-IT-ALL'. A navigation menu contains 'Home', 'State Grants', 'Loan Processing', and 'Reports & Files'. The main content area features a 'Filter Records' section with a 'Period Academic Level' dropdown menu set to '- Select -'. Below this, it shows 'Results: 2 Records' and buttons for 'Reset Filters' and 'Apply Filters'. A table displays the following student records:

Name /SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
SMITH, APRIL 123456789	1.00	0.00	0.00	0.33	3.45	3	\$666 Full Time Student			\$666 CERTIFIED
SMITH, APRIL 123456789	1.00	0.00	0.00	0.00	3.25	2	\$444 Full Time Student			\$444 CERTIFIED

At the bottom of the page, there is a footer with navigation links, the Alec logo, and the American Education Services logo. The footer text includes: 'Home | State Grants | Loan Processing | Reports & Files', 'Contact Us | Privacy Policy | Terms of Use', and 'Copyright © 2007-2015 Pennsylvania Higher Education Assistance Agency. All Rights Reserved.'

The following filter options are available in the **Filter Records** section to filter and sort the records in the **Student List**.

1. Click the down arrow in the **Period Academic Level** and select an academic level from the drop-down list.
2. Click **Apply Filters** to apply the selected filters to the student list, or click **Reset Filters** to reset the filters to begin again.

Ready to Succeed Scholarship Partner Interface

The **Certified Records – Ready to Succeed** page is updated to display only the records that match the filter options.

The number of records that meet the filter criteria displays in the **Results** field and the following message displays beneath the **Filter Records** section: **Displaying X – X out of X Student Records**.

Search Grants

Your Account

Welcome, JAMES SMITH Tuesday, February 17, 2015

Alec THE FINANCIAL AID KNOW-IT-ALL

Home | State Grants | Loan Processing | Reports & Files

< Back to Dashboard

Certified Records - Ready to Succeed 2014-2015 ACADEMIC period for: 99999997 PHEAA QUARTER UNIV

Filter Records

Period Academic Level:

Results: 2 Records

Displaying 1 - 2 out of 2 Student Records

Name /SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
SMITH, APRIL 123456789	1.00	0.00	0.00	0.33	3.45	3	\$666 Full Time Student			\$666 CERTIFIED
SMITH, APRIL 123456789	1.00	0.00	0.00	0.00	3.25	2	\$444 Full Time Student			\$444 CERTIFIED

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Alec American Education Services

The **Name/SSN** field displays the student’s name and nine-digit Social Security number

NOTE: By default, the records are sorted in alphabetical order by last name, then first name. School users can click **SSN** in the header to sort records by SSN.

Ready to Succeed Scholarship Partner Interface

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Fall, Winter** and **Spring** fields display term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for each term.

The **Academic Year Total** field displays the total academic year award amount for all terms.

3. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records.

4. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.

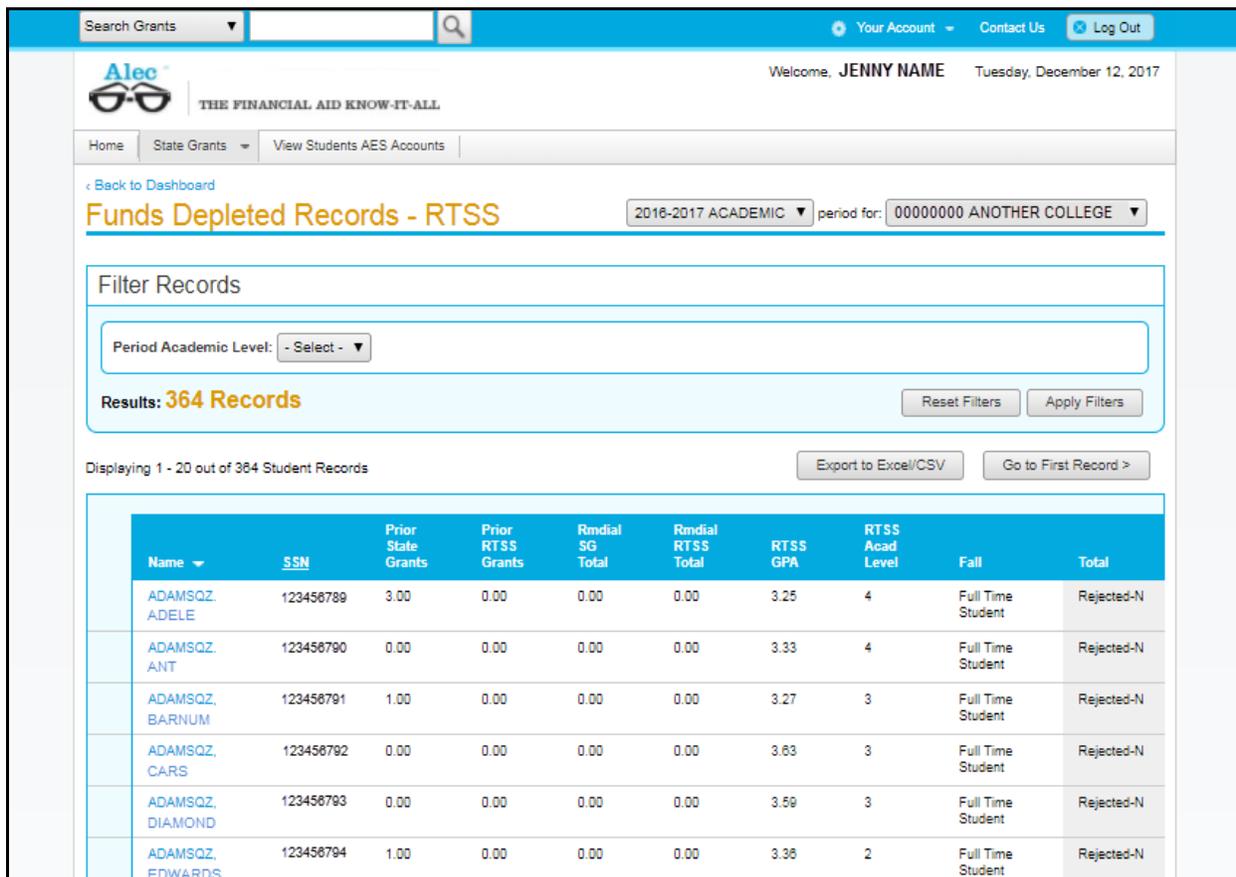
Ready to Succeed Scholarship Partner Interface

5. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: Once certified, student records cannot be added to a mass update queue to have certification removed en masse. To remove certification from a student record, school users must update records individually. See the [Update Ready to Succeed Scholarship Information on the Student Record](#) section for step-by-step instructions.

Rejects – Ready to Succeed Funds Depleted

The **Funds Depleted Records – RTSS** screen displays a list of students who have been denied a Ready to Succeed award because program funds are depleted.



The screenshot shows the 'Funds Depleted Records - RTSS' interface. At the top, there is a search bar and navigation links for 'Your Account', 'Contact Us', and 'Log Out'. The user is identified as 'JENNY NAME' on 'Tuesday, December 12, 2017'. The interface includes a breadcrumb trail: 'Home > State Grants > View Students AES Accounts'. Below this, there is a 'Back to Dashboard' link and a title 'Funds Depleted Records - RTSS' with a dropdown for '2016-2017 ACADEMIC' and a 'period for:' dropdown set to '00000000 ANOTHER COLLEGE'. A 'Filter Records' section contains a 'Period Academic Level' dropdown menu currently set to '- Select -'. Below the filter, it shows 'Results: 364 Records' and buttons for 'Reset Filters' and 'Apply Filters'. A 'Displaying 1 - 20 out of 364 Student Records' message is present, along with 'Export to Excel/CSV' and 'Go to First Record >' buttons. The main data is presented in a table with the following columns: Name, SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, Fall, and Total. The table lists six student records, all of whom are 'Full Time Student' and have a 'Rejected-N' status.

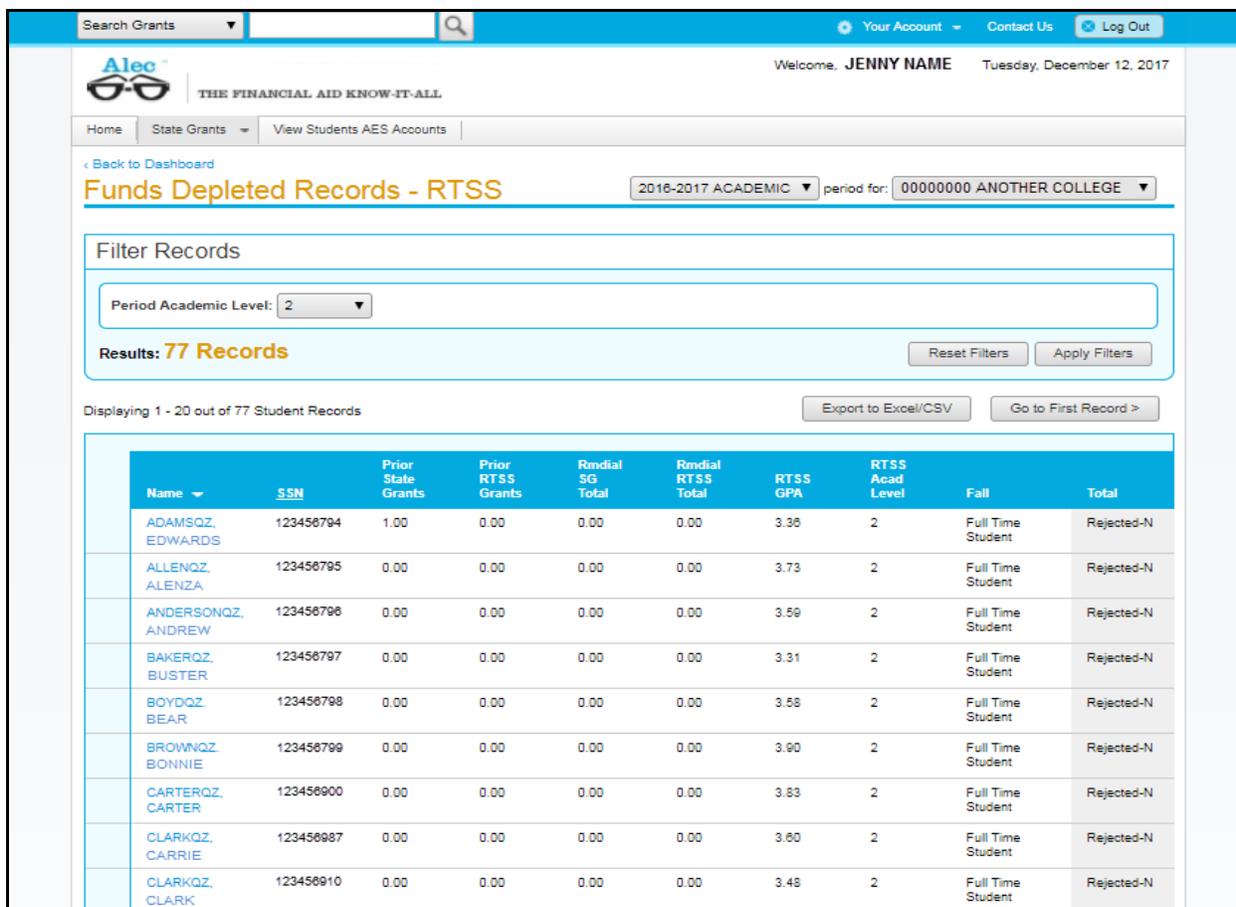
Name	SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Total
ADAMSQZ. ADELE	123456789	3.00	0.00	0.00	0.00	3.25	4	Full Time Student	Rejected-N
ADAMSQZ. ANT	123456790	0.00	0.00	0.00	0.00	3.33	4	Full Time Student	Rejected-N
ADAMSQZ. BARNUM	123456791	1.00	0.00	0.00	0.00	3.27	3	Full Time Student	Rejected-N
ADAMSQZ. CARS	123456792	0.00	0.00	0.00	0.00	3.83	3	Full Time Student	Rejected-N
ADAMSQZ. DIAMOND	123456793	0.00	0.00	0.00	0.00	3.59	3	Full Time Student	Rejected-N
ADAMSQZ. EDWARDS	123456794	1.00	0.00	0.00	0.00	3.38	2	Full Time Student	Rejected-N

The following filter options are available in the **Filter Records** section to filter and sort the records in the **Student List**.

1. Click the down arrow in the **Period Academic Level** field and select an academic level from the drop-down list.
2. Click **Apply Filters** to apply the selected filters to the student list, or click **Reset Filters** to reset the filters to begin again.

The **Funds Depleted Records – Ready to Succeed** student list is updated to display only the records that match the filter options.

The number of records that meet the filter criteria displays in the **Results** field and the following message displays beneath the **Filter Records** section: **Displaying X – X out of X Student Records**.



The screenshot shows the 'Funds Depleted Records - RTSS' page. At the top, there is a search bar and user account information for 'JENNY NAME' on 'Tuesday, December 12, 2017'. The page title is 'Funds Depleted Records - RTSS' with a filter for '2016-2017 ACADEMIC' and '00000000 ANOTHER COLLEGE'. Below the title is a 'Filter Records' section with a 'Period Academic Level' dropdown set to '2'. The results show '77 Records'. Below the filter section, it says 'Displaying 1 - 20 out of 77 Student Records' and provides buttons for 'Export to Excel/CSV' and 'Go to First Record >'. The main table lists student records with the following columns: Name, SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, Fall, and Total. The first few rows of the table are as follows:

Name	SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Total
ADAMSQZ, EDWARDS	123456794	1.00	0.00	0.00	0.00	3.36	2	Full Time Student	Rejected-N
ALLENQZ, ALENZA	123456795	0.00	0.00	0.00	0.00	3.73	2	Full Time Student	Rejected-N
ANDERSONQZ, ANDREW	123456796	0.00	0.00	0.00	0.00	3.59	2	Full Time Student	Rejected-N
BAKERQZ, BUSTER	123456797	0.00	0.00	0.00	0.00	3.31	2	Full Time Student	Rejected-N
BOYDQZ, BEAR	123456798	0.00	0.00	0.00	0.00	3.58	2	Full Time Student	Rejected-N
BROWNQZ, BONNIE	123456799	0.00	0.00	0.00	0.00	3.90	2	Full Time Student	Rejected-N
CARTERQZ, CARTER	123456900	0.00	0.00	0.00	0.00	3.83	2	Full Time Student	Rejected-N
CLARKQZ, CARRIE	123456987	0.00	0.00	0.00	0.00	3.80	2	Full Time Student	Rejected-N
CLARKQZ, CLARK	123456910	0.00	0.00	0.00	0.00	3.48	2	Full Time Student	Rejected-N

The **Name** field displays the student’s name.

NOTE: Records are sorted in alphabetical order by last name, then first name.

The **SSN** field displays the nine-digit Social Security number.

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

Ready to Succeed Scholarship Partner Interface

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Spring** field displays term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for the spring term.

The **Total** field displays the reject code for the Ready to Succeed award.

3. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records.

4. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.
5. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

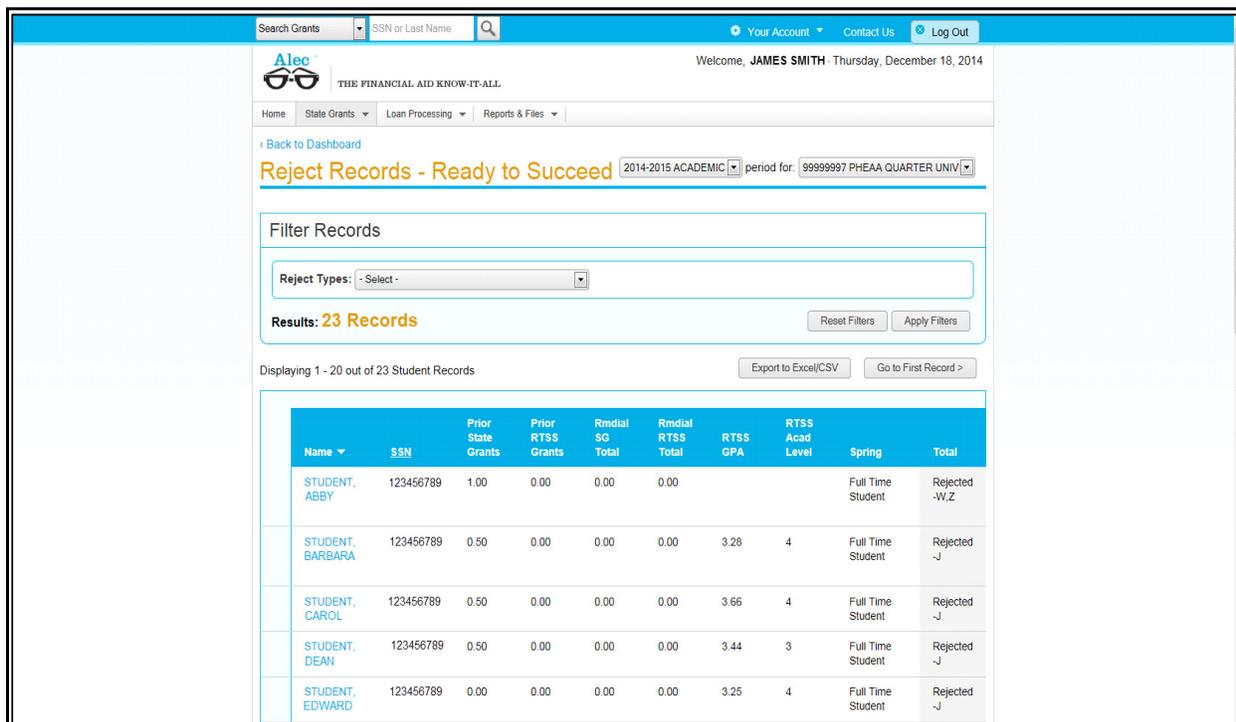


Ready to Succeed Scholarship Partner Interface

NOTE: Students on this list cannot be added to a mass update queue to be updated en masse. To change a student record, school users must update records individually. See [Update Ready to Succeed Scholarship Information on the Student Record](#) for step-by-step instructions.

Rejects – All Other Reject Types

The **Reject Records – Ready to Succeed** screen displays a list of students that have been denied a Ready to Succeed award for any reason other than Funds Depleted.



Search Grants [SSN or Last Name] [Q] Your Account Contact Us Log Out

Welcome, JAMES SMITH Thursday, December 18, 2014

Home State Grants Loan Processing Reports & Files

Back to Dashboard

Reject Records - Ready to Succeed 2014-2015 ACADEMIC period for: 99999997 PHEAA QUARTER UNIV

Filter Records

Reject Types: - Select -

Results: 23 Records [Reset Filters] [Apply Filters]

Displaying 1 - 20 out of 23 Student Records [Export to Excel/CSV] [Go to First Record >]

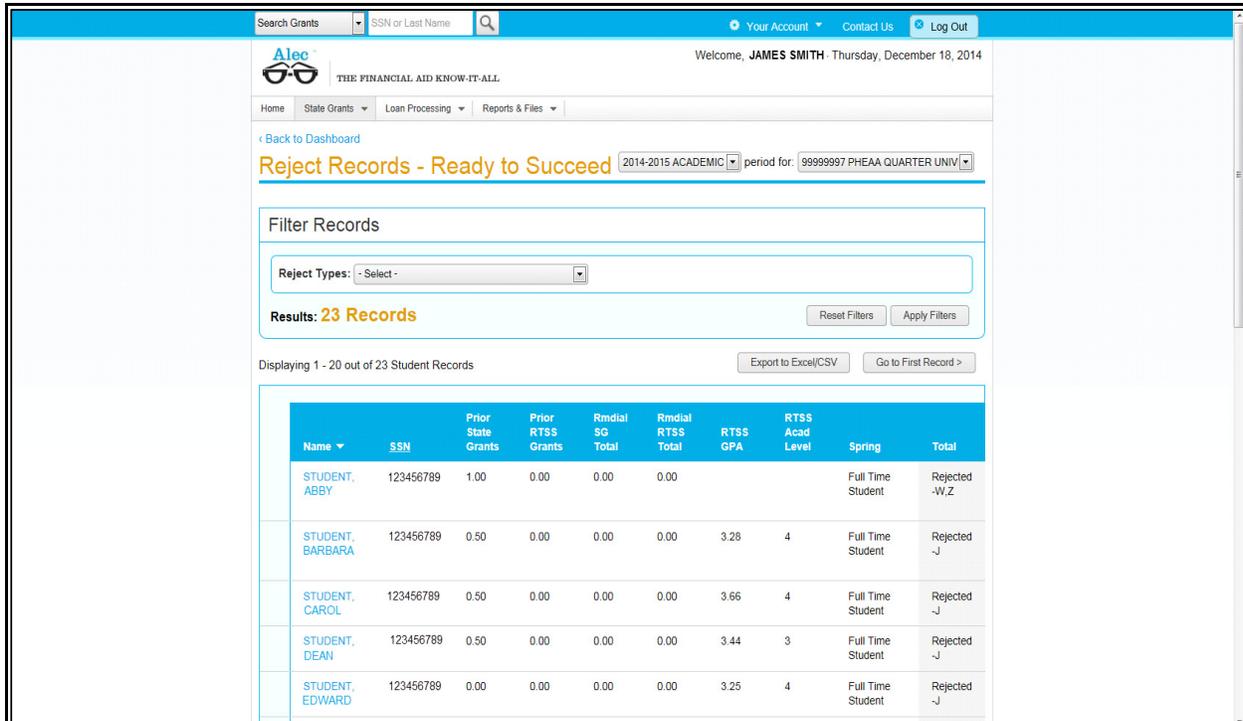
Name	SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Spring	Total
STUDENT, ABBY	123456789	1.00	0.00	0.00	0.00			Full Time Student	Rejected -W,Z
STUDENT, BARBARA	123456789	0.50	0.00	0.00	0.00	3.28	4	Full Time Student	Rejected -J
STUDENT, CAROL	123456789	0.50	0.00	0.00	0.00	3.66	4	Full Time Student	Rejected -J
STUDENT, DEAN	123456789	0.50	0.00	0.00	0.00	3.44	3	Full Time Student	Rejected -J
STUDENT, EDWARD	123456789	0.00	0.00	0.00	0.00	3.25	4	Full Time Student	Rejected -J

The following filter options are available in the **Filter Records** section to filter and sort the records in the **Student List**.

1. Click the down arrow in the **Rejects Types** field and select a reason for the reject.
2. Click **Apply Filters** to apply the selected filters to the student list, or click **Reset Filters** to reset the filters to begin again.

The **Reject Records – Ready to Succeed** screen is updated to display only the records that match the filter options.

The number of records that meet the filter criteria displays in the **Results** field and the following message displays beneath the **Filter Records** section: **Displaying X – X out of X Student Records**.



The screenshot shows the 'Reject Records - Ready to Succeed' interface. At the top, there is a search bar and navigation links. The main content area includes a 'Filter Records' section with a 'Reject Types' dropdown menu. Below this, it shows 'Results: 23 Records' and 'Displaying 1 - 20 out of 23 Student Records'. A table of student records is displayed, with columns for Name, SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, Spring, and Total.

Name	SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Spring	Total
STUDENT, ABBY	123456789	1.00	0.00	0.00	0.00			Full Time Student	Rejected -W,Z
STUDENT, BARBARA	123456789	0.50	0.00	0.00	0.00	3.28	4	Full Time Student	Rejected -J
STUDENT, CAROL	123456789	0.50	0.00	0.00	0.00	3.66	4	Full Time Student	Rejected -J
STUDENT, DEAN	123456789	0.50	0.00	0.00	0.00	3.44	3	Full Time Student	Rejected -J
STUDENT, EDWARD	123456789	0.00	0.00	0.00	0.00	3.25	4	Full Time Student	Rejected -J

The **Name** field displays the student’s name.

NOTE: Records are sorted in alphabetical order by last name, then first name.

The **SSN** field displays the nine-digit Social Security number.

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

Ready to Succeed Scholarship Partner Interface

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Spring** field displays term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for the spring term.

The **Total** field displays the reject code(s) for the Ready to Succeed award(s).

3. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the Search field at the top of the State Grant Portal.

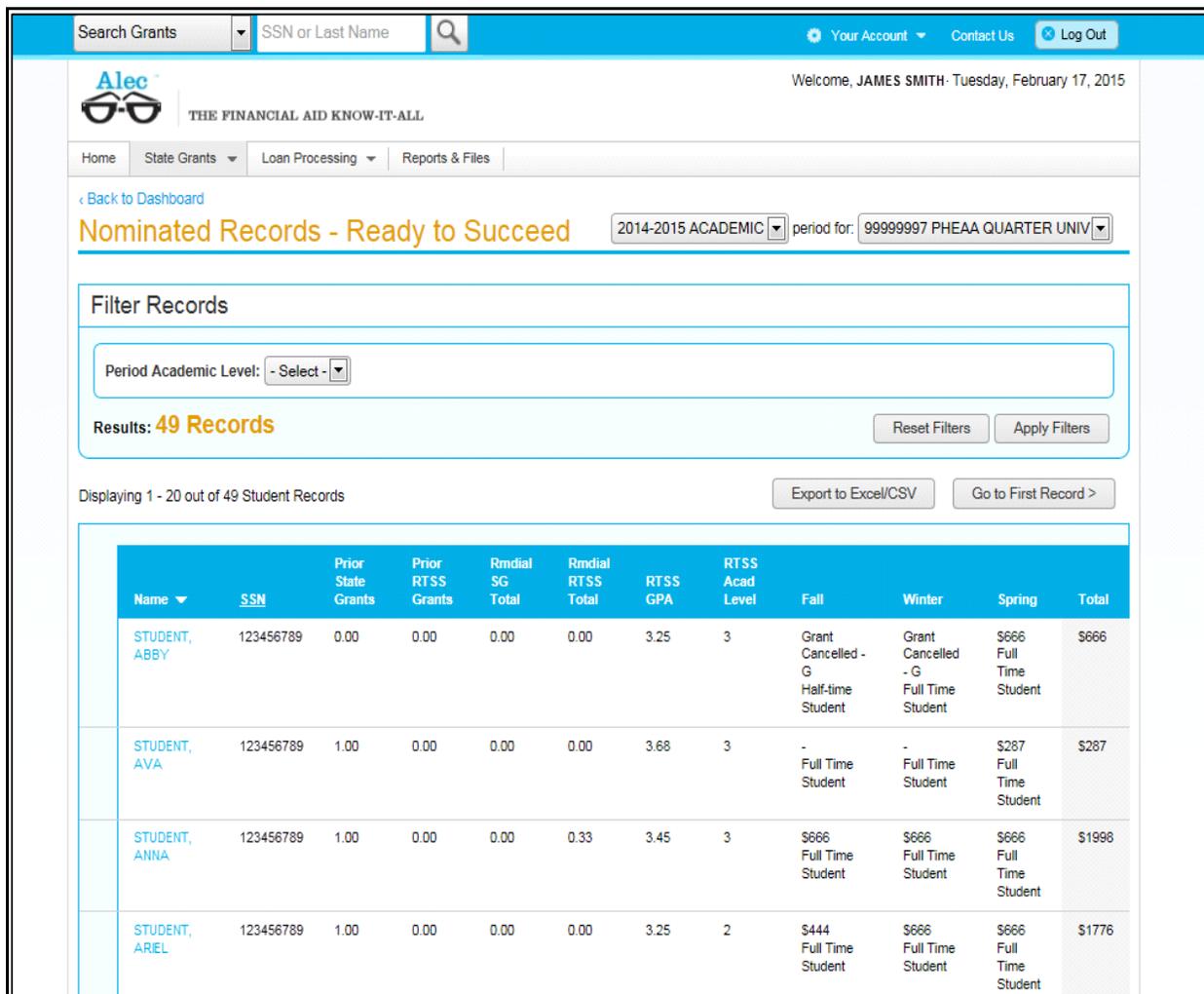
Additional options display to export and view student records.

4. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.
5. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: Students on this list cannot be added to a mass update queue to be updated en masse. To change a student record, school users must update records individually. See [Update Ready to Succeed Scholarship Information on the Student Record](#) for step-by-step instructions.

Nominated Students Total

The **State Grant Records – Ready to Succeed** screen displays a list of all students who have been nominated for the Ready to Succeed Program.



The screenshot shows the 'Nominated Records - Ready to Succeed' screen. At the top, there is a search bar for 'Search Grants' with a dropdown for 'SSN or Last Name' and a search icon. To the right, there are links for 'Your Account', 'Contact Us', and 'Log Out'. Below the search bar, the user is logged in as 'JAMES SMITH' on 'Tuesday, February 17, 2015'. The main navigation includes 'Home', 'State Grants', 'Loan Processing', and 'Reports & Files'. The current page is 'Nominated Records - Ready to Succeed' for the '2014-2015 ACADEMIC' period. A 'Filter Records' section contains a 'Period Academic Level' dropdown menu. Below the filter, it shows 'Results: 49 Records' and buttons for 'Reset Filters' and 'Apply Filters'. At the bottom of the filter section, there are buttons for 'Export to Excel/CSV' and 'Go to First Record >'. The main content is a table of student records.

Name	SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, ABBY	123456789	0.00	0.00	0.00	0.00	3.25	3	Grant Cancelled - G Half-time Student	Grant Cancelled - G Full Time Student	\$666	\$666
STUDENT, AVA	123456789	1.00	0.00	0.00	0.00	3.68	3	- Full Time Student	- Full Time Student	\$287	\$287
STUDENT, ANNA	123456789	1.00	0.00	0.00	0.33	3.45	3	\$666 Full Time Student	\$666 Full Time Student	\$666	\$1998
STUDENT, AREL	123456789	1.00	0.00	0.00	0.00	3.25	2	\$444 Full Time Student	\$666 Full Time Student	\$666	\$1776

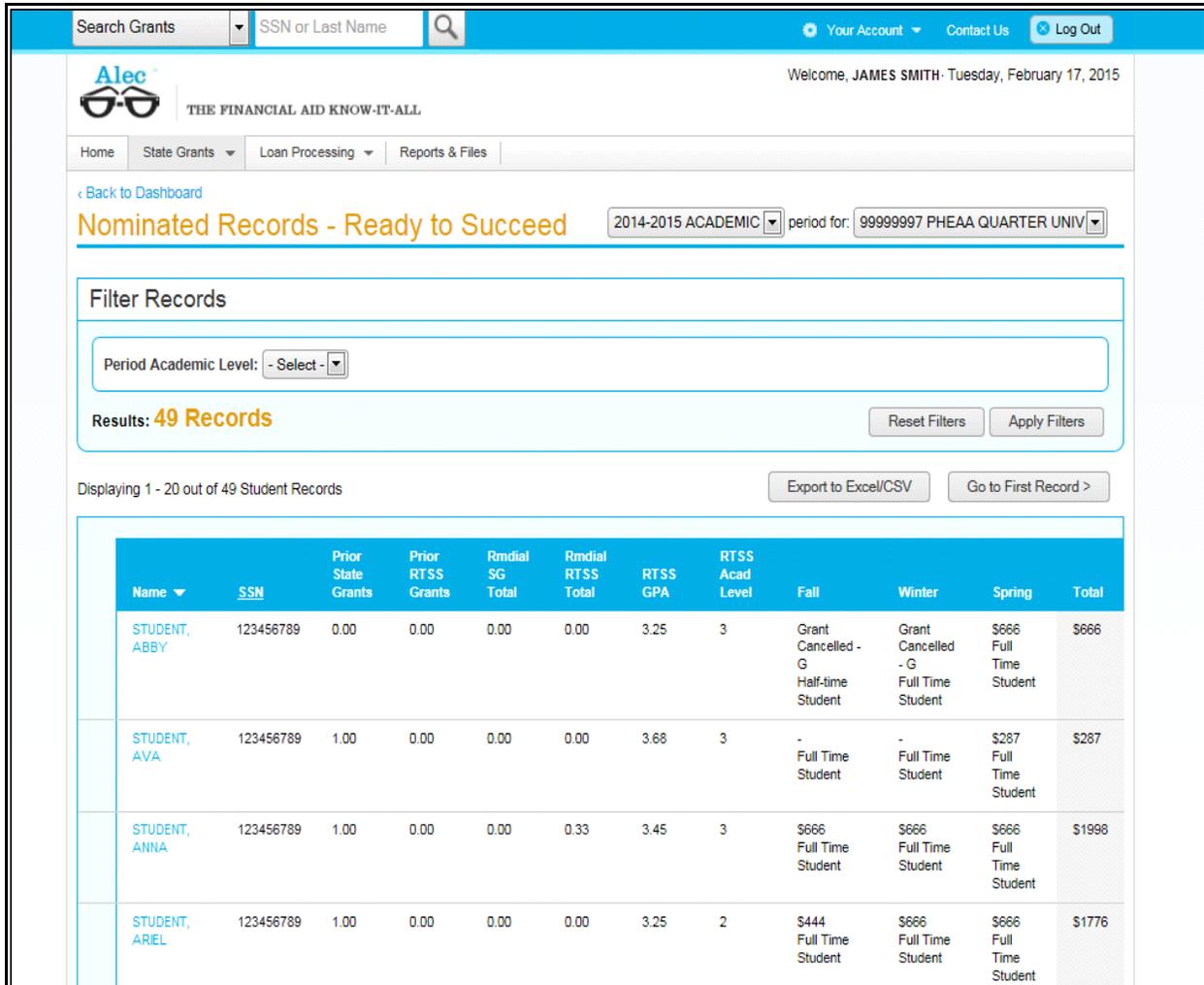
The following filter options are available in the **Filter Records** section to filter and sort the records in the **Student List**.

1. Click the down arrow in the **Period Academic Level** and select an academic level from the drop-down list.
2. Click **Apply Filters** to apply the selected filters to the student list, or click **Reset Filters** to reset the filters to begin again.

Ready to Succeed Scholarship Partner Interface

The **State Grant Records – Ready to Succeed** screen is updated to display only the records that match the filter options.

The number of records that meet the filter criteria displays in the **Results** field and the following message displays beneath the **Filter Records** section: **Displaying X – X out of X Student Records**.



The screenshot shows the 'Ready to Succeed' interface. At the top, there is a search bar for 'SSN or Last Name' and user navigation links like 'Your Account', 'Contact Us', and 'Log Out'. The main header includes the 'Alec' logo and the tagline 'THE FINANCIAL AID KNOW-IT-ALL'. Below this, there are navigation tabs for 'Home', 'State Grants', 'Loan Processing', and 'Reports & Files'. A breadcrumb trail shows 'Back to Dashboard' and the current page title 'Nominated Records - Ready to Succeed'. A filter for '2014-2015 ACADEMIC' is set, with a 'period for' dropdown showing '99999997 PHEAA QUARTER UNIV'. Under the 'Filter Records' section, there is a 'Period Academic Level' dropdown set to '- Select -'. The results section shows 'Results: 49 Records' and buttons for 'Reset Filters' and 'Apply Filters'. Below this, it says 'Displaying 1 - 20 out of 49 Student Records' with buttons for 'Export to Excel/CSV' and 'Go to First Record >'. The main data table has the following columns: Name, SSN, Prior State Grants, Prior RTSS Grants, Rmdial SG Total, Rmdial RTSS Total, RTSS GPA, RTSS Acad Level, Fall, Winter, Spring, and Total.

Name	SSN	Prior State Grants	Prior RTSS Grants	Rmdial SG Total	Rmdial RTSS Total	RTSS GPA	RTSS Acad Level	Fall	Winter	Spring	Total
STUDENT, ABBY	123456789	0.00	0.00	0.00	0.00	3.25	3	Grant Cancelled - G Half-time Student	Grant Cancelled - G Full Time Student	\$666 Full Time Student	\$666
STUDENT, AVA	123456789	1.00	0.00	0.00	0.00	3.68	3	- Full Time Student	- Full Time Student	\$287 Full Time Student	\$287
STUDENT, ANNA	123456789	1.00	0.00	0.00	0.33	3.45	3	\$666 Full Time Student	\$666 Full Time Student	\$666 Full Time Student	\$1998
STUDENT, AREL	123456789	1.00	0.00	0.00	0.00	3.25	2	\$444 Full Time Student	\$666 Full Time Student	\$666 Full Time Student	\$1776

The **Name** field displays the student’s name.

NOTE: Records are sorted in alphabetical order by last name, then first name.

The **SSN** field displays the nine-digit Social Security number.

Ready to Succeed Scholarship Partner Interface

The **Prior State Grants** field displays a counter of prior State Grant awards. It is the total number of terms for all years for which the student received a State Grant award, not including the selected academic year.

The **Prior RTSS Grants** field displays a counter of prior Ready to Succeed Scholarship Grant awards. It is the total number of terms for all years for which the student received a Ready to Succeed Scholarship Grant award, not including the selected academic year.

The **Remedial SG Total** field displays a counter of prior State Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a State Grant award.

The **Remedial RTSS Total** field displays a counter of prior Ready to Succeed Scholarship Grant awards where a remedial exception was applied. It is the total number of terms for all years, including the current period, for which the student received a Ready to Succeed Scholarship Grant award.

The **RTSS GPA** field displays the student's grade point average as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **RTSS Acad Level** field displays the student's academic level as reported by the school according to the Ready to Succeed Scholarship program guidelines, which can be found on the PHEAA Web site.

The **Spring** field displays term eligibility information such as an award amount, reject and cancellation reason codes, and enrollment and housing status for the spring term.

NOTE: If the school user selected the student list for all terms, each term displays. Otherwise, only the selected term displays.

The **Totals** field displays the total award amount for the Ready to Succeed Scholarship program for all awarded terms.

3. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

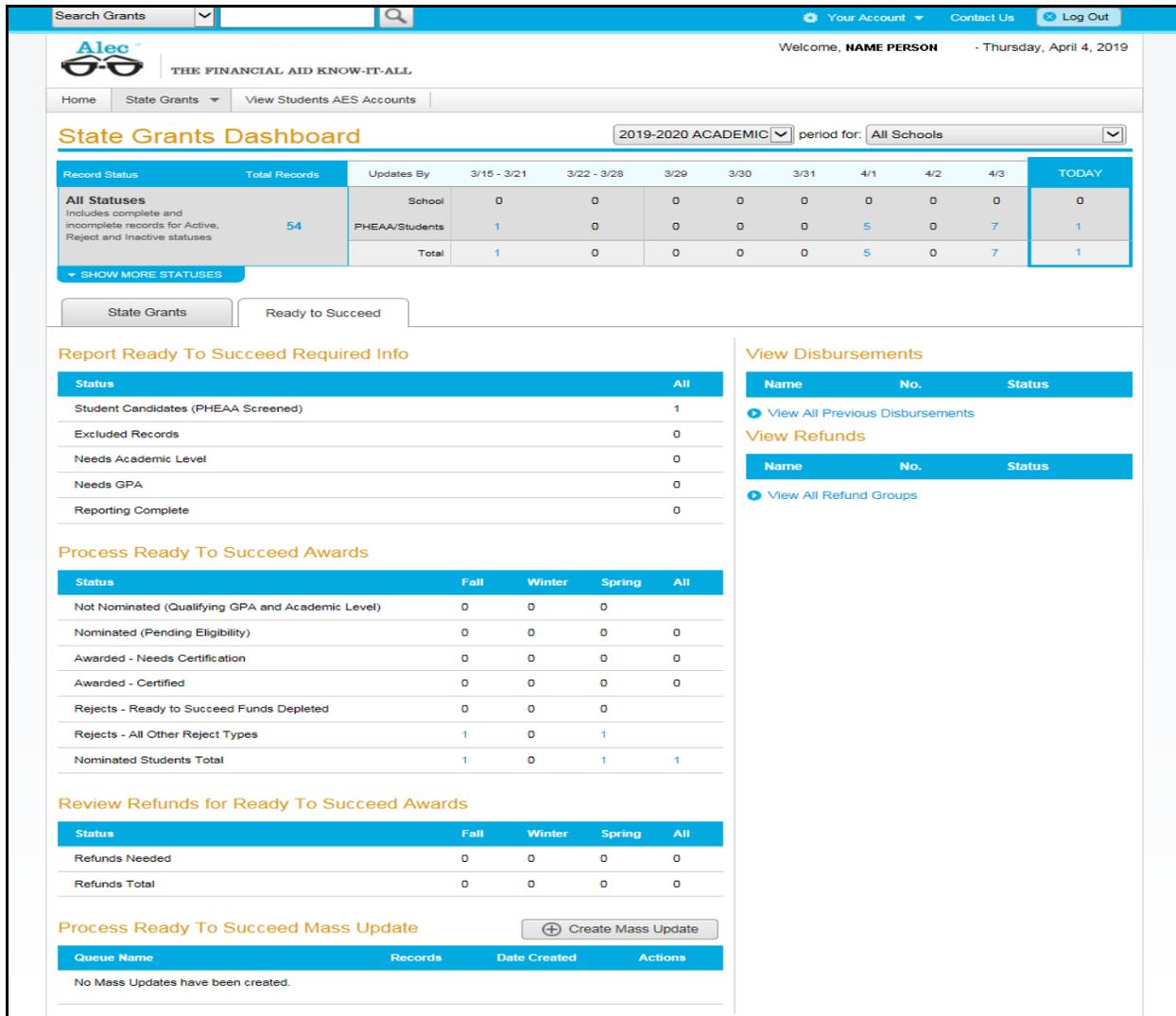
Additional options display to export and view student records.

4. Click **Export to Excel/CSV** to export the student list. See user guide **WB0123-School Portal State Grant Partner Interface_User Guide_PHEAA** for more information about exporting the student list.
5. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: Students on this list cannot be added to a mass update queue to be updated en masse. To change a student record, school users must update records individually. See [Update Ready to Succeed Scholarship Information on the Student Record](#) for step-by-step instructions.

Review Refunds for Ready to Succeed Awards

The **Review Refunds for Ready to Succeed Awards** section displays records that were identified as a “PHEAA Refund Outstanding” as of the date the last disbursement roster was generated.



State Grants Dashboard (2019-2020 ACADEMIC) period for: All Schools

Report Status	Total Records	Updates By	3/15 - 3/21	3/22 - 3/28	3/29	3/30	3/31	4/1	4/2	4/3	TODAY
All Statuses <small>Includes complete and incomplete records for Active, Reject and Inactive statuses</small>	54	School	0	0	0	0	0	0	0	0	0
		PHEAA/Students	1	0	0	0	0	5	0	7	1
		Total	1	0	0	0	0	5	0	7	1

Report Ready To Succeed Required Info

Status	All
Student Candidates (PHEAA Screened)	1
Excluded Records	0
Needs Academic Level	0
Needs GPA	0
Reporting Complete	0

Process Ready To Succeed Awards

Status	Fall	Winter	Spring	All
Not Nominated (Qualifying GPA and Academic Level)	0	0	0	0
Nominated (Pending Eligibility)	0	0	0	0
Awarded - Needs Certification	0	0	0	0
Awarded - Certified	0	0	0	0
Rejects - Ready to Succeed Funds Depleted	0	0	0	0
Rejects - All Other Reject Types	1	0	1	2
Nominated Students Total	1	0	1	2

Review Refunds for Ready To Succeed Awards

Status	Fall	Winter	Spring	All
Refunds Needed	0	0	0	0
Refunds Total	0	0	0	0

Process Ready To Succeed Mass Update [+ Create Mass Update](#)

Queue Name	Records	Date Created	Actions
No Mass Updates have been created.			

View Disbursements

Name	No.	Status
View All Previous Disbursements		

View Refunds

Name	No.	Status
View All Refund Groups		

1. Click the link in the desired term to view a Ready to Succeed Student List for the selected term, or click the link in the **All** column to view a Ready to Succeed Student List for the academic year.

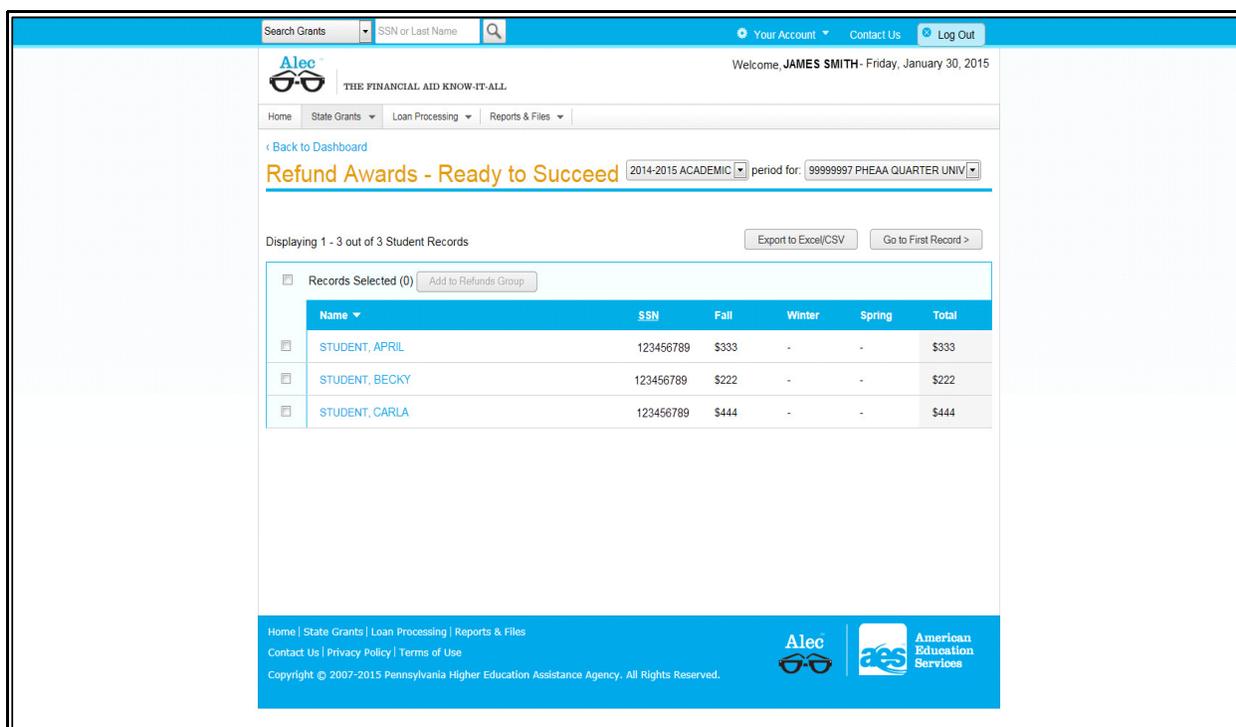
Refer to the following sections for more information:

- [Refunds Needed](#)
- [Refunds Total](#)

Refunds Needed

The **Refund Awards – Ready to Succeed** screen displays a list of students for whom refunds are needed as of the date the last disbursement roster was generated. This list displays the total of all refunds outstanding that have not been added to a refunds group, or invoice. Adding a refund to a refund group, or invoice, is not an indication that PHEAA has received payment. Please refer to the [View Refunds](#) section for more information about the status of payments.

NOTE: This student list may be viewed by term and by academic year. **All** was selected in this example.



The screenshot shows the 'Refund Awards - Ready to Succeed' interface. At the top, there is a search bar for 'SSN or Last Name' and a 'Log Out' button. The user is identified as JAMES SMITH on Friday, January 30, 2015. The interface includes a navigation menu with 'Home', 'State Grants', 'Loan Processing', and 'Reports & Files'. The main content area displays 'Refund Awards - Ready to Succeed' for the 2014-2015 ACADEMIC period at PHEAA QUARTER UNIV. Below this, it indicates 'Displaying 1 - 3 out of 3 Student Records' and provides buttons for 'Export to Excel/CSV' and 'Go to First Record >'. A table of student records is shown with the following data:

Name	SSN	Fall	Winter	Spring	Total
STUDENT, APRIL	123456789	\$333	-	-	\$333
STUDENT, BECKY	123456789	\$222	-	-	\$222
STUDENT, CARLA	123456789	\$444	-	-	\$444

The footer contains navigation links, contact information, and logos for Alec and American Education Services.

The **Name** field displays the student’s name.

NOTE: Records are sorted in alphabetical order by last name, then first name.

The **SSN** field displays the nine-digit Social Security number.

The **Fall**, **Winter** and **Spring** fields display the outstanding refund amounts for each term.

NOTE: All terms were selected in this example. If the school user selected the student list for a term, only the selected term displays.

The **Total** field displays the total outstanding refund amount for all terms.

Ready to Succeed Scholarship Partner Interface

NOTE: The **Amount** field, not shown, displays the outstanding refund amount of the selected term if the school user selected a term.

1. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

Additional options display to export and view student records, and to add student records to a refund group.

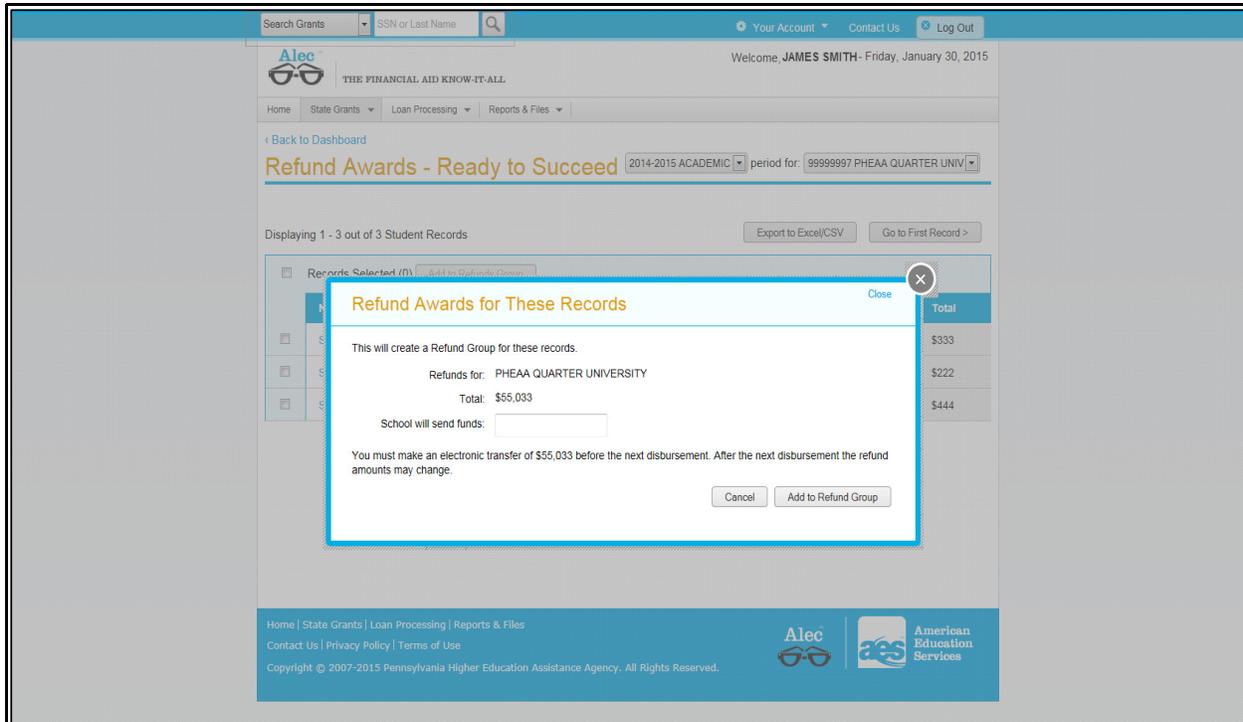
2. Click **Export to Excel/CSV** to export the student list. See [Appendix - Export Mass Update Reports to Excel](#) for more information about exporting the student list.
3. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

4. To select one or more records to add to a refunds group, check the boxes to the left of the **Name** field. To select all records on the page, check the box in the header.

NOTE: There is no maximum to the number of records that may be added to the refund group. Click the arrow at the bottom of the Student List, not shown, to go to the next page to select additional records.

5. Click **Add to Refunds Group** to add the selected record(s) to a refunds group, or invoice.

The **Refund Awards for These Records** dialog box displays.



The **Refunds for** field displays the name of the school that is sending the refund.

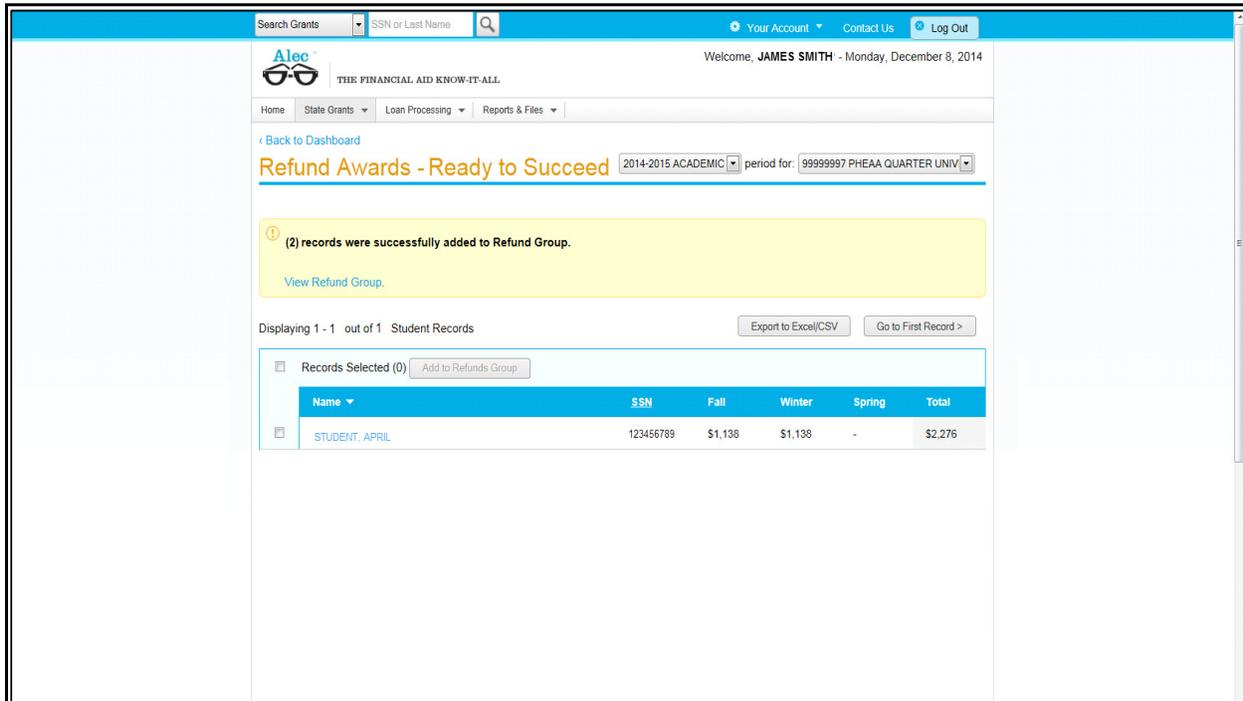
The **Total** field displays the total amount of the refund, which is the total of all records selected for the refund group.

6. In the **School will send funds** field, enter the date the school will send the refunds in MM/DD/YYYY format. This date must be on or after the current date.
7. Click **Add to Refund Group** to add the records to the refund group, or invoice, or click **Cancel** to close the **Refund Awards for These Records** dialog box and return to the **Refund Awards – Ready to Succeed** student list.

Ready to Succeed Scholarship Partner Interface

The **Refund Awards – Ready To Succeed** screen redisplay with the following message: **(X) records were successfully added to Refund Group.**

NOTE: (X) indicates the number of records added to the Refund Group.



The screenshot shows the Aleo web interface. At the top, there is a search bar and navigation links. The main content area displays a yellow message box: "(2) records were successfully added to Refund Group." Below this, there is a table of student records. The table has columns for Name, SSN, Fall, Winter, Spring, and Total. One record is visible: STUDENT, APRIL with SSN 123456789 and a total of \$2,276.

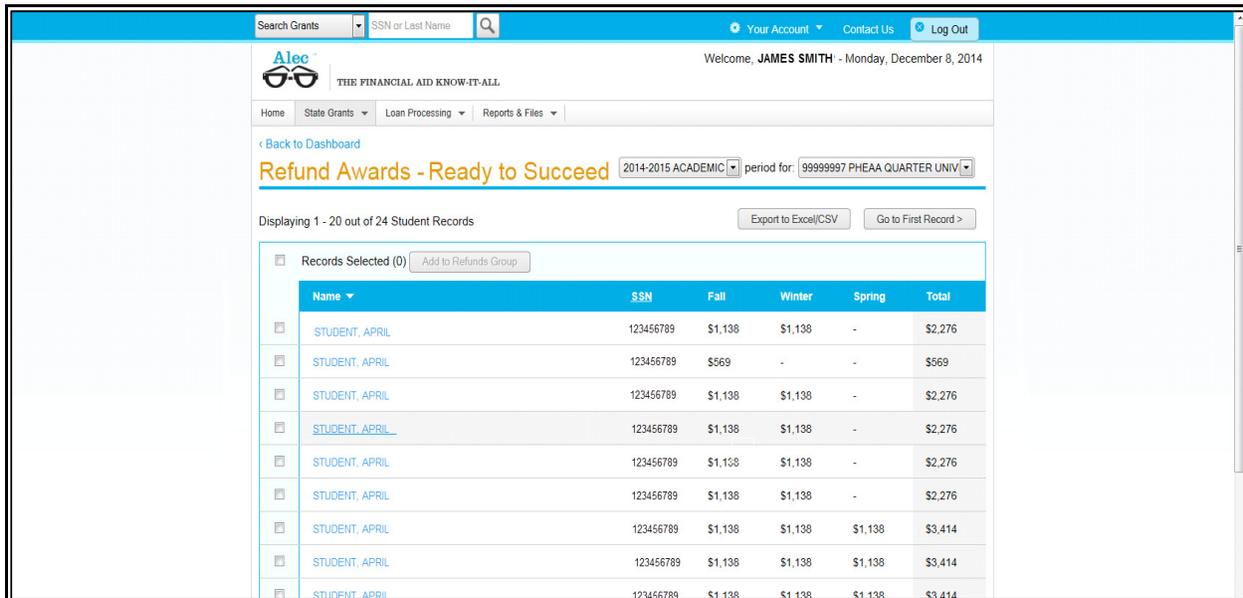
Name	SSN	Fall	Winter	Spring	Total
STUDENT, APRIL	123456789	\$1,138	\$1,138	-	\$2,276

See [View Refunds](#) for more information about the Refund Groups.

Refunds Total

The **Refund Awards – Ready to Succeed** screen displays a list of students that were identified as a “PHEAA Refund Outstanding” as of the date the last disbursement roster was generated. This list displays the total of all refunds outstanding—whether they are on an invoice or not—until the refund is processed.

NOTE: This student list may be viewed by term and by academic year. **All** was selected in this example.



The screenshot shows the 'Refund Awards - Ready to Succeed' interface. At the top, there is a search bar and navigation links. The main content area displays a table of student records. The table has the following columns: Name, SSN, Fall, Winter, Spring, and Total. There are 10 rows of data, each representing a student record. The 'Name' field contains 'STUDENT, APRIL'. The 'SSN' field contains '123456789'. The 'Fall', 'Winter', and 'Spring' fields contain monetary values. The 'Total' field contains the sum of the three term amounts.

Name	SSN	Fall	Winter	Spring	Total
STUDENT, APRIL	123456789	\$1,138	\$1,138	-	\$2,276
STUDENT, APRIL	123456789	\$569	-	-	\$569
STUDENT, APRIL	123456789	\$1,138	\$1,138	-	\$2,276
STUDENT, APRIL	123456789	\$1,138	\$1,138	-	\$2,276
STUDENT, APRIL	123456789	\$1,138	\$1,138	-	\$2,276
STUDENT, APRIL	123456789	\$1,138	\$1,138	\$1,138	\$3,414
STUDENT, APRIL	123456789	\$1,138	\$1,138	\$1,138	\$3,414
STUDENT, APRIL	123456789	\$1,138	\$1,138	\$1,138	\$3,414

The **Name** field displays the student’s name.

NOTE: Records are sorted in alphabetical order by last name, then first name.

The **SSN** field displays the nine-digit Social Security number.

The **Fall, Winter and Spring** fields display the outstanding refund amounts for each term.

NOTE: All terms were selected in this example. If the school user selected the student list for a term, only the selected term displays.

The **Total** field displays the total outstanding refund amount for all terms.

NOTE: The **Amount** field, not shown, displays the outstanding refund amount of the selected term if the school user selected a term.

Ready to Succeed Scholarship Partner Interface

1. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

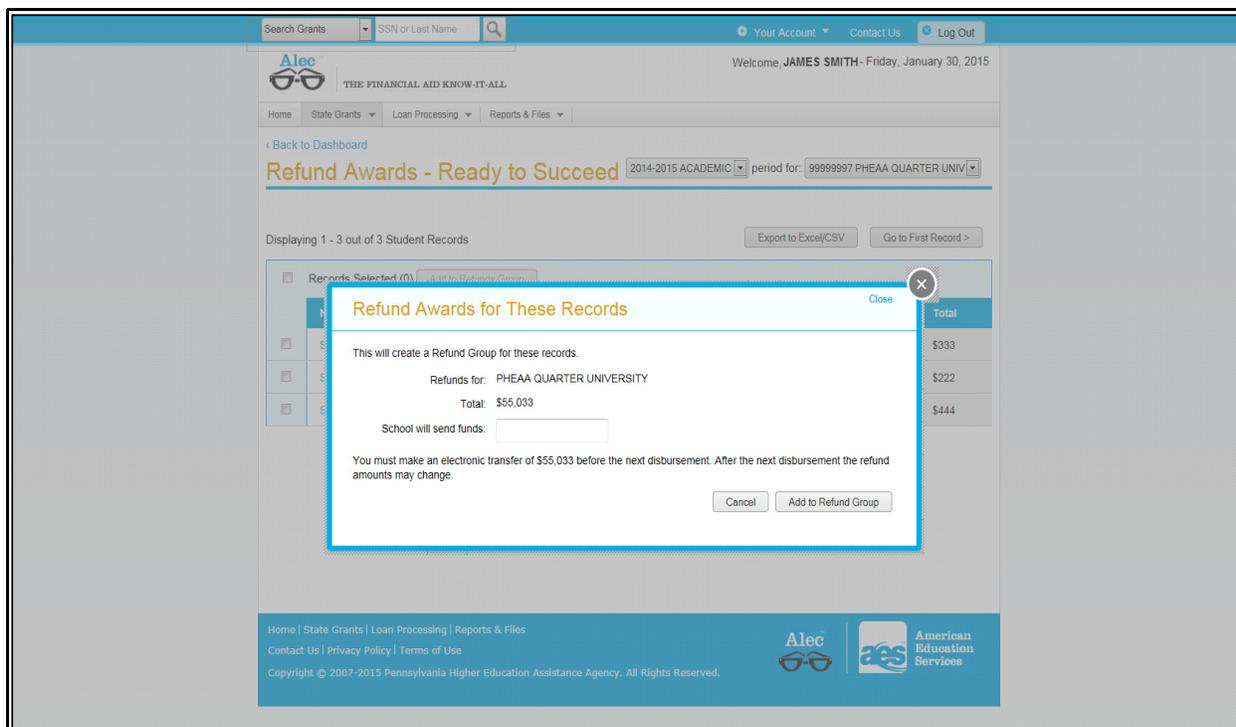
Additional options display to export and view student records, and to add student records to a refund group.

2. Click **Export to Excel/CSV** to export the student list. See [Appendix - Export Mass Update Reports to Excel](#) for more information about exporting the student list.
3. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.
4. To select one or more records to add to a refunds group, check the boxes to the left of the **Name** field. To select all records on the page, check the box in the header.

NOTE: There is no maximum to the number of records that may be added to the refund group. Click the arrow at the bottom of the Student List, not shown, to go to the next page to select additional records.

5. Click **Add to Refunds Group** to add the selected record(s) to a refunds group, or invoice.

The **Refunds for These Records** dialog box displays.



The **Refunds for** field displays the name of the school that is sending the refund.

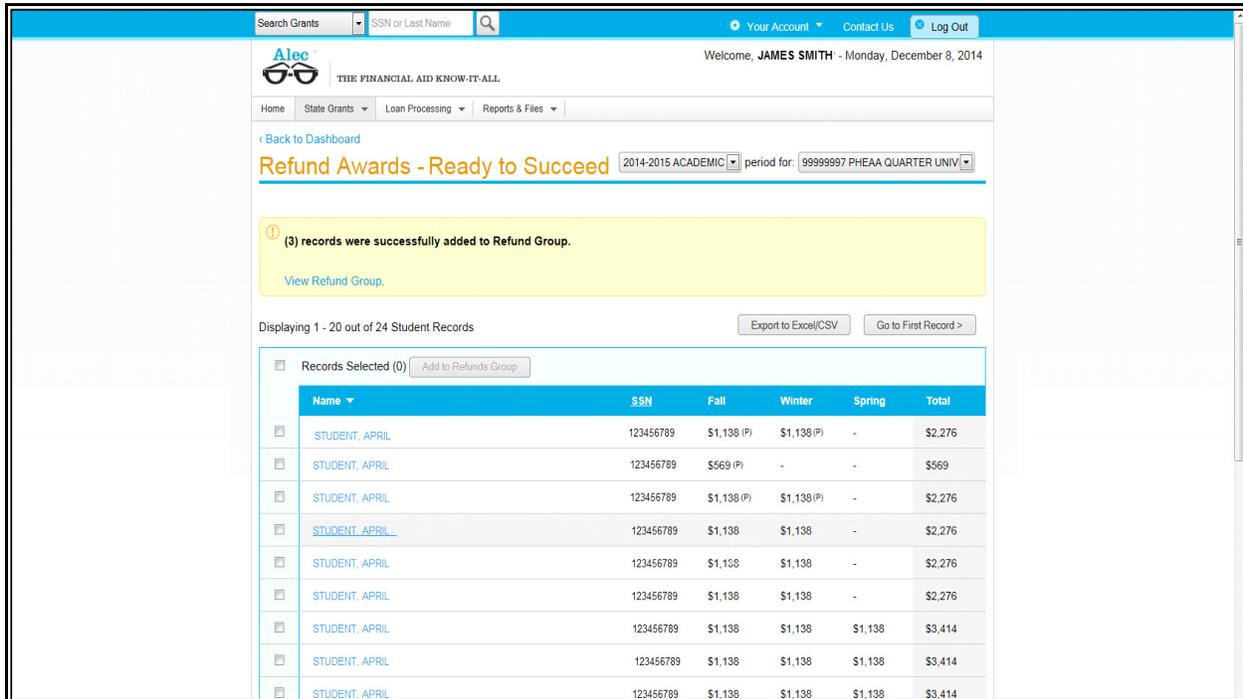
The **Total** field displays the total amount of the refund, which is the total of all records selected for the refund group.

6. In the **School will send funds** field, enter the date the school will send the refunds in MM/DD/YYYY format. This date must be on or after the current date.
7. Click **Add to Refund Group** to add the records to the refund group, or invoice, or click **Cancel** to close the **Refund Awards for These Records** dialog box and return to the **Refund Awards – Ready to Succeed** student list.

Ready to Succeed Scholarship Partner Interface

The **Refund Awards – Ready to Succeed** screen redisplay with the following message: **(X)** records were successfully added to Refund Group.

NOTE: **(X)** indicates the number of records added to the Refund Group. **(P)** (Pending) displays next to the refund amount.



The screenshot shows the Aleo web interface for 'Refund Awards - Ready to Succeed'. A yellow message box states: '(3) records were successfully added to Refund Group.' Below this is a table of 24 student records. The table has columns for Name, SSN, Fall, Winter, Spring, and Total. The first three rows show records with pending amounts (P) in the Fall and Winter columns.

Name	SSN	Fall	Winter	Spring	Total
STUDENT, APRIL	123456789	\$1,138 (P)	\$1,138 (P)	-	\$2,276
STUDENT, APRIL	123456789	\$569 (P)	-	-	\$569
STUDENT, APRIL	123456789	\$1,138 (P)	\$1,138 (P)	-	\$2,276
STUDENT, APRIL	123456789	\$1,138	\$1,138	-	\$2,276
STUDENT, APRIL	123456789	\$1,138	\$1,138	-	\$2,276
STUDENT, APRIL	123456789	\$1,138	\$1,138	-	\$2,276
STUDENT, APRIL	123456789	\$1,138	\$1,138	\$1,138	\$3,414
STUDENT, APRIL	123456789	\$1,138	\$1,138	\$1,138	\$3,414
STUDENT, APRIL	123456789	\$1,138	\$1,138	\$1,138	\$3,414

See [View Refunds](#) for more information about the Refund Groups.

Ready to Succeed Mass Update Queues

The screenshot displays the 'Ready to Succeed' dashboard. At the top, there is a navigation bar with 'Search Grants', 'Your Account', 'Contact Us', and 'Log Out'. Below this is the 'State Grants Dashboard' for the 2019-2020 academic year, filtered for 'All Schools'. A table shows record statuses by date, with a total of 53 records. Below the dashboard are three main sections: 'Report Ready To Succeed Required Info', 'Process Ready To Succeed Awards', and 'Review Refunds for Ready To Succeed Awards'. The 'Report Ready To Succeed Required Info' table shows 1 student candidate and 0 excluded records. The 'Process Ready To Succeed Awards' table shows 1 nominated student total. The 'Review Refunds for Ready To Succeed Awards' table shows 0 refunds needed. At the bottom, there is a 'Process Ready To Succeed Mass Update' section with a 'Create Mass Update' button and a table showing no mass updates have been created.

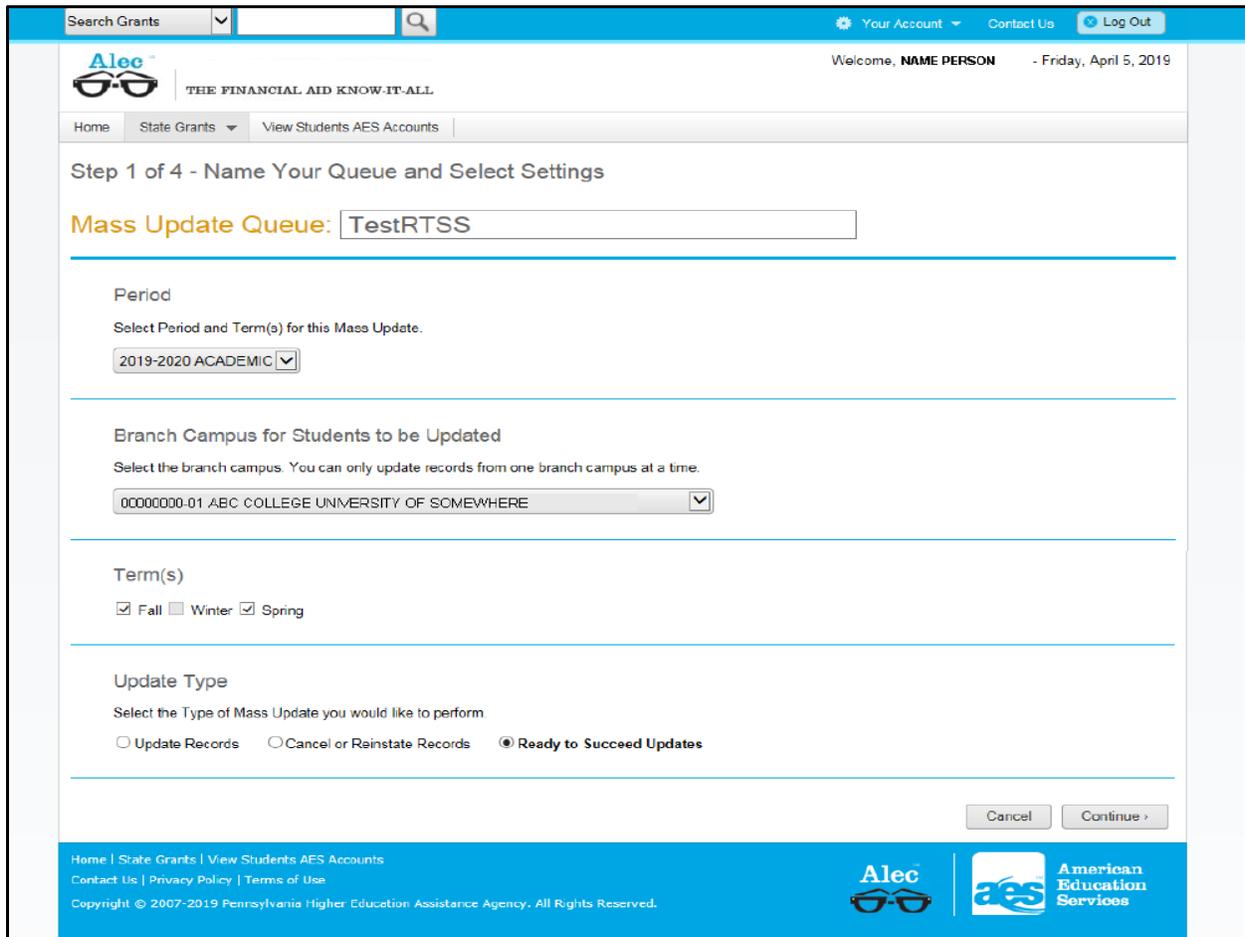
1. Click **Create Mass Update**, **Edit**, **Process** or **Delete** to create a new mass update queue or to edit, process or delete a draft.

Refer to the following sections for step-by-step instructions:

- [Create Ready to Succeed Mass Update Queue](#)
- [Edit Ready to Succeed Mass Update Queue](#)
- [Process Ready to Succeed Mass Update Queue](#)
- [Delete Ready to Succeed Mass Update Queue](#)

Create Ready to Succeed Mass Update Queue

Ready to Succeed queues are used to update student records with Ready to Succeed Scholarship program information.



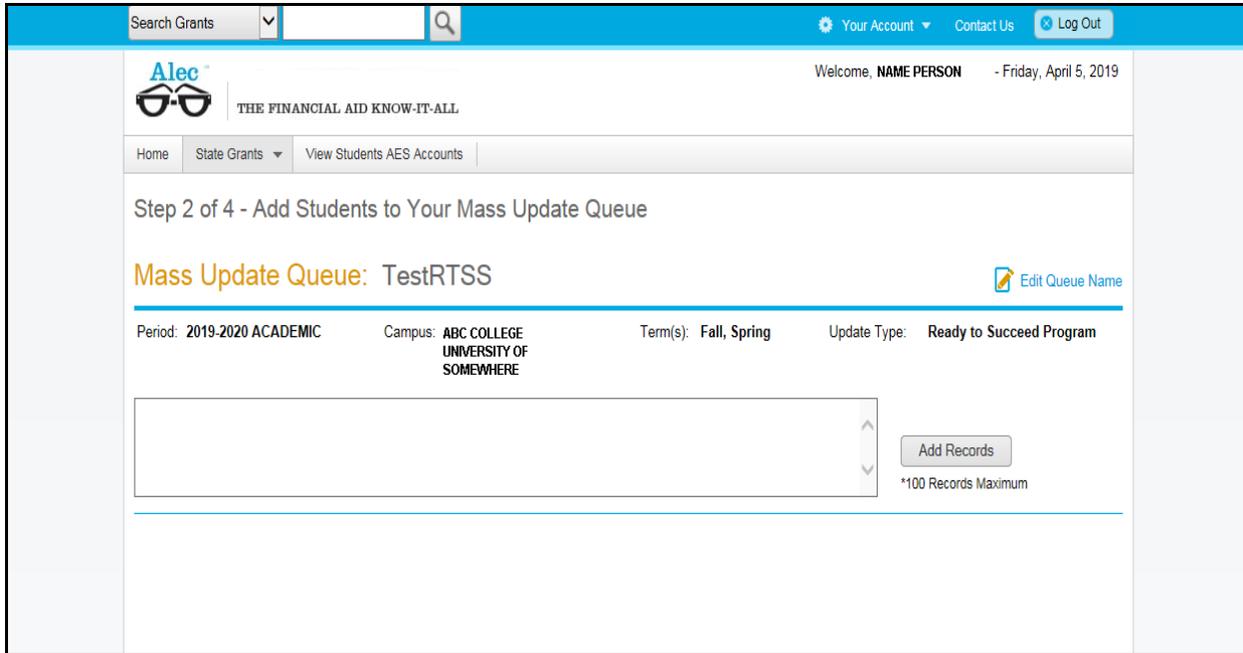
The screenshot shows the Alec web interface for creating a mass update queue. The page title is "Step 1 of 4 - Name Your Queue and Select Settings". The "Mass Update Queue" field contains "TestRTSS". The "Period" field is set to "2019-2020 ACADEMIC". The "Branch Campus for Students to be Updated" field is set to "00000000-01 ABC COLLEGE UNIVERSITY OF SOMEWHERE". The "Term(s)" field has checkboxes for "Fall", "Winter", and "Spring", with "Fall" and "Spring" checked. The "Update Type" field has radio buttons for "Update Records", "Cancel or Reinstate Records", and "Ready to Succeed Updates", with "Ready to Succeed Updates" selected. The "Cancel" and "Continue" buttons are visible at the bottom right.

The **Period** field allows the user to select the period for the mass update.

1. In the **Term(s)** field, check one or more terms related to the mass update request.
2. In the **Update Type** field, click **Ready to Succeed Updates**.
3. Click the **Continue** button.

NOTE: For instructions on creating a mass update queue to update, cancel or reinstate student records, see user guide **WB0123- School Portal State Grant Partner Interface_User Guide_PHEAA**.

The **Step 2 of 4 – Add Students to Your Mass Updates Queue** page displays.



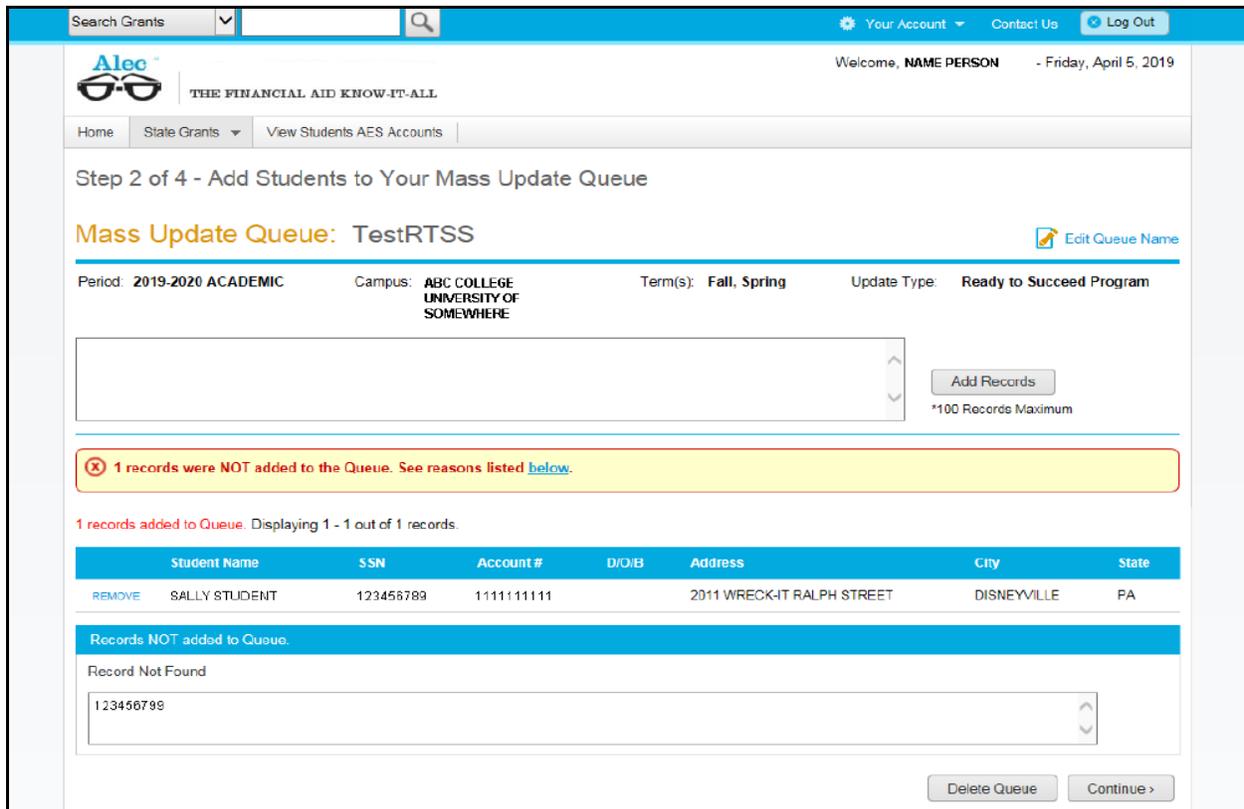
The screenshot shows the 'Step 2 of 4 - Add Students to Your Mass Update Queue' page. At the top, there is a search bar for grants and navigation links for 'Your Account', 'Contact Us', and 'Log Out'. The Alec logo and tagline 'THE FINANCIAL AID KNOW-IT-ALL' are visible. The page title is 'Step 2 of 4 - Add Students to Your Mass Update Queue'. Below this, the 'Mass Update Queue' is named 'TestRTSS', with an 'Edit Queue Name' link. The page displays the following information: Period: 2019-2020 ACADEMIC, Campus: ABC COLLEGE UNIVERSITY OF SOMEWHERE, Term(s): Fall, Spring, and Update Type: Ready to Succeed Program. A large text input field is provided for entering SSNs, with an 'Add Records' button and a note '*100 Records Maximum'.

The **Mass Update Queue** field displays the name of the queue entered on the previous page. To change the name of the queue, click **Edit Queue Name**.

The **Period**, **Campus**, **Term(s)** and **Update Type** fields display the information that was entered on the previous page.

4. In the text box, enter SSNs for each record that should be updated, up to 100 records. The SSN must be numeric. It may contain dashes. Use commas, spaces, returns or tabs to separate more than one SSN.
5. Click **Add Records**.

The **Step 2 of 4 – Add Students to Your Mass Updates Queue** page redisplay with the list of student records that have been added to the queue.



Search Grants [input] [search icon]

Your Account [dropdown] Contact Us [dropdown] Log Out [button]

Welcome, NAME PERSON - Friday, April 5, 2019

Alec THE FINANCIAL AID KNOW-IT-ALL

Home State Grants [dropdown] View Students AES Accounts [button]

Step 2 of 4 - Add Students to Your Mass Update Queue

Mass Update Queue: TestRTSS [Edit Queue Name]

Period: 2019-2020 ACADEMIC Campus: ABC COLLEGE UNIVERSITY OF SOMEWHERE Term(s): Fall, Spring Update Type: Ready to Succeed Program

[input] [Add Records] *100 Records Maximum

1 records were NOT added to the Queue. See reasons listed below.

1 records added to Queue. Displaying 1 - 1 out of 1 records.

	Student Name	SSN	Account #	D/O/B	Address	City	State
REMOVE	SALLY STUDENT	123456789	111111111		2011 WRECK-IT RALPH STREET	DISNEYVILLE	PA

Records NOT added to Queue.

Record Not Found

[input: 123456789]

[Delete Queue] [Continue >]

- To remove records, check one or more boxes to the left of the student record and click **Remove**.
- Click **Continue**. To delete the queue, click **Delete Queue**.

NOTE: If the school user clicks **Delete Queue**, the **Delete Queue** dialog box displays, not shown. Click **Yes, Delete Queue** to confirm the deletion.

The **Step 3 of 4 – Choose the Updates for Your Queue** page displays.

The screenshot shows the 'Step 3 of 4 - Choose the Updates for Your Queue' page. At the top, there is a search bar and navigation links for 'Your Account', 'Contact Us', and 'Log Out'. The main header includes the Alec logo and the tagline 'THE FINANCIAL AID KNOW-IT-ALL'. Below this, there are navigation tabs for 'Home', 'State Grants', and 'View Students AES Accounts'. The main content area displays the title 'Step 3 of 4 - Choose the Updates for Your Queue' and a 'Mass Update Queue: TestRTSS' with an 'Edit Queue Name' link. The update details are: Period: 2019-2020 ACADEMIC, Campus: AEC COLLEGE UNIVERSITY OF SOMEWHERE, Term(s): Fall, Spring, and Update Type: Ready to Succeed Program. A question asks if the user wants to nominate students or provide supplemental information, with four buttons: 'Exclude from Ready to Succeed', 'Update Period Academic Level', 'Update Previous Period GPA', and 'Nominate for Ready to Succeed'. Below this is a section titled 'Exclude Records for Ready to Succeed' with a sub-header 'Select if you would like to exclude these students from the Ready to Succeed Scholarship in this mass update.' It includes a checkbox for 'Exclude Records' and a blue callout box explaining that excluding a record indicates it either has an Academic Level 1 (less than 24 semester credits) or a GPA that fails to meet requirements for the previous Academic Period. At the bottom of the form are 'Previous' and 'Continue' buttons. The footer contains navigation links, the Alec logo, the American Education Services logo, and copyright information for the Pennsylvania Higher Education Assistance Agency.

The **Mass Update Queue** field displays the name of the queue entered on the previous page. To change the name of the queue, click **Edit Queue Name**.

The **Period**, **Campus**, **Term(s)** and **Update Type** fields display the information that was entered in step one.

Exclude Records for Ready to Succeed

8. Check **Exclude Records** to exclude the student(s) in the queue for the Ready to Succeed award. *This is a required field if excluding student(s).*
9. Click the **Update Period Academic Level** tab to update additional fields.

Update Period Academic Level

The screenshot shows a web interface for updating a scholarship queue. At the top, there is a search bar and navigation links for 'Your Account', 'Contact Us', and 'Log Out'. The user is logged in as 'NAME PERSON' on Friday, April 5, 2019. The interface is for 'Alec THE FINANCIAL AID KNOW-IT-ALL'. The current step is 'Step 3 of 4 - Choose the Updates for Your Queue'. The 'Mass Update Queue' is named 'TestRTSS'. The update details are: Period: 2019-2020 ACADEMIC, Campus: ABC COLLEGE UNIVERSITY OF SOMEWHERE, Term(s): Fall, Spring, and Update Type: Ready to Succeed Program. A question asks if the user wants to nominate students for the Ready to Succeed Scholarship Program or provide supplemental information. There are four buttons: 'Exclude from Ready to Succeed', 'Update Period Academic Level', 'Update Previous Period GPA', and 'Nominate for Ready to Succeed'. The 'Update Period Academic Level' section is active, showing a dropdown menu for 'Period Academic Level' with the text 'Academic Level should be 2 or more. Level 1 (less than 24 semester credits) should be excluded.' Navigation buttons for '< Previous' and 'Continue >' are at the bottom.

10. Click the down arrow in the **Period Academic Level** field and select an academic level from the drop-down list.

11. Click the **Update Previous Period GPA** tab to update additional fields.

Update Previous Period GPA

The screenshot shows the Alec system interface. At the top, there is a search bar for grants and user account options. The main content area is titled "Step 3 of 4 - Choose the Updates for Your Queue" and displays a "Mass Update Queue: TestRTSS". Below this, it shows the current period as "2019-2020 ACADEMIC" and the campus as "ABC COLLEGE UNIVERSITY OF SOMEWHERE". There are four tabs: "Exclude from Ready to Succeed", "Update Period Academic Level", "Update Previous Period GPA", and "Nominate for Ready to Succeed". The "Update Previous Period GPA" tab is active, showing a form to enter the "Period GPA". A text box is provided for the GPA, with instructions that it may include a decimal and two digits after the decimal (e.g., 3.10). A note states that GPA must meet requirements as outlined in the RTSS Program Guidelines. At the bottom right, there are "Previous" and "Continue" navigation buttons.

12. In the **Period GPA** field, enter the student(s) GPA.

13. Click the **Nominate for Ready to Succeed** tab to update additional fields.

Nominate for Ready to Succeed

Search Grants [input] [search]

Your Account Contact Us Log Out

Welcome, NAME PERSON - Friday, April 5, 2019

Alec THE FINANCIAL AID KNOW-IT-ALL

Home State Grants View Students AES Accounts

Step 3 of 4 - Choose the Updates for Your Queue

Mass Update Queue: TestRTSS [Edit Queue Name](#)

Period: 2019-2020 ACADEMIC Campus: ABC COLLEGE UNIVERSITY OF SOMEWHERE Term(s): Fall, Spring Update Type: Ready to Succeed Program

Would you like to nominate these students for the Ready to Succeed Scholarship Program or provide supplemental information?

Exclude from Ready to Succeed Update Period Academic Level Update Previous Period GPA Nominate for Ready to Succeed

Nominate Records for Ready to Succeed

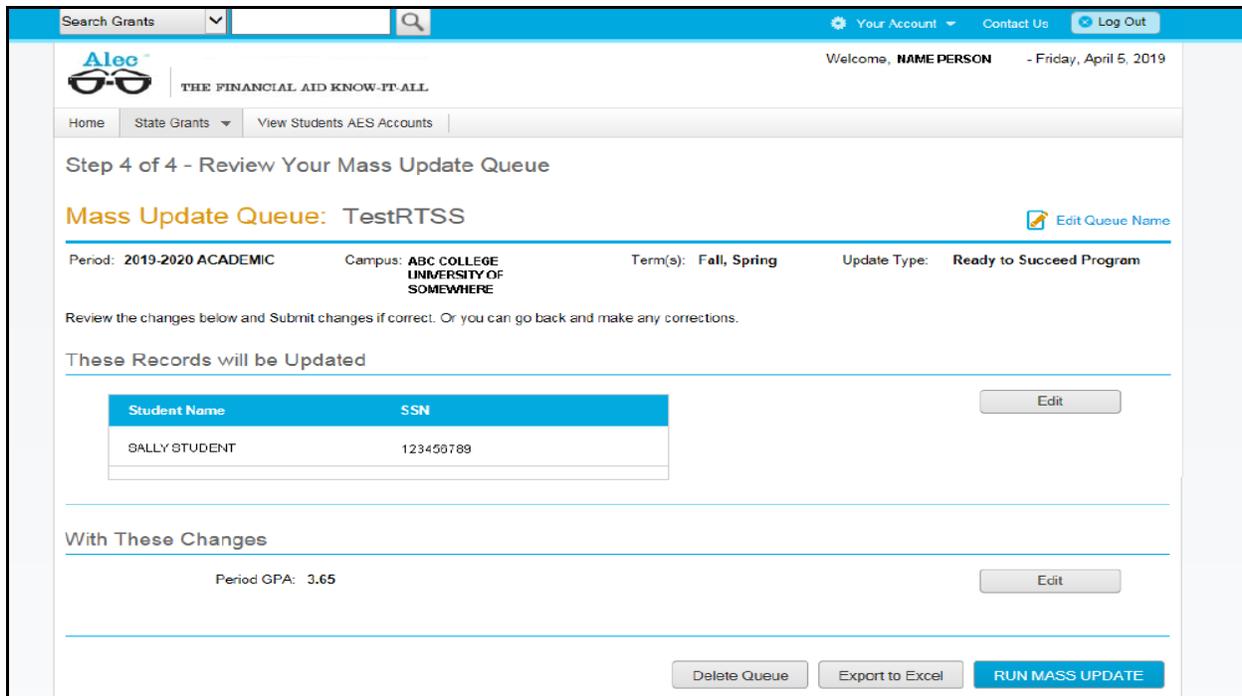
Select if you would like to nominate these students for the Ready to Succeed scholarship in this mass update.

Nominate for Ready to Succeed: Nominate

< Previous Continue >

14. Check **Nominate for Ready to Succeed** to nominate the student(s) for the Ready to Succeed Scholarship program.
15. Click **Previous** to return to step two, or click **Continue**. Click **Clear** to clear the information on the page to begin again.

The **Step 4 of 4 – Review Your Mass Update Queue** page displays.



Search Grants [] []

Your Account [] Contact Us [] Log Out []

Welcome, NAME PERSON - Friday, April 5, 2019

Alee THE FINANCIAL AID KNOW-IT-ALL

Home State Grants [] View Students AES Accounts []

Step 4 of 4 - Review Your Mass Update Queue

Mass Update Queue: TestRTSS [Edit Queue Name]

Period: 2019-2020 ACADEMIC Campus: ABC COLLEGE UNIVERSITY OF SOMEWHERE Term(s): Fall, Spring Update Type: Ready to Succeed Program

Review the changes below and Submit changes if correct. Or you can go back and make any corrections.

These Records will be Updated

Student Name	SSN	Edit
SALLY STUDENT	123456789	[Edit]

With These Changes

Period GPA: 3.65 [Edit]

[Delete Queue] [Export to Excel] [RUN MASS UPDATE]

The **Mass Update Queue** field displays the name of the queue entered on the previous page. To change the name of the queue, click **Edit Queue Name**.

The **Period**, **Campus**, **Term(s)** and **Update Type** fields display the information that was entered on the previous page.

The **These Records will be Updated** displays a list of SSNs that will be updated.

16. Click **Edit** to return to step 2 to edit the list of SSNs.

The **With these Changes** section displays the updates that will be made.

17. Click **Edit** to return to step 3 to edit the updates that will be made.

18. Click **Delete Queue** to delete the queue.

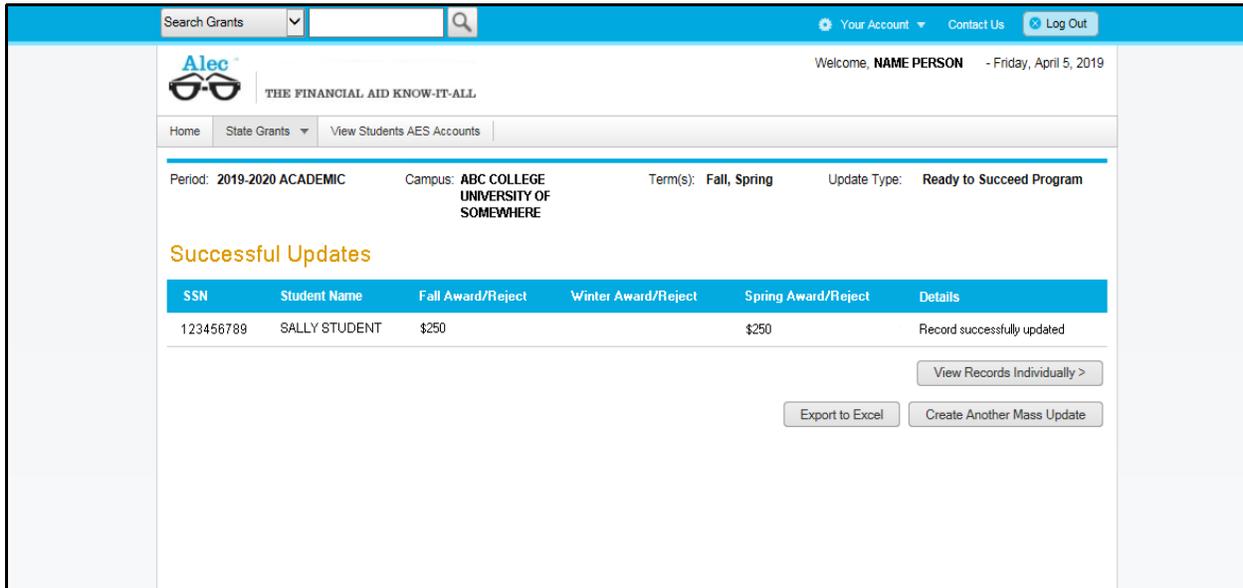
NOTE: If the school user clicks **Delete Queue**, the **Delete Queue** dialog box displays, not shown. Click **Yes, Delete Queue** to confirm the deletion.

19. Click **Export to Excel** to export the update criteria to an Excel spreadsheet. See [Appendix - Export Mass Update Reports to Excel](#) for more information.

20. Click **Run Mass Update** to run the update.

The results page displays when the school user clicks **Run Mass Update** on the previous page.

WARNING: If the school user leaves this page, he or she will not be able to return to view the results.



The **Period**, **Campus**, **Term(s)** and **Update Type** fields display the information that was entered on the previous pages.

Accounts display in one of the following sections depending on the status of the update:

- The **Successful Updates** section displays a list of accounts that have been updated successfully, including the current eligibility which may have changed as a result of the update.
- The **Successful Updates – Pending Review** section displays a list of accounts that have been updated successfully but the eligibility has not been recalculated and is pending a review by PHEAA.
- The **Unsuccessful Updates** section displays a list of accounts that have not been updated successfully. Unsuccessful accounts are saved in the queue for further review until the queue is deleted.

21. Click **Export to Excel** to export the mass update report to an Excel spreadsheet. See [Appendix - Export Mass Update Reports to Excel](#) for more information.

22. Click **Create Another Mass Update** to create another mass update queue using the instructions in this section.

Edit Ready to Succeed Mass Update Queue

School users can edit mass update queues from the Ready to Succeed Dashboard when a mass update queue was created but not run.

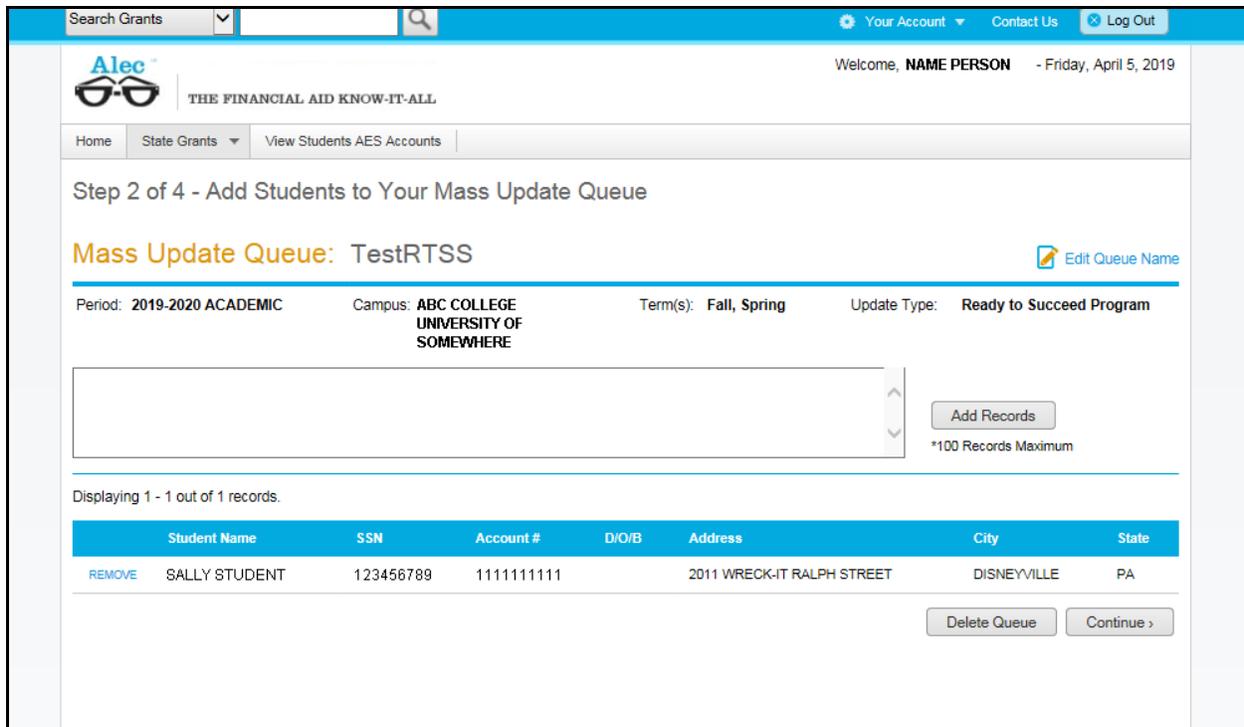
The screenshot shows the 'Ready to Succeed' dashboard. At the top, there's a search bar and navigation links like 'Your Account', 'Contact Us', and 'Log Out'. The main header includes the Alec logo and 'THE FINANCIAL AID KNOW-IT-ALL'. Below this, there are tabs for 'Home', 'State Grants', and 'View Students AES Accounts'. The 'State Grants Dashboard' is active, showing a table of record statuses for the 2019-2020 academic year. The table has columns for 'Record Status', 'Total Records', and 'Updates By' with sub-columns for dates from 3/16 to 4/4 and a 'TODAY' column. A summary row shows 54 total records, with 1 update by PHEAA/Students on 4/1.

Below the dashboard, there are sections for 'Report Ready To Succeed Required Info', 'Process Ready To Succeed Awards', and 'Review Refunds for Ready To Succeed Awards'. The 'Process Ready To Succeed Mass Update' section is highlighted, featuring a 'Create Mass Update' button and a table of existing mass update queues.

Queue Name	Records	Date Created	Actions
TestRTSS	1	04/05/2019 08:11 AM	Edit Process Delete

1. Under the **Process Ready To Succeed Mass Update** section, click **Edit** to update the mass update queue.

The **Step 2 of 4 – Add Students to Your Mass Updates Queue** page displays.



Search Grants [] [] []

Your Account [] Contact Us [] Log Out []

Alec THE FINANCIAL AID KNOW-IT-ALL

Welcome, NAME PERSON - Friday, April 5, 2019

Home State Grants [] View Students AES Accounts []

Step 2 of 4 - Add Students to Your Mass Update Queue

Mass Update Queue: TestRTSS [] Edit Queue Name

Period: 2019-2020 ACADEMIC Campus: ABC COLLEGE UNIVERSITY OF SOMEWHERE Term(s): Fall, Spring Update Type: Ready to Succeed Program

[] [] Add Records *100 Records Maximum

Displaying 1 - 1 out of 1 records.

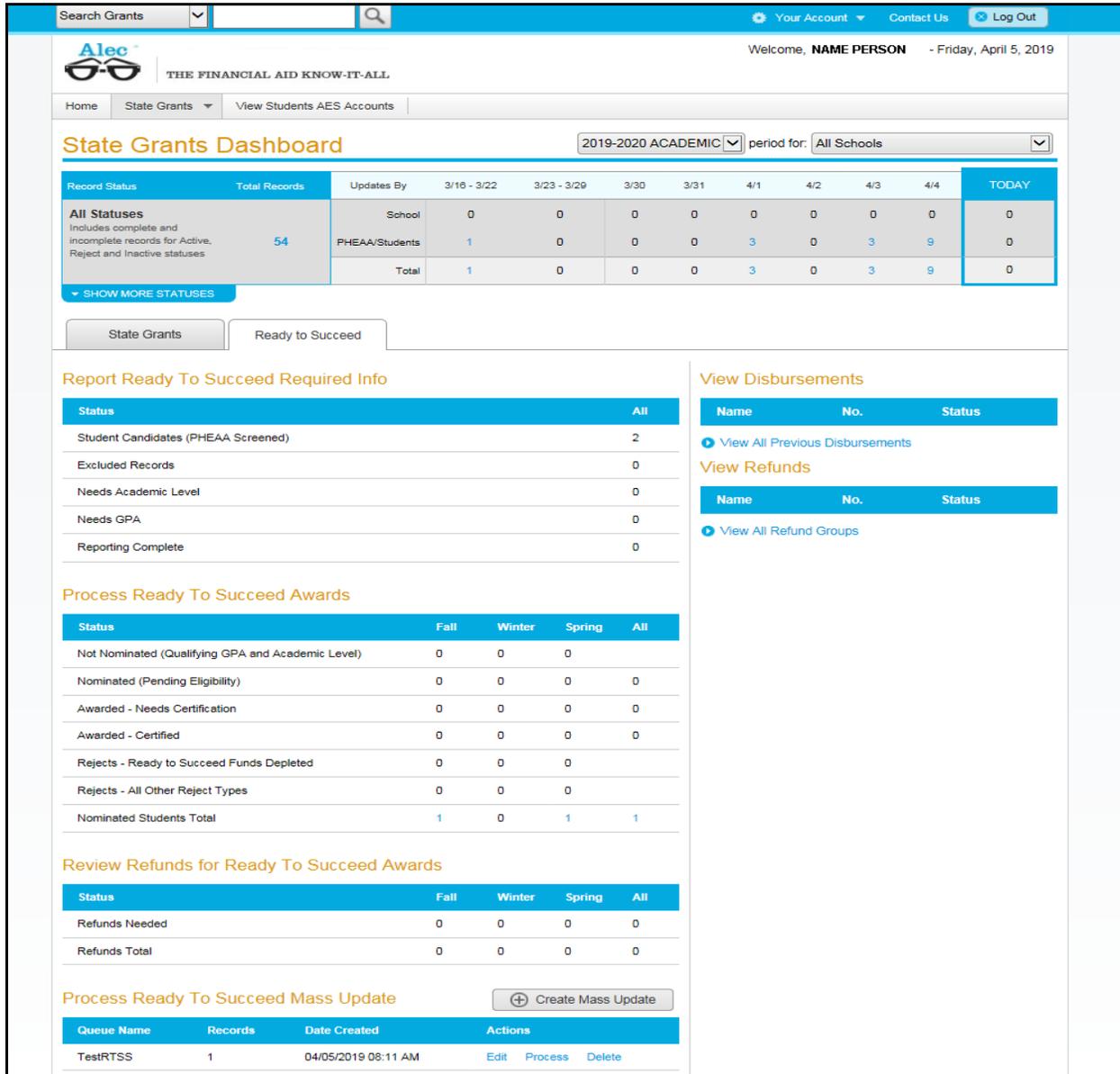
	Student Name	SSN	Account #	D/O/B	Address	City	State
REMOVE	SALLY STUDENT	123456789	1111111111		2011 WRECK-IT RALPH STREET	DISNEYVILLE	PA

Delete Queue [] Continue > []

Make changes to the mass update queue using the instructions in the [Create Ready to Succeed Mass Update Queue](#) section.

Process Ready to Succeed Mass Update Queue

School users can process mass update queues from the Ready to Succeed Dashboard when a mass update queue was created but not run.



The screenshot shows the 'Ready to Succeed' dashboard. At the top, there's a search bar and navigation links. The main section is titled 'State Grants Dashboard' and includes a table for 'Record Status' with columns for 'Total Records' and 'Updates By' (School, PHEAA/Students, Total) across various dates. Below this, there are sections for 'Report Ready To Succeed Required Info', 'Process Ready To Succeed Awards', and 'Review Refunds for Ready To Succeed Awards'. The bottom section, 'Process Ready To Succeed Mass Update', features a 'Create Mass Update' button and a table with one entry: 'TestRTSS' with 1 record, created on 04/05/2019 08:11 AM, with 'Edit', 'Process', and 'Delete' actions.

1. Under the **Process Ready To Succeed Mass Update** section, click **Process** to process the mass update queue.

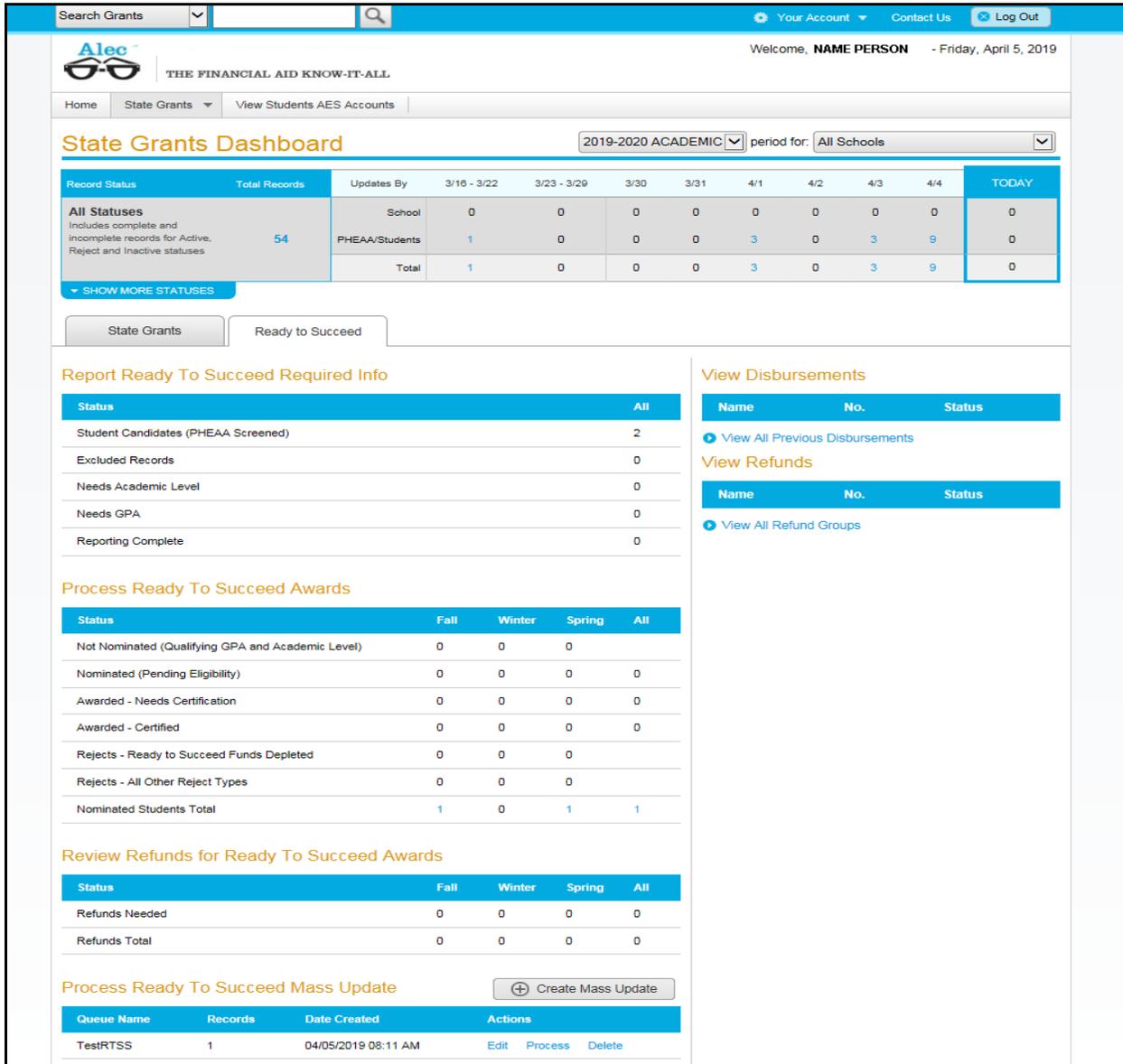
The **Step 3 of 4 – Choose the Updates for Your Queue** page displays.

The screenshot shows the 'Step 3 of 4 - Choose the Updates for Your Queue' page. At the top, there is a search bar for grants and user navigation links: 'Your Account', 'Contact Us', and 'Log Out'. The user is identified as 'NAME PERSON' and the date is 'Friday, April 5, 2019'. The page title is 'Step 3 of 4 - Choose the Updates for Your Queue'. Below the title, there is a section for 'Mass Update Queue:' with an 'Edit Queue Name' link. The page is divided into four update type buttons: 'Exclude from Ready to Succeed', 'Update Period Academic Level', 'Update Previous Period GPA', and 'Nominate for Ready to Succeed'. The 'Update Period Academic Level' section is active, showing a dropdown menu for 'Period Academic Level' set to '2'. A note states: 'Academic Level should be 2 or more. Level 1 (less than 24 semester credits) should be excluded.' Navigation buttons '< Previous' and 'Continue >' are at the bottom right.

Process, or run, the mass update queue using the instructions in the [Create Ready to Succeed Mass Update Queue](#) section.

Delete Ready to Succeed Mass Update Queue

School users can delete mass update queues from the Ready to Succeed Dashboard when a mass update queue was created but not run.

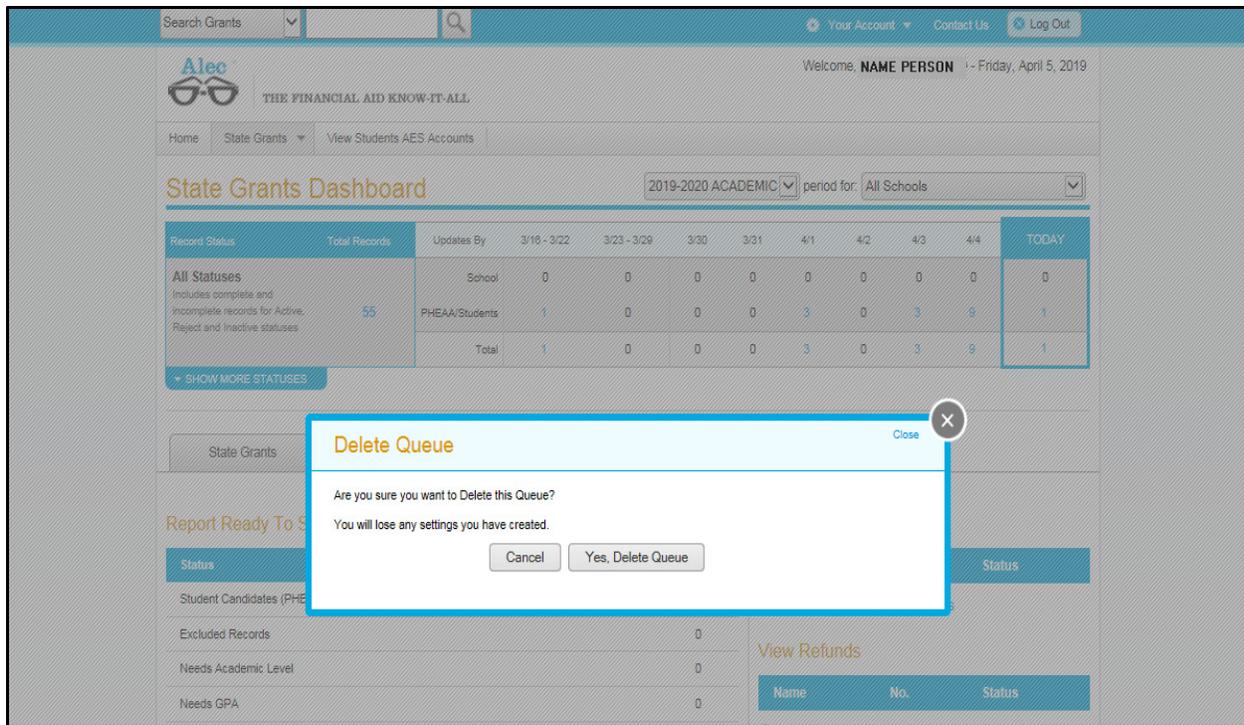


The screenshot shows the 'Ready to Succeed' dashboard. At the top, there's a navigation bar with 'Search Grants', 'Your Account', 'Contact Us', and 'Log Out'. Below that, the 'State Grants Dashboard' is visible, showing a table of 'All Statuses' with a total of 54 records. The main content area is divided into several sections: 'Report Ready To Succeed Required Info', 'View Disbursements', 'View Refunds', 'Process Ready To Succeed Awards', 'Review Refunds for Ready To Succeed Awards', and 'Process Ready To Succeed Mass Update'. The 'Process Ready To Succeed Mass Update' section contains a table with one entry:

Queue Name	Records	Date Created	Actions
TestRTSS	1	04/05/2019 08:11 AM	Edit Process Delete

1. Under the **Process Ready To Succeed Mass Update** section, click **Delete** to delete the mass update queue.

The **Delete Queue** dialog box displays.



2. Click **Yes, Delete Queue** to delete the mass update queue or click **Cancel** to close the dialog box without canceling the mass update queue.

View Disbursements

The **View Disbursements** section displays up to four of the most recent disbursement rosters for the selected school branch and a link to view all previous disbursement rosters. If **All Schools** is selected, only the link to view all previous disbursement rosters displays. This displays the disbursement rosters for all of the school’s branches.

State Grants
Ready to Succeed

Report Ready To Succeed Required Info

Status	All
Student Candidates (PHEAA Screened)	25
Excluded Records	8
Needs Academic Level	9
Needs GPA	5
Reporting Complete	22

Process Ready To Succeed Awards

Status	Fall	Winter	Spring	All
Not Nominated (Qualifying GPA and Academic Level)	8	8	8	
Nominated (Pending Eligibility)	0	0	0	0
Awarded - Needs Certification	4	0	0	4
Awarded - Certified	0	0	0	0
Rejects - Ready to Succeed Funds Depleted	0	0	0	
Rejects - All Other Reject Types	23	24	23	
Nominated Students Total	45	45	46	48

Review Refunds for Ready To Succeed Awards

Status	Fall	Winter	Spring	All
Refunds Needed	3	0	0	3
Refunds Total	7	0	0	7

Process Ready To Succeed Mass Update

Queue Name	Records	Date Created	Actions
No Mass Updates have been created.			

View Disbursements

Name	No.	Status
Disbrsmnt - 02/20/2019	19	Processed
Disbrsmnt - 02/20/2019	21	Processed

[View All Previous Disbursements](#)

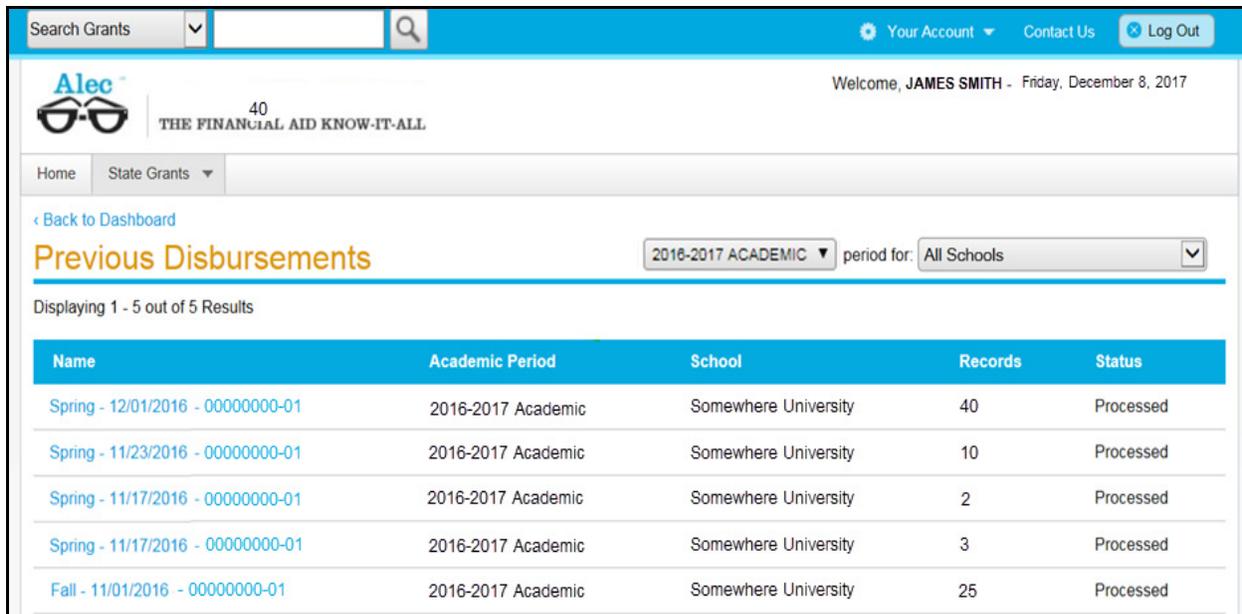
View Refunds

Name	No.	Status
Refunds - Received	4	Received

[View All Refund Groups](#)

1. Click one of the previous disbursement rosters, if available, or click **View All Previous Disbursements** to view a list of all disbursement rosters.

The **Previous Disbursements** page displays.



The screenshot shows the 'Previous Disbursements' page. At the top, there is a search bar and navigation links for 'Your Account', 'Contact Us', and 'Log Out'. The user is identified as JAMES SMITH, and the date is Friday, December 8, 2017. The page features the Alec logo and the tagline 'THE FINANCIAL AID KNOW-IT-ALL'. Below the navigation, there are filters for '2016-2017 ACADEMIC' and 'All Schools'. The main content area displays a table with 5 results, showing columns for Name, Academic Period, School, Records, and Status.

Name	Academic Period	School	Records	Status
Spring - 12/01/2016 - 00000000-01	2016-2017 Academic	Somewhere University	40	Processed
Spring - 11/23/2016 - 00000000-01	2016-2017 Academic	Somewhere University	10	Processed
Spring - 11/17/2016 - 00000000-01	2016-2017 Academic	Somewhere University	2	Processed
Spring - 11/17/2016 - 00000000-01	2016-2017 Academic	Somewhere University	3	Processed
Fall - 11/01/2016 - 00000000-01	2016-2017 Academic	Somewhere University	25	Processed

The **Name** field displays the name of the disbursement roster.

The **Academic Period** field displays the academic period for the disbursement roster.

The **School** field displays the name of the school on the disbursement roster.

The **Records** field displays the number of recipients on the disbursement roster.

The **Status** field displays the status of the disbursement roster.

2. Select the academic period from the down arrow to filter the disbursement list for a specific period.
3. Select a specific school from the down arrow if desired to filter the disbursement list for a specific school.
4. Click the link in the **Name** field to view the disbursement roster.



Ready to Succeed Scholarship Partner Interface

The **RTSS Disbursement Roster** displays.

NOTE: The PDF version of the disbursement roster has slight formatting differences from the PageCenter version. Refer to the RTSS Program Guidelines on the PHEAA Web site for more information.

99999999-01 ATTN: FINANCIAL AID ADMINISTRATOR 019999 PHEAA UNIVERSITY OF HARRISBURG	PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY 2014 - 2015 RTSS DISBURSEMENT ROSTER 02/18/2015				Page: 1 FALL DISBURSEMENT (SEMESTER)		
STUDENT IDENTIFICATION ELIGIBILITY INFORMATION	FALL TERM	WINTER TERM	SPRING TERM	TOTAL GRANT	DUE STUDENT	PHEAA REFUND OUTSTANDING	REQUESTS RECEIVED
123-45-6789 SMITH, APRIL RTSS PHEAA COLLECTABLE - RTSS PRIOR GRANTS - 0.0 RTSS REMEDIAL EXCEPTION - 0.0 RTSS ACADEMIC LEVEL - 4 RTSS GPA - 3.88	P/T			\$0	\$0	\$1,000	NONE
123-45-6789 SMITH, ANNA RTSS PHEAA COLLECTABLE - RTSS PRIOR GRANTS - 0.0 RTSS REMEDIAL EXCEPTION - 0.0 RTSS ACADEMIC LEVEL - 2 RTSS GPA - 3.25	P/T			\$0	\$0	\$1,000	NONE
123-45-6789 SMITH, ABBY	\$500 P/T		\$1,000	\$1,500	\$0	\$500	NONE

View Refunds

The **View Refunds** section displays up to four of the most recent refund groups for the selected school branch and a link to view all refund groups. If **All Schools** is selected, only the link to view all refund groups displays. This displays the refund groups for all of the school's branches.

State Grants
Ready to Succeed

Report Ready To Succeed Required Info

Status	All
Student Candidates (PHEAA Screened)	25
Excluded Records	8
Needs Academic Level	9
Needs GPA	5
Reporting Complete	22

Process Ready To Succeed Awards

Status	Fall	Winter	Spring	All
Not Nominated (Qualifying GPA and Academic Level)	8	8	8	
Nominated (Pending Eligibility)	0	0	0	0
Awarded - Needs Certification	4	0	0	4
Awarded - Certified	0	0	0	0
Rejects - Ready to Succeed Funds Depleted	0	0	0	
Rejects - All Other Reject Types	23	24	23	
Nominated Students Total	45	45	46	48

Review Refunds for Ready To Succeed Awards

Status	Fall	Winter	Spring	All
Refunds Needed	3	0	0	3
Refunds Total	7	0	0	7

Process Ready To Succeed Mass Update

Queue Name	Records	Date Created	Actions
No Mass Updates have been created.			

View Disbursements

Name	No.	Status
Disbrsmnt - 02/20/2019	19	Processed
Disbrsmnt - 02/20/2019	21	Processed

[View All Previous Disbursements](#)

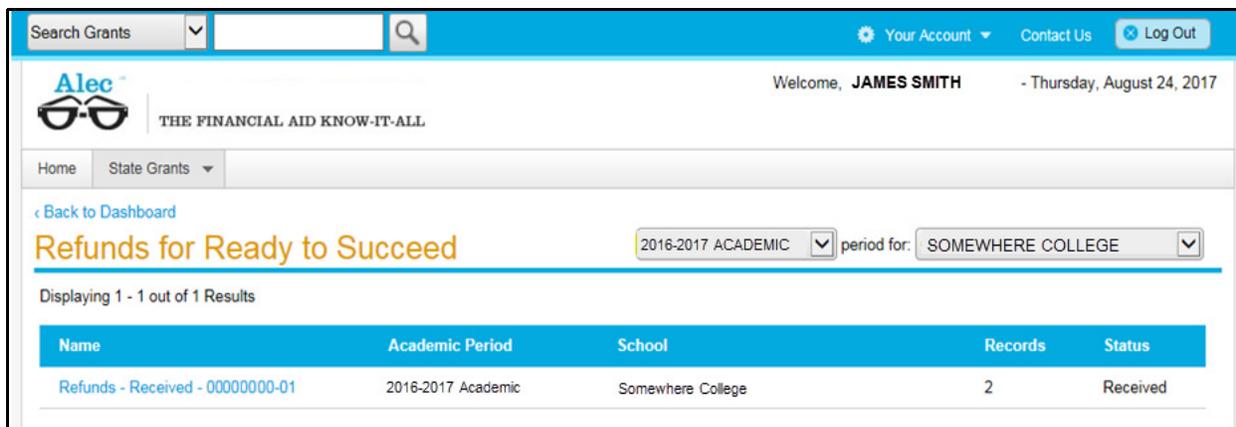
View Refunds

Name	No.	Status
Refunds - Received	4	Received

[View All Refund Groups](#)

1. Click one of the previous refund groups, if available, or click **View All Refund Groups** to view a list of all refund groups.

The **Refunds for Ready to Succeed** screen displays.



There are five refund group statuses: pending, received, changed, under review and processed. While there may be multiple refund groups with the same refund group status, only one will be active.

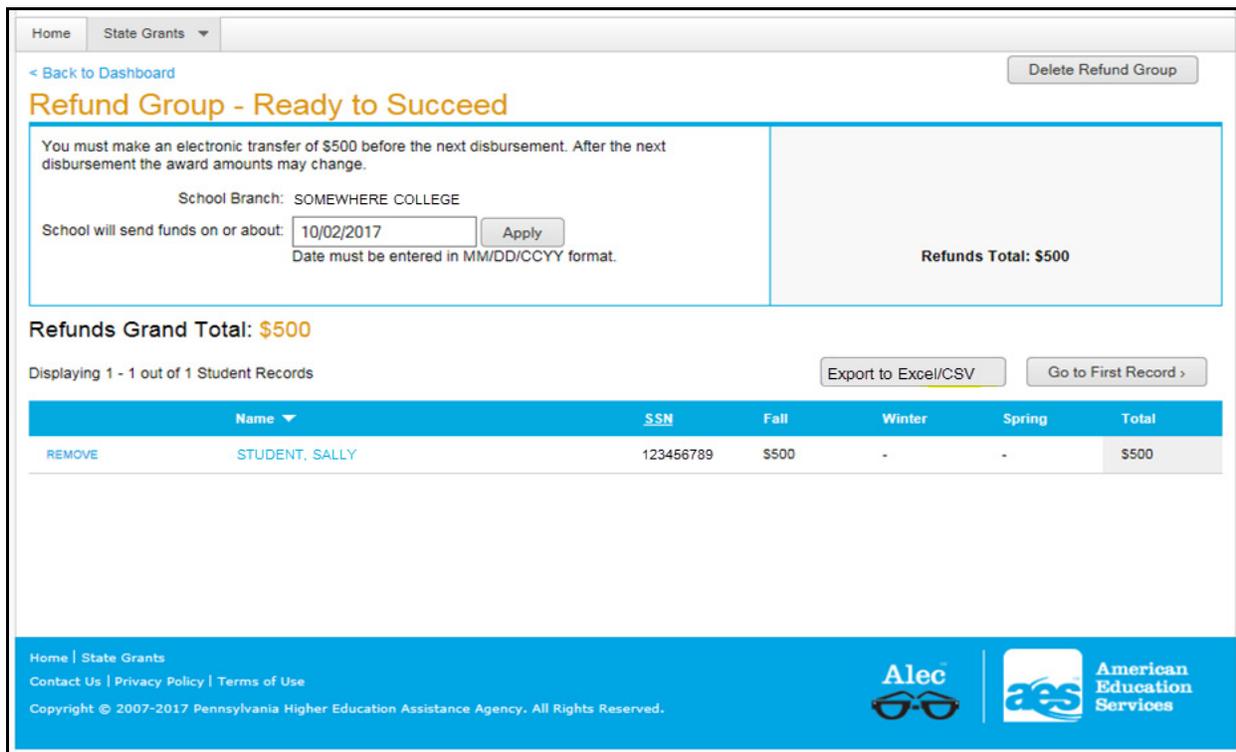
2. Select the academic period from the down arrow to filter the refunds list for a specific period.
3. Select a specific school from the down arrow if desired to filter the refunds list for a specific school.
4. Click the link in the refund group **Name** field.

Refer to the following sections for more information about the refund groups:

- [Refunds – Pending](#)
- [Refunds – Received](#)
- [Refunds – Changed](#)
- [Refunds – Under Review](#)
- [Refunds – Processed](#)

Refunds – Pending

The **Refunds - Pending** status indicates that a refund group has been created and is pending receipt of the refund.



Home | State Grants

< Back to Dashboard Delete Refund Group

Refund Group - Ready to Succeed

You must make an electronic transfer of \$500 before the next disbursement. After the next disbursement the award amounts may change.

School Branch: SOMEWHERE COLLEGE

School will send funds on or about:
Date must be entered in MM/DD/CCYY format.

Refunds Total: \$500

Refunds Grand Total: \$500

Displaying 1 - 1 out of 1 Student Records Export to Excel/CSV | | Name | SSN | Fall | Winter | Spring | Total |
| --- | --- | --- | --- | --- | --- | --- |
| REMOVE | STUDENT, SALLY | 123456789 | \$500 | - | - | \$500 |

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The **Refunds Total** field displays the total refund due for the current refund group.

The **Refunds Grand Total** field displays the grand total of all refunds.

1. To delete the refund group, click **Delete Refund Group**.

WARNING: There is no confirmation. The refund group is deleted immediately.

2. To change the date the school will send the refund, change the date in the **School will send funds on or about** field and click **Apply**.
3. To remove a student record from the refund, click **REMOVE**.
4. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

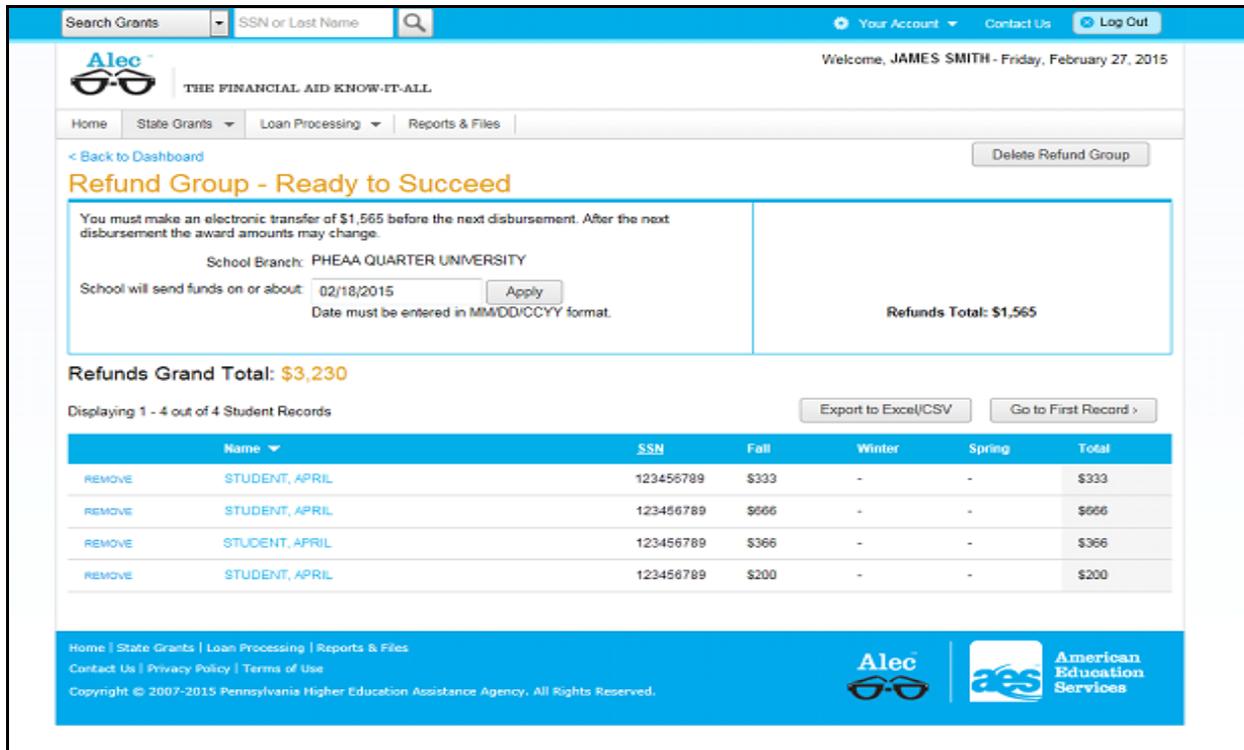
Ready to Succeed Scholarship Partner Interface

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

5. Click **Export to Excel/CSV** to export the student list. See [Appendix - Export Mass Update Reports to Excel](#) for more information about exporting the refund group.
6. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

Refunds – Received

The **Refunds - Received** status indicates that a refund group has been created and the corresponding refund amount has been received but has not been processed by PHEAA Financial Management.



Search Grants | SSN or Last Name | Your Account | Contact Us | Log Out

Welcome, JAMES SMITH - Friday, February 27, 2015

THE FINANCIAL AID KNOW-IT-ALL

Home | State Grants | Loan Processing | Reports & Files

< Back to Dashboard | Delete Refund Group

Refund Group - Ready to Succeed

You must make an electronic transfer of \$1,565 before the next disbursement. After the next disbursement the award amounts may change.

School Branch: PHEAA QUARTER UNIVERSITY

School will send funds on or about: 02/18/2015
 Date must be entered in MM/DD/YYYY format.

Refunds Total: \$1,565

Refunds Grand Total: \$3,230

Displaying 1 - 4 out of 4 Student Records | Export to Excel/CSV | Go to First Record >

	Name	SSN	Fall	Winter	Spring	Total
REMOVE	STUDENT, APRIL	123456789	\$333	-	-	\$333
REMOVE	STUDENT, APRIL	123456789	\$666	-	-	\$666
REMOVE	STUDENT, APRIL	123456789	\$366	-	-	\$366
REMOVE	STUDENT, APRIL	123456789	\$200	-	-	\$200

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Alec | American Education Services

The **Refunds Total** field displays the total refund due for the current refund group.

The **Refunds Grand Total** field displays the grand total of all refunds.

1. To delete the refund group, click **Delete Refund Group**.

WARNING: There is no confirmation. The refund group is deleted immediately.

2. To change the date the school will send the refund, change the date in the **School will send funds on or about** field and click **Apply**.
3. To remove a student record from the refund, click **REMOVE**.

Ready to Succeed Scholarship Partner Interface

4. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

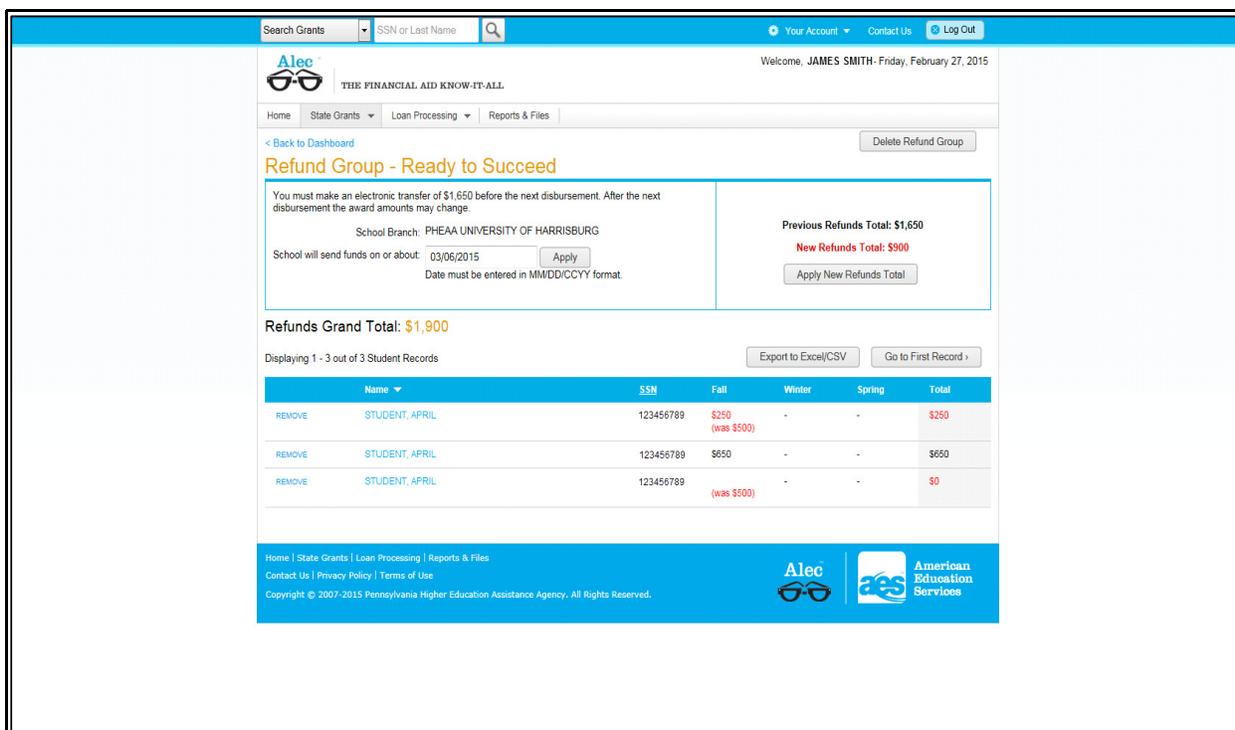
NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

5. Click **Export to Excel/CSV** to export the student list. See [Appendix - Export Mass Update Reports to Excel](#) for more information about exporting the refund group.
6. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

Refunds – Changed

The **Refunds – Changed** status indicates that the refund amount for at least one student listed on an unprocessed refund group has been altered due to changes in the student’s enrollment and eligibility.

NOTE: Refunds are calculated weekly when the certification process runs. When a change to a student’s enrollment and eligibility affects the amount of a student’s refund, the refund is recalculated the next time when the certification process runs and displays in the **Refunds – Changed** status.



The screenshot shows the Alec web interface. At the top, there is a search bar and navigation links. The main content area is titled "Refund Group - Ready to Succeed". It contains a message about electronic transfers and a form to update the refund group. The "Refunds Grand Total" is \$1,900. Below this is a table of student records:

Name	SSN	Fall	Winter	Spring	Total
REMOVE STUDENT, APRIL	123456789	\$250 (was \$500)	-	-	\$250
REMOVE STUDENT, APRIL	123456789	\$650	-	-	\$650
REMOVE STUDENT, APRIL	123456789	(was \$500)	-	-	\$0

The **Previous Refunds Total** field displays the previous total refund due for the current refund group.

The **New Refunds Total** field displays the new total refund due for the current refund group.

The **Refunds Grand Total** field displays the grand total of all refunds.

1. To delete the refund group, click **Delete Refund Group**.

WARNING: There is no confirmation. The refund group is deleted immediately.

Ready to Succeed Scholarship Partner Interface

2. To change the date the school will send the refund, change the date in the **School will send funds on or about** field and click **Apply**.
3. Click **Apply New Refunds Total** to update the new refunds totals.
4. To remove a student record from the refund, click **REMOVE**.
5. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

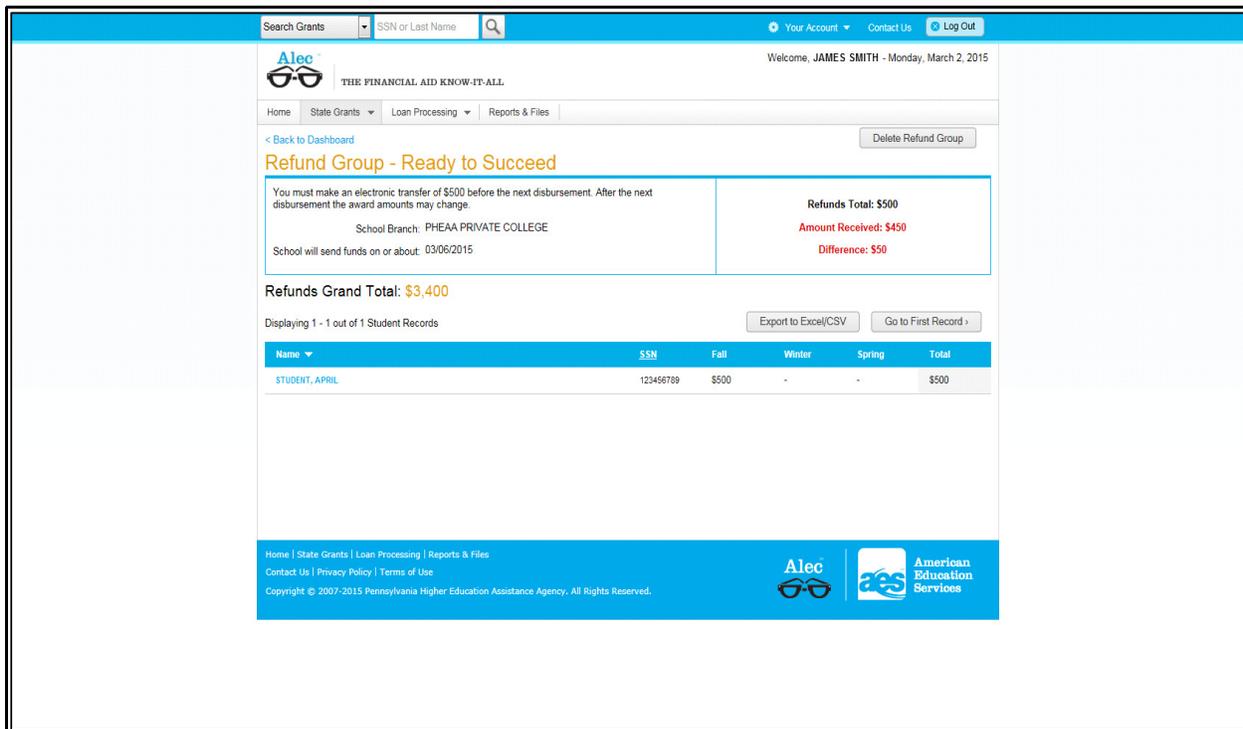
NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

6. Click **Export to Excel/CSV** to export the student list. See [Appendix - Export Mass Update Reports to Excel](#) for more information about exporting the refund group.
7. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

Refunds – Under Review

The **Refunds – Under Review** status indicates that funds have been received by PHEAA Financial Management and the funds received amount does not equal the Refunds Total listed on the active invoice.

NOTE: This does not indicate that funds have been posted to the student’s account.



The screenshot displays the 'Refund Group - Ready to Succeed' interface. It includes a search bar at the top, navigation links, and a summary box with the following information:

- Refunds Total:** \$500
- Amount Received:** \$450
- Difference:** \$50
- Refunds Grand Total:** \$3,400

Below the summary is a table of student records:

Name	SSN	Fall	Winter	Spring	Total
STUDENT, APRIL	123456789	\$500	-	-	\$500

The **Refunds Total** field displays the total value of the refund group.

The **Amount Received** field displays the amount of the refund payment.

The **Difference** field displays the difference between the total value of the refund group and the refund payment received.

The **Refunds Grand Total** field displays the grand total of all refunds.

- To delete the refund group, click **Delete Refund Group**.

WARNING: There is no confirmation. The refund group is deleted immediately.

Ready to Succeed Scholarship Partner Interface

2. To view an individual student record, scroll over the student list to highlight a student record. Click the student record. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.

NOTE: The academic year and period selected are not updateable when accessing a student from a list. To access different years for the same student, use the **Search** field at the top of the State Grant Portal.

3. Click **Export to Excel/CSV** to export the student list. See [Appendix - Export Mass Update Reports to Excel](#) for more information about exporting the refund group.
4. Click **Go to First Record** to go to the first student record and cycle through the records that match the filtered or unfiltered criteria. See [View Ready to Succeed Scholarship Information on the Student Record](#) for more information.



Ready to Succeed Scholarship Partner Interface

Refunds – Processed

The **Refunds - Processed** status indicates that funds have been received for the refund group, posted for the appropriate student(s) listed on the invoice(s) and added back to the Ready to Succeed Scholarship Program allocation.

NOTE: Processed refunds display on a downloadable PDF.

99999999-99	PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY			Page: 1	
000000	ATTN: FINANCIAL AID ADMINISTRATOR	2014 - 2015 RTSS REFUND GROUP		REFUNDS TOTAL: \$440	
	PHEAA UNIVERSITY OF HARRISBURG	10/14/2015			
STUDENT NAME	SSN	FALL TERM	WINTER TERM	SPRING TERM	TOTAL REFUND
STUDENT, APRIL	123-45-6789	\$440	\$0	\$0	\$440

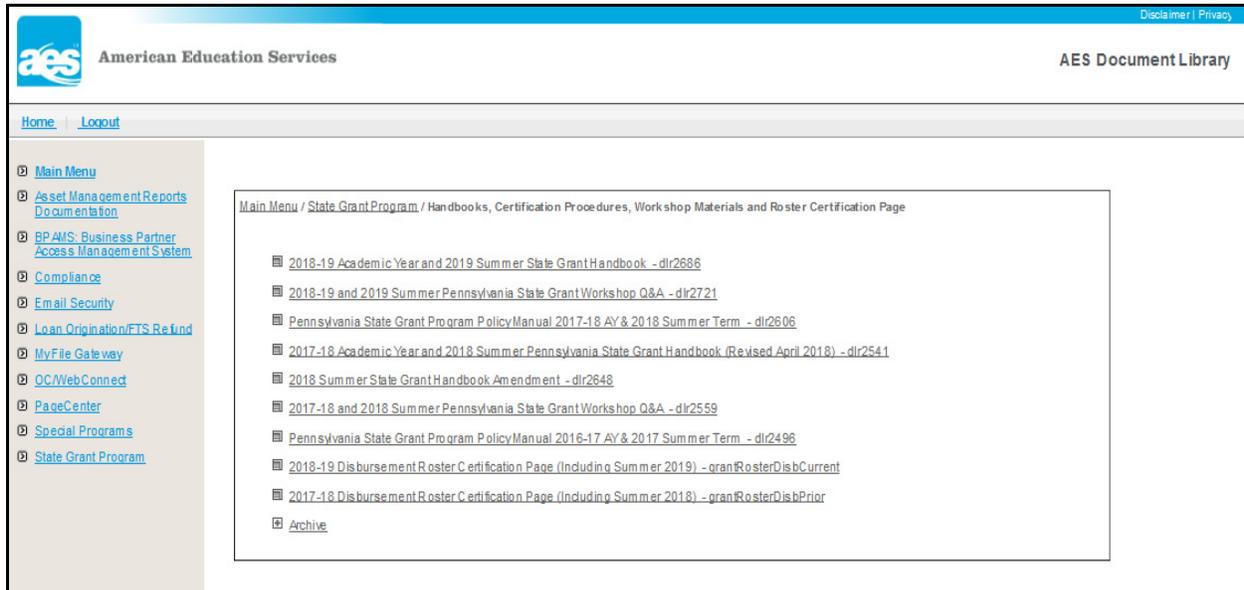
Access Disbursement Certification

School users can access the **Disbursement Certification** form from the Home page or from the **State Grants** drop-down list.

The screenshot shows the Alec website interface. At the top, there is a search bar for grants, a user account menu, and a logout button. The main navigation includes Home, State Grants, and View Students AES Accounts. The State Grants section is expanded, showing several options: View State Grants Dashboard, Create Mass Update Queue, State Grant Education Costs, Request Primary School Change, View My Exports, View Weekly Update and Roster, and State Grant Disbursement Certification. The Disbursement Certification option is highlighted. The right sidebar contains Messages, Alerts (Notifications), Order Materials, Training & Publications, and Default Prevention sections.

1. Click **State Grant Disbursement Certification** on the **Home** page or the **State Grant** home drop-down list.

The **AES Document Library** opens to the **Certification Procedures, Workshop Materials and Roster Certification** page.



The screenshot shows the AES Document Library interface. At the top left is the AES logo and "American Education Services". At the top right is "AES Document Library" and a "Disclaimer | Privacy" link. Below the header is a navigation bar with "Home" and "Logout" links. A left sidebar contains a "Main Menu" with links to "As set Management Reports Documentation", "BPAMS: Business Partner Access Management System", "Compliance", "Email Security", "Loan Origination/ETS Refund", "MyFile Gateway", "OC/WebConnect", "PageCenter", "Special Programs", and "State Grant Program". The main content area displays a breadcrumb trail: "Main Menu / State Grant Program / Handbooks, Certification Procedures, Workshop Materials and Roster Certification Page". Below the breadcrumb is a list of document links, including "2018-19 Academic Year and 2019 Summer State Grant Handbook - dlr2686", "2018-19 and 2019 Summer Pennsylvania State Grant Workshop Q&A - dlr2721", "Pennsylvania State Grant Program Policy Manual 2017-18 AY & 2018 Summer Term - dlr2606", "2017-18 Academic Year and 2018 Summer Pennsylvania State Grant Handbook (Revised April 2018) - dlr2541", "2018 Summer State Grant Handbook Amendment - dlr2648", "2017-18 and 2018 Summer Pennsylvania State Grant Workshop Q&A - dlr2559", "Pennsylvania State Grant Program Policy Manual 2016-17 AY & 2017 Summer Term - dlr2496", "2018-19 Disbursement Roster Certification Page (Including Summer 2019) - granRosterDisbCurrent", "2017-18 Disbursement Roster Certification Page (Including Summer 2018) - granRosterDisbPrior", and "Archive".

2. Click **XXXX-XX State Grant Disbursement Roster Certification Page**. **XXXX-XX** indicates the academic year.

In this example, the 2018-2019 **DISBURSEMENT CERTIFICATION** form displays.

DISBURSEMENT CERTIFICATION

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties which may include fines or imprisonment under the United States Criminal Code and 20 U.S.C. 1097.

1. OE Code:

2. School Information:

Name:

Address:

Phone Number:

To be completed by a financial aid administrator or other school official authorized to certify financial aid forms.

3. Certification Period:

4. Date of Roster:

CERTIFICATION STATEMENT

I hereby certify, as an authorized representative of the educational institution identified above, that this roster has been processed in accordance with PHEAA instructions for processing 2018-19 disbursement or reconciliation rosters and that funds were received by electronic transfer. I further certify that all school changes were submitted in accordance with PHEAA's qualifying procedures.

I also certify that my institution continues to meet the institutional eligibility requirements for participation in the program for which funds have been accepted.

I understand that one certified copy of this roster certification page must be returned to PHEAA by the deadline in accordance with PHEAA instructions.

I further understand that retention of any program refunds due PHEAA for the 2018-19 academic year or summer period after the reconciliation deadline provided in PHEAA instructions may result in: 1) all subsequent program disbursements being withheld, and 2) an interest charge being assessed against the outstanding balance due until the refund is received by PHEAA.

5. Name/Title 6. Date

7. E-Mail Address of School Official

3. In the **OE Code** field, enter the six- or eight-digit school ID assigned by the Department of Education.
4. In the **School Information** fields, enter the name, address and phone number of the school's financial aid office.
5. Click the down arrow in the **Certification Period** field and select **Academic Year Reconciliation RTSS** from the drop-down list.
6. Click the down arrows in the **Date of Roster** field and select the month, day and year of the disbursement roster.

7. In the **Name/Title** field, enter the name and title of the financial aid administrator or other school official who completed the **Disbursement Certification** form.
8. Click the down arrows in the **Date** field and select the month, day and year that the **Disbursement Certification** form was completed.
9. In the **E-Mail Address of School Official** field, enter the email address of the financial aid administrator or other school official who completed the **Disbursement Certification** form.
10. Click **Submit** to submit the form, or click **Reset** to reset the form and start again.

NOTE: Entries are processed nightly Monday through Friday. School users can view the school activity on the **STATE GRANT AND SPECIAL PROGRAMS ACTIVITY** screen using transaction FC5S.

IMPORTANT! School users should print this page *prior* to submission and keep a copy for their records.

Appendix - Export Mass Update Reports to Excel

Mass update reports can be exported to Excel. The steps are the same whether they are for update or cancel queues; however, they contain different content depending on whether they are exported before the update or after. See [Before Mass Update](#) and [After Mass Update](#) for more information.

Before Mass Update

If the export is done before the mass update is run, only the criteria for the update are exported to the Excel spreadsheet –not the results. The one-page spreadsheet includes the name of the queue, the current date and time, the settings selected, the changes that will be made, and a list of the records to be updated.

1	Mass Update Queue: RTSS Mass Update	
2	07/14/2015 - 12:50:16	
3		
4		
5	Settings	
6	School:	PHEAA QUARTER UNIVERSITY
7	Period:	2014 A
8	Term:	Fall,Winter, Spring
9	Update Type:	Ready to Succeed Program
10		
11		
12	Changes for this Mass Update:	
13	Period Academic Level:	2
14		
15		
16	Records to be Updated	
17	SSN	Student Name
18	123456789	SALLY STUDENT
19	123456789	APRIL APPLICANT

After Mass Update

If the export is done after the mass update is run, both the criteria and the results of the update are exported to an Excel spreadsheet. The first worksheet of the spreadsheet includes the name of the queue, the date and time exported, the settings selected, and the changes that were made. The remaining three worksheets display a list of the students by the following update statuses: Successful, Pending Review, and Unsuccessful.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Mass Update Queue: RTSS Mass Update											
2	07/14/2015 - 12:50:16											
3												
4												
5	Settings											
6	School:	PHEAA QUARTER UNIVERSITY										
7	Period:	2014 A										
8	Term:	Fall, Winter, Spring										
9	Update Type:	Ready to Succeed Program										
10												
11												
12	Changes for this Mass Update:											
13	Period Academic Level	2										

The example below shows the results for a successful mass update.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Successful Updates											
2	SSN	Student Name	Details:									
3	123456789	APPLICANT, APRIL	Record successfully updated.									
4												
5												
6												
7												
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Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation's leading student aid organizations. Today, PHEAA is a national provider of student financial aid services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, grant administration, outreach, and other student aid programs.

PHEAA's earnings are used to support its public service mission and to pay its operating costs, including the administration of the Pennsylvania State Grant and other state-funded student aid programs. PHEAA continues to devote its energy, resources and imagination to developing innovative ways to ease the financial burden of higher education for students, families, schools, and taxpayers.

PHEAA conducts its student loan servicing activities nationally as FedLoan Servicing and American Education Services (AES). For more information, visit PHEAA.org.

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PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY

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These materials have been developed and paid for by the Pennsylvania Higher Education Assistance Agency (PHEAA). The information contained in this document is believed to be accurate at the time of printing.

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