

# Instructions - Scholarship Check Request e-Form

**E-FORM LINK:** <https://foundation.nau.edu/login.aspx>

Sign in with your **CAS ID**.

Select **I am an Employee of the University here to do some work**



## The NAU Foundation Welcomes You!

I am an Alumni, Friend, Student, or Parent here to learn about or support the NAU Foundation

I am an Employee of the University here to do some work

Select **Award Scholarships** under **Tasks**

## Tasks

 Award Scholarships

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The following screen will appear, with four tabs: Assignment, Funds/Balances, Fund Notes & Beneficiaries. You can enter data into the **Assignment** and **Note** TABS ONLY, Fund/Balances and Beneficiary TABS are informational.

**ASSIGNMENT TAB:** Enter student information and award amounts.

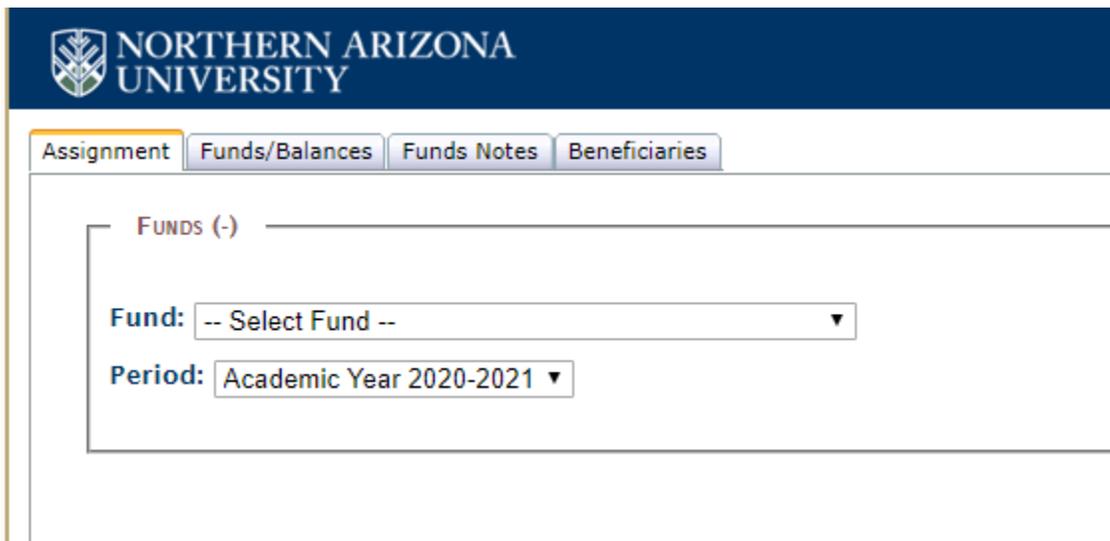
select the Fund paying scholarship out of

select Period - Academic Year 2020-2021

**FUND/BALANCES TAB:** view all your funds and activity in one location

**FUND NOTES TAB:** the entry system for important notes

**BENEFICIARIES TAB:** past history of scholarship recipients



NORTHERN ARIZONA UNIVERSITY

Assignment Funds/Balances Funds Notes Beneficiaries

FUNDS (-)

Fund: -- Select Fund --

Period: Academic Year 2020-2021

# Instructions - Scholarship Check Request e-Form

Assignment Funds/Balances Funds Notes Beneficiaries

FUNDS (-)

Fund: 01057: Coord'g Council Mex-Amer Affairs Schp

Period: Academic Year 2020-2021

Fund Use Documentation: [Link](#)

Account balances as of 4/28/2020

Available: \$0.00

Payout: \$5,811.94

Anticipated: \$0.00

Amount Requested: \$0.00  \$0.00 Approved: \$0.00 Pending: \$0.00 Denied: \$0.00

Current Expendable: \$5,811.94

Recipients

RECIPIENTS

No recipients have been added yet for this fund and period. Click the "New" button to add a recipient.

[New](#) [\\*\\*\\*\\* See Fund Notes \\*\\*\\*\\*](#)

Anticipated

**AVAILABLE:** The current balance in the fund as of today

**PAYOUT: ONLY ENDOWED FUNDS** – the yearly payout amount on 06/30

**ANTICIPATED:** artificially inflates balance for any incoming funds

**AMOUNT REQUESTED:** amount entered in scholarships

**CURRENT EXPENDABLE:** Available PLUS Payout PLUS an anticipated MINUS Amount requested

# Instructions - Scholarship Check Request e-Form

Click **NEW** and **ENTER STUDENT ID NUMBER** click **LOOK UP**

**FUNDS (-)**

**Fund:** 01057: Coord'g Council Mex-Amer Affairs Schp ▼

**Period:** Academic Year 2020-2021 ▼

**Fund Use Documentation:** [Link](#)

*Account balances as of 4/28/2020*

Available: **\$0.00**

Payout: **\$5,811.94**

Anticipated: **\$0.00**

Amount Requested: **\$0.00**  **\$0.00** *Approved: \$0.00 Pending: \$0.00 Denied: \$0.00*

Current Expendable: **\$5,811.94**

**Recipients**

**RECIPIENT LOOK-UP**

**Emplid:**

**Anticipated**

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**Recipients**

RECIPIENTS

**Emplid:** 5543778  
**Name:** Maribel Rodriguez  
**Address:** 8392 Masters Ln Flagstaff, AZ 86004-3258  
**Phone:** (928)853-240  
**Email:** mr2682@nau.edu

SEMESTER	AMOUNT	STATUS	
Academic Year ▼	2905.97	Pending	Add

**Major:** Dental Hygiene (BSDH)

Done

Choose **SEMESTER** choose **AMOUNT** click **ADD**

**Recipients**

RECIPIENTS

FULL NAME	EMPLID	SEMESTER	AMOUNT	REQUESTED	STATUS	FA MANAGED BY	FA MA
Maribel Rodriguez	5543778	YEAR	<u>\$2,905.97</u>	4/29/2020	Pending	<u>Financial Aid</u>	

New [\\*\\*\\*\\* See Fund Notes \\*\\*\\*\\*](#)

**YOU'RE DONE!!!!**

# Instructions - Scholarship Check Request e-Form

## FUND/BALANCES

NORTHERN ARIZONA UNIVERSITY		Alumni Relations				
Assignment	Funds/Balances	Funds Notes	Beneficiaries			
Period:	Academic Year 2020-2021 ▼					
CODE - NAME	BALANCE	ANTICIPATED	REQUESTED	APPROVED	PENDING	DENIED
01003 - Eldon A & Roger W Ardrey Mem Music Schp	\$1,422.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01005 - Mary Lou Thompson Arnold Scholarship	\$10,042.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01060 - Joseph & Dorothy Moller Forensics Schp	\$10,373.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01063 - New England Business Service Scholarship	\$2,271.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## FUND NOTES

Assignment	Funds/Balances	Funds Notes	Beneficiaries	
Fund:	01231: Pizza Hut of AZ Schp ▼			
IMPORTANT	ENTERED	AUTHOR	COMMENT	
<input checked="" type="checkbox"/>	1/28/2013	Bradi Rhodes	Must contact Flagstaff Pizza H <a href="#">...more</a>	
<input type="checkbox"/>	2/1/2013	Bradi Rhodes	Sent email to Pizza Hut- Flags <a href="#">...more</a>	
<input type="button" value="New"/>				
<b>!</b> BRADI RHODES - 1/28/2013				
Must contact Flagstaff Pizza Hut Restaurants each year to encourage employees to apply (2 restaurants as of 2013). There has been high turnover in the past so usually new managers are not aware of this opportunity.				

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## BENEFICIARIES

Assignment Funds/Balances **Beneficiaries**

Fund: [REDACTED]

Period: Academic Year 2011-2012

NAME	EMPLID	PERIOD	PERIOD AMOUNT	LAST	LIFETIME
[REDACTED]	[REDACTED]	No	\$0.00	\$300.00-Spring 2007	\$600.00
[REDACTED]	[REDACTED]	No	\$0.00	\$140.00-Spring 2008	\$280.00
[REDACTED]	[REDACTED]	No	\$0.00	\$140.00-Spring 2008	\$280.00
[REDACTED]	[REDACTED]	No	\$0.00	\$293.64-Spring 2009	\$587.27
[REDACTED]	[REDACTED]	No	\$0.00	\$286.12-Spring 2012	\$572.24

### Three Key Takeaways:

1. Submit an item type request form for new scholarships to Brant.Ziemba@nau.edu shortly after receiving notification form the Foundation (allow up to three weeks to be processed). If you cannot find one of your funds in eForm, it could mean this step has not been completed yet. Keep in mind the Office of Scholarships & Financial Aid deadlines mentioned in #2 below with the three-week processing time.
2. Enter all academic year and fall scholarships by June 30 to be disbursed to student accounts on time. Spring only scholarships need to be entered by November 30. Disbursement usually happens 7 - 10 days before each semester.
3. Award for the Academic Year instead of doing Fall and Spring separately.

### Other Important Points:

- If you receive an error message "Page Not Found!", it means you clicked on Tasks instead of hovering over it and selecting Financial Aid Assignment.
- For endowments, the payout will be added in February but will not be added to available funds until July 1 so may show a 0 balance until then.
- Contact Cynthia.Bublitz@nau.edu (x36590) if you need to enter an anticipated amount such as for an expendable fund that you know you will be receiving funds for.
- Scholarships started getting awarded for the academic year in 2018 - 2019. If you are looking at recipients from a few years ago, you will generally see two separate entries (one for fall and one for spring).