

FS4U – Finding Scholarships for You

Florida State University’s Portal to Foundation Scholarships

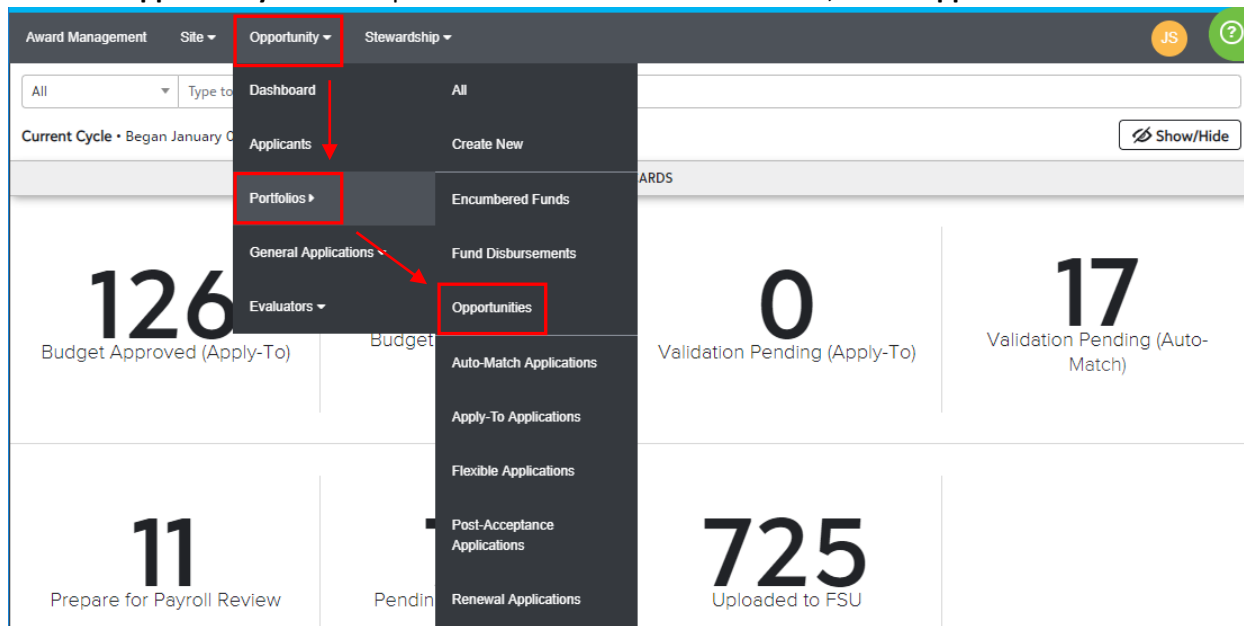
How to Select Applicants for an Award

Once all applicants have been reviewed and the recipients identified, the next step is to select them from within FS4U to initiate their offers. Scholarship offers can only be made at the opportunity-level (not at the general or conditional application-level). If you are unable to find an applicant to select for their offer, you will need to first force-apply that student from either the general or conditional application-level in order to get them into the applicant pool. Please see the job aid on force-applying a student for more information.

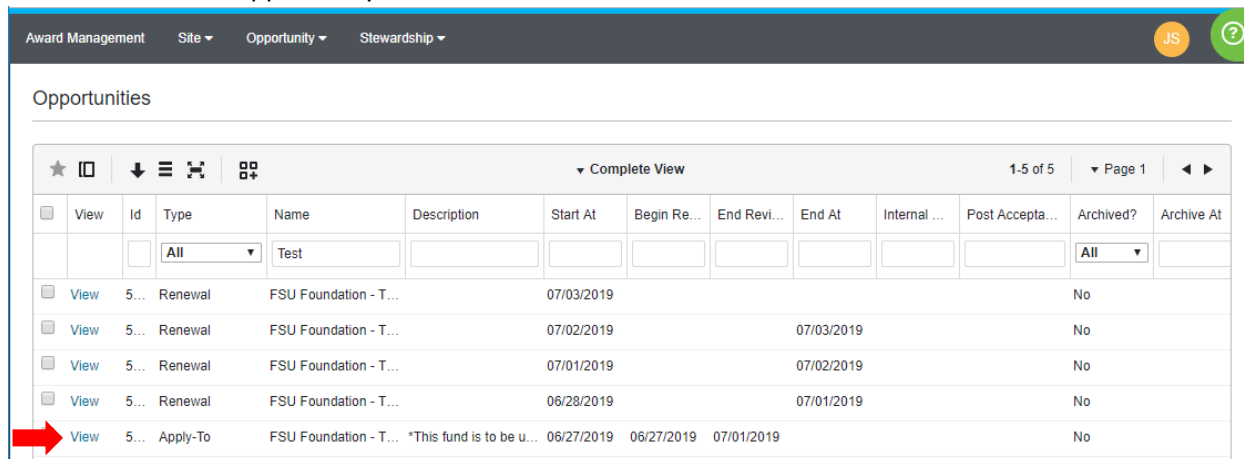
Scholarship offers can be made from any opportunity's applications tab either applicant-by-applicant or in bulk. The 2 most common ways to navigate to the applications tab are as follows:

1) Extending an award offer to a single applicant from the opportunity grid:

Click on “Opportunity” at the top of the screen. Click on “Portfolios”, then “Opportunities”.



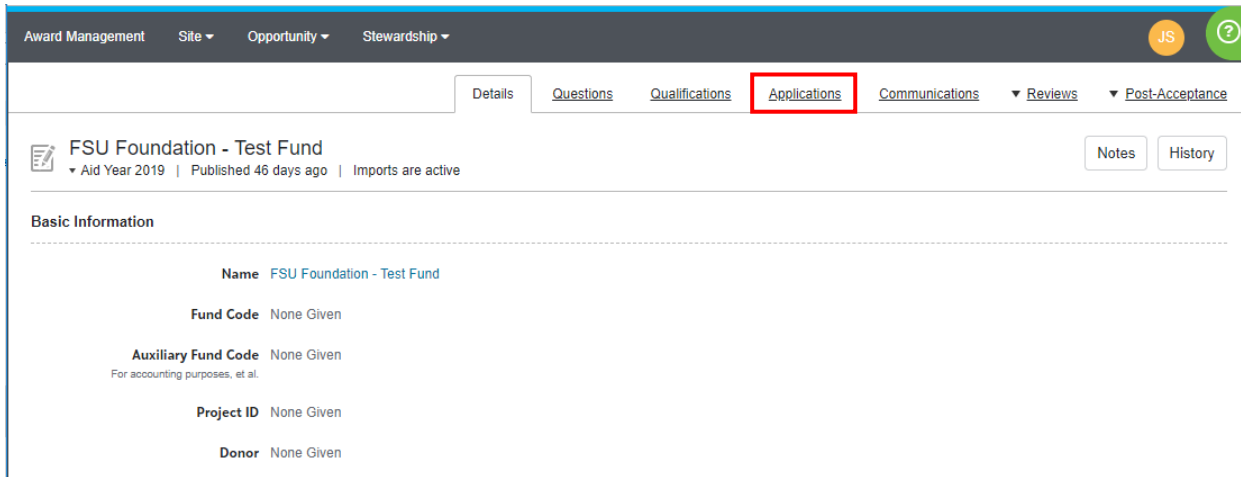
Locate the desired opportunity and click “View”.



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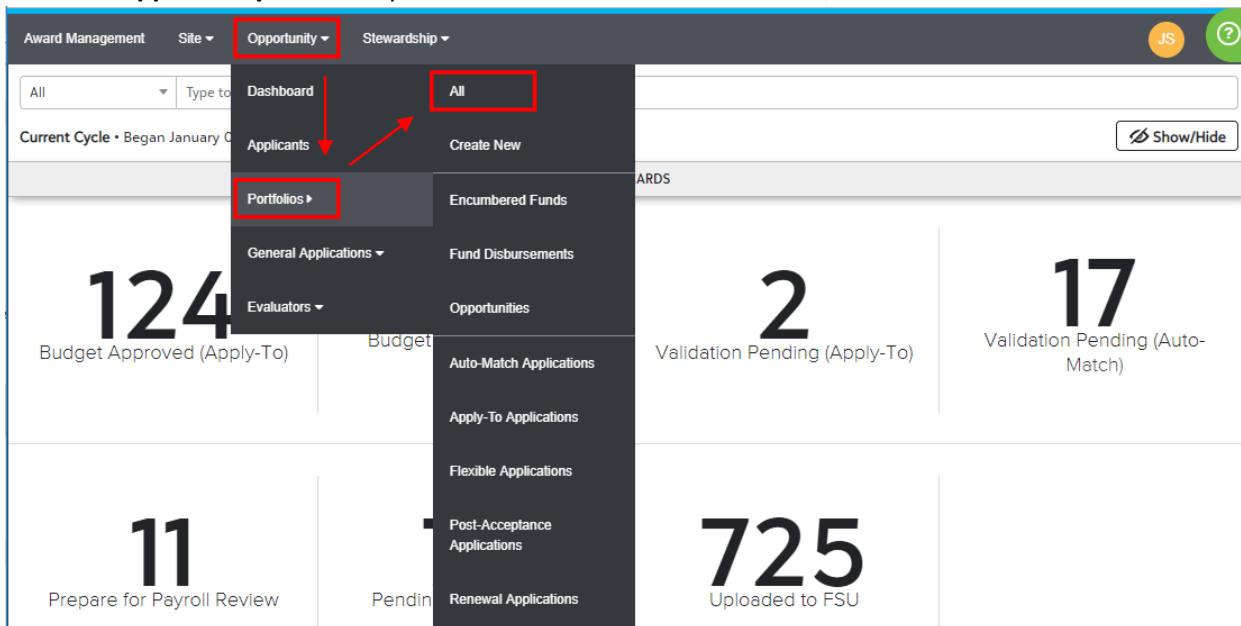
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Select the **“Applications”** tab.



2) Extending an award offer to a single applicant from the portfolio list:

Click on **“Opportunity”** at the top of the screen. Click on **“Portfolios”**, then **“All”**.



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Click on “4 Applications” link.

8 Portfolios • Keywords: Test • Statuses: Not Archived • Remove Filters

FSU Foundation - Test Fund		Renews 4 times	
Portfolio Details	Donor: None Given	Future Renewal Details	
Aid Year 2019 Renewal	Published Disburses Automatically	Deadline: No Date Given 0 Applications	
Aid Year 2019 Renewal	Ended Disburses Automatically	Deadline: 07/03/2019 0 Applications	
Aid Year 2019 Renewal	Ended Disburses Automatically	Deadline: 07/02/2019 0 Applications	
Aid Year 2019 Renewal	Ended Disburses Automatically	Deadline: 07/01/2019 0 Applications	
Aid Year 2019 Apply-To	Published 1 Question • 0 Qualification Groups	Deadline: No Date Given 4 Applications	10 Awards \$100.00 Total

Note: This number (the number 4 in this scenario) will vary for each opportunity.

The following steps will now be the same no matter how you arrived at the applicant grid:

Locate the applicant to whom you wish to make an offer and select the “Checkbox”.

Details Questions Qualifications Applications Communications Reviews Post-Acceptance

FSU Foundation - Test Fund
Aid Year 2019 | Published 46 days ago | Imports are active

Notes History Award Mode

Begin typing to search by name, email address, or user ID...

Complete View 1-4 of 4 Page 1

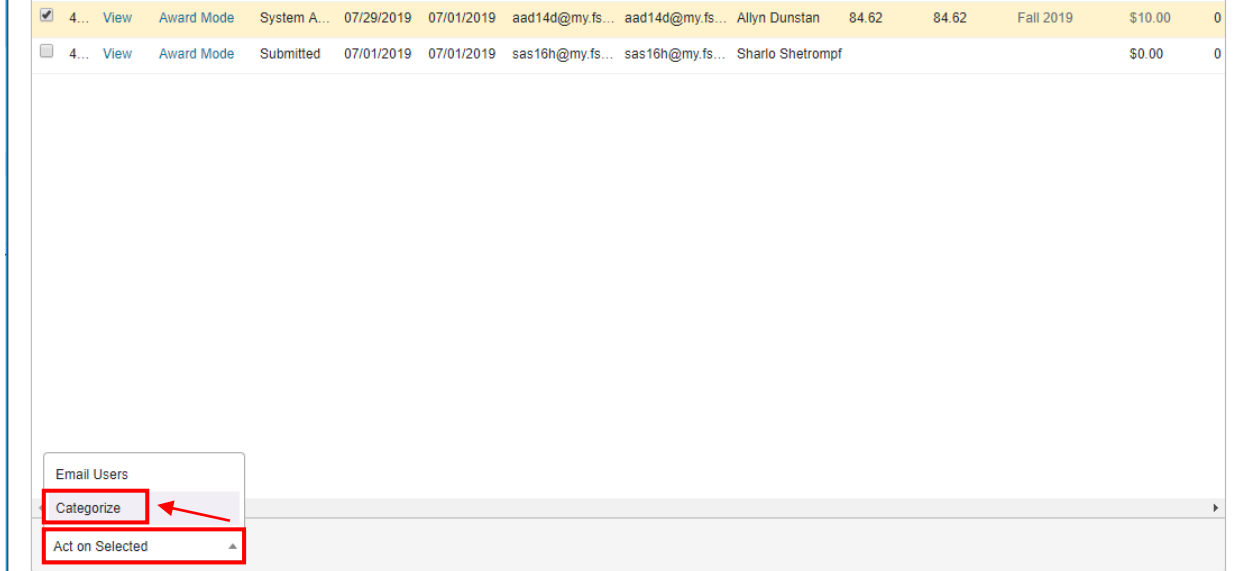
<input type="checkbox"/>	Id	View	Award Mode	Category	Categori...	Applied On	Primary Email	Email Aliases	Name	Opportu...	Reviewe...	Award Period	Amount ...	C
<input type="checkbox"/>	4...	View	Award Mode	Submitted	07/02/2019	07/02/2019	wtm16b@my.fs...	wtm16b@my.fs...	Will Marsh			All	\$0.00	0
<input type="checkbox"/>	4...	View	Award Mode	Accepted	07/10/2019	07/01/2019	jt10f@my.fsu.edu	jt10f@my.fsu.e...	Jacqueline Torr...			All	\$10.00	0
<input checked="" type="checkbox"/>	4...	View	Award Mode	System A...	07/29/2019	07/01/2019	aad14d@my.fs...	aad14d@my.fs...	Allyn Dunstan	84.62	84.62	Fall 2019	\$10.00	0
<input type="checkbox"/>	4...	View	Award Mode	Submitted	07/01/2019	07/01/2019	sas16h@my.fs...	sas16h@my.fs...	Sharlo Shetrompf			All	\$0.00	0

Note: You can search for the applicants using any one of the blank boxes just below the column headers. Name, Primary Email, EMPLID are all available to search from.

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At the bottom left of the applicant grid, click **“Act on Selected”** and then **“Categorize”** from the drop-down.



The screenshot shows a table with two rows of applicant data. The first row is highlighted in yellow and includes columns for checkboxes, view links, award modes, system names, dates, email addresses, names, and monetary values. The second row is a standard white row. Below the table, a dropdown menu is open, showing three options: "Email Users", "Categorize", and "Act on Selected". The "Categorize" option is highlighted with a red box and a red arrow pointing to it from the left. The "Act on Selected" option is also highlighted with a red box.

<input checked="" type="checkbox"/>	4...	View	Award Mode	System A...	07/29/2019	07/01/2019	aad14d@my.fs...	aad14d@my.fs...	Allyn Dunstan	84.62	84.62	Fall 2019	\$10.00	0
<input type="checkbox"/>	4...	View	Award Mode	Submitted	07/01/2019	07/01/2019	sas16h@my.fs...	sas16h@my.fs...	Sharlo Shetrompf				\$0.00	0

- Email Users
- Categorize**
- Act on Selected

Select the **“Ready for Approval”** category.



The screenshot shows a dialog box titled "Categorize Selected" with a close button (X) in the top right corner. Below the title is a section labeled "Choose a Category" with a search bar containing the text "Submitted". Below the search bar is a list of categories. The categories are grouped into "System" and "Custom". Under "System", there are "Submitted" and "Drafted". Under "Custom", there are "Not Selected" and "Ready For Approval". The "Ready For Approval" option is highlighted with a red box.

Categorize Selected

Choose a Category

Submitted

System

- Submitted
- Drafted

Custom

- Not Selected
- Ready For Approval**

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Additional information will be revealed. Please keep reading below for definitions.

Categorize Selected ✕

Choose a Category

Ready For Approval

Update Amount

Suggested: \$10.00

Amount must be greater than or equal to \$1.00 and less than or equal to \$10.00.

Award Period

Choose an Award Period

Initial Opportunity Fund Information		Award Information	
Opportunity Amount	\$100.00	Opportunity Awards	10
Committed Amount	(\$0.00)	Committed Awards	(0)
Total Remaining Amount	\$100.00	Total Remaining Awards	10

Categorize

Initial Opportunity Fund Information: Based on the pre-set Total Award Amount for the opportunity, this area informs administrators of how much funding remains available. If this section is \$0, you can submit a list of your scholarships, along with the \$ amount and # amount, to the FS4U@foundation.fsu.edu help desk, and Foundation staff will update your opportunities. This section does not link to spendable cash balances and should only be used to budget your upcoming scholarships. It is also not required to be provided in order to issue an award. If you choose not to utilize this section of the system and this section is blank when attempting to move forward, administrators may encounter an "overextended funds" warning message that can be ignored. You should always consult your available balance reports to determine how much cash is available.

Award Information: Based on the pre-set Total Award Amount for the opportunity, this area informs administrators of how many awards remain available. The same information above applies here.

You may also see the following warning message in red when filling in the Update Amount field depending on the minimum and maximum award amounts you have set at the portfolio level: "Amount must be greater than or equal to \$X,XXX and less than or equal to \$X,XXX". If you are trying to enter an amount that is less than the minimum amount set or greater than the maximum amount set, you will not be able to complete the action. Please note, many of you are not using these fields and will not experience this warning; however, it is there as a tool to use. If you would like add minimum and maximum amounts or make any changes to established ranges, please submit a list of your scholarships, along with the minimum and maximum \$ amounts, to the FS4U@foundation.fsu.edu help desk, and Foundation staff will update your opportunities.

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Input the desired amount in “**Update Amount**” and select an “**Award Period**” and click “**Categorize**”.

Categorize Selected

Choose a Category
Ready For Approval

Update Amount
10.00
Amount must be greater than or equal to \$1.00 and less than or equal to \$10.00.

Award Period
Fall 2019

Initial Opportunity Fund Information		Award Information	
Opportunity Amount	\$100.00	Opportunity Awards	10
Committed Amount	(\$0.00)	Committed Awards	(0)
Total Remaining Amount	\$100.00	Total Remaining Awards	10

Categorize

Award Period will now displays options for combined terms to reduce the amount of awards you will need to process. If you are providing a scholarship for the entire year, with equal amounts to be disbursed in both Fall and Spring, choose the Fall/Spring option and Financial Aid will split the amount in the Update Amount section equally. For example, a **\$1,000** scholarship for the **Fall 2019/Spring 2020** term will be disbursed with \$500 in Fall 2019 and \$500 in Spring 2020. If you have a scholarship for the year that varies from term to term, you will need to set up the opportunity as a renewal. Please email the FS4U@foundation.fsu.edu help desk, and Foundation staff can assist you with this process. A renewal is typically used for multi-year scholarships, but can also be used in this situation as well.

You can also bulk categorize students if you select more than one; however, all students will be given the term and amount selected during this stage of the process. If the amounts and terms vary, you will need to group them or do them one-by-one.

This award will now be in your Budget Approver's queue for review. Please notify your Budget Approver as there is no automated email from the system that will notify them due to this being a customized role.

Please allow the system a few minutes to refresh, as there have been some occasions of updates taking a long time if the host server is active.