

Title IV-E Stipend Application Job Aid for the ROSA/SSCC Admin

11/14/2024 Version: v1.1

Contents

Section 1.	Overview	3
1.1	Purpose	3
1.2	Scope	3
Section 2.	Login	4
2.1	Welcome Email	4
2.2	Additional ROSA/SSCC Admins	12
Section 3.	Title IV-E Application	13
3.1	Home	13
3.2	MyDetails	13
3.3	ROSA/SSCC	14
3.4	Student	15
3.5	Contract Documents	17
3.6	Reports	18
Section 4.	Revision History	19

Section 1. Overview

1.1 Purpose

The purpose of this job aid is to describe the steps that will need to be taken by ROSA/SSCC Admin to login, view/review the Student Stipend Details submitted by the Universities.

1.2 Scope

The scope of this **Title IVE Stipend Application ROSA/SSCC Admin Job Aid** is to show ROSA/SSCC Admins how to login to the system and manage the information on the Title IV-E Application tabs (**MyDetails**, **ROSA/SSCC**, **Student**, **Contract Documents**, **and Reports**).

DFPS

Section 2. Login

2.1 Welcome Email

Users will receive an email from DFPS with login instructions: Email will have welcome message and the steps to get access to the application:

andbox:	
dispaste tx us" does't seem to be the real sender of this message	
2 DFPS Salesforce <dfpssalesforce@dfps.state.tx.us></dfpssalesforce@dfps.state.tx.us>	
Thursday, November 07, 2024 2:20:48 PM	
Ghow pictures	
il Joshter,	
Velcome to the Title IV E Stipend Application, To get started, please follow below steps :	
. Click on MyDAP link, you will be navigated to MyDAP external portal for login.	
. Click on Forgot your Password link.	
. Provide your email address and click on send verification code.	
. Provide the verification code you would have received in your email and click verify code.	
. Provide this username :joshter778899_tes and click continue	
. Provide the email address again this is only for the first-time login.	
. Provide the verification code that you would have received in your email and click continue.	
2. You would be prompted to set your new password and click continue.	
. You would be presented with DFPS Acceptable Use Agreement.	
0. Provide your consent by checking the checkbox and by entering FirstName and Last Name and click submit	
1. Under the Applications, click the "Title IV-E" link	
2. You will be presented with login screen.	
4. Please provide the username :joshter778899_tes and updated Password, Click "Sign in". (this step is only for first time login)	
5. You should be logged in into the Title IV E Application.	
Thank You	

1. Click on https://dfpsportal.dfps.texas.gov/, you will be navigated to MyDAP (MyDAP is DFPS's Identity and Access management system) external portal for login.

Use Notification					
is is a Texas Department of Family Protective Services information resc our access to the information contained within it. By accessing and usi	surces system that contains State and/or U.S. Government information. By using this system on this system you are consenting to the monitoring of your use of the system, and to sec	you acknowledge and agree that you have no right of privacy in connection with your use rity assessment and auditing activities that may be used for law enforcement or other lega	of the ly	Sign in with your usernam	e
purposes, very unaureorized use or access, or any unauthorized attem	po to use or access, one system may subject you to disciplinary action, sanctions, owil pen-	nes, or community prosecution to the extent permitted under applicable law.		Username	
				Password	
				Forgot your password?	Forgot Usemame?
				Sign in Don't have an account? Sign up now	

2. Click on Forgot your Password link.

3. Provide your email address and click on send verification code.



4. Provide the verification code you received in your email and click **verify code**.

Microsoft of uPF302/UAI < monimeter/cesteamgmicrosoftonline.com2 Inversity your email address Thanks for verifying your joshter778899@yopmail.com account! Your code is: 198556 Sincenty. DPF582CUA7	
vertify your email address verify your joshter778899@yopmail.com account! sur code is: 158556 ncerely. prSe2CUAT	
Verify your email address hanks for verifying your joshter778899@yopmail.com account! bur code is: 158556 incerely. FFS82CUAT	
Verify your email address Thanks for verifying your joshter/78899@yopmail.com account! Your code ik: 158556 Sincerely. SPFSB2CUAT	
Ihanks for verifying your joshter778899@yopmail.com account! four code ls: 158556 lincerely. PPSS2CUAT	
bur code is: 158556 incerely. FPS82CUAT	
incerely. FPS82CUAT	



5. Provide the username as shown in your Welcome Email and click continue



6. You will be prompted to set your new password and click **continue**.



7. You will be presented with DFPS Acceptable Use Agreement.

DEPS ACCEPTABLE USE AGREEMENT DEPS ACCEPTABLE USE AGREEMENT DEPS ACCEPTABLE USE AGREEMENT DEPS ACCEPTABLE USE AGREEMENT DEPS ACCEPTABLE USE AGREEMENT D		My DEPS Application Passport Teter Joint
DEPS ACCEPTABLE USE AGREEMENT DEPS ACCEPTABLE USE AGREEMENT DEPS ACCEPTABLE USE AGREEMEN		
Provide the stress of the mark synchronic plant provide stress of the provide stress		DFPS ACCEPTABLE USE AGREEMENT
space is general updated benefity show up	nose This document informs you of your responsibil	ise conversion the use of and/or screets to Devaturent of Senity and Parterine Series (IESPS) confidential information assessmential information and information assumes Information assumes include commuter backness collscure information assessment and other related essentees.
spectra price bis regressions in goods globaling carding transmitting on mixing ing on PFP information resources, whether or he has englobaled PPP. spectra price bis regressions carding ing carding transmitting on mixing ing on PFP information resources, whether or he has englobaled PPP. spectra price bis regressions carding ing cardin	nature is required to formally acknowledge that you u	derstand and accept the provisions of DPPS information resources Acceptable Use Agreement (AUA) and compliance.
dise: read to floating spectra dark float	s agreement applies to every person using, housing, o	isolosing, creating, transmitting, or maintaining any DFPS information resources, whether or not he or she is employed by DFPS.
UTHORIZED USE Wendmain Instruction of Info Info Info Instruments Info Info Instruments Instruments Info Info Instruments Instruments Info Info Instruments Instruments Info Instruments I	ections: Please read the following agreement carefully	and completely before signing.
 Identications under land the statub land the stat	JTHORIZED USE	
EXPOSIBULITIES I will also properties the conference with an allow of the formation of the prediction of the predictin	Information resources must be used only for offici Limited personal use of information resources may	I state-approved business. be allowed and is described in other IGPPB policies and procedures.
 I all particus france indensitia, invegit, and availability of PFS and enables integet indensitia. Investigation in advance in the prediction indensitia in advance integet indensitia in advance integet indensitia. In advance integet indensitia indensitia in advance integet indensitia indensitia in advance integet indensitia indensitindensiti indensitia indensitia indensiti indensitia indensitia	SPONSIBILITIES	
EEE COEDENTIALS I officient of the first the DFP intermed protocy (DFP parameter trans have decovered or generating parameter in the decovered or generating parameter intermediates EFE VALUE I officient of the DFP intermediates and the decovered or generating parameter intermediates EFE VALUE I of the decovered or generating parameter intermediates and parameter intermediates EFE VALUE I of the decovered or generating parameter intermediates and parameter intermediates EFE VALUE I officient of the decovered or generating parameter intermediates EFE CONSTITUENTIAL AND SENSITIVE INFORMATION I officient of the decovered or generating parameter intermediates and decovered or generating parameter intermediates EFE CONSTITUENTIAL AND SENSITIVE INFORMATION I officient	I will not create, use, disclose, transmit, maintain, c I will not misuse or carelessly handle DFPS confide I will encrypt DFPS confidential information when I will not use confidential individual identifiers suc	org, pack set, bas, nervice, after or dentry org GPFS information except as properly authorized within the scope of ny darker for DPFS. mailing pach information, marker the DPFS services and when storing authorized information approximation provides for additional information, please consult the DPFS Safety Her for specific email encryption instructions. as presensity dentification efforts and the storing excepted in the corport.
	I will protect and not disclose my username or pas I will report activities by any other person or entity are made in good faith and will be held in confiden I will immediately report computer security inciden	smood or any other authorization have that advances to access DFP confidential information. In this supect may compare the confidential instruction, a combination resources to my supervises. Lator will alert the GFPS Office of Information Security (DD) at informed/ptps toxe, gov or the Customer Support Center (SSC) Help Deak at (177)/42-4777. Reports about such activities as to the entrance of the security (DD) at informed/ptps toxe, gov or the Customer Support Center (SSC) Help Deak at (177)/42-4777.
DeFTWARE	I will protect and not disclose my username or pass I will report activities by any other person or entity are made in good faith and will be held in confiden I will immediately report computer security inciden BER CREDENTIALS	unced or any other authorization have that advances to access DFP condisional information. In traupent new comparison is the conditionality and provide a calibility of DFP information resources to my supervises, I also will aler the EFPS Office of Information Security (OE) at inforceptings team, gov or the Customer Support Center (SSC) Help Deak at (077)/42-4777. Reports about such activities at the EFPS Office of Information Security (OE) at inforceptings team, gov or the Customer Support Center (SSC) Help Deak at (077)/42-4777. Reports about such activities at the EFPS Office of Information Security (OE) at inforceptings team, gov or the Customer Support Center (SSC) Help Deak at (077)/42-4777. Reports about such activities at the SFPS Office of Information Security (OE) at inforceptings team, gov or the Customer Support Center (SSC) Help Deak at (077)/42-4777. Reports about such activities at the SFPS Office of Information Security (OE) at inforceptings team, gov or the Customer Support Center (SSC) Help Deak at (077)/42-4777. Reports about such activities at the SFPS Office of Information Security (OE) at inforceptings team, gov or the Customer Support Center (SSC) Help Deak at (077)/42-4777. Reports about such activities at the SFPS Office of Information Security (OE) at inforceptings team, gov or the Customer Support Center (SSC) Help Deak at (077)/42-4777.
• Init organization of PFS solutionation resources in a mome that complex indipoles and procedures. • Init organization organization of PFS solutionation resources that an an annee that complex indipoles and procedures. • Init or initial organization of PFS solutionation resources that an annee that complex indipoles and procedures. • Initial entitation or experiments for expected processing or expected processing procesing processing processing processing processing processing processi	I will protect and not disclose my username or pas- I will report activities by any other preson or entity are made in good faith and will be held in confiden are indexing the second of the second second second ERCREDENTIALS I will and disclose my password to anyone. If I surge	wind or any defeat advication have that advisors in tracess EPF confidential information. In tragents my comparison frame that advisors in tracess EPF confidential information resources to my supervises. Lator will alert the EPFS Office of Information Security (DE) at information 2000 or the Customer Support Center (SSC) Help Deak at (077)/42-4777. Reports advict such activities are that my violate EPFS office of Information Security (DE) at information 2000 or the Customer Support Center (SSC) Help Deak at (077)/42-4777. Reports advict such activities are that my violate EPFS police to the CSC Help Deak at (077)/42-4777.
PPS CONFIDENTIAL AND SENSITIVE INFORMATION 1. 0PPS confidential domain in clocks bit and finited to PPS confidential domain (a mice) in information used to searce the specify sphridial of digital microaneet. 1. 0PPS confidential exploration in the second as a confidential. This information used to searce the specify sphridial or digital microaneet. 2. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	I will protect and not disclose my username or pay invite protectivities by any other person or entity are made in good faith and will be held in confiden invit immediately report computer security inciden GER CREDENTIALS I will not disclose my password to anyone. If I surp DFTWARE	and or any other autorization have that advances to access DPP condisional information. In targets may compare the confidential instances and DPP information resources to my supervises. I also will alert the EPPS Office of Information Security (DE) at informe_DPIps text, gov or the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities at to the text that supervises of produces the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such activities are that may visite EPPS pointers to the Customer Support Center (SSC) Help Deak at (077)642-4777. Reports about such ac
 IPPS confidential instantia is include to a set formation, functional information, and information with information and informati		and or any offer antibiotics in here to be access DPS confidence information. The tragecting comparison here the confidence information because to the confidence information resources to my supervise. I also will alert the GPPS Office of Information Security (IDE) at information tragecting symposities the total confidence information tradecting and the confidence information tradecting and products and products.
a FFS supplication (formation (FP)) including home address, howe phone mutber card Social Security number (FFS supplications) in the origin of the material information (FFS supplications) including and phone address, how phone mutber card Social Security number (FFS supplications) in the origin of the material information (FFS supplications) in the material security number (FFS	I uil potet anà end diadean my atemative di par I uil potet anà end diadean my atemative di par are mais a pado faiti and will behadi a confiden I uil monetali any endergrano endergrano PERCENTIALS I uil l'and partamente diadeante titue d'PCP para I uil l'and partamente diadeante titue d'PCP para I uil l'and diadeante my passoverit la supore. Il i sup PETVARE I uil l'ante di antesto monetali dia d'PCP faite I uil l'ante di antesto para d'PCP de dia I uil l'ante di antesto para d'PCP de dia PETVARE PECONFIDENTIAL AND SENSITI PENSONE DI ADDEANSI D'I D'I D'I D'I D'I D'I D'I D'I D'I D'	who dr and value and underson have been access BPE confidencial information. The tragents are compared the confidencial information resources to my supervises. I also will alert the GPES Office of Information Security (DE) at information Security

Scroll to the bottom of the page

8. Provide your consent by checking the checkbox and by entering FirstName and Last Name and click

submit

AIL	
I will not send any ema I will not use third-party I acknowledge that elem	That violates DPS policy such as an e-mail that contains malicious, hostile/threatening, abusive, vulge, defamatory or profame content; or nappropriate racial, gendprice serval, correlipous content. email Account [Lock as Dana], Homala, et Yahooj for Instanciming or profame content/compositer serval, gendprice serval, correlipous content. email accounting and the serval se
TERNET	
I will not knowingly viet Sites known to cr Content that is cr I will not utilize any clo I will not use a persona	ve attempt to view web content that visited EMPS policy. This includes the following mining sphice or text that is miclicaue hostite threatening advance, nogle, defamatory or profese. An advanced happropriate include profess. Texture of the profession of the profe
DCIAL MEDIA	
 I will not view social ne The DFPS Chief Inform 	invisiong sales such as Facebook. Redid, Twitter, Instagram, or video-hosting altes such as YouTube using state information resources unless required as part of my job duries and previously approved. also: Security Officer must approve exceptions for the use of social media alters for approved business purposes before establishing each new social media presence on the approved.
STANT MESSAG	ing
I understand that the o	by approved instant messaging (IM) system is DFPS provided instant messaging from Microsoft through Microsoft Teams. Use of other instant messaging systems for DFPS business use is prohibited, except for specific instances approved by Office of Information Security for legitimate DFPS approx/ business purposes.
ONSENT TO MOI Junderstand that DEPS	IITORING has been add the nontrease and FIPS: Information assumes FIPS: sensitive information.
I understand that DFPS I understand that DFPS I understand that DFPS By using DFPS informa DFPS confidential or set	IITORING has be taged right consister use of GPS infomation resources.DPS confidential infomations and GPS installine information. monohrs are to many these resources are particuled info verify compliance with applicable luss. DPS principles verify studends, and controls. In resources and information resources or any device. Lundentiand that Thave no expectation of princy while using DPS infomation resources or when treasmitting principles and the information.
ONSENT TO MOI Iunderstand that DFPS Iunderstand that DFPS By using DFPS informa DFPS confidential or so	UTORING has the big of right constructed GPPS information resources CPPS confidential Information, and GPPS sensitive Information. Books are to transe there resources are protected and to verify compliance with applicable into CPPS policy security standards, and controls. In resources and information is any form and on any device. Lunderstand that have no expectation of privacy while using GPPS information resources or when traxemitting their Information. In the Information.
SUNSENT TO MOD Linderstand that DFPs Inderstand that DFPs By using DFPs informs DFPS confidential or or DFPS confidential or or DFPS confidential or DFPS confidential OFPS Homan Re OFPS Phases OFPS Phases Re OFPS Phases Re OFPS Phases Re OFP	UTOPINCE UTOPINCE Insta by lay dig for homotion was differed information, and DPPS somblement information. members to ensure theme resources are protected and to welly complance with specialities information. members are transmitted information. information.
UNSERVITONOU Understand that DFP Understand that DFP By using DFPS informs DFPS confidential or ar UN-COMPLIANC UN-COMPLIANC I also understand that I © DFPS human free © DFPS himan free © DFPS himan free © DFPS himan free © DFPS himan free © Any harm. fors. o Understand displays Valations of age Any harm. fors. o Understand displays Valations initiated Understand displays Understand that my fa	UTODANCE Number Under UNDER Standback in des UPS Standback in destands, and UPS standback in destands. Number Standback i
UNSERVITON MOU Understand that DPFS Understand that DPFS Understand that DPFS UNITON U	UTOPING In the tay legic filt construction of UTPS individual advantation, EUTPS policy scrubpt surface with advantation, and UTPS confidential in evention is defended, and context. In the tay legic filt construction of UTPS individual advantation, EUTPS policy scrubpt struthent individual advantation. In the tay legic filt construction of UTPS individual advantation of UTPS confidential in evention is defended on to only construct in the monitoring of the use of these resources and individual advantation. In construction of UTPS individual in construction of UTPS confidential in evention of advantation of these resources and individual advantation in any device. Ludential definition and on any device. Ludential definition of the use of UTPS policy scrubpt struthent in the monitoring of the use of these resources and individual advantation. This includes the weginements and any device. Ludential definition of the interview of the policy scrubpt struthent information resources and UTPS information
UNSERVITON OU Understand that DPPS Understand that DPPS Understand that DPS UNICOMPLIANCE OF Senditorial or an UNICOMPLIANCE UNICOMPLIANCE OF Senditorial of an OF Senditorial of an OF Senditorial OF Senditori OF Senditorial OF Send	UNDERCECT Description The bar
DISENT TO MOD U Inderstand that DPPS I understand that DPPS By using DPPS informs DPPS conflocation of the ON-COMPLIANCE ON-COMPLIANCE ON-COMPLIANCE ON-COMPLIANCE ON-COMPLIANCE ON-COMPLIANCE ON-COMPLIANCE I understand that neve ON-COMPLIANCE ON-COMPLIANCE I UNIT he did responsible I of the Sharey Part I of the S	UPDENDE Number label haper information resources UPPS confidential information, EQPPs produces with performation, EQPPs produces with performation resources and information in any form and on any device. Ludential and or colin or criminal performation resources or wheth teams information resources and informatin resources and information resources and informatin resources

9. Under Applications on the left-hand side of the screen, click the **"Title IV-E"** link

Stars Department of Pacifily and Protective Services	My DFPS Application Passport	Teater, Joshter
		Hume My Profile My Requests
ess Management		
fates		
ge Access		
Agnements		
cations		
ve.		
ata .		

10. You will be presented with login screen.

m Use Notification			
c This is a Texas Department of Family Protective Services Information resources system that con or your access to the information contained within it. By accessing and using this system you are be curroose. Any unauthorized use or access. or any unauthorized attempt to use or access. It	tains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no rig consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be is wattern may waited you and advised and activities or cimical accounting the western termin	Int of privacy in connection with your use of the e used for law enforcement or other legally ted under applicable law.	Sign in with your username
	as Alarcau una l'andres fans un annéhisse à accoust priconnes cas formation de musure benerations de sur restru Aruna	Lo more oppression ram	jashtur778899_tes
			Forgot your password? Forgot Username?
			Den't have an account? Sign up now

11. Provide your username and updated Password, Click "Sign in". (this step is only for first time login)

12. You will be logged in to the **Title IV E Application**.



Notes: Recommended Browser is Chrome. Please bookmark the link for future logins.

2.2 Additional ROSA/SSCC Admins

Send an email to DFPS (CPSUNIVContracts@dfps.texas.gov) requesting accessing to the application. A contract Manager will add the additional admin to the system. Newly added admin will receive an email with login details (Details are provided in section 2.1)

The following details needs to be provided in the email (that goes to the Contract Manager of DFPS):

- 1. Name of the **ROSA/SSCC**.
- 2. First Name of the admin
- 3. Middle Name (Optional) of the admin
- 4. Last Name of the admin
- 5. Phone Number
- 6. Address (Street, City, State/Province, Zip/Postal Code, and Country).
- 7. Role optional
- 8. Email Address

DFPS should be notified via email to CPSUNIVContracts@dfps.texas.gov when an SSCC or ROSA staff is no longer affiliated with the program or organization so that person's access to the application can be deactivated.

Section 3. Title IV-E Application

3.1 Home

When you login to the Title IV-E Stipend Application, you will be initially taken to the **Home** tab, as depicted below. From the **Home** page, you can navigate to **MyDetails** to view and manage admin details, **ROSA/SSCC** tab to view the ROSA/SSCC details, **Students** tab to manage Student Stipend details, **Contract Documents** to view Student Contract Documents, and **Reports** tab to view any available reports.



3.2 MyDetails

Details of the admin (whoever is logging in) can be viewed by either clicking on the **MyDetails** picture or using the **MyDetails** tab provided on the home page. Admin is allowed to update Address and Phone Number by clicking **Update Details** button provided on the bottom of the page. All other details are read only.

	My Contact Details Address	
First Name	Street	
Joah	701 W STST ST	
Niddle Name	City	
Uni	AUSTIN	
Last Name	State	
Admin	Texas	
treal	Zip/Postal Code	
joshunitester@yopmail.com	78751	
Phone	Country	
312-334-9084	United States	
		Update Details

3.3 ROSA/SSCC

Details of the ROSA/SSCC can be viewed by either clicking on the **ROSA/SSCC** picture or using the tab provided on the home page. Admin is NOT allowed to update any of the details displayed here (read only).

Max Hord Tigen Aret Access Access Hord Tigen Aret Access Max Hord Tigen Aret A	RosA of Joshua Pandi		+ false	
Retard from flam Averat from flam Rest from flam Averat flam Rest flam <	1994 80004			
National Main Subsetion Annual Subsetion An	ORTALS RELATED	Parent Account.		
Vertical State Mone Contact Info Mone Intel Mone	kazanti tume NOSA of jashua Pandi V Provider Main Address Romani Kata			
Catalane Pare End	mgrad Address 2014 (1915) Add304 (Hose 2013) US			
	Contact Hard	Phone		

3.4 Student

Admin will be able to manage Students Stipend details by either clicking on the **Student** picture or using the tab provided on the home page.

Student Records				
Student	∽ Fir	rst Name 🗸 🗸	Last Name 🗸 🗸	Status 🗸
SA-000091	Jot	n	Calvin	Active
SA-000093	Sm	nithson	Lever	Graduated

- Admin can click on the arrow next to the Recently Viewed (dropdown) list view to change the list view from Recently Viewed to All to view all the students from that university. Admin can also search for a student using "Search this list..." option, after updating the list view from Recently Viewed to All.
- 2) Click on the Student Records ID (Ex: SA-004497) to view the Student Stipend Details.

Note: Student Records can be sorted by clicking on the column header

Review New Student Stipend Details submitted by the University:

 Review the Student details and Student Stipend Information submitted by the university. ROSA/SSCC admins are NOT allowed to edit any of the details submitted by the university.

Sa Sa Sa	udent Record A-000091		Reviewed Correction Required	
DETAILS	RELATED			
✓ Student Student Second First Second	nt Details	Midde Name		
Lan Name Galvie Unerstyr Personel fin Jørnande Verder 10	of Joshua Pandi naž 2024@yopmail.com	Date of Birth 10/12003 Phone Number 773-220-9878 University (Email Spinchrinico2042) popmal com Corrections Required		
status Active ✓ Stipen Student Sta	td Information	Degree		
Nen Emplo DFP5 R05A S557	yw	BSW Classification Junior Anticipated Graduation Date 10(x)2027		
SSCC of Jos Total Number 1 Max Number	shua Pandi ver of Stipends Receive per FY er of Stipends Receive for Prog.	Additional Stipend Effective Date		
- 4000000 4000000 4000000	Stipend for Summer	Total Arrount Stipend to Receive per FV 55,000.00 Stipend Amount to Receive for Program \$5,000.00		
Amount of 5	Stipend for Spring/Winter	Final Student Employment Status		

4) If any corrections are required with Student Details submitted by the University, ROSA/SSCC Admin will click on the Corrections Required button, provide comments, and click Save. University Admin will receive an email notifying to correct and resubmit.

 Student Details 		
rudent A-000091		
First Name John	Middle Name	
.ast Name Calvin	Date of Birth	
Jniversity	Correction Required	
Personal Email ohncalvin2024@yopmail.com	Correction If correction required is selected this student information will be send back to university, please fill out	
/endor ID	details for correction required *Corrections Required	
itatus Active		
 Stipend Information 		
Student Status at Initial Stipend Non Employee	Cancel Save	
DFPS/SSCC DFPS	Classification Junior	
ROSA	Anticipated Graduation Date 10/6/2027	
iSCC ISCC of Joshua Pandi	Total Additional Stipend	
Total Number of Stipends Receive per FY	Additional Stipend Effective Date	
Vax Number of Stipends Receive for Prog 0	Additional Stipend Details	
Amount of Stipend for Summer \$2,000.00	Total Amount Stipend to Receive per FY \$5,000.00	
Imount of stipend for Fall 53,000.00	Stipend Amount to Receive for Program S5,000.00	

5) If no, corrections are required with the **Student Details** and **Stipend Information** submitted by the university, ROSA/SSCC admin will click on the Reviewed button.

3.5 Contract Documents

6) ROSA/SSCC Admin to click on Contract Documents Tab on the home page to view and download the Final Contracts that were uploaded by the DFPS Contract managers. Click on the Document Name and not on the Student ID to view the details of the Contract Document. Navigate to the Related list to download the actual document.

Sorted by Contract Document Name • Filtered by All of	ontract documents • Updated 5 minutes ago		Q Search this	s list	\$ \$ *	• 11	G	CY
Contract Document Name 1	∽ Student Name	∽ Student ID	~	Student's First Dat	e of Class		~	
Contract Document Sample	Josh Student	SA-000096		10/7/2024				V
					-			-
Final Executed Contracts Contract Document Sample								
Final Executed Contracts Contract Document Sample								
Final Executed Contracts Contract Document Sample								
Final Executed Contracts Contract Document Sample								
Final Executed Contracts Contract Document Sample								
Contract Document Sample ETAILS RELATED ontract Document Name	Student Name							
Contract Document Sample ETAILS RELATED ontract Document Name iontract Document Sample tudent ID	Student Name Josh Student Student's First Date of Class O							
Contract Document Sample ETAILS RELATED ontract Document Name Iontract Document Sample tudent ID Ac000096	Student Name Josh Student Student's First Date of Class ① 10/7/2024							
Final Executed Contracts Contract Document Sample ETAILS RELATED ontract Document Name ontract Document Sample tudent ID Ac000095 Ludent Signing Date	Student Name Josh Student Student's First Date of Class 10/7/2024 DFFS Signing Date							
Final Executed Contracts Contract Document Sample ETAILS RELATED ontract Document Name iontract Document Sample tudent ID A-000095 tudent Signing Date o//2024	Student Name Josh Student Student's First Date of Class 10/7/2024 DFPS Signing Date 10/4/2024							
Final Executed Contracts Contract Document Sample ETAILS RELATED Ontract Document Name contract Document Sample tudent ID Ac000065 tudent Signing Date o//2024	Student Name Josh Student Student's First Date of Class 10/7/2024 DFPS Signing Date 10/4/2024							
Final Executed Contracts Contract Document Sample ETAILS RELATED ortract Document Name ontract Document Sample tudent ID A-000096 tudent Signing Date o//2024 reated By	Student Name Josh Student Student's First Date of Class 10/7/2024 DFPS Signing Date 10/4/2024 Last Modified By							
Final Executed Contracts Contract Document Sample ETAILS RELATED ontract Document Name ontract Document Sample tudent ID A-000096 tudent Signing Date 0/8/2024 reated By pshua Pandi, 10/8/2024 2:35 PM	Student Name Josh Student Students First Date of Class 10/7/2024 DFPS Signing Date 10/4/2024 Last Modified By Joshua Pandi, 10/8/2024 2:35 PM							
Final Executed Contracts Contract Document Sample ETAILS RELATED Outract Document Name Contract Document Sample tudent ID A-000096 tudent Signing Date 0//2024 reated By szhua Pandi, 10/8/2024 2.35 PM	Student Name Josh Student Student's First Date of Class 10/7/2024 DFPS Signing Date 10/4/2024 Last Modified By Joshua Pandi, 10/8/2024 2:35 PM							

DETAILS		
Files (1)	Upload Files	
Contract Document Oct 8, 2024 • 22K8 •		
	View All	

3.6 Reports

7) Limited Reports are available for the ROSA/SSCC Admin. Reports can be viewed by either clicking on the **Reports** picture or using the tab provided on the home page. Admin can click on the **Report Name** to view the **Report**.

IEED/CONT Report Name Description Folder Created by Created by Outscription Tote Irr / University/desin/ROSA Tote Report Title // University/desin/ROSA Tote Report Tote Report Title // University/desin/ROSA Tote Report	Recent						Q, Sea	rch recent reports	\$ *
Readed Stephond Program Status Report Title IVE University Admini/UOSA, Teamforce Service Account TU/7/2024, TL47 AMA Created by Me Private Reports All Reports All Toders Source with Me Forceted by Me Forcetee	REPORTS	Report Name	Description \checkmark	Folder	Created By	Created On	~	Subscribed	
Created by Me Private Reports All Reports All Report Created by Me Created by Me Created by Me FAVORITIS All Favorites	Recent	Stipend Program Status Report		Title IV E UniversityAdmin/ROSA,	Teamforce Service Account	11/7/2024, 11:47 AM			¥
Private Reports All Reports FOLDERS All Folders Standwith FOLDERS All Folders All Folders All Folders Folders Folders	Created by Me								
All Reports FOGERS All Fodels yn Shard with Me Fodels yn All Farettes Fodels yn Fodels	Private Reports								
FOLDERS AR Toders Created by Me Shared with Me FAVORITS AR Toders	All Reports								
All Foders Created with Me FAVORTIS All South Company of the Compa	FOLDERS								
Created by Me Shared with Me rAVORTIS All Favorites	All Folders								
Shared with Me rAvoterts All favorites	Created by Me								
rAvorits All favorites	Shared with Me								
All Fororites	FAVORITES								
	All Favorites								

Lavesting Account vante University of Marge •
2
University: Account Name ? V e V Middle Name V Last Name V SSN V Degree V DPS/SSCC V Student Status at Initial Stipend V Anticipated Graduation Date V Actual Graduation
University of Margie (2) - Smiths XXXXXX5 BSW DFPS Non Employee 12/12/2024 10/312 - Doe XXXXXX DFPS DFPS DFPS 12/12/2024 10/312
Total (2)

Section 4. Revision History

Version	Date	Name	Description
1.0	11/12/2024	Joshua Pandi	Initial version of this document.
1.1	11/14/2024	Joshua Pandi	Updated the document based on the users review and feedback