

Title IV-E Stipend Application Job Aid for the University Admin

11/14/2024 Version: v1.1

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Section 1. Overview

1.1 Purpose

The purpose of this job aid is to describe the steps that will need to be taken by University Admin to login, view/manage University and Admin details, submit Student Stipend Details to the ROSA/SSCC, Approve or Reject Student's Form 7039 and submit Quarterly Invoices.

1.2 Scope

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

Section 2. Login

2.1 Welcome Email

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

Sandbox:	
C rdips state bx.us" does't seem to be the real sender of this message	
S DFPS Salesforce <dfpssalesforce@dfps.state.tx.us></dfpssalesforce@dfps.state.tx.us>	
Thursday, November 07, 2024 2:20:48 PM	
Show pictures	
Hi 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.	
8. Provide your email address and click on send verification code.	
I. Provide the verification code you would have received in your email and click verify code.	
b. 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.	
You would be prompted to set your new password and click continue.	
You would be presented with DFPS Acceptable Use Agreement.	
). 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.	
hank 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.

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Passod Fogst your passood Sogn in Cont towe an account? Sign ip now	purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctone, civil peraities, or crisinal prosecution to the extent permitted under applicable law.	Username	
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Sign in Don't have an account? Sign ip now			Forgot your password? Forgot Usemame?
			Sign in Don't have an account? Sign up now

2. Click on Forgot your Password link.

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



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

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Verify your email address Thanks for verifying your joshter778899@yopmail.com account! Your code is: 158556 Sincerely.	
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Thanks for verifying your joshter778899@yopmail.com account! Your code is: 158556 Sincerely.	
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Sincerely,	
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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.

	My DPPS Application Passport Teeter Joener
	DFPS ACCEPTABLE USE AGREEMENT
upose: This document informs you of your responsible	Ities concerning the use of and/or scenes to Department of Parily and Pathotsine Services (JPP) confidential information, and information resources. Information resources include computer, hardware, software, infrastructure, data, personnel, and other related resources. Your indextructure of scenes the municipies of PSRIP information resources. The municipies of PSRIP information resources include computer, hardware, software, infrastructure, data, personnel, and other related resources. Your indextructure of and/or scenes to Department of PSRIP information resources.
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UTHORIZED USE	
Information resources must be used only for offic Limited personal use of information resources ma	ial state-sponsed business. y be allowed and is described in other UPPS pulicies and procedures.
ESPONSIBILITIES	
I will not misuse or carelessly handle DFPS confid I will encrypt DFPS confidential information when	minit and information.
 I will not use confidential individual identifiers su I will protect and not disclose my username or pair I will report activities by any other person or entit are made in good faith and will be held in confide I will immediately report computer security incide 	ha personally identifiable information (PP) in email adapted lines, which are not encrepted. and or any other automatical hand that alian on tacces IMPPs collected information. In that I suggest and any other automatical hand that alian on tacces IMPs collected information resources to my supervisor. I also will aler the EMPS Office of Information Security (IXE) at inforce@idjust texas, priv or the Dustomer Support Center (ISIC) Help Dexk at (IRT)642-4777. Reports about such activities to a Descator guardinary information by in that I suggest that the I supervisor. I also will aler the EMPS Office of Information Security (IXE) at inforce@idjust texas, priv or the Dustomer Support Center (ISIC) Help Dexk at (IRT)642-4777. Reports about such activities to be Descator guardinary in Center (ISIC) Help Dexk at (IRT)642-4777.
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I will not use confidential individual identifiers au I will protect and indicalise my userame or par I will report activities by any other preson or entiti- are made in good taint and will be theil in confide- I will immediately report computer security incide SER CREDENTIALS I will our password that adhress to the EFPS pass I will not diaclose my password to anyone. If I same	ha genormally identifiable information (PDI) is meal adapted lines, which are not encrypted. and or any other automatical lines that alians on toxics DBPS collected information. That I suggest any other automatical lines that alians on toxics DBPS collected information inscribes any supervisor. I alian will aler the DPIS Office of Information Security (DDI) at inforce@dpt texas gos or the Customer Support Center (SSC) Help Desk at (177)/642-4777. Reports about such activities the Detention primited by line. The Detention primited by line. I such as the Detention primited b
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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

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

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10. You will be presented with login screen.

This is a Texas Department of Family Protective Services information resources system that contains State a your access to the information contained within it. By accessing and using this system you are consenting a currenteal accumulation and access are used within the tail of the second second the system of the protein of the current accumulation ac	d(or U.S. Government Information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the the monitoring of your use of the system, and to security assessment and auding activities that may be used for law enforcement or other legally use individual informations in the mattern amments under accimate have a more control more accimate the system accimate and auding activities that may be used for law enforcement or other legally used on the information in the mattern amments under accimate have a more control more accimate and accimate the system accimate have a mattern and accimate acc	10	Sign in with your username	
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			Forgot your password?	Forgot Usemanne?
			Sign in Don't have an account? Sign up now	

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

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



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

2.2 Additional University Admins

Send an email to DFPS (CPSUNIVContracts@dfps.texas.gov) requesting access 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:

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

DFPS should be notified via email to CPSUNIVContracts@dfps.texas.gov when university staff is no longer affiliated with the program or university 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, **University** tab to view the University details, **Students** tab to manage Student Stipend details, **Contract Documents** to view Student Contract Documents, **Invoice** tab to view and manage invoices 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.

Home <u>My Details</u> University Student Contract Docu	uments Invoice	💂 Josh Uni Tester
	My.Contact.Dstails	hidress
First Name	Street	
Josh	201 W 515T 5T	
Middle Name	Oty	
Uni	AUSTIN	
Last Name	State	
Admin	Texas	
Email	Zip/Postal Code	
joshunitester@yopmail.com	78751	
Phone	Country	
312-334-9084	United States	
		Update Details

3.3 University

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

Very Mark Mark Anact Ower Mark To Bande Mark To Bande Very Mark Mark Mark To Bande Mark To Bande Mark To Bande Detected of the State Mark To Bande Mark To Bande Mark To Bande Market North Tool Tool Tool Tool Tool Tool Tool Too	Were Ward of Joshua Rund Answer Deer Ward of Son Ward of		uments Invoice	Q. Search.
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		Conservity of Joshua Pred Conservity of Joshua Pred V Main Address Proprior Address Holip to the Linux Federated Address Linux Federated Linux Federated Linux		

3.4 Student

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

Students Recently Viewed First Name V Last Name V SSN Text	New
Student Records V First Name V Last Name V SSN Text	C T
	/
1 SA-004497 Josh Student X0X-XX-4541	•

- University Admin can click on the drop-down arrow next to Recently Viewed to change the list view from Recently Viewed to All. This view will enable the admin to view all the students from their university. University Admin can also search for a student using free text in the "Search this list..." search box 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

Creating and Submitting New Student Stipend Details to the ROSA/SSCC:

3) University Admin can click on the **New** button to create a new student stipend details in the application

4	Home MyDetails University Studies	g Contract Documents Invoice	F.4	Q. tarent.	A patientister •	
	States Recently Viewed • •			Q. Search this Int		\sum
	Madeel Reports	V Prol Name	V Lait Naile	v Vin Ind	~	
3						

4) University Admin to add Student Details:

- Enter First Name Required
- Middle Name Optional
- Last Name Required
- Date of Birth Required
- University Required
- Phone Number Required
- Personal Email Required
- University Email (Secondary Email) Required

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Students				* = Required Information	New Printable
All 👻 🖈	Student Details				
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	Complete this field.				
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	* University		* Phone Number		
	Search Accounts	Q			
	* Personal Email		*University Email		
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	Stipend Information				
	*Student Status at Initial Stipend		*Degree		
	None	•	None	*	
			View all dependencies		
	*DFPS/SSCC		Classification		
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	ROSA		*Anticipated Graduation Date		
	Search Accounts	Q		Ē	
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	* Total Number of Stipends Receive per FY		Additional Stipend Effective Date		
	None	¥		ä	
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	None	•			
	Amount of Stinand for Summer		Final Student Employment Statur	li	
	Amount of supend for Summer		enai scudent cmpioyment status		
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- 5) University Admin to add **Stipend Information**:
 - Student Status at Initial Stipend Required Dropdown list
 - Degree Required Dropdown list
 - Classification Required Dropdown list
 - DFPS/SSCC Required Dropdown list
 - Search and select a ROSA or SSCC Required
 - Anticipated Graduation Date Required
 - Total Number of Stipends Received per FY Required Dropdown list
 - Max Number of Stipends Received for Program Required Dropdown list
 - Amount of Stipend for Fall

- Amount of Stipend for Spring/Winter
- Amount of Stipend for Summer

Note: DO NOT enter any other details. Admin can select either ROSA or SSCC, system will display error if you select both. System will display error if required fields are left blank (upon save).

- 6) Click on Save
- 7) Review the details and edit if required using the **Edit** button provided

ome My Details University Student C	Contract Docum	nents Invoice Reports		Lost.	n Tester
Student Record SA-004497				Edit Submit Approve Form 7039	•
Student Details					
Student Berorde					
SA-004497					
First Name		Middle Name			
Josh	/	Oct	/		
Last Name		Date of Birth			
Student	N	10/4/2005	/		
University		Phone Number			
University of Al		773-220-9878	/		
Personal Email		University Email			
joshoctstudent@yopmail.com	/	joshuatstudent2@yopmail.com	/		
Vendor ID		Corrections Required			
Status					
Active					
Student Status at Initial Stipend DFPS Employee	/	Degree BSW	1		
DFPS/SSCC		Classification			
SSCC	/	Junior	/		
ROSA	1	Anticipated Graduation Date 10/13/2027	/		
SSCC		Total Additional Stipend			
SSCC of Joshua Pandi	/		/		
Total Number of Stipends Receive per FY		Additional Stipend Effective Date			
3	<i>M</i>		/		
Max Number of Stipends Receive for Prog 0		Additional Stipend Details			
6			/		
Amount of Stipend for Summer	~	Total Amount Stipend to Receive per FY			
\$2,000.00	/	56,000.00			
Amount of stipend for Fall	م	Stipend Amount to Receive for Program			
52,000.00	/	Spo,000.00			
Amount or stipend for Spring/Winter	æ	Final Student Employment Status			
\$2,000.00	/				
✓ Status Updates					
Date Temporary Pause Started		Actual Graduation Date			
	/		/		
Date Temporary Pause Ended		Date Last Attended			
	ľ		and the second sec		
Reason for Temporary Pause		Discontinue Letter Mailed Date			
Reason for Temporary Pause	1	Discontinue Letter Mailed Date	1		

- 8) Click on **Submit** button to submit the student stipend detail to ROSA/SSCC. Email alert is sent to the ROSA/SSCC notifying that the student details are available for their review.
- 9) Rosa/SSCC may request **corrections** with Student Details submitted by the University Admin. University Admin will receive an email notifying them that corrections are requested.



10) University Admin to navigate to the Student tab, click on the Student ID, refer to the Corrections Required field (in the Student Details section) to view the ROSA/SSCC admin comments regarding the required corrections to the Student Stipend Details.

SA-000096				Edit	Subm
✓ Student Details					
Student Records					
SA-000096					
First Name		Middle Name			
Josh		UAT			
Last Name		Date of Birth			
Student		11/1/2001			
University		Phone Number			
University of Joshua Pandi		772-220-9878			
Personal Email		Email			
joshuatstudent@yopmail.com	/ /	joshuatstudent2@yopmail.com	/		
Vendor ID		Corrections Required			
7007815494800		Phone number is wrong. Please update it to 772-220-987	3		
Status					
Active					

11) Make necessary updates/edits, Save and Submit to resubmit to the ROSA/SSCC.

- 1) University Admin will receive an email alert when student submits Form 7039
- 2) University Admin will navigate to the **Student** tab, click on the **Student ID** (to access the student details), scroll down to the Form 7039 section to review the details.

Ngon 393 Mata Qarout Apport Duar Harin Nota Nota Wata Nota Nota Wata Nota Sing Contrast Margor Comments Nota Wata Nota Sing Wata Nota	✓ Form 7039		
Due of High Inter Box Due of High Box Due of High SN Coloration Hanger Comments SUS XX 5450 Horner Second Coloration Hanger Comments Horner Second SUS 556-568 Horner Second SUB 556-568 Hor	Region 01	7039 Status Annrowed	
S50 Contract Manager Comments ACC SADS2 Contract Manager Comments Con	Date of Birth 10/9/1970	Notes Work phone required	
Oil Home Home Home 159 395 6508 Hema effectives Work Home Permanent Address 12 Jos 374 598 12 Jos 48 Audit, Tos as Audin Dated States Current Address United States Vorted States Last Modified by Cented States Last Modified by	55N XXX-XX-3652	Contract Manager Comments	
Work Home Promoter Address 120 ans % 220 ans % Current Address 220 ans % Current Address 20 and % United States 20 and % Conset Bits Last Monified By	Cell Phone (512) 985-6988	Home Phone	
Current Address 132 Dan 51. Addres, Tesera 78259 United States Created By Last Modified By Control Vision Control Con	Work Phone (512) 976-8598	Permanent Address 123 Dan St Audistin Feraix Austin United States	
Created By Last Modified By Vial Adame, 10/29/2024 1146 AM the tamesheen, 10/31/2024 1137 AM	Corrent Address 123 Dan 5 Austin T. Foxos 28759 United States		
	Created By Sol Adame , 10/29/2024 11:46 AM	Last Modified By tre taneshean, 10/31/2024 11:37 AM	

3) If any correction are required to the **Form 7039**, University admin can **Reject** the **Form 7039** using the button **Form 7039 Corrections Required** (use the drop-down arrow to see additional options). An email Alert is sent to the student to correct the **Form 7039** and resubmit.

Student Record SA-000089				Edit Su	bmit Approve Form 7039 🔻	
					Form 7039 Correction Required	
					Temporary Pause To Active	
DETAILS RELATED					Temporary Pause	
					icinportary room	
					Update Student Status	
✓ Student Details						
Student						
SA-000089						
First Name		Middle Name				
John	/		/			
Last Name Smiths	/	10/1/2005	/			
University	· · · ·	Phone Number	· ·			
University of Margie	/	888888888	/			
Personal Email		University Email				
cooperstudent@yopmail.com	/	cooperstudent@yopmail.com	/			
Vendor ID		Corrections Required				
Status						

4) If NO corrections are required to the Form 7039, University admin can Approve the Form 7039 using the button Approve Form 7039. Email Alert is sent to the student, ROSA/SSCC and the Contract Managers stating the student's Form 7039 has been approved by the University.

Updating Student Status to Temporary Pause:

5) University Admin can update the status of the Student to Temporary Pause by clicking the down arrow next to Approve Form 7039 and selecting Temporary Pause. Provide Temporary Pause Start Date, Reason for Temporary Pause and Save. This will update the Student Status (of the Student Details section) from Active to Temporary Pause.

SA-000105						Edit Submit	Approve Form 7039
✓ Student Details							
Student Records SA-000105							
First Name	M	ddle Name					
Josh	🥒 IN	т		1			
Last Name	Di	te of Birth					
Test October	/9/	28/2005		1			
University	Pł	one Number					
University of Joshua Pandi	1 73	3-220-9878		/			
Personal Email	Er	tail					
joshuaintsudent@yopmail.com	jo jo	shuaintsudent@yopmail.com		*			
Vendor ID	Co	rrections Required			×		
Status		Tom	aporary Bauso		_		
Active		Ten	iporary rause				
✓ Stipend Information	*Date	Temporary Pause Started	Reason for Ten	nporary Pause			
Student Status at Initial Stipend DFPS Employee)					
DFPS/SSCC					8		
SSCC							
ROSA				Cancel Sav			
	To	tal Additional Stipend			_		
SSCC of Joshua Pandi	1			1			
Total Number of Stipends Receive per FY	A	ditional Stipend Effective Date					
4	1		-	1			
March March and Station for Dama D	Ar	ditional Stinend Details					

6) University Admin can update the status of the Student from Temporary Pause to Active by clicking the dropdown option of Temporary Pause To Active. Provide Date Temporary Ended and Save. This will update the Student Status (of the Student Details section) from Temporary Pause to Active.

Student Records			
SA-000105			
First Name	Middle Name		
Josh	/ INT	/	
Last Name	Date of Birth		
Test October	<i>I</i> ∕∕ 9/28/2005	/	
University	Phone Number		
University of Joshua Pandi	x 773-220-9878	1	
Personal Email	Email		
joshuaintsudent@yopmail.com	💉 joshuaintsudent@yopmail.com	1	
Vendor ID	Corrections Required		
Status			
Active	Tomas	Deves To Astive	
	Tempor	ary Pause to Active	
 Stipend Information 			
Student Status at Initial Stingerd	* Date Temporary Pause Ended		
DEPS Employee			曲
pros/sscc			
SSCC			
0054			ancel Save
RUSA			Save
	Total Additional Stinend		
SSCC of Joshua Pandi	/	1	
Total Number of Stigendr Peraius per EV	Additional Stinand Effective Date		
4	Additional Superio Effective Date	1	
	Additional Phinard Deputy		
Max Number of Stingards Receive for Drog			

Updating Student Status to Transferred:

1) University Admin can update the status of the Student to **Transferred** by clicking the down arrow next to Approve Form 7039 and selecting **Update Student Status**. Select **Transferred** option from the dropdown list, provide **Reason**, **Date**, **Date Last Attended** and click **Next**.

SA-000089				edit	suumit	Approve rom 7039	
						Form 7039 Correction Required	
						Temporary Pause To Active	
DETAILS RELATED						Temporary Pause	
						Update Student Status	
✓ Student Details							
Student							
SA-000089							
First Name		Middle Name					
John	/		/				
Last Name		Date of Birth					
Smiths	/	10/1/2005	/				
University		Phone Number					
University of Margie	/	888888888	/				
Personal Email		University Email					
cooperstudent@yopmail.com		cooperstudent@yopmail.com	/				
Vendor ID		Corrections Required 0					
Status							
Gi augateu							
Stinend Information							
Student Status at Initial Stipend		Degree					
Non Employee	/	BSW	/				
DFPS/SSCC		Classification					
DFPS		Senior					

Josh	1	INT	1	
ast Name		Date of Birth		
Test October	1	9/28/2005	1	
University		Phone Number		
University of Joshua Pandi	1	773-220-9878	1	
Personal Email		Email		
joshuaintsudent@yopmail.com	1	joshuaintsudent@yopmail.com	1	
Vendor ID		Corrections Required		×
Status				
Active		Update Str	udent Status	
Student Status at initial Stipend DFPS Employee	s	atus		:
DFPS/SSCC		-None		
ROSA		Transferred		
		Terminated		
SSCC		Disqualified		
SSCC of Joshua Pandi	/	Student Withdrawn		
Total Number of Stipends Receive per FY	-			
4	/	Graduated		
Max Number of Stinends Pereive for Drog		Additional Stipend Details		
maintender er segenderterter ter rieg			-	

	_					
t Name		Date of Birth				
it October	/	9/28/2005		1		
iversity		Phone Number				X
iversity of Joshua Pandi		773-220-9878		1		
sonal Email huaintsudent@yopmail.com			Update Studen	t Status		
ndor ID						
tus	St	atus				
tive	E	Transferred			;	
Stipend Information	•;	Reason 🚺				
ident Status at Initial Stipend						
PS Employee					11	- 1
PS/SSCC	1	Date				- 1
te 					茴	
28		Date Last Attended				
					茴	
cc or Joshua Panoi						- 1
al Number of Stipends Receive per FY					Next	

Updating Student Status to Terminated:

 University Admin can update the status of the Student to Terminated by clicking the down arrow next to Approved Form 7039 and selecting Update Student Status. Select Termination option from the dropdown list, provide Termination Reason, Date, Date Last Attended, Comments and click Next.

Updating Student Status to Disqualified:

3) University Admin can update the status of the Student to Disqualified by clicking the down arrow next to Approved Form 7039 and selecting Update Student Status. Select Disqualified option from the dropdown list, provide Reason, Date, Date Last Attended and click Next.

Updating Student Status to Student Withdrawn:

4) University Admin can update the status of the Student to Student Withdrawn by clicking the down arrow next to Approved Form 7039 and selecting. Update Student Status. Select Student Withdrawn option from the dropdown list, provide Reason, Date, Date Last Attended and click Next.

Updating Student Status to Graduated:

5) University Admin can update the status of the Student to Graduated by clicking the down arrow next to Approved Form 7039 and selecting Update Student Status. Select Graduated option from the dropdown list, Actual Graduation Date and click Next.

3.5 Contract Documents

University Admin should 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.

All 👻 🖈								
Sorted by Contract Document Name • Filtered by All contract do	cuments • Updatec	5 minutes ago		Q Search this	list	☆ -	III ▼ Cł	CT
Contract Document Name 🕈	~	Student Name	✓ Student ID	~	Student's First Date of 0	lass	~	
Contract Document Sample		Josh Student	SA-000096		10/7/2024			•
		_	-	-	-			
Final Executed Contracts Contract Document Sample								
TAILS RELATED								
ontract Document Name	Stu	ident Name						
ontract Document Sample	Jos	h Student						
udent ID	Stu	ident's First Date of Class 0						
udent Signing Date	DF	7/2024 PS Signing Date						
)/1/2024	10/	4/2024						
ontract uploaded Date								
0/8/2024								
eated By	Las	t Modified By						
shua Pandi, 10/8/2024 2:35 PM	Jos	hua Pandi, 10/8/2024 2:35 PM						
Final Executed Contracts Contract Document Sample								
DETAILS RELATED								
Files (1)			Upload Files					
Contract Document Oct 8, 2024 • 22KB •								
			View All					

3.6 Invoices

University Admin should to navigate to the **Invoice** Tab from home page to view previously submitted **Invoices**.

						ago	opdated a minute a	by All Involces	involce Number • Filtered by	Led by I	201
ated By	~	Created Date	~ (Date of Invoice	University Name	\sim	Quarter	~	Invoice Number 1		
uni Tester		10/8/2024 4:38 PM	3	11/1/2024	University of Joshua Pandi		Q1		1-00000006		
Tom rester		10/8/2024 4:38 PM		11/1/2024	University of Joshua Parlut		QI		100000008		

1) University Admin can use the **New** button provided to create and submit a new **Invoice** to the DFPS Contract Manager.

C / C Y
~
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2) Select the University if required, provide Date of Invoice and Quarter and Save

	Information		
All 🔻 🖈	Invoice Number		New P
ms • Sorted by Invoice Nu	* University Name	Status	C
Invoice N	Search Accounts	Draft	
	* Date of Invoice	*Quarter	
	â	🕯None 🔻	
		Payment Status	
		Not Paid	
	Amount Paid	Paid Date	
	Cancel	Save & New Save	

3) Navigate to the **Related** tab of the **Invoice** and click **New** button. Click **New** button on the **Invoice Line Items** to add **Invoice line items**.

DETAILS RELATED				
invoice Line Items (0)		New		
Files (0)		Upload Files		
	▲ Upload Files Or drop files			

4) Provide **Student Name**, **Date of Disbursement**, **Stipend Amount** of the Student, **Semester of Disbursement** and click **Save** or Click **Save & New** to add one more **Invoice Line Item**.

DETAILS RELATED					
Invoice Line Items (0)			New	×	
Files (0)		New Invoice Line	Item		
	Information Invoice Line Item Number Invoice Number Invoice Number Invoice Number Search Students Date of Disbursement Stipend Amount Semester of Disbursement -None-	X Q m m v Cancel Save & New	See	* - Required Information	
_					
voice -000000006 RELATED					Edit Submit
nvoice -000000006 5 RELATED voice Line Items (1)	nt Last Name	First Name	New		Edit Submit
nvoice -000000006 5 RELATED voice Line Items (1) .ine Item: Invoice Stipend Amou	nt Last Name Student	First Name Josh	New		Edit Submit

5) Upload **Invoice attachment** by clicking on **Upload Files** of the **Files** section on the **Related** tab. After providing all the details and attaching/uploading an invoice document, admin can click on the **Submit** button.

Files (0)	Upload Files
	Delta diles
	Contract Document Testing pdf
	1 of 1 file uploaded Dome

3.7 Reports

Limited reports are available for the University 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**.

Reports Recent						Q Sea	rch recent reports	\$ *
REPORTS	Report Name	Description \checkmark	Folder	Created By	Created On	~	Subscribed	
Recent	Stipend Program Status Report		Title IV E UniversityAdmin/ROSA	Teamforce Service Account	11/7/2024, 11:47 AM			T
Created by Me								
Private Reports								
All Reports								
FOLDERS								
All Folders								
Created by Me								
Shared with Me								
FAVORITES								
All Favorites								
	4							,

									\$	·	
				Stipend Pro	igram Status b	y University		Iniversity	Account Name		
University: Account Name † Y	ie 💌 Mi	liddle Name 💌	Last Name V	2 SSN (P Degree V	DFPS/SSCC v	Student Status at Initial Stypend V	Universit	Actual Graduation Date (*)	2	
University of Margie (2)			Smiths	XXX-XX-3652 XXX-XX-1111	BSW	DEPS	Non Employee	12/12/2024	10/31/2024		
Total (2)											
Row Courts 🕜 Detail Rows 🤇	y Sut	ubtotais	Grand Total 🔇								

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 based on the review and feedback from the users.