



NEW JERSEY FINANCIAL AID MANAGEMENT SYSTEM (NJFAMS)



EOF OFFICER USER MANUAL

AUGUST 2017

Table of Contents

INTRODUCTION TO NJFAMS	3
STEPS FROM APPLICATION TO PAYMENT	4
LOGIN	4
SCREEN DESIGN AND NAVIGATION.....	7
OVERVIEW	7
<i>Session Timeouts</i>	7
<i>Breadcrumb Links</i>	7
MAIN MENU	8
TOP TOOLBAR OPTIONS	8
<i>Menu Dropdown</i>	8
<i>Quick Search</i>	9
<i>Academic Year</i>	10
<i>Help</i>	10
<i>Logout</i>	10
STUDENTS.....	11
SEARCH FOR STUDENT	11
<i>Full Search</i>	11
<i>Search Results – Quick Search and Full Search</i>	12
EDIT STUDENT	13
<i>General Information</i>	13
<i>FAFSA Information</i>	21
<i>School Student Updates (Verification)</i>	21
ROSTERS.....	23
DATA FILE TRANSFER.....	33
INSTITUTION INFORMATION.....	34
<i>Institutional Information</i>	35
<i>Contact Information</i>	37
<i>Payment Information</i>	37
<i>Aid Program Eligibility</i>	38
<i>Budget Summary</i>	38
<i>Tuition Aid Grant (TAG) Award Table</i>	39
<i>User Agreement History</i>	39
<i>Notifications</i>	40
OPTIONS.....	41
MANAGE USERS	41
<i>Add a New FAO User</i>	41
<i>Manage FAO User Permissions</i>	44
<i>Search for Users</i>	45
<i>Search Results</i>	45

EOF USER MANUAL

AUGUST, 2017

<i>Managing User Profiles</i>	46
<i>Edit User Profile</i>	46
<i>Disable a User Profile</i>	47
<i>Reactive a User Profile</i>	47
EDIT MY PROFILE	47
CHANGE YOUR PASSWORD.....	48
STUDENT OVERVIEW	49
CREATING A STUDENT USER PROFILE	49
APPENDIX A ROSTER AND FILE TRANSFER PROCESS	51

Introduction to NJFAMS

The New Jersey Higher Education Student Assistance Authority provides online access to HESAA-administered financial aid program information to students, institutional users, and members of the Grants and Scholarships program staff through NJFAMS, the New Jersey Financial Aid Management System. Every user must have a user name and password. The type of user determines what data is available to them.

Students are able to apply for scholarships and view their award and eligibility information through NJFAMS. Students with valid email addresses will receive electronic notifications. Letters will be mailed in some situations. See the Student Overview section of this document for an overview of the student experience.

Institutional users can view information for any student in NJFAMS who listed the institution on their FAFSA and HESAA has downloaded the ISIR transaction. Institutional users will only have access to information applicable to the student's attendance at that institution.

Updates to the system occur in real time for most processes. As soon as the system calculates or revises an award for a student, the information is available to all authorized users. The system is dynamic. For example, changing an enrollment status for a student awarded a Tuition Aid Grant from full-time to half-time immediately recalculates the award.

General Steps from Application to Payment

1. Student submits their FAFSA. FAFSA data for all students listing NJ as their state of legal residence is imported into NJFAMS.
2. Eligibility for the state aid is determined with the ISIR import.
3. If offered an award, the award amount is calculated for each eligible institution on the student's record.
4. Certification rosters are activated prior to each term. Rosters are dynamic and include all awarded students at the institution. Institutions must actively certify all eligible students in order to receive payment. Certification can be done online or through a file upload process. HESAA will set up school Certification dates annually for all grant programs.
5. Financial Aid Office requests payment for students certified as eligible and enrolled. Payments are processed and disbursed by HESAA.
6. After payment is processed, the payment detail can be accessed through NJFAMS. It is available in view and print (PDF), and download (CSV) formats.
7. Awards that are reduced or cancelled will be indicated as such in the system.

Creating a New User Profile

HESAA creates a user profile for EOF Central. EOF Central will be given the authority to create and manage login profiles and access levels for other institutional users. See the Manage Users section of this manual for more information.

Login

NJFAMS requires the use of JavaScript and Cookies. Please be sure to enable JavaScript and Cookies in your web browser in order to access the full functionality of the site.

Login to NJFAMS at <https://njfams.hesaa.org/NJFAMS/login.aspx>. Enter your User Name and Password and click "Login". If you do not have a user name and password, see Creating a New User Profile above.

Log in to your account.

Please identify yourself with a valid username and password.

Students:
Have you:

1. Created a NJFAMS student log-in (below)? This action will create your student account.
2. Clicked the link in the new activation email sent to you after creating your account?
3. Checked your spam filter if you didn't see the activation email in your inbox?

Once you have done steps 1-3, you are ready for your first login.
If you are having trouble logging in, contact [New Jersey Higher Education Student Assistance Authority](#).

User Name:
Password:

[Create a Student Login](#)
[Forgot your username or password?](#)

To return to the main page of the NJHESAA web site, [click here](#).
Note: This site requires the use of JavaScript and Cookies. Please be sure to enable JavaScript and Cookies in your web browser in order to access the full functionality of the site.

You may be prompted to change your password the first time you login and at any time the system generates a temporary password for you. Passwords are case sensitive and must contain at least eight (8) characters that includes at least one number, one capital letter and one special character (e.g., !, @, #, \$). The password must NOT contain these special characters: <, >, [,], & , ; , ' , or ". You may not use any of your previous 5 passwords.

Participation Agreement

You will be presented with the institutional User Agreement the first time you log in and whenever a change is made to the agreement. You must agree to the terms in order to access the system.

Forgot Your User Name or Password

If you have an account but do not remember your user name and/or your password, click the [Forgot your username or password?](#) link.

If you have forgotten your password, enter your user name and click Go. A temporary password will be emailed to you at the email address in your user profile. You will be prompted to change your password when you login with the temporary password.

If you have forgotten your user name, enter your first name, last name and email address and click Go. Your user name will be emailed to you at the email address in your user profile.

The information you enter must match the information on your user profile. If they do not match, your request cannot be processed.

If you experience any difficulty, contact the individual at your institution responsible for creating and managing user accounts.

User Name Locked Out

Your user account will be locked out after 5 unsuccessful login attempts within 60 minutes. It will remain locked out for 24 hours or until your user account is reactivated by an administrator. After 24 hours, your account will be unlocked and you can try to login again.

Password Expiration

Your password will expire after 60 days. When it has expired after 60 days and you login with your old password, you will be presented with a screen where you can change your password.

Screen Design and Navigation

Overview

Pop-up windows are used throughout the system. Turn off the pop-up blocker on your browser or hold your CTRL key and click the icon or link.

You can use your mouse and your keyboard to navigate. If you have a mouse wheel, use it for scrolling. Below is information on how the keyboard can be used:

Data fields: use the Tab key to move through data fields

Next or Previous button: tab to the button and press Enter

Check box: press the spacebar to check or to uncheck a box

Radio buttons: use the up↑ and down↓ arrows

Dropdown boxes: use the up↑ and down↓ arrows

Expandable regions are used throughout the system. They are designated by plus (+) and minus (-) signs on the header bar. Click the bar to expand and contract the region.

Icons are also used throughout the system. Hover your mouse over the icon and a text description will appear. When clicked, some icons will open a pop-up box containing additional information.

Some options may open new browser windows. Close the window when you are finished on that screen.

Session Timeouts

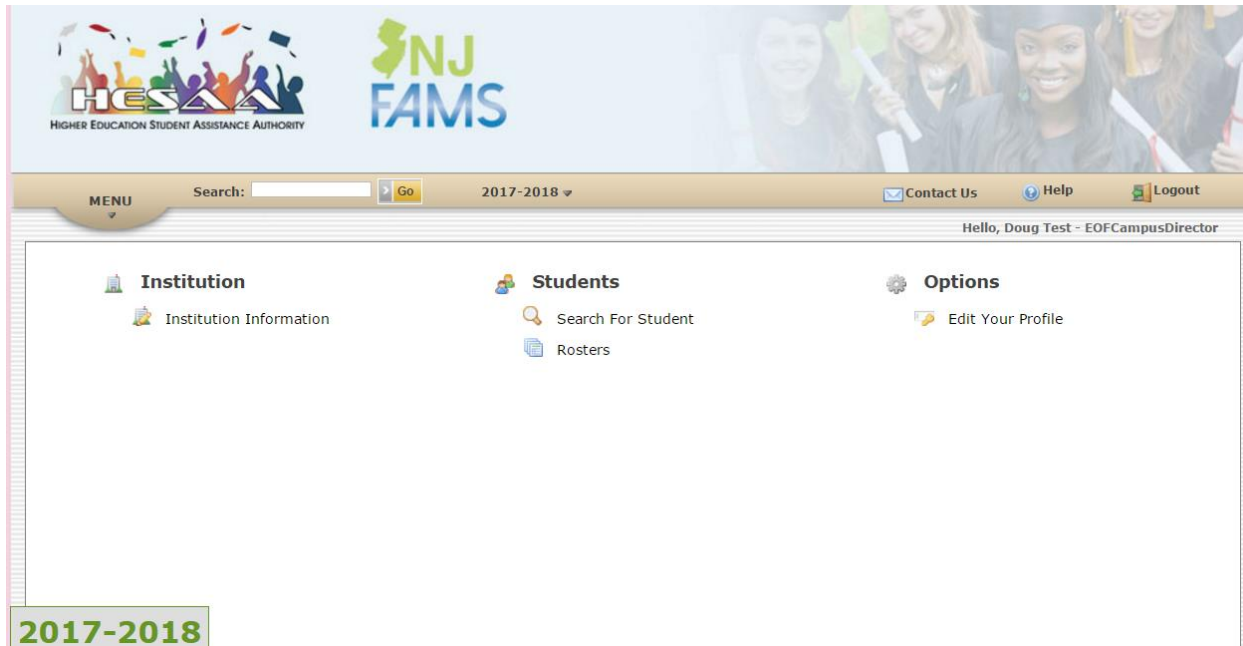
For security purposes, you will be logged out of the system after approximately **20** minutes of system inactivity. A popup window will alert you prior to being logged out. To be active in the system you must take an action such as navigate to another screen or save data. Simply scrolling on the same screen does not register as activity. If your session times-out, you will be prompted to log in again. When you log in again you will be returned to the screen you were on when the time-out occurred.

Breadcrumb Links

Breadcrumbs, at the top of each page, follow the path from the Main Menu to your current page. Click an underlined breadcrumb to link to a page along that path. Return to the Main Menu from anywhere in the system by clicking the [Home](#) breadcrumb link.

If your session times out and you are prompted to log in again any breadcrumb links activated before you timed-out will not be there.

Main Menu



The Main Menu provides access to all the options that are available to the user. Access is based on system permissions established for the user. If you do not have permission to access an option it will not appear on the Main Menu. If you have Read Only permission you will be able to view the data on the screen but will not be able to change any data. As more modules are added, the main menu will be updated.

Return to the Main Menu from anywhere in the system by clicking the [Home](#) breadcrumb link in the top left-hand corner of each page.

Main Menu items are also accessible from the Menu dropdown located on the left hand side of the top toolbar.

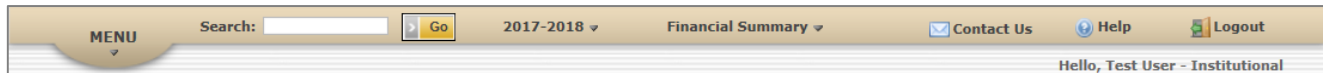
The academic year watermark will display in the bottom left-hand corner of every screen.

Top Toolbar Options

Menu Dropdown

Click the Menu dropdown from any page to move to a different section. Click a section name or the down arrow to expand the view. To collapse the view, click the down arrow again or click the section name. Click Menu or the down arrow directly beneath it to close the menu.

Quick Search



Use Quick Search to search for a student record by last name, first name, first and last name, Social Security Number, or NJHESAA ID. If searching by name, enter the first initial of the student's first and/or last name at a minimum. If entering last name before the first name, the names, or any portion of the names, must be separated by a comma. The more letters entered, the more refined the search results will be. For example, entering C Clark or Clark, C will return all students in the data base whose first name begins with C and whose last name begins with "Clark" (i.e., Clark, Clarke, Clarkson). Entering Ch Clark or Clark, Ch will return only the student(s) whose first name begins with Ch and last name begins with "Clark".

If you are searching by last name only, enter a comma after your entry. The comma limits the search to last names, so search results will be returned to you more quickly.

If searching by SSN or ID, you must enter the complete number.

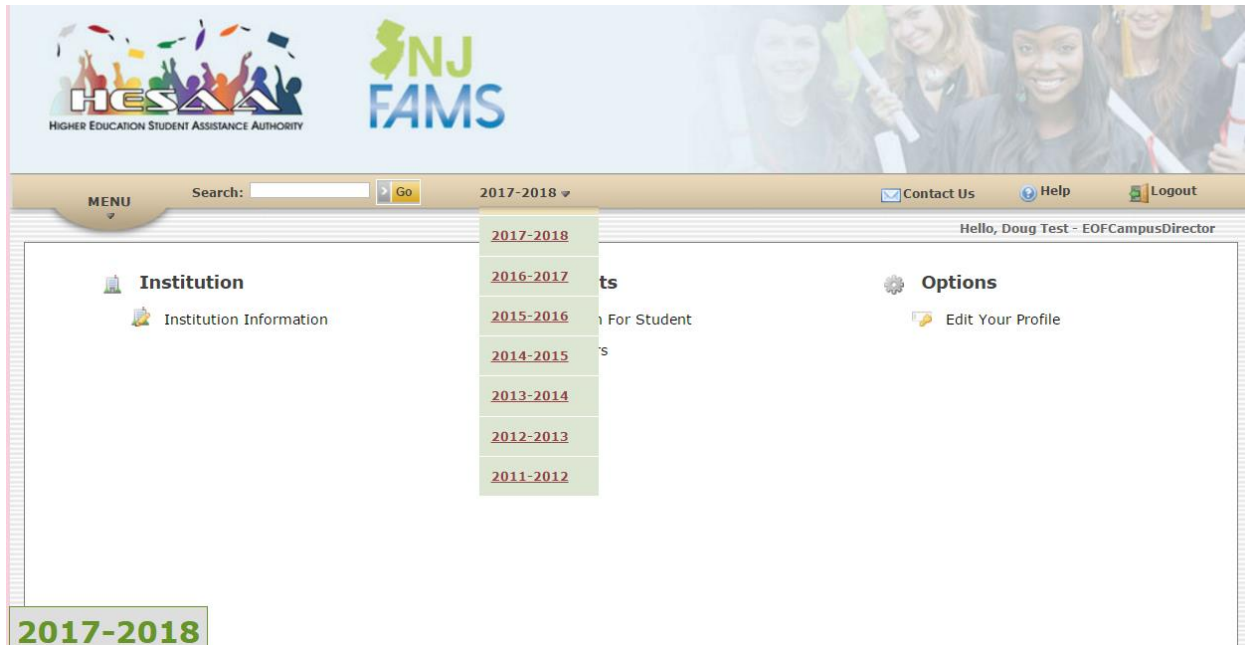
If only one student meets the Quick Search criteria, clicking Go opens Edit Student for that student. If the student does not have a record in the selected academic year but does have a record in another year, a screen will alert you to the year(s) for which the student has a record.



If more than one student meets the criteria, clicking Go displays Search Results. Only students who met the criteria and have a record in the selected academic year will be included in Search Results.

If the student you want to work with is not in the Search Results, use the full search box immediately above the Search Results to search all years or to search by other criteria. See the Full Search section of this manual for more information on the additional search criteria.


Academic Year




The academic year you are currently working with is displayed on the top toolbar. To switch to a different year, click the academic year or the arrow next to it, and select another year from the dropdown.

A new academic year is added to the dropdown when it is activated. HESAA controls which academic year will display when you login.


Contact Us

Clicking the  Contact Us icon will open a preformatted email window. You must select a subject from the dropdown. This will direct your email to the appropriate staff member.

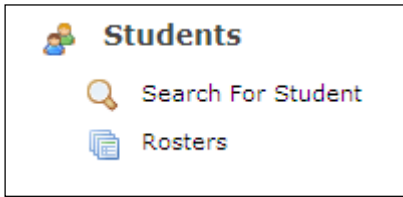
Help

Clicking the  Help icon opens the EOF User Manual. The Table of Contents at the beginning of the manual is organized by the items on the Main Menu. To navigate directly to a section of the manual from the Table of Contents, hold your Ctrl key and click the topic.

Logout

Click  Logout to end your session.

Students



Search for Student

Search for Student allows you to access the student-specific information in the system. There are two options for searching for a student:

1. **Quick Search**, which searches by a student's name, Social Security Number or HESAA ID, is available on the top toolbar of every page (for more information see Quick Search in the Top Toolbar Options section of this manual).
2. **Full Search**, an expanded search option which is accessed from the Main Menu under Students.

Full Search

Enter the student information you wish to search for in the box below, and click [Search] to locate that student.

Search Criteria

Active Year All Years

Last Name	<input type="text"/>	First Name	<input type="text"/>	MI	<input type="text"/>
SSN	<input type="text"/>	DOB	<input type="text"/>	Student ID	<input type="text"/>
City	<input type="text"/>	State	<input type="text" value="All States"/>	Zip	<input type="text"/>
Email	<input type="text"/>			Campus ID	<input type="text"/>

Enter search criteria in one or more fields. The more data entered, the more refined the search. A student must meet all the criteria entered in order to be selected.

Active Year: Search for student records in the academic year displayed on the top toolbar. Search will default to Active Year.

All Years: Search for student records that meet your search criteria in any year in the database.

Name: Enter all or a portion of the student's Last Name, First Name and/or Middle Initial. The search results will be more refined the more letters you enter and if you enter all or a portion of both the first and last name.

DOB (Date of Birth): Enter using MM/DD/YYYY or MMDDYYYY format. If entering without the slashes, month and day must be entered with two digits. For example January 1, 1994 can be entered either as 01011994 or 01/01/1994. Always enter four digits for the year.

Student ID: ID assigned by the system when the student's record is created. A student's HESAA ID remains the same throughout the system and for all academic years in which they have a record. The HESAA ID cannot be updated manually.

Address: City, State and Zip searches on a student's permanent address.

Student Email Address: Enter a full email address (student@gmail.com, for example). The system will search for any student with that email address as either their primary or alternate email address in the system.

Search Results – Quick Search and Full Search

If only one student meets your search criteria, their Edit Student record opens (see Edit Student).

If more than 100 students meet the search criteria, the first 100 students will display. Refine the search by entering additional search criteria. If more than one student meets the search criteria, select the student from the Search Results screen. To return to your Search Results from the Edit Student screen, click the Result Set breadcrumb.

If the student is not listed, check your search criteria. If your entries are accurate and you are using last name as a criterion, try searching by first name and date of birth or by Social Security Number instead.

If the student could have a record in an academic year other than the year selected in the top toolbar, select the All Years radio button and search again.

If you still do not find the student, it probably means the student did not put your institution on his or her FAFSA or HESAA has not drawn down the ISIR transaction that included your institution.

To refresh the Search Criteria screen, click Clear or the [click here](#) link at the bottom of the Search Results screen.

Edit Student

All the student-specific information in NJFAMS that is available to institutions is displayed in Edit Student.

AASTUDENT, JOSE T - ###-##-9291 UNION CITY, NJ
 NJHESAA ID: 579291

General Information DOB: 2/15/1979

Academic Period Information

[Expand All](#)

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

FAFSA Information Receipt Date: 11/12/2016

Verification

Document Tracking

Payment History

Click the bar to expand a section; click it again to collapse.

General Information

General Information DOB: 2/15/1979

Last Name: AASTUDENT First Name: JOSE Middle Initial: T
 SSN: ###-##-9291 Birth Date: 02/15/1979 Gender: Female
 Student State of Legal Residence: NJ Student Was Legal Resident Before Date: Yes
 Parent's State of Legal Residence: Parent Was Legal Resident Before Date:
 Parent Out of State Approval: Approved State:
 Citizenship: U.S. citizen (or U.S. National) Alien Registration #:
 Alien Registration Expiration Date:
 Permanent Address: Street: 123 Fake Street City: UNION CITY State: NJ Zip: 08601
 Home Phone: (201) 555-1901 Alternate Phone: Cell Phone:
 Mailing Address: Same As Permanent Address: Street: 5555 Fake St City: UNION CITY State: NJ Zip: 08601
 Email: malto@gbpi.net Parent Email:
 Student Driver License: Y State Issuing Driver License: NJ Student Driver License Number: NJ-579291

Contact NJHESAA for any changes that need to be made.

Institutional Users have view only access to the General Information section of Edit Student.

This section is initially populated from the ISIR and can be updated by Agency users. The student is able to make changes to their demographic information by logging in to the Student Portal. If data in this section is incorrect, please notify HESAA. If the information can be sent by email, click the Contact

Us link on the top toolbar. Please identify the student by using their NJHESAA ID, not their Social Security Number.

Unique Field Descriptions:

Parent Out of State Approval - Indicates if HESAA approved a parent’s new out of state residence. Values are “Y” or “N”

Approved State – The state HESAA approved.

Academic Period Information View Only

Academic Period Information provides information regarding the student’s program eligibility and award status at your institution.

Annual Award Summary:

Program	Major	Annual Award	Certified to Date	Paid to Date
EOF		\$0.00	\$0.00	\$0.00
TAG		\$0.00	\$0.00	\$0.00
TOTAL Awards		\$0.00	\$0.00	\$0.00

Fall of 2017-2018 Academic Year

Grade Level: 2nd year/sophomore | Degree Program: 1st bachelor degree | Enrollment Status: Full-time | SAP: Yes | Prior BA: No | Prior AA: No | Campus ID: []

ESL/Remedial: No | Graduating This Term: No | Type of Leave: None | Course of Study: Other | Transfer Orders Verified: <Choose One>

Dependency Status: [] | NJEI: 0 | Program of Study: Regular

Projected Year Change: [] | Tax Verification Indicator: []

Status	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
☆	[]	EOF	[]	\$0.00	\$0.00	\$0.00
!	[]	TAG	[]	\$0.00	\$0.00	\$0.00

Save

Spring of 2017-2018 Academic Year

Annual Award Summary

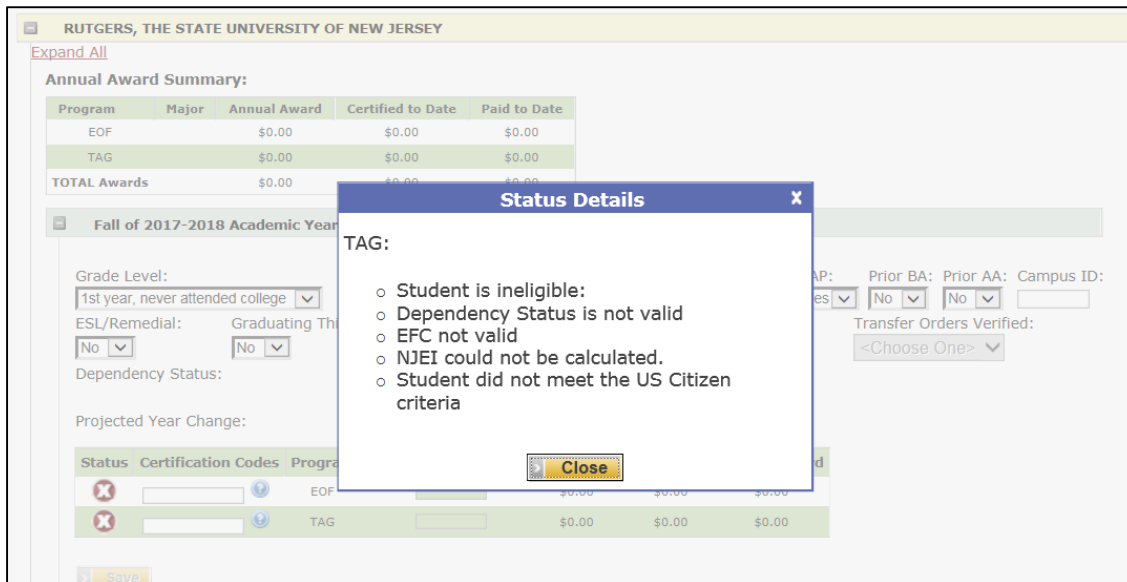
Annual award, certified to date and paid to date summary information, by program, is displayed. Annual award is the sum of the student’s term awards for the program.

All Programs

Term Details

To access the student's detailed award and certification information, click on the header bar to expand a term or click the Expand All link immediately below the header bar to expand all the terms.

Click the Status icon to display the Status Details popup window. If a student is ineligible for an award program, the popup window will display the reason(s) the student is ineligible.



Eligibility Status Descriptions:

Dependency Status is not valid – based on the students ISIR, HESAA could not determine Dependency status. The ISIR record or FAFSA must be corrected by the school or the student.

EFC not Valid - based on the students ISIR, HESAA could not determine Dependency status. The ISIR record or FAFSA must be corrected by the school or the student.









EOF USER MANUAL

AUGUST, 2017

NJEI could not be calculated – One or more of these reasons will affect the NJEI calculation:

Dependent Student	Tax Filer	Non Tax Filer
Parents' Adjusted Gross Income	X	
Must Have One		
Parent1 Income Earned from Work	X	
Parent2 Income Earned from Work	X	
HESAA Additional Questions	X	X
Parents' U.S. Income Tax Paid	X	
Parents' Tax Return Completed	X	X
Parents' Number in College	X	X
Parents' Exemptions Claimed	X	
Parents' Number of Family Members	X	X
Parents' Tax Return Filing Status	X	
Parents' Marital Status	X	X
Students' Income Earned from Work	X	
HESAA Additional Questions	X	
Student U.S. Income Tax Paid	X	
Independent Student	Tax Filer	Non Tax Filer
Student's Adjusted Gross Income	X	
HESAA Additional Questions	X	X
Student's U.S. Income Tax Paid	X	
Student's Tax Return Completed	X	X
Student's Number in College	X	X
Student's Exemptions Claimed	X	
Student's Number of Family Members	X	X
Student's Tax Return Filing Status	X	
Student's Marital Status	X	X

Program Status and Certification Icons

-  **Qualified:** FAFSA or scholarship application received; student meets all eligibility requirements
-  **Incomplete:** FAFSA or scholarship application received, student has not answered NJ Additional Application questions or tasks are outstanding for scholarship application
-  **Ineligible:** student does not meet one or more eligibility requirements
-  **Selected:** student is qualified and has been selected for an award but the award has not been processed yet (HESAA Scholarship)
-  **Awarded:** student has been Qualified for an award
-  **Paid:** Award has been paid
-  **Refund Due:** Award was reduced or canceled after it was paid; funds have not yet been returned
-  **Certified:** Student has been certified by the school

Academic Period (Cont'd)

The values for some of these fields are populated from the FAFSA initially. An FAO user can update them once HESAA opens NJFAMS for FAO updates.

Field	Definition/Values
Grade Level	1 st year, never attended college 1 st year, attended college before 2 nd year/sophomore 3 rd year/junior 4 th year/senior 5 th year/other undergraduate 1 st year graduate/professional Continuing graduate/professional
Degree Program	ISIR Value 1st bachelor degree 2nd bachelor degree Assoc. deg. (occ/tech) Assoc. deg. (gen. ed/transfer) Less than 2 year certificate 2 or more year certificate Teaching credential (non-degree) Graduate or professional degree Other/undecided
Enrollment Status	Full-time Three-quarter-time Half-time Less than half-time Not enrolled
SAP Satisfactory Academic Progress	Yes (<i>default value</i>) No
Prior BA	No (student does not have a Bachelor's degree) (<i>default value</i>) Yes (student has a first Bachelor's degree)
Prior AA	No (student does not have an Associate's degree) (<i>default value</i>) Yes (student has a first Associate's degree)
Campus ID	FAO may enter the ID assigned to the student by the institution (<i>optional</i>)
ESL/Remedial	No (<i>default value</i>) Yes - If FAO sets to "Yes" and student is ineligible for exceeding the maximum number of payments for TAG, then the system should remove the ineligible reason for exceeding the maximum number of TAG payments.
Graduating This Term	No (<i>default value</i>) Yes - If FAO sets enrollment status to less than full-time (three-quarter time, half-time, or less-than-half time) and sets Graduating This Term to "Yes", the student is eligible for a STARS award.
Type of Leave	None (<i>default value</i>) Family Medical Military FAO should set the Type of Leave field when the student is not able to be continuously enrolled for STARS, STARSII, or GUS due to military, family, or medical leave.

EOF USER MANUAL

AUGUST, 2017

Field	Definition/Values
Course of Study	Other (<i>default value</i>) Engineering Nursing FAO should set the Course of Study to Nursing or Engineering when the student is ineligible due to already being paid 5 terms, and the student may retain STARS II eligibility.
Transfer Orders Verified	If the student has a Military Zip Code of 086040 or 086041, Transfer Orders Verified field will be activated, otherwise it will be greyed out. No – Transfer Orders have not been verified Yes – Transfer Orders have been verified
Program of Study	Rutgers' use only: Regular (<i>default value</i>) Business Eng/Phar/Env/BioSci BioMed/Health
Program Length	Activated only for Devry (school code 010727), Eastern (school code 031226), Berkeley (school code 007502), Eastwick (school code 013618), and Pillar (school code 036663). 2 year 4 year

Grade Level, Degree Program, Enrollment Status, Prior Degree, and SAP

If the FAO reports a value that is ineligible for a program, the program will automatically update to Ineligible. A system-generated cancellation code will be assigned and will be appear in the Certification Code field as follows:

Field	System Cancellation Code
Grade Level	SG
Degree or Certificate	SG
Enrollment Status	SK SX
Prior BA/Prior AA	SG
SAP	SF

TAG Certification and Cancellation Codes (View Only for EOF Campus Staff)

Certification will be permitted if the student has an award for their institution for terms for which certification is permitted based on their term start date and the certification portal setting. There are no restrictions for Agency users with the appropriate permissions.

If an award certified with an A code by either an FAO or agency user is subsequently cancelled, the A code will be replaced by either a user-entered or system-generated cancellation code.

Code		Explanation	Drop off all rosters for term
A	Certified	Meets all eligibility requirements	Yes
B	Need less than award	Meets all eligibility requirements. Has financial need less than award offer. Must enter a New Amount.	Yes
C	Withdrew	Meets all eligibility requirements. Student withdrew but is eligible for reduced award. Must enter a New Amount.	Yes
D	Review Pending	Status is undetermined. FAO is unable to certify student yet because they do not have all information they need from the student.	No
E	Fully Funded - No unmet need	Student's need is fully met by other resources. Student has no unmet need.	Yes
H	Program not eligible	Program is not Title IV eligible or not an authorized program.	Yes
I	Non-matriculated	Student is enrolled but is not in a degree or certificate program.	Yes
J	Not a state resident	Student considered a resident of another state	Yes
L	Leave of Absence	Student has been granted an official leave of absence.	Yes
M	No High School Diploma or Equivalent	Student does not have a high school diploma or equivalent	Yes
N	Above Income Limit	Student's income is above the limit for the program.	Yes
O	Loan Default	Student in default of a federal student loan	Yes
P	Refund Owed	Student owes a refund on a federal Pell Grant or FSEOG	Yes
R	Has Not Demonstrated College Readiness	Student has not demonstrated college readiness	Yes
S	Selective Service	Student does not meet federal selective service requirements	Yes
T	College Placement Test Score	Student did not meet required score on college placement test (Not currently used)	Yes
V	Selected for Verification	Student was selected for FAFSA verification. <i>Similar to Review Pending, in that this code does not certify or cancel the award at the institution.</i>	No

Code		Explanation	Drop off all rosters for term
W	Does Not Meet Program SAP	Student is not making Satisfactory Academic Progress for the NJSTARS, NJSTARSII, or GUS program	Yes
X	Deceased	Student is deceased. Award is cancelled for the term and any subsequent terms	Yes
Z	Student declined award	Student has declined the award.	Yes
Q	Manual cancellation	Agency use only. Award cancelled manually (by term).	Yes

If certifying with a code of B (Need less than award) or C (Withdraw), a new amount is required in the New Amount field.

FAFSA Information

This screen displays data from the current ISIR Transaction in the system.

FAFSA Information
Receipt Date: 11/12/2016

[View All ISIR Records](#)

Transaction #: 01	Transaction Date: 11/12/2016	Application Date: 11/12/2016
ISIR Dependency Status: I	SAR C Flag:	
SSN Match Flag: 4	SSN Change Flag:	NSLDS Match Flag: 1
SSA Citizenship Match Flag: A	DHS Match:	Secondary DHS Match:
Name ID: AB	Year in College: 2	
Federal School Code 1: 002629	Federal School Code 2:	Federal School Code 3:
Federal School Name 1: RUTGERS, THE STATE U	Federal School Name 2:	Federal School Name 3:

School Student Updates (Verification) View Only for EOF Staff

This screen displays data from the ISIR transaction and from the NJ Additional Application Questions that is used for the internal state verification process. A message will display in red on the Verification region bar to indicate the student's verification status if the student's record has been evaluated for verification selection. Updates can only be made when a valid ISIR is received.

Institutional Student Information Record (ISIR): An ISIR on which all the information reported on a student's FAFSA is accurate and complete as of the date the application is signed.

Verification				State Verification in Progress
ISIR Transaction No.	NJEI	TAG Award Amounts	Tax Verification Indicator	
01	1895	Fall 1320	Dependent Tax Filer	
No Override		Spring 1320	Tax Verification Selection Rule: Q	
Type of Change	Projected Year Reason	Projected Tax Year		
<Choose One>	<Choose One>	<Choose One>		

Change Dependency Status		
	FAFSA	Update
Dependency Status	Dependent	<Choose One>
Born Before 01/01/1993?	N	<Choose One>
Is Student Married?	N	<Choose One>
Working on a Master's or Doctorate Program?	N	<Choose One>
Active Duty in U.S. Armed Forces?	N	<Choose One>
Veteran of U.S. Armed Forces?	N	<Choose One>
Have Children You Support?	N	<Choose One>
Have Legal Dependents Other than Children or Spouse?	N	<Choose One>
Orphan, Ward of Court, or Foster Care?	N	<Choose One>
As of today, an emancipated minor?	N	<Choose One>
As of today, in legal guardianship?	N	<Choose One>
Unaccompanied youth determined by school district liaison?	N	<Choose One>
Unaccompanied youth determined by HUD?	N	<Choose One>
At risk of homelessness?	N	<Choose One>

NJHESAA Student ID: None

	Student (and Spouse)		Parent(s)	
	FAFSA	Agency Update	FAFSA	Agency Update
Signatures Present	Both	<Choose One>		
Marital Status	1	<Choose One>	3	<Choose One>
Marital Status Date			5/1/2008	
Tax Return Completed	1	<Choose One>	1	<Choose One>
Tax Return Filing Status	1	<Choose One>	4	<Choose One>
Tax Return Type	1	<Choose One>	1	<Choose One>
Eligible to file 1040A or 1040EZ		<Choose One>		<Choose One>
Adjusted Gross Income	2200		8761	
U.S. Income Tax Paid	0		0	
Income Earned from Work (Student/Parent 1)	2200			
Income Earned from Work (Student Spouse/Parent 2)			8761	
Exemptions	0		2	
Number of Family Members			3	
Number in College			1	
NJEI Simplified Needs Test	N	<Choose One>	N	<Choose One>

Verification continued

Federal Benefit Programs				
Supplemental Security Income Benefits	<input type="text"/>	<<Choose One>> ▼	Y	<<Choose One>> ▼
Food Stamp Benefits	<input type="text"/>	<<Choose One>> ▼	Y	<<Choose One>> ▼
Free or Reduced Price School Lunch Benefits	<input type="text"/>	<<Choose One>> ▼	Y	<<Choose One>> ▼
TANF Benefits	<input type="text"/>	<<Choose One>> ▼	<input type="text"/>	<<Choose One>> ▼
WIC Benefits	<input type="text"/>	<<Choose One>> ▼	<input type="text"/>	<<Choose One>> ▼
Untaxed Income				
Payments to tax deferred plans	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IRA deductions/payments to qualified plans	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child support received	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax exempt interest income	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Untaxed portions of IRA distributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Untaxed portions of pensions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Military/Clergy allowances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Veterans noneducation benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other untaxed income	<input type="text"/>	<input type="text"/>	10351	<input type="text"/>
Money received or paid on student's behalf	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assets				
Cash, savings, checking	0	<input type="text"/>	24	<input type="text"/>
Investments	0	<input type="text"/>	0	<input type="text"/>
Business/Investment Farm	0	<input type="text"/>	0	<input type="text"/>
Expenses				
Unusual Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional New Jersey State Questions				
Veterans Educational Benefits	<input type="text"/>	<<Choose One>> ▼	<input type="text"/>	<input type="text"/>
Type of Veterans Benefits	<input type="text"/>	<<Choose One>> ▼	<input type="text"/>	<input type="text"/>
Veterans Benefits Number of Months	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Veterans Benefit Monthly Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Untaxed Social Security Benefits	0	<input type="text"/>	10351	<input type="text"/>
Earned Income Tax Credit	0	<input type="text"/>	2984	<input type="text"/>
Spouse Social Security Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spouse First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spouse Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent 1 Social Security Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent 2 Social Security Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent 1 First Initial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent 2 First Initial	<input type="text"/>	<input type="text"/>	H	<input type="text"/>
Parent 1 Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent 2 Last Name	<input type="text"/>	<input type="text"/>	ASMAR	<input type="text"/>
<input type="button" value="Save and Recalculate NJEI"/> <input type="button" value="Reset"/>				

Rosters

EOF Certification Roster (Old Supplemental Roster) (for EOF Campus Director, EOF Central Director, and Agency Users) – this roster will include all students which need to be certified by the EOF Campus Director as being qualified to receive and EOF award for the academic year.

This roster will include all students with the EOF program in a Qualified status on their record.

Explanation: The EOF program will be added to a student's record when the ISIR is loaded and the student will be put into an incomplete status until all tasks, which are required, are completed. Once all tasks are completed, the EOF eligibility rules are applied and if the student passes all of the eligibility rules, the EOF program status is changed to Qualified.

The EOF Certification Roster includes the following:

Initial students who have met the basic income and residence eligibility requirements for EOF – students in a Qualified Status (they have passed all system eligibility EOF requirements).

Renewal students with an automatically renewed EOF grant – students with an EOF award payment in a previous semester at the school.

Renewal students who have not been automatically renewed for an EOF grant – students with an EOF award payment in a previous semester at the school, but not in the immediate previous semester.

Current year FAFSA is filed – this will be the case if the EOF term status is Qualified since the FAFSA task needs to be complete before the status can be updated to Qualified.

Tuition Aid Grant (TAG) record is complete and active

Student’s EOF eligibility code- means that the student has passed all of the eligibility checks.

The student will be on every institution roster that the student lists on their FAFSA, where the institution is eligible to participate in EOF

[HOME](#) > [Roster Selection](#) > [Certify Roster](#)

Roster:	Supplemental - Needs EOF Certification
Campus:	All Campuses
Academic Year:	2014-2015
Term:	All Terms

Previous Page 1 [Next](#) [\(expand all\)](#) [\(contract all\)](#)

<input type="checkbox"/>	(888-20-3328) AASTUDENT, AARON	COMMUNITY COLLEGE OF RI (Spring)	(view)
<input type="checkbox"/>	(888-16-4656) AASTUDENT, AASIM	THE NEW SCHOOL (Spring)	(view)
<input type="checkbox"/>	(888-21-7259) AASTUDENT, ABEZ	COMMUNITY COLLEGE OF RI (Spring)	(view)
<input type="checkbox"/>	(888-23-1460) AASTUDENT, ABIGAIL	JOHNSON & WALES UNIVERSITY (Trimester Term 2)	(view)
<input type="checkbox"/>	(888-23-1460) AASTUDENT, ABIGAIL	JOHNSON & WALES UNIVERSITY (Trimester Term 3)	(view)
<input type="checkbox"/>	(888-22-4830) AASTUDENT, ABIGALE	SAINT ANSELM COLLEGE (Spring)	(view)
<input type="checkbox"/>	(888-22-4830) AASTUDENT, ABIGALE	BOSTON COLLEGE (Spring)	(view)

Expand all link expands all student regions as shown in the screen print below.

The screenshot displays the EOF user interface for a student named ADRIANO, ALYSSA. The top section shows personal and academic details: Grade Level (2nd year/sophomore), Dependency Status (Dependent), Previous College, Term of First Entry, and Last Funded. Below this are award statistics: EOF Full-time Awards (0), EOF Part-time Awards (0), TAG Full-time Awards (1), TAG Part-time Awards (0), and Tax Verification Indicator (N). Further down are dropdown menus for Housing Status, Admission Type, Ethnicity, Gender (Female), and Historical Poverty Code. A table lists award details with columns for Status, Certification Codes, Program, EOF Term Amount, Term Award, Term Paid, and Annual Award. The table shows two rows: one for EOF with \$0.00 in all award columns, and one for TAG with \$6,343.00 in Term Award and \$12,686.00 in Annual Award. A 'Save' button is located below the table. At the bottom, a list of other students is shown, with a blue box highlighting the 'Expand all' link next to the first student in the list. The list includes ADRIANO, ALYSSA and AHMED, MOHAMMED for the 2017-2018 term.

All updateable fields can be updated by EOF Campus Director, EOF Central Director, or Agency User if they have permissions to update rosters.

Housing Status:

Default to <Choose One>:

Updateable by EOF Campus Director, Agency User. Read only for EOF Central Director.

Valid values for update:

- Commuter
- Resident

Admission Type:

Default to <Choose One> unless the student is EOF Renewal that is not a transfer from a different school – so if the student received EOF at this school in the previous semester, then default this field to 2 – EOF Renewal.

Once the user changes or selects a value and presses SAVE, then the updated value should be displayed.

Valid values for update:

- First time EOF
- EOF Renewal
- Non-funded
- Readmit

Transfer
Graduating senior
10% discretionary

Ethnicity

Default to <Choose One> if no EOF previous awards, or default to the ethnicity selected on the most recent EOF previous award

Valid values for update:

Black
American Indian or Alaska Native
Asian American
Hispanic
White
Native Hawaiian or Other Pacific Islander
Two or more Races
Race and Ethnicity Unknown

Gender

Default to value displayed in Edit Student - General Information region (the current value on file for student's gender from the FAFSA or Agency User update

If this field is updated, then update the information in the Edit Student – General Information region.

Valid values for update:

Male
Female

Historical Poverty Code:

Defaults to <Choose One> if no EOF previous awards, or default to the Historical Poverty Code selected on the most recent EOF previous award

Valid values for update:

Attended/graduated from DFG A/B School District
Resided in high-distress area
Resided in poverty area
Sibling with EOF
First-generation college student
Gear Up or College Bound

School Program:

This is a 2-digit field used only by multi-campus institutions.

Grey out this field unless the Federal School Code for the institution is Rowan (002609), Montclair (002617), Seton Hall (002632), or Rutgers (002629).

For freshmen/initial students default to the “main” campus roster:

For Rowan (002609), default to Rowan – 15.

For Montclair (002617, default to Montclair – 20.

For Seton Hall (002632), default to Seton Hall -28.

For Rutgers (002629), default to Rutgers – 99.

If the institution is Rowan (002609), valid values for update are:

Rowan - 15

Rowan Urban - 80

If the institution is Montclair (002617), value values for update are:

Montclair - 20

Montclair HCP - 90

If the institution is Seton Hall (002632), value values for update are:

Seton Hall - 28

Seton Hall Pre-Med - 95

If the institution is Rutgers (002629), value values for update are:

Rutgers - 99

Rutgers - Camden A&S – 50

Rutgers – Engineering – 14

Rutgers - Newark A&S – 21

Rutgers – Nursing – 25

Rutgers – Pharmacy – 30

Rutgers – SEBS – 11

Rutgers - School of Arts & Sciences – 01

Rutgers – SHRP – 75

Student can be moved from one program to another, as long as it is a valid program for the institution.

Dependency Status:

Display only, display value from ISIR, or the most recent update from the Verification region

Previous College:

Display only, name of the institution at which the student received his/her last EOF payment during the previous or prior academic years

Grade Level:

Display only, value reported from ISIR or the most recent update by agency user.

Students who have not previously received EOF and their Grade Level is 4, 5, 6 or 7 (4th year senior or higher), should not be allowed to be made eligible for EOF by the Campus Director. If the Campus Director checks the EOF Eligible flag, display a message “Student is not eligible for EOF due to grade level”.

Term of First Entry:

Display only. Display the Term and Year of the first EOF payment received by student if the student has received any EOF payments for previous terms/years. For example, display as Spring 2014-2015.

Last Funded:

Display only. Display the Term and Year of the latest EOF payment received by the student if the student has received any EOF payments for previous terms/years. For example, display as Spring 2014-2015.

Display status of the EOF and TAG programs for the term

This area will display the EOF and TAG program that is on the student's record and the status that has been calculated by the NJFAMS system.

EOF Full-Time Awards:

Display only; display a count of all previous EOF full-time payments for the student (.50 for every full-time EOF payment)

EOF Part-Time Awards:

Display only; display a count of all previous EOF part-time payments for the student (.25 for every part-time EOF payment)

TAG Full-Time Awards:

Display only; display a count of all previous TAG full-time payments for the student (.50 for every full-time TAG payment)

TAG Part-Time Awards:

Display only; display a count of all previous TAG part-time payments for the student (.25 for every part-time TAG payment)

Tax Verification Indicator:

Display only, display the student's academic year Tax Verification Indicator that shows the status of the student's verification.

Award Amount:

Award amount will display for TAG (Display Only) and for EOF renewals.

Calculates an Award Amount for EOF Renewals if the following is true:

The student was enrolled full-time the previous spring term, received an EOF payment at the same institution, and did not have a change in SSN or name and the student's TAG is not ineligible for "NJEI exceeds the maximum amount for the school"

Calculates EOF Award Amount as the same award amount that was paid in the previous spring term for the same institution.

In addition to the awarding instructions, please refer to EOF Central Office for awarding guidelines.

New Amount:

EOF Campus Director must enter an award amount in the New Amount field for new EOF awards if EOF is being certified as eligible.

Edit will not allow Award Amount to go over the Max Award Amount in program settings.

If an EOF student is in their last semester of enrollment regardless of the overall enrollment status indicated on the academic section in student edit, if the admission status is a Graduating Senior, the student receives a fulltime award. The system allows the enrollment status to be half-time, but gives a full-time award.

For an automatic renewal student where the award amount is calculated, if the EOF Campus Director makes the term ineligible, then the EOF Campus Director must enter 0 in the New Amount field. This should recalculate the term's Award Amount as 0.

Any terms updated to ineligible should have an Award Amount of 0.

EOF Certified:

Default to <Choose One>.

EOF Campus Director must choose from either "Eligible for EOF" or "Not Eligible for EOF" from the drop-down.

If "Eligible for EOF" is chosen, there must be an amount in the New Amount field for EOF and all of the required fields must be populated or else error messages will display.

If "Eligible for EOF" is chosen, the student will drop off the EOF Certification Roster and will be moved to the EOF Certified and Eligible roster.

If "Not Eligible for EOF" is chosen, the student will drop off the EOF Certification Roster and will be moved to the EOF Ineligible roster.

When the EOF Campus Director certifies a student as eligible for a term, the student's status for all other institutions is changed to ineligible for the reason in program settings "Ineligible for Awards at Concurrent Terms" and student will drop off the other institutions' rosters for that term.

Status displays the student's status for the program/term. User can click on Status to see an explanation of the status. See explanation of program status in section AI-1. planation of program status in section AI-1.

EOF Undergraduate Awards for Full-time and Part-time students (Minimum semester award = \$100)

	Full-time Maximum Annual/Semester	(6-8 credits) Part-time Maximum Annual/Semester	(9-11 credits) Part-time Maximum Annual/Semester
Community Colleges	\$1,050 annual max. / \$525 semester max.	\$526 annual max. / \$263 semester max.	\$788 annual max. / \$394 semester max.
Independent College and Universities	\$2,500 annual max. / \$1,250 semester max.	\$1,250 annual max. / \$625 semester max.	\$1,876 annual max. / \$938 semester max.
State & Research Colleges and Universities*	Full-time Maximum Annual/Semester	(6-8 credits) Part-time Maximum Annual/Semester	(9-11 credits) Part-time Maximum Annual/Semester
Commuter:	\$1,150 annual max. / \$575 semester max.	\$576 annual max. / \$288 semester max.	\$862 annual max. / \$431 semester max.
Residential:	\$1,400 annual max. / \$700 semester max.	\$854 annual max. / \$427 semester max.	\$1,120 annual max. / \$560 semester max.

* = award amount is based on whether or not the student is a residential or commuter student

Informational Rosters:

These rosters select students with the EOF program on their record, filtered by the applicable status.

Informational Rosters (online and .csv file) are in same format as Certification Rosters.

Certified and Eligible – EOF students that have been certified by the EOF Campus Director as being eligible for EOF

Ineligible – All Ineligible Reasons – EOF students attending the institution who are ineligible to receive an EOF award.

All Students – All students with EOF on their record. Provide a drop-down for selection of students by program status.

To view or download rosters:

Once logged in click on “Rosters” from the main menu.

The Informational Roster menu will display.

Select the term.

Select either PDF, Online, or Download to view the EOF roster


[HOME](#) > Roster Selection

You are currently working with the **2017-2018** Academic Year.




There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Term:


Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
 Certification	PDF	Online	Download

Informational Rosters

	View and Print (PDF)	View Online	Download File (CSV)
 Certified and Eligible	PDF	Online	Download
 Ineligible	PDF	Online	Download
 All Students	PDF	Online	Download

2017-2018

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The next screen shot is an example of the Ineligible roster:

Roster: Ineligible
 Campus: THE COLLEGE OF NEW JERSEY
 Program: All Programs
 Academic Year: 2017-2018
 Term: Fall

Previous

<input type="checkbox"/>	gendron, Jordyn	(Fall)	(view)
Grade Level: 1st year, never attended college Dependency Status: Dependent Previous College: Term of First Entry: Last Funded:			
EOF Full-time Awards: 0 EOF Part-time Awards: 0 TAG Full-time Awards: 0 TAG Part-time Awards: 0 Tax Verification Indicator:			
Housing Status:	Admission Type:	Ethnicity:	Gender:
<Choose One>	<Choose One>	<Choose One>	Female
Status <input checked="" type="checkbox"/> Certification Codes <input type="checkbox"/> Program EOF New Amount <input type="text"/> Award \$0.00 Paid \$0.00			Historical Poverty Code: <Choose One> School Program: <Choose One> EOF Certified: <Choose One>
<input type="button" value="Save"/>			
<input type="checkbox"/>	Hendricks-Egerton, Jared	(Fall)	(view)
<input checked="" type="checkbox"/>	AASE-REMEDIOS, GABRIELLA	(Fall)	(view)

Rosters can be expanded by clicking on the “+” sign or the expand all tab.

To view a student’s record, click on the View tab, and the student’s current year record will display.

HOME > Roster Selection > Roster > Edit Student

gendron, Jordyn N - ###-##-5048 **BROWNS MILLS, NJ**
NJHESAA ID: 1467777

General Information DOB: 1/14/1999

Academic Period Information

THE COLLEGE OF NEW JERSEY

[Show Additional Campuses](#)

FAFSA Information

Document Tracking

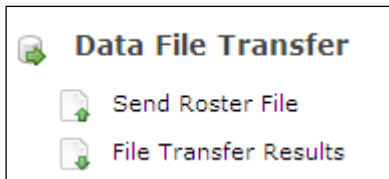
Payment History

2017-2018

To return to the roster click on roster in the breadcrumb trail at the top of the screen.

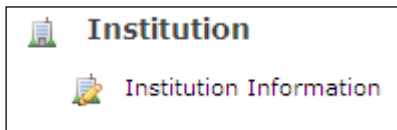
To download a roster in an Excel format click on download and if available on your PC or laptop, an Excel file will download in a CSV format. Check with your IT staff on how to use Excel or a CSV file.

Data File Transfer



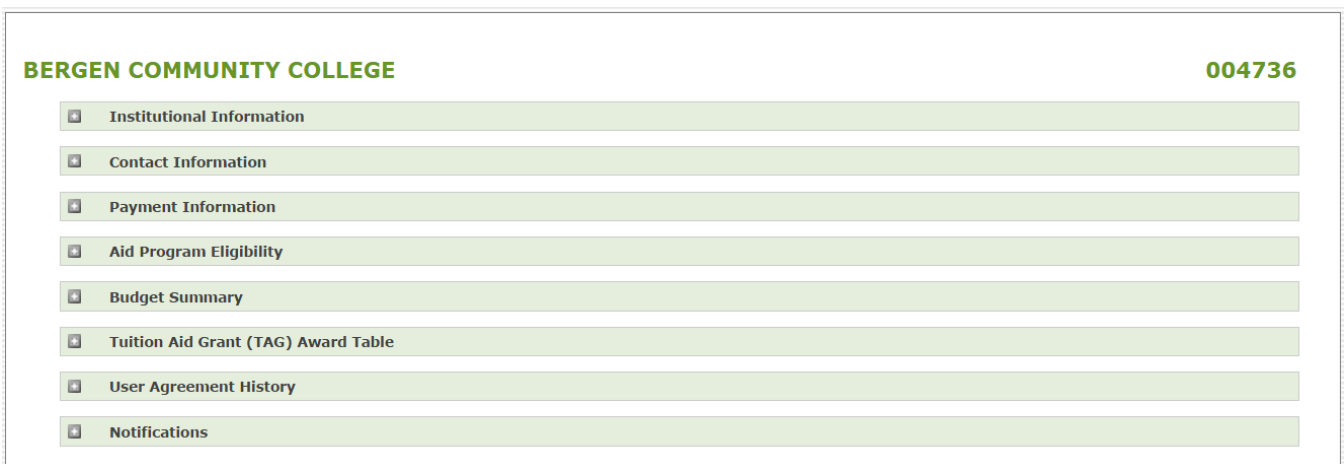
Institutions can automate the Certification roster process by uploading files in .csv format. See Appendix A for detailed information on the Send Roster File and File Transfer Results processes.

Institution Information View Only



This section displays your institutional information for the academic year displayed on the top toolbar. To view information for a different year, select the year from the dropdown.

The Institutional Information, Contact Information, Payment Information, and Budget Summary sections can be updated at any time by users with full access permissions to the institution information screens. Information must be complete in order to certify students.



Institutional Information

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY **002629**

Institutional Information

Institution Name: *

Financial Aid Office Address

Address: *

City: *

State: *

Zip: *

Institution Details

Institution Type:

Principal Location State:

Operational Schedule:

Clock Hours to complete program:

of Terms:

Max. # of Terms to be Awarded:

Academic Period Setup:

	Term 1	Term 2
Begin	<input type="text" value="9/1/2017"/>	<input type="text" value="1/15/2018"/>
End	<input type="text" value="12/15/2017"/>	<input type="text" value="5/1/2018"/>
Eligible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Title IV/Program Eligibility:

Federal Employer ID (FEIN):

Financial Aid Management System

Your FAMS:

* Indicates a Required Field

Institution Name: Institution name is not academic year-specific. Changing it in one year will change it for all years.

Institution Type values are:

- Public, 4 Year
- Private, NFP
- County College
- Private, Prop
- Technical/Vocational
- Other In-State
- Out-of-State

Principal Location State

View only

Operational Schedule values are:

Semesters

Clock Hours to Complete Program = 0 – not currently used

of Terms = 2

Academic Period Setup

- Start date for the first term must be on or after July 1 of the academic year
- End date for the last term
- Term start and end dates cannot overlap

Eligible check box

- Read-only for FAO. Term must be eligible in order to request payment.

Title IV/Program Eligibility values are:

Eligible
Ineligible

All the above fields must have valid values before certification is allowed.

Your FAMS values are

Banner
Colleague
EDEXpress
Jenzabar
PeopleSoft
PowerFAIDS
Other

New Year Process and Institutional Information

When a new Academic Year is created, all values in the Institutional Information region are carried forward to the New Year. For Term Dates, one year (365 days) is added to each prior year date. Operational Schedule can only be updated before HESAA imports ISIRs into the system for an Academic Year.

Contact Information

☐
Contact Information

Contact Information For Students

Phone Number: Email Address:
 Home Page:

Contact Information For HESAA
(This information will not be shared with students)

Director of Financial Aid

First Name: Last Name:
 Phone Number: Phone Extension:
 Fax Number: Email Address:

Primary Contact for HESAA

First Name: Last Name: Title:
 Phone Number: Phone Extension:
 Fax Number: Email Address:

Educational Opportunity Fund Administrator

First Name: Last Name:
 Phone Number: Phone Extension:
 Fax Number: Email Address:

Business Officer

First Name: Last Name:
 Phone Number: Phone Extension:
 Fax Number: Email Address:

Notifications

Email Address:

▶ Save

If any of the information on the Contact Information screen is incomplete or incorrect, contact the FAO Liaison at your school. The information in the Contact Information section is for use by agency staff when they need to contact individuals at the institution with questions regarding grants and scholarships.

Payment Information

☐
Payment Information

Payment Information

Disbursement Method:

Mailing Address for Checks:

Office:
 Street:
 City:
 State:
 Zip:

▶ Save

This region displays the disbursement method used for your Institution.

Aid Program Eligibility

This screen is used by the agency to indicate the programs in which the school participates. Expand the program bar to display the details or click the [expand all](#) link at the top of the screen to expand all programs.

Institution Participates: This box is checked if the institution is eligible to participate in the program.

Student Automatically Associated: This box is checked if the system automatically adds the program to the record of a program applicant at the institution.

Budget Summary

☐ Budget Summary

Please enter or update annual costs for the academic year displayed on the top toolbar.

Costs are: Actual/Approved Proposed/Pending Approval

Enrollment Budget
Provide AVERAGE BUDGET AMOUNTS for dependent and independent undergraduate students if your institution has more than one for the categories below.

	Dependent Resident	Dependent Commuter	Independent Resident	Independent Commuter
Annual Tuition*:	\$ 0	\$ 0	\$ 0	\$ 0
Institutional Fees**:	\$ 0	\$ 0	\$ 0	\$ 0
Room and Board:	\$ 0	\$ 0	\$ 0	\$ 0
Transportation and Personal Expenses:	\$ 0	\$ 0	\$ 0	\$ 0
Books and Supplies:	\$ 0	\$ 0	\$ 0	\$ 0
Total Cost of Attendance Budget:	\$ 0	\$ 0	\$ 0	\$ 0

* Indicate the amount New Jersey residents will be charged. (Enter flat rate tuition or if tuition is charged on a per credit basis, use 32 credits for annual tuition.)
 ** If fees are assessed per credit, enter fees based on 32 credits.

New Jersey Resident Annual Tuition
Indicate the annual amount of tuition New Jersey residents will be charged.

Per Credit Rate: \$

Flat Rate: \$

Anticipated Fulltime Enrollment

Fall 2014:

Fall 2015:

Fall 2016:

Fall 2017:

Save

This screen is used by the FAO to enter their budget information for the academic year.

Costs are: should be changed to Actual/Approved, once they are final and approved.

Tuition Aid Grant (TAG) Award Table

Tuition Aid Grant (TAG) Award Table			
	NJEI Range Lower Limit	NJEI Range Upper Limit	NJEI Maximum Annual Award Amount
1	0	1499	9468
2	1500	2499	8398
3	2500	3499	7478
4	3500	4499	6448
5	4500	5499	5622
6	5500	6499	4798
7	6500	7499	4022
8	7500	8499	3188
9	8500	9499	2198

User Agreement History

User Agreement History

User Agreement Text:
(Version 1, updated on 10/2/2015 1:02:37 PM)

I understand that access under this agreement is to me alone and not transferable. I understand that all information accessed from HESAA on-line systems is confidential.

By accepting this agreement, I agree not to disclose or permit use of this information other than for the purposes for which HESAA disclosed the information in accordance with applicable state and federal privacy regulations, 18CFR Part 313.

[Print PDF](#)

Acceptance History:

Last Name	First Name	Username	Version	AgreementTime
User	Test	rfaotest	<u>1</u>	4/27/2017 2:04:06 PM

The text of the current institutional User Agreement displays in this region as well as a history of the when users at your institution have accepted it.

EOF Allocation Screen

Educational Opportunity Fund Grant (EOF) Allocations

EOF

Program Setup


School Program Name: EOF
School Program Code:
School Program Accounting Code:

Fund Management

Original Appropriation: \$ 347,802
Supplemental Appropriation: \$
Rescinded Appropriation: \$
Total Appropriation: \$ 347,802
Overaward Percentage: 0 %
Overaward Amount: \$
Overaward Level: \$ 347,802
Total Awarded: \$
Adjusted Appropriation Available: \$ 347,802

Comment:
EOF Allocations Comment

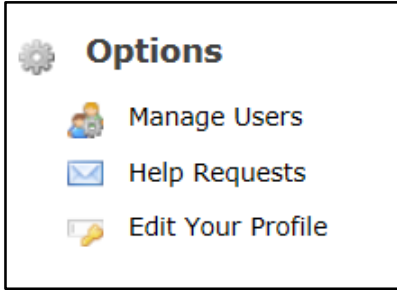
Save

2017-2018 Assistance Authority  **OPRA | Open Public Records Act** [Contact Us](#) | [Site Map](#)

Notifications

Institution Notifications will be available in a future release.

Options



Manage Users EOF Central Only

Through Manage Users, an EOF Central User with full access to the Manage User functions can create a new user account, disable a user account, set or change a user's permissions and edit a user's account profile. An EOF user with full access or read only access to Manage Users can also view information on a user's last login date and time.

Every user must have a unique user profile. User profiles are not to be shared.

Add a New EOF User

Search

Use these fields to search for users:

Last Name: First Name: Show Accounts: ▼

Search Results

To view users, enter search criteria above and click the [Search] button.

Click the Add New User button.

User Type: Institutional			
General Information			
*First Name:	*Last Name:		
<input type="text"/>	<input type="text"/>		
*E-mail:	*Confirm E-mail:		
<input type="text"/>	<input type="text"/>		
Campus: RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY			
Account Information			
*Username:	*Password: (randomize)		
<input type="text"/>	<input type="text"/>		
Password Expires:	Password Last Changed:		
<input type="text"/>	<input type="text"/>		
<input type="checkbox"/> Force user to change password on next login			
Password Requirements			
<ul style="list-style-type: none">• Password must contain at least 8 characters.• Password must contain at least one number.• Password must contain at least one capital letter.• Password must contain at least one lower case letter.• Password must contain at least one special character (!,@,#,\$, etc.).• Password must NOT contain <, >, [,], ;, &, ', or "• Passwords expire after 60 days.• You cannot use your current or previous 10 passwords.			
Save	Save and Add Another User	Save and Return to Directory	Cancel/Exit

User Type

The User Type will be EOF Central or Campus Director and your institution will display in the Campus field.

General Information

Enter information in all fields are marked with an asterisk. The email address is used if the user forgot their user name or password and should be unique.

Account Information

The User name field will fill in, with the first initial of the first name and the last name, as you enter first and last name in General Information. Either keep that as the username or change it by highlighting the field and entering a new username. A username must have at least 5 characters. Usernames must also be unique. After clicking the Save button you may be prompted to select a different user name if the one entered is already in use.

Enter a password that complies with the password requirements or click the [randomize](#) link and the system will create a password. You can either give the user the password or have the user click the [“Forgot your username or password”](#) link from the login screen. The user will receive an email with a temporary password and will immediately be presented with the Change Password screen after logging in with that password. In order to use the [“Forgot your username or password”](#) link the user must know their assigned username.

If you click the ‘Force user to change password on next login box’ the user will login with the password you created and will immediately be presented with the Change Password screen.

Save – the user profile will be saved and you will stay on the same screen. Click Save to set or update the User Permissions for this user.

Save and Add Another User – the user profile entries will be saved. After saving the user’s permissions (see next section), you will go to the Add New User screen.

Save and Return to Directory – the user profile entries will be saved. After saving the user’s permissions (see next section), you will go to the initial User Management Search screen.

Cancel/Exit – the user profile entries will not be saved. You will be returned to the initial User Management Search screen.

Once a user has been created and saved, you will be directed to the Manage User Permissions screen to set the user’s permissions.

Manage EOF User Permissions

The Manage Permissions screen allows a user with full access to the Manage User Permissions functionality to control the access the user has to the various screens and functionality within the system. When creating a new user, you will automatically be directed to this screen upon saving the user's profile information. To access this screen to edit a user's permissions, see the Search for Users and Edit User section below. Verification Screen (FAFSA Information) access is currently being tested.

Manage Permissions

UserName:

User Full Name:

Resource	Full Access	Read Only	No Access
All Screens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Info (Read Only)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Academic Period Info (Read Only)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Document Tracking (Read Only)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
FAFSA Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program Application and Scoring	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Notifications (Read Only)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment History	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Student	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Search For Student	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rosters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institution	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Institution Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Options	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit Your Profile	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

2017-2018

Full Access: User has access to all the functionality for the screens applicable to the option selected.

Read Only: User can view the screens applicable to the option selected but cannot make any updates

No Access: User cannot access the screens for the option selected.

If the user will have the same access level for all screens, click the radio button directly below the access level (All Screens). All the radio buttons will fill in automatically for that access level. Edit for an individual screen or group of screens, if necessary, by clicking the appropriate access level for the screen or group of screens.

If the user will have the same access level for a group of screens, designated by the blue bars with section headings, set the access level on the blue bar and the radio buttons for that section will fill-in with the selected access level. Edit for an individual screen, if necessary, by clicking the appropriate access level for that screen.

Click Save to stay on the same screen. Save and Return will return you to the User Profile, the Add New User or the initial User Management screen depending on the option you selected (Save, Save and Add Another User or Save and Return to Directory) when you created the user profile. To clear any entries, click Cancel.

A user cannot assign permissions that are greater than his or her own permissions for that function to another user. For example, user who has Read Only access to the Data File Transfer functions cannot assign Full Access to those functions to another user. The user could assign Read Only or No Access to those functions.

Search for Users

Search

Use these fields to search for users:

Last Name: First Name: Show Accounts: Active Only

Search Results

To view users, enter search criteria above and click the [Search] button.

Search for a specific user by entering a first or last name and clicking Search. To see a list of all your institution's users, leave the fields blank and click Search. The Show Accounts dropdown defaults to Active Only. To view all accounts, including Disabled Accounts, click the dropdown and select All Users. To view only Disabled Accounts, select Disabled Accounts from the dropdown.

Search Results

Search

Use these fields to search for users:

Last Name: First Name: Show Accounts: Active Only

Search Results

<u>Last Name</u>	<u>First Name</u>	<u>User Type</u>	<u>Institution</u>	<u>Username</u>	<u>Email</u>	<u>Student ID</u>	<u>Status</u>	<u>Last Login Date</u>
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Click Last Name, First Name, Status or Last Login Date in the header row to sort the results by that field.

Click the user's Last Name or First Name to edit their profile.

Status

Active only	View users who have active profiles (can log in to NJFAMS)
Inactive	View user profiles that have been disabled (cannot log in to NJFAMS)
All	All active and inactive users

Last Login Date is the last date and time the user logged in to the system.

Managing User Profiles

The EOF administrator should review the active user profiles periodically to be sure those individuals should have access and, if so, that their system permissions are accurate.

If a user should not have access to the system, disable their user profile (see Edit User Profile). The EOF administrator can reactivate a user whose account has been disabled.

Edit User Profile

To edit a user profile, search for the user and select the user from search results.

On this screen, the EOF administrator can update the user's name, email address, username, password, or link to Manage User Permissions to update the user's permissions. The administrator can also disable (deactivate) a user profile or reactivate an inactive user profile.

Disable a User Profile

To disable (deactivate) a user profile, go to Edit User Profile for the user and click the Disable Account button.

Reactive a User Profile

To reactivate a user whose account is disabled, enter their first and/or last name, select Inactive only or All accounts from the Show Accounts dropdown, and click Search. Alternatively, leave the name fields blank, select Inactive only from the Show Accounts dropdown and click on the user's name in Search Results.

Search
Use these fields to search for users:

Last Name: First Name: Show Accounts:

Search Results

Last Name	First Name	User Type	Institution	Username	Email	Student ID	Status	Last Login Date
User	Nao	PAO	UNIVERSITY OF RHODE ISLAND	nenuser	nenuser@uri.edu	N/A	Inactive	N/A

Before reactivating the user, make any needed changes to the user profile and click the Save button to stay on the screen. It is good practice to change the user's password. For greater security, click the 'Force user to change password on next login' box. After any profile changes have been made and saved, click Reactivate User. Notify the user of the new password, if applicable.

Edit My Profile

First Name:
 Last Name:
 Email Address:
 Confirm Email Address:
 User Name:
 Password:
 Confirm Password:

Password Requirements

- Password must contain at least 8 characters.
- Password must contain at least one number.
- Password must contain at least one letter.
- Password must contain at least one special character (!, @, #, \$, etc.).
- Passwords expire after 90 days.
- You cannot use your current or previous 5 passwords.

This screen allows you to make changes to your profile. Change your name, e-mail address, user name or password and click Save. If you wish to change your user name and your password, change and save your user name first, entering your current password information. Then enter and save a new password.

To cancel, click Return to the Main Menu.

Change Your Password

Change Your Password

Please change your password below. Passwords are case sensitive, please check your "Caps Lock" key before continuing.

Password Requirements:

- Password must contain at least 8 characters.
- Password must contain at least one number.
- Password must contain at least one letter.
- Password must contain at least one special character (!,@,#,\$, etc.).
- Passwords expire after 90 days.
- You cannot use your current or previous 5 passwords.

Current Password:

New Password:

Confirm New Password:

Your password is valid for 60 days. If you login with a password that has expired, the system will bring you to this screen. You must change your password in order to continue.

When changing your password, pay careful attention to the password requirements listed on the screen. You cannot use your current or previous five passwords. Passwords are case sensitive but user names are not.

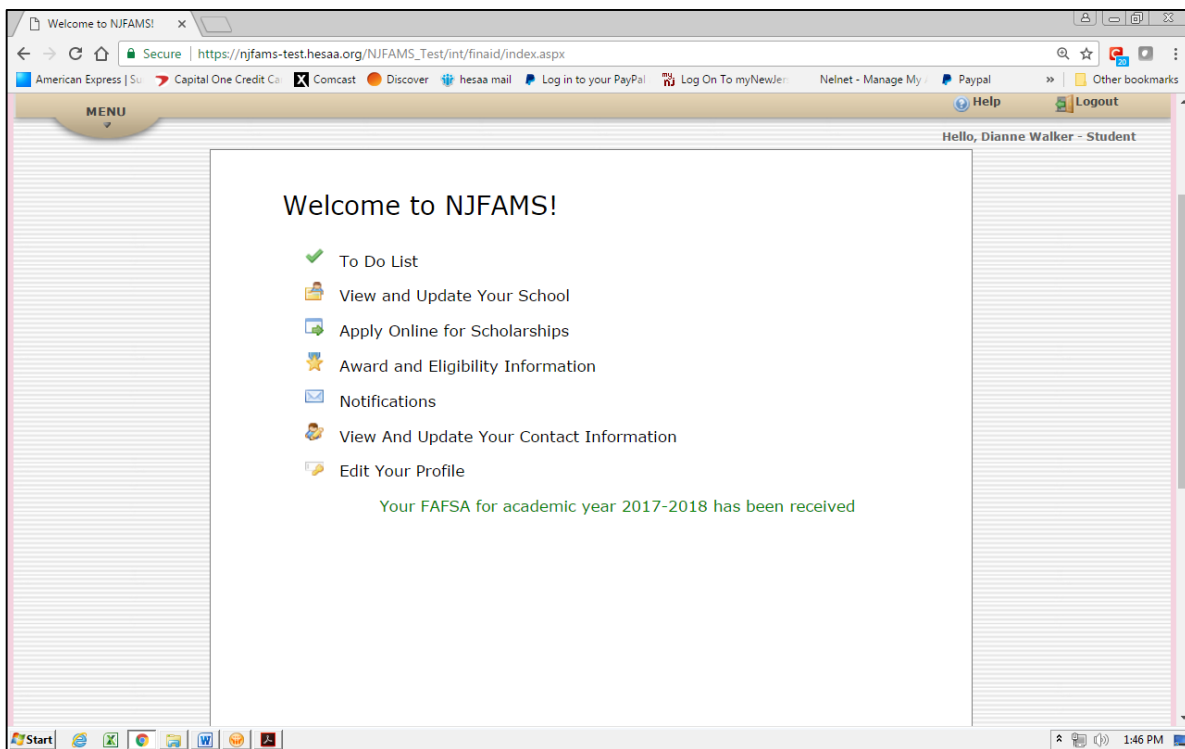
Student Overview

This section provides a brief overview of the experience for students.

Creating a Student User Profile

Students create their own user name and password by selecting the Create Student Login link from the login screen. After submitting their user profile information the student will receive an activation email from with the subject line NJHESAA Web Portal User Activation. The email should arrive within minutes of submitting the user profile. To complete the registration process the student must click on the link in the email to activate their account. The student will then be able to log in to NJFAMS.

Student Main Menu



To Do List

The To Do List is a summary of the documents the student has submitted and any that are still outstanding.

View and Update Your School

Students can view and add schools to their record.

Apply Online for Scholarships

Students can apply online for scholarships.

Award and Eligibility Information

Students can view their award and eligibility information for every institution that is on their record.

Notifications

Students can view notifications sent to them from HESAA.

View and Update Your Contact Information

On this screen the student can update their permanent and mailing address, telephone number and the email address used for notifications.

Edit Your Profile

The student can change his or her user name and password and the email address attached to their user profile.

Appendix A Roster and File Transfer Process

Institutions can automate the Certification roster process by downloading roster files, updating certain data, and uploading the completed files in .CSV format into NJFAMS. Institutions can also perform Certification online. Institutions can use either process, file transfer or online, at any time.

Steps for automating the roster process:

1. Download the applicable roster from NJFAMS. Rosters are dynamic; they will reflect the data as it exists in the system as of the date and time you access the roster.
2. Update the file with the required data for the students on the roster.
 - a. To update the file manually:
 - i. Open the downloaded file in Microsoft Excel™ or a similar software application.
 - ii. Save the file in .CSV format (rename it if you wish). Remember that the files contain Social Security Numbers and follow your institution’s policies regarding the safekeeping of Social Security Numbers and saving electronic files that have non-public personal information.
 - iii. For each student on the roster, update as applicable the fields that are shaded and described in the file layout as updateable fields. Most of the updateable fields will be pre-populated with student data as it exists in the system. Where applicable, ISIR values are used. See the field descriptions for specifics.
 - iv. Save the file in .CSV format.
 - b. To completely automate the process, work with your IT Department to create an interface with your school-based system.
3. When the roster has been updated, upload it into the NJFAMS system.
4. Student records with the required data in the correct format will be processed. Records with missing or invalid data will not prevent accurate records in the same file from processing. If a record is not processed due to missing or invalid data, the student will continue to be selected for subsequent rosters until their information is updated, either through another file upload or online.
5. After sending a roster, download your result files. There will be four result file types:

Eligible Students	Records processed successfully; students are eligible based on data in the system.
Ineligible Students	Records processed successfully; students are not eligible. A system-generated cancellation code may be assigned.
All Students	All records that processed (eligible and ineligible)
Exceptions	Records that did not process. The reason the record did not process is displayed in the last column of the file. Records that did not process will remain on the roster until they process successfully.

Institutional Certification .CSV File Fields and Descriptions

Column	Description	Values/Sample Data/Comments
Entity ID	ID assigned to student by system	12345678
Academic Year	Academic year description	2015-2016
Term Description	Term description	Fall, Spring, Term 1, Term 2, Term 3
School Code	6-digit Federal School Code	123456
School Name	Institution name	Name as it appears in the system
SSN	Student's SSN	123456789 (no hyphens)
Last Name	Student's last name	
First Name	Student's first name	
Middle Initial	Student's middle initial	Blank if none
Date of Birth	Student's Date of Birth	MMDDYYYY
Program Short Name	Short name for the award program	AEG, APS
Program Status	Current status for the program and term	Qualified, Awarded, Certified, Paid, Refund Due, Ineligible
Award Amount	Award amount for the term	0, 3000
Paid Amount	Amount disbursed for the term	0, 3000
Campus Student ID	ID assigned to student by the institution. Field will be blank unless the ID was provided previously.	Optional
Certification Code	This field will always be blank on the downloaded Certification roster. Code entered by the institution to certify student's eligibility for the program or reason for cancellation. Leave blank if changes to certain data fields will make the student ineligible for the program.	See Certification/Cancellation Codes following this layout. Blank if updates to grade level, degree program, enrollment status or SAP will make the student Ineligible.
New Amount	Term payment amount, if less than Award Amount. Cannot be greater than award amount	1500, blank (no commas) Cannot be 0 for eligible, certified student. If student not eligible, update applicable data field or enter a Certification Code for cancellation. Leave this field blank.
Enrollment Status	Enrollment status for the term; use numeric code if enrolled or N for not enrolled. Field will default to 'F' (Full-time) unless the FAO has saved a different enrollment status to the student's term record.	O = On-time F = Full-time H = Half-time L = Less than half-time N = Not enrolled
Grade Level	Numeric (ISIR values)	0, 1, 2, 3, 4, 5, 6, 7
Degree Program	Two-character degree program	BD, AD, GD, CT, CC, VC, IN
Column	Description	Values/Sample Data/Comments
Program of Study Code	Code for student's program of study (required for vocational institutions only). Populated from Alternate Application or student portal if student added a vocational school. Blank if student attending vocational school but filed a FAFSA	Blank if institution is not vocational See list of approved vocational programs and their codes, by institution, following this layout.
SAP	Satisfactory Academic Progress	Y, N

EOF USER MANUAL

AUGUST, 2017

	One character fields; default value = Y (making SAP)	
Certified EFC	EFC the institution is using to calculate Federal need-based financial aid eligibility. Field will be populated with the Primary EFC on the active ISIR transaction unless the FAO has previously updated the student's Certified EFC.	999999 (no commas)
Pell	Student's Annual Pell Grant	5730, 602, 0
Ethnicity	1-digit numeric field Required if certifying eligible student	2 = Unknown 3 = Hispanic 4 = American Indian/AK Native 5 = Asian 6 = Black/African American 7 = Native Hawaiian/Other Pacific Islander 8 = White 9 = Two or more races Not required (blank) if student not eligible
Accelerated	APS only	Y, N, blank
Campus ID	ID assigned to institution by System	123
Program Group ID	ID assigned to program group by System	
Program ID	ID assigned to program by System	
Academic Year ID	ID assigned to academic year by System	Last 4-digit year in the academic year minus 1900. e.g., academic year 2015-2016 = 116 (2016 minus 1900)
Term ID	ID assigned to the term by System	
ChecksumId	System-generated code used for record matching	System Use Only
Last Change Date	Date last change was made to the award amount for this program	MM/DD/YYYY

AI-1 Roster File Fields and Descriptions

Institutional Roster File Layout Shaded fields are updateable by the institution
 Non-shaded fields are informational/system use fields.

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Entity ID	ID assigned to student by system	12345678	10
Academic Year	Academic year description	2015-2016	9
Term Description	Term description	Fall, Spring, Term 1, Term 2, Term 3	30
School Code	6-digit Federal School Code	123456	6
School Name	Institution name	Name as it appears in the system	100
Program Short Name	Short name for the award program	TAG, EOF, STARS, WTC, STB, etc.	25
SSN	Student's SSN	123456789 (no hyphens)	9
Last Name	Student's last name		30
First Name	Student's first name		30
Middle Initial	Student's middle initial	Blank if none	25
Date of Birth	Student's date of birth	MM/DD/YYYY	10
Program Status	Current status for the program	Qualified, Awarded, Certified, Paid, Refund Due, Ineligible	25
Annual Award Amount	Award amount for the year	0, 1000	Decimal(19,2)
Term Award Amount	Award amount for the term	0, 2000	Decimal(19,2)
Paid Amount	Amount disbursed (net of refunds) for the term	0, 3000	Decimal(19,2)
NJEI	NJEI calculated amount	0, 4000	Decimal(19,2)
Dependency Status	Student's dependency status	D, I	1
Tax Verification Indicator	Status of state Tax verification	N = Not Selected for State Verification 1 = Selected - Independent Non-Filer 2 = Selected – Dependent Non-Filer 3 = Selected – Dependent Tax Filer 4 = Selected – Independent Tax Filer 0 = Selected - Non-respondent D = Complete - Award Decreased F = Complete - Verified using an IRS Tax Return Transcript (Federal) I = Complete - Award Increased	1

EOF USER MANUAL

AUGUST, 2017

Column	Description	Values/Sample Data/Comments	Maximum Field Length
		L = Complete – Verified using monthly expense and resource statement P = Complete – Award Remained the Same R = Documents Received – Review Pending W = Complete, Award Withdrawn C = Cancelled - Proj Year Change Processed	
Projected Year Change	Projected year change indicator	N = No – Base Year Change Y1 = Yes – Projected Year Change Y2 = Yes – Projected Year and Base Year Change	2
Campus Student ID	ID assigned to student by the institution. Field will be blank unless the ID was provided previously.	Optional	15
Certification Code	This field will always be blank on the downloaded Certification roster. Code entered by the institution to certify student's eligibility for the program or reason for cancellation. Leave blank if changes to certain data fields will make the student ineligible for the program.	See Certification/Cancellation Codes following this layout. Blank if updates to grade level, degree program, enrollment status or SAP will make the student Ineligible.	2
New Amount	Term payment amount, if less than Award Amount. Cannot be greater than award amount	1500, blank (no commas) Cannot be 0 for eligible, certified student. If student not eligible, update applicable data field or enter a Certification Code for cancellation. Leave this field blank.	Decimal(19,2)
Grade Level	Student's grade level; use numeric code. Field will be populated with a grade level, typically the value on the active ISIR transaction unless the FAO has saved a different grade level to the student's term record.	0, 1, 2, 3, 4, 5, 6, 7	1
Degree Program	Degree or certificate program in which student is enrolled; use numeric code. Field will be populated with a Degree or Certificate	1, 2, 3, 4, 5, 6, 7, 8, 9	1

EOF USER MANUAL

AUGUST, 2017

Column	Description	Values/Sample Data/Comments	Maximum Field Length
	program, typically the value on the active ISIR transaction unless the FAO has saved a different program to the student's term record.		
Enrollment Status	Enrollment status for the term. Field will default to 'F' (Full-time) unless the FAO has saved a different enrollment status to the student's term record.	F = Full-time	1
		P = Three-quarter time	
		H = Half-time	
		L = Less-than-half-time	
		N = Not enrolled	
SAP	Satisfactory Academic Progress One character fields; default value = Y (making SAP)	Y, N	1
Prior BA	Field will be populated with a value, typically the value in the 'First bachelor's degree' field on the active ISIR transaction unless the FAO has updated the student's term record.	1 = Yes, student has a first Bachelor's degree 2 = No, student does not have a bachelor's degree	1
Prior AA	Field will be populated with a default value of 2 for STARS and with a default value of 1 for STARSII. Field should be set to 1 when certifying for STARSII that the student has an associate's degree.	1= Yes, student has a first Associate's degree 2 = No, student does not have an associate's degree	1
ESL/Remedial	Field will be populated with a default value of N. Field should be set to Y when certifying that ESL/Remedial coursework should allow for an additional TAG award more than the maximum allowable number of grant payments.	Y, N	1
Graduating This Term	Field will be populated with a default value of N. Field should be set to Y when certifying that a student should receive a STARS award even when the student is enrolled less than full-time because the student is graduating.	Y, N	1
Type of Leave	Field will be populated with a default value of 0. Field should be set to the type of leave when the student cannot meet continuous enrollment for the STARS, STARII, or GUS program.	0 = None 1 = Military Leave 2 = Family Leave 3 = Medical Leave	1
Course of Study	Field will be populated with a default value of O. Field should be set to N for Nursing or E for	N = Nursing E = Engineering	1

EOF USER MANUAL

AUGUST, 2017

Column	Description	Values/Sample Data/Comments	Maximum Field Length
	Engineering if the student is in a Nursing or Engineering program and has already been awarded 5 terms of STARS.	O = Other	
Program of Study	Rutgers use only. All other schools can leave blank. Field will be populated with a default value of R. For a student attending Rutgers, field should be set to R for Regular, B for Business, E for Engineering/Pharmacy/Environmental or Biological Sciences, or H for Biomedical/Health Services. This controls the calculation for the maximum award amount allowed.	R = Regular B – Business E = Eng/Phar/Env/BioSci H = BioMed/Health)	1
Program Length	Devry. Eastern, Berkeley, Eastwick, and Pillar use only. All other schools can leave blank.	2 = Two-Year Program 4 = Four-Year Program	1
Transfer Orders Verified	Field will default to blank.	Y = Yes, student has a military zip code of 08640 or 08641 and transfer orders have been verified. N = No, student has a military zip code of 08640 or 08641 and student could not provide transfer orders. Leave blank if transfer orders are not required to be verified.	1
Campus ID	ID assigned to institution by System	123	10
Program Group ID	ID assigned to program group by System		5
Program ID	ID assigned to program by System		5
Academic Year ID	ID assigned to academic year by System	Last 4-digit year in the academic year minus 1900. e.g., academic year 2015-2016 = 116 (2016 minus 1900)	3
Term ID	ID assigned to the term by System		4
ChecksumId		System Use Only	
Last Change Date	Date last change was made to the award amount for this program	MM/DD/YYYY 01/31/2015	10