Student Award System Access Request Form Tutorial

This document explains how to complete the Student Award System (SAS) Access Request Form. Follow these steps to submit your request for new or modified access to SAS, which is used by staff across campus to create, manage, and monitor individual college scholarships, fellowships, awards, and thank you notes. SAS is accessible through ARES at www.ares.umd.edu. As a reminder, it is the requester’s and/or department head’s responsibility to alert us at fin-umgift@umd.edu if there are any updates to access or requester/department head departmental changes.

1. Click on this link to access the form:
   https://edoc.umd.edu/kew/EDocLite?edlName=umd.edoc.eso.SASAccessRequest&userAction=initiate

2. Complete the User Information section. Your name and contact information will be pre-filled. You must type in the name of your department, unit, or college. This should be the primary unit that you work for. For example, if you work in Sociology, enter Sociology rather than the College of Behavioral and Social Sciences.

3. Complete the Unit Head/ Manager Information section. Click the search icon to select the name of your department head. (The form will be routed to this person for approval before being routed to the Office of Student Financial Aid (OSFA) for final approval.) Once the name is selected, the UID will automatically populate.

4. Complete the User Request section.
   a. Type of Access: Select whether you are requesting new access, a change to your access based on transferring to a new department, or a modified access level within your current department.
   b. Department Requested: Choose your unit from the dropdown box.
   c. Functions: SAS has 3 main functions: Aid IDs, Student Awards, and Thank You Notes. For each function, select whether you need no access, view only access, or access to view and modify.
      i. The Aid ID function is used by staff who request new Aid IDs and oversee the characteristics of existing Aid IDs (such as name of the award, corresponding KFS account, annual awarding budget, etc.).
      ii. The Student Awards function is used by staff who enter awards made to students and staff who oversee the status of student awards.
      iii. The Thank You Notes function allows staff to view and print completed thank you notes for any award where the thank you note is completed using OSFA’s online thank you note system.
d. **Reason:** Please provide a short explanation to justify your requested level of access.

<table>
<thead>
<tr>
<th>What kind of access are you requesting?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Access**</td>
</tr>
<tr>
<td>Department Requested**</td>
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</tbody>
</table>

**Please indicate the functions you need, the level of access you are requesting, and a brief explanation for why you need this access:**

<table>
<thead>
<tr>
<th>Add IDx (Award Programs)*</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Award*</td>
<td>None</td>
</tr>
</tbody>
</table>

**Reason**

5. Please read the statement of understanding then click the checkbox at the bottom and type your name in the Signature block.

**Ensuring Accuracy**

I understand that, for any instance where I am granted access to modify an aid I or student award, I will be responsible for ensuring the accuracy of information submitted. It will be my responsibility to monitor student awards to ensure that they are awarded and disbursed according to university guidelines and award requirements, as applicable.

I have read and attest to the above.

Signature (Type your full name):

6. **Your form is complete!** Press the submit button at the bottom of the page. If there are any errors, you will see red text on the form explaining the error and how to resolve it. All errors must be corrected before the form can be submitted.

7. **Once submitted,** your form will be routed to your department head for approval. After your department head approves the form, it will route to OSFA for final approval. You will receive an automatic email notification from the Kuali eDoc system after each approval. If your form is not approved at any stage, you will also receive an automatic email notification. OSFA reserves the right to request additional information or deny any request. OSFA has limited the use of the system to two (2) users per department. If your form is not approved and you still wish to request access, you will need to submit a new form. To check the status of your request, login to Kuali eDocs here: https://edoc.umd.edu/portal.do and click on the ‘action list’ button. OSFA will review all forms within three (3) business days from the date your department head’s approval is received.

**Questions?**

If you have questions about completing this form, please email fin-umgift@umd.edu and include the Document ID number in your email. The Document ID is located at the top right of the form: