



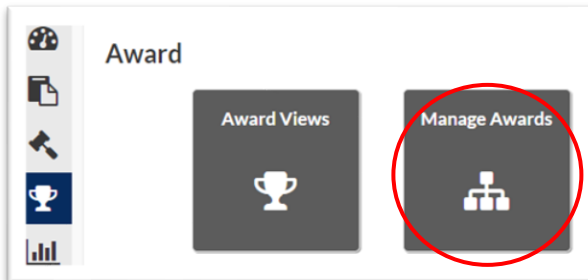
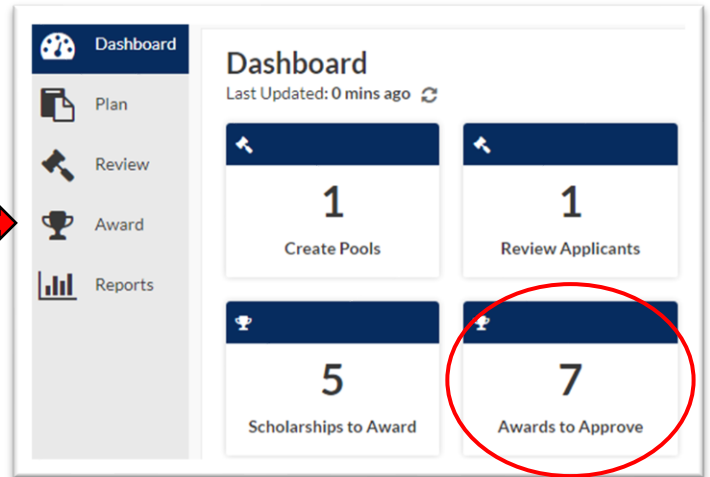
JagSPOT Approving Awards

This guide will assist Opportunity Administrators with the approving awards as the final step in the awarding process.

1. Once the committee chair has allocated award funds to students in JagSPOT, Opportunity Administrators must provide final approval in JagSPOT before students will be notified of their award. To do this, log into JagSPOT using your single sign on.

2. The first screen will be your dashboard of quick links. You can access the awarding portal two ways:

- a. Selecting the *Award* tab on the left hand navigation bar.
- b. Clicking on the *Awards to Approve* quick link. *This will take you directly to step 4.*



3. After selecting *Award* another screen will appear with several options. Select the *Manage Awards* tile.

4. Once in the *Manage Awards* portal all students whose awards need to be approved will appear.

Student ID	Name	Award Amount	Scholarship	Award Year	Review Pool	Organization	Department	Tags
<input checked="" type="checkbox"/>	J00678829	Miss Pawla	\$100.00	John Smith Endowed Scholarship	2022	Reports	Arts and Sciences	General
<input type="checkbox"/>	J00678829	Miss Pawla	\$100.00	USA Jaguar Scholarship Direct Award	2021	No Pools	Arts and Sciences	Dean's Office
<input checked="" type="checkbox"/>	J00580582	South Paw	\$100.00	USA Jaguar Scholarship Direct Award	2021	No Pools	Arts and Sciences	Dean's Office

- a. To approve *all* students on the list: click on the top check box and then select the *Approve* button.

- b. To approve *some* students on the list: click on the check box next to their names and then select the *Approve* button.

Manage Awards

Approve Cancelled Completed

All Pools All Organizations All Award Years

All Scholarships All Departments All Tags

Search Student ID

Search Name

Approve Deny

<input type="checkbox"/>	Student ID	Name	Award Amount	Scholarship ↑	Award	Review Pool	Organization	Department	Tags
<input type="checkbox"/>	J00678829	Miss Pawla	\$100.00	John Smith Endowed Scholarship	2022	Reports	Arts and Sciences	General	
<input checked="" type="checkbox"/>	J00678829	Miss Pawla	\$100.00	USA Jaguar Scholarship Direct Award	2021	No Pools	Arts and Sciences	Dean's Office	
<input type="checkbox"/>	J00580582	South Paw	\$100.00	USA Jaguar Scholarship Direct Award	2021	No Pools	Arts and Sciences	Dean's Office	

c. To deny awards: click on the check box next to the name of the student and then select the *Deny* button.

If you will be approving a large number of distinct awards at once, the drop-down menus can be used to filter the number of awards and students visible at one time.

- Once all awards have been approved, the awarding process is complete. If you need to track student progress on the post acceptance process, you can view a list of students who have accepted their awards by clicking on the *Completed* tab.

If you would like to keep a list of awarded students for your records, a grid view can be exported on this screen by clicking the *Export* icon.

Manage Awards

Approve Cancelled **Completed**


All Pools All Organizations All Award Years

All Scholarships All Departments All Tags

Search Student ID

Search Name

Approve Deny



<input type="checkbox"/>	Student ID	Name	Award Amount	Scholarship ↑	Award Year	Review Pool	Organization	Department	Tags
<input type="checkbox"/>	J00678829	Miss Pawla	\$100.00	John Smith Endowed Scholarship	2022	Reports	Arts and Sciences	General	
<input type="checkbox"/>	J00678829	Miss Pawla	\$100.00	USA Jaguar Scholarship Direct Award	2021	No Pools	Arts and Sciences	Dean's Office	
<input type="checkbox"/>	J00580582	South Paw	\$100.00	USA Jaguar Scholarship Direct Award	2021	No Pools	Arts and Sciences	Dean's Office	