

Using FSDD to Report to Scholarship Office

1. Log into WIUP

WIUP Production Sign-On

 **Western Illinois University**
Higher Values in Higher Education


WIUP Production Sign-On

Please enter your userid and password, then select the Signon button.

Userid Password

2. Type FSDD in the Display and hit Enter

WIUP

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MENU

11/17/14 News

ALRT: Emergency Alert Contact

NEWS: WIUP News TIME: Time Reporting EMPI: Employee Inquiry CONF: TIME Confirmation

Display:

Enter a menu option's Display Code, or click on 'Menu' above.

Administrative Information Management Systems

Alumni Programs


If you are using WIUP on the Web, please note that it has been updated to correspond with the new WIU web appearance. If there are problems with your pages displaying correctly on WIUP on the Web clear your browser cache and reload the page. If you need assistance, please contact the help desk at (309)298-2704.

UPCOMING ALUMNI AND FRIENDS EVENTS

Nov. 13 Des Moines Alumni & Friends	Dec. 3 Chicago Western Wednesday
Nov. 16 Rams vs. Broncos social & game	Dec. 6 WIU vs. UIC Women's basketball
	Jan. 11 Peoria Rivermen social & game

3. Enter the Foundation account number (begins with 882 or 883) and hit Enter

WIUP

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MENU

11/17/14 Foundation Scholarship Build Screen

NEWS: WIUP News

Display: Account Number:

Enter a Foundation Account Number where funds are to be taken from.

- Confirm the scholarship title. Enter the WIU ID# if the recipient and hit Enter.

- Verify student's name, major, and GPA, if part of the criteria. Enter the award for each semester(s) and hit Enter.

Change academic year, if necessary, and hit Enter.

Change name of scholarship, if necessary, and hit Enter.

	Amount	Disb Date	Disb Type
FALL	750		
SPRING	750		
SUMMER			

- Verify all information. Disbursement type remains Univ Account if applied to the student's university account and hit Submit.

Change to EFT-Bank Acct if student is to get funds directly (i.e. for books, travel expenses, etc.) and hit Enter. Review again and then hit Submit.

	Amount	Disb Date	Disb Type
FALL	750.00	11/17/2014	Univ Account
SPRING	750.00	01/02/2015	Univ Account
SUMMER			

- Sign Off or hit Refresh to enter another scholarship recipient. Sign off when finished.
- The owner of the log in information will receive a copy of each student's record submitted.