

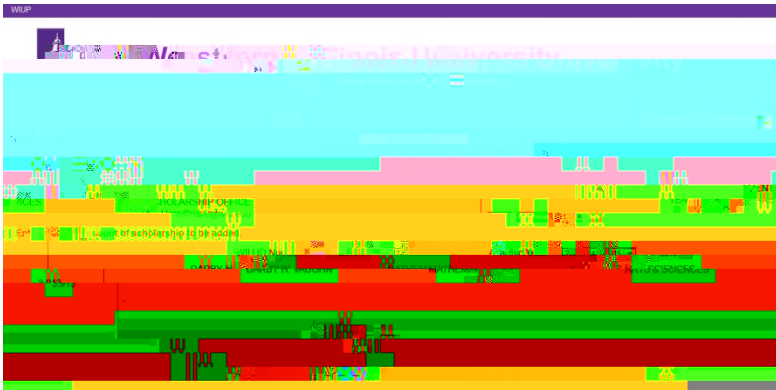
Using FSDD to Report to Scholarship Office

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

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

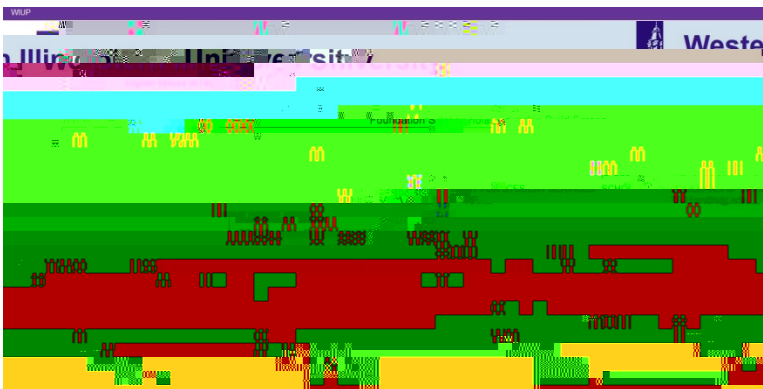
Change academic year, if necessary, and hit Enter.

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



6. 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.



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