Business Process Procedures

9.20 ATTACH STUDENT TO CONTRACT

Overview  These procedures walk an operator through the step-by-step process of attaching a student to a third party contract.

Key Points  These procedures allow operators to adjust the student max for each student (only to an amount less than the contract student max) as well as attach a specific course lists to each student.

If necessary, please refer to 9.10 Set up Course List and/or 9.15 Set up New Third Party Contract for more information.

Navigation  Home > Student Financials > Payment Plans > Assign Third Party Contract

Detailed Directions

Step 1  Navigate to Third Party Contract page. A dialog box appears.

Step 2  Enter NV280 as the Business Unit.

Enter the contract number and click \[\text{Search}\]. If the contract number is not known, there are several ways to retrieve it:

1. Click \[\text{Search}\] on the Contract Number field to lookup.
2. Enter as much of the contract number as is known in the Contract Number field and click \[\text{Search}\] to view all contracts meeting that criteria. When the search results are displayed, click the hyperlink for the appropriate contract name.
3. Enter the External Org ID and click \[\text{Search}\]. When the search results are displayed, click the hyperlink for the appropriate contract name.
Step 3

The Third Party Contract page appears.

Step 4

Click [Post] to post the contract to the student’s record.

Step 5

Click [+] to insert rows to attach additional students to the same contract. Repeat Step 5 above for each new student added.
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Step 6

Click

Notes

Use the ▶ on the dark blue bar to navigate to the appropriate student.

If you have inserted a long list of students and you find it necessary to locate the row for a specific student, click Find, and the following prompt will appear:

Explorer User Prompt

Enter your query

Type student’s last name and click OK.

Enter the student’s EmplID or last name and click OK to search.