

Menu Request and Authorization Form

Return To: Alex Grosstephan
Financial Aid
Sherman Hall 121
Fax: 309-298-2353

Check one: ☐ Faculty
☐ Administration
☐ Staff
☐ Student

Name:

WIU ID:

Department:

Phone:

Check to release to user	Display Code	Descriptive Title	Level (For Office Use Only)
<input type="checkbox"/>	ADTP	Aid Type Attribute Maintenance	0 – Web
<input type="checkbox"/>	AIRS	Additional Information Request	0
<input type="checkbox"/>	ALET	Financial Aid Award Letter Delete	0 1
<input type="checkbox"/>	BUDG	Financial Aid Budget Screen	1 9 – Web
<input type="checkbox"/>	CIVW	Civil Service Employee Waivers	0
<input type="checkbox"/>	COMM	Financial Aid Comments	0 1
<input type="checkbox"/>	CONC	Concurrent Enrollment	0 1 2
<input type="checkbox"/>	DECW	Deceased Employee Dependent Tuition Waiver	0
<input type="checkbox"/>	FAAW	Financial Aid Awards by Year and Term	0
<input type="checkbox"/>	FACE	Financial Aid Concurrent Enrollment	0
<input type="checkbox"/>	FAEW	Faculty Educational Waiver	0
<input type="checkbox"/>	FAWD	Financial Aid Award Screen	0
<input type="checkbox"/>	GRPL	Graduate PLUS Loan	0 1 2 3
<input type="checkbox"/>	LOAN	Financial Aid Loan Status	0 1
<input type="checkbox"/>	MACT	Financial Aid Maintenance Screen	0 1 2
<input type="checkbox"/>	MAWD	Financial Aid Award Maintenance Screen	0 1 2 3 4 5
<input type="checkbox"/>	NAME	Financial Aid Name Change	0
<input type="checkbox"/>	NCOM	Award Letter Comments	0 1
<input type="checkbox"/>	NEXX	Financial Aid Need Analysis FY 20XX (Even Year)	0 1
<input type="checkbox"/>	NEXX	Financial Aid Need Analysis FY 20XX (Odd Year)	0 1
<input type="checkbox"/>	PALT	Financial Aid Parent Alternative Loan	0 1 2 3
<input type="checkbox"/>	PELL	PELL Cost Data Sheets	0 1
<input type="checkbox"/>	PINC	Parent Income Document	0 1
<input type="checkbox"/>	PLET	PDF Award Letter/Shopping Sheet Selection	0 1 – Web

<input type="checkbox"/>	PLID	PLUS Loan Web Application Screen	0
<input type="checkbox"/>	PLUS	PLUS Maintenance	0 1
<input type="checkbox"/>	RCOM	Revised Award Letter Comments	0 1
<input type="checkbox"/>	REGS	Financial Aid Admission/Registration Screen	0 1
<input type="checkbox"/>	SALT	Financial Aid Student Alternative Loan	0 1 2 3
<input type="checkbox"/>	SAPS	Financial Aid Satisfactory Academic Progress	0 9 – Web
<input type="checkbox"/>	SARS	Financial Aid SARS Screen	0 1
<input type="checkbox"/>	SENW	Senior Citizen Tuition Waiver	0
<input type="checkbox"/>	SINC	Student Income Document	0 1
<input type="checkbox"/>	SMIT	Financial Aid Supplemental & Misc Tracking Screen	0 1
<input type="checkbox"/>	SPLS	Financial Aid Federal Parent Loan	0 1 2 3
<input type="checkbox"/>	SSUB	Financial Aid Federal Stafford Sub Loan	0 1 2 3
<input type="checkbox"/>	STEW	Student Teachers Education Waivers	0 – Both
<input type="checkbox"/>	SUXF	Financial Aid Suffix Change Screen	0 1 2
<input type="checkbox"/>	SUID	Summer Aid Application ID	0 – Web
<input type="checkbox"/>	SUMR	Summer Maintenance	0 1 – Web
<input type="checkbox"/>	SUSA	Financial Aid Federal Unsub Additional Loan	0 1 2 3
<input type="checkbox"/>	SUSB	Financial Aid Federal Stafford Unsub Loan	0 1 2 3
<input type="checkbox"/>	TRAC	Financial Aid All Forms Tracking Screen	0
<input type="checkbox"/>	VDSS	VDS Maintenance Screen	0 9 – Web
<input type="checkbox"/>	VERF	Financial Aid Verification Screen	0 1 9

Authorization by Supervisor:

Name:

Title:

Signature:

Date:

Disclosure Statement

Access to university data that is provided by these menu options is being granted to me for the express purpose of performing my job for Western Illinois University. I understand that unauthorized use of the data is prohibited and will subject me to disciplinary action.

Employee Signature:

Date:

Title: