HEAR Upload Procedures – Amending Prize/Award

Log into CS > Navigate to 'Records and Enrollment' > HEAR > this takes you to following page >



Click on 'Set up Prizes and Awards' > this takes you to the following page >

Menu 🗖							
Search:							
>>>							
▷ My Favorites	HEAR Set Up Prizes and Awards						
Staff To Do Lists	Enter any information you have and click Search. Leave fields blank for a list of all values.						
Self Service							
Campus Community	Find an Existing Value Add a New Value						
Records and Enrollment							
Information	Academic Institution: begins with 👽						
▷ Enrollment Summaries							
▷ Term Processing	Award / Prize ID: begins with 💙 11						
Student Registration	Formal Title of Award or Prize: begins with 🔜						
∀HEAR							
⇒ Setup	Include History Correct History Case Sensitive						
- HEAR Setup							
- Set Up Achievements	Search Clear Basic Search 🔚 Save Search Criteria						
- Set up Prizes and							
Awards	Find an Existing Value Add a New Value						
▷ Processes	This are existing value [<u>Add a New Value</u>						
- Student Activities							
- Student Prizes and							
Awards							
Curriculum Management							

Search for the relevant award/prize by putting the ID number e.g. 11 (as above) into the Award/Prize ID field > click 'Search' > this will bring up the prize award >

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earch:	Academic Institution:	UMANC T	he University of Mancheste	r		
	Award / Prize ID:	0000011				
My Favorites Staff To Do Lists		0000011		Fi	nd I View All Fir	st 🕙 1 of 1 🕑 Last
Self Service	*Effective Date:	17/09/2009 🛐				Ξ
Records and Enrollment	*Status:	Active 🗸				
Information ▷ Enrollment Summaries ▷ Term Processing	*Formal Title of Award o	r Prize:				
▷ Student Registration	Outstanding Performan	ce in All Field Cours	es Award			¥
Setup	*Description:					
 <u>HEAR Setup</u> <u>Set Up Achievements</u> <u>Set Up Activities</u> 	Top student with a first	class mark in all Fie	d Courses.			~
 Set up Prizes and Awards Processes 	Academic Organizatio	n: 2002 Q	Faculty of Life Science	s		
 <u>Student Activities</u> <u>Student Prizes and</u> <u>Awards</u> 	Academic Level:	First Year	~			
Curriculum Management Set Up SACR Reporting Tools	Amount / Award:	Certificate				
PeopleTools						
My Personalizations	Save Return to Sea	rch 🔄 Notify	E+ Add	된 Update/Display	🔊 Include History	Correct History

Click 'correct history' > this unlocks the 'update/display' button >

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earch:	Academic Institution:	UMANC	The University of Mano	chester		
(>>)	Award / Prize ID:	00000011				
My Favorites Staff To Do Lists				F	ind I View All Firs	st 🕙 1 of 1 🕑 Last
Self Service	*Effective Deter	17/00/2000 日		<u>-</u>		÷ =
Campus Community Records and Enrollment	*Effective Date:	11103/2003				
Career and Program Information	*Status:	Active 🗸				
Enrollment Summaries	*Formal Title of Award o	r Prize:				
Term Processing Student Registration	Outstanding Performan	ce in All Field Cou	rses Award			Š
✓ HEAR	*Decemintian					
	*Description:					
- HEAR Setup	Top student with a first (class mark in all F	ield Courses.			<u>~</u>
- Set Up Activities						
- Set up Prizes and						<u></u>
Processes Student Activities	Academic Organizatio	n: 2002	C Faculty of Life So	ciences		
 <u>Student Prizes and</u> Awards 	Academic Level:	First Year	*			
Curriculum Management	Amount / Award:	Certificate				
Set Up SACR Reporting Tools		L				
PeopleTools						
My Personalizations			_			1 -
	Save Return to Sea	rch 🔄 Notify	E+ Ac	dd 🖉 Update/Display	Include History	Correct History

Update the relevant field e.g. title if it is a change of title > click 'Save' > click 'Update/display' to take you out of the 'Correct History' mode

Award/Prize successfully amended