

HEAR Upload Procedures – Amending Prize/Award

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

MANCHESTER 1824

Home | Performance Trace | Add to Favor

> [Records and Enrollment](#) >

HEAR
Higher Education Achievement Record

Student Activities Record information about which activities students have taken part in.	Student Prizes and Awards Record information about prizes and awards obtained by students.	Setup HEAR Setup HEAR Setup Set Up Achievements Set Up Activities Set up Prizes and Awards
Processes HEAR Processing HEAR Batch Upload		

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

Menu

Search:

- ▷ My Favorites
- ▷ Staff To Do Lists
- ▷ Self Service
- ▷ Campus Community
- ▷ Records and Enrollment
 - ▷ Career and Program Information
 - ▷ Enrollment Summaries
 - ▷ Term Processing
 - ▷ Student Registration
 - ▽ HEAR
 - ▽ Setup
 - [HEAR Setup](#)
 - [Set Up Achievements](#)
 - [Set Up Activities](#)
 - **Set up Prizes and Awards**
 - ▷ Processes
 - [Student Activities](#)
 - [Student Prizes and Awards](#)
- ▷ Curriculum Management

HEAR Set Up Prizes and Awards

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

[Add a New Value](#)

Academic Institution:

Award / Prize ID:

Formal Title of Award or Prize:

Include History Correct History Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

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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- HEAR
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 - [HEAR Setup](#)
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 - [Set up Prizes and Awards](#)
 - ▷ Processes
 - [Student Activities](#)
 - [Student Prizes and Awards](#)
- Curriculum Management
- Set Up SACR
- Reporting Tools
- PeopleTools
- [My Personalizations](#)

Academic Institution: UMANC The University of Manchester
 Award / Prize ID: 00000011

Find | View All First 1 of 1 Last

*Effective Date: 31 + -

*Status: ▼

*Formal Title of Award or Prize:
 ✎

*Description:
 ⬆ ⬇ ✎

Academic Organization: 🔍 Faculty of Life Sciences

Academic Level: ▼

Amount / Award:

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

Menu

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Academic Institution: UMANC The University of Manchester
 Award / Prize ID: 00000011

Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date:

*Status:

*Formal Title of Award or Prize:

*Description:

Academic Organization: Faculty of Life Sciences

Academic Level:

Amount / Award:

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

