HEAR Procedures – Creating a new Prize/Award

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

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

MANCHESTER
1824

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

New Wind

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: [begins with ▼] [　　　] 🔍

Award / Prize ID: [begins with ▼] [　　　]

Formal Title of Award or Prize: [begins with ▼] [　　　]

☐ Include History　☐ Correct History　☐ Case Sensitive

[Search]　[Clear]　Basic Search　💾 Save Search Criteria

Find an Existing Value | Add a New Value

Click 'Add a New Value' > 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

HEAR Set Up Prizes and Awards

| Find an Existing Value | Add a New Value |

Academic Institution: [UMANC] 🔍

Award / Prize ID: [NEXT]

[Add]

Find an Existing Value | Add a New Value

Click the 'Add' button > the following screen will appear >

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
- ▷ Set Up SACR
- ▷ Reporting Tools
- ▷ PeopleTools
- – My Personalizations

Academic Institution: UMANC The University of Manchester

Award / Prize ID: NEXT

Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date: 29/09/2010

*Status: Active

*Formal Title of Award or Prize:

*Description:

Academic Organization:

Academic Level:

Amount / Award:

Save | Notify | Add | Update/Display | Include History | Correct History

Within the field 'Formal Title of Award or Prize' input the title > click 'tick' button to spell check > within the 'Description' field input the Prize or Awards description > click 'tick' button to spell check > Please note these **two fields are compulsory**

Within 'Academic Organization' field click 'magnifying glass' icon and search for relevant school

Within 'Academic Level' field click the drop down button and select relevant year, for example 'First Year'

Within 'Amount/Award' field enter the details of what the award or prize entails, for example '£100' or 'Certificate'

N.B. These three fields are not compulsory so the prize/award can be created without this information.

Click 'Save' > an award or prize ID will appear in 'Award/Prize ID' field > the prize or award has now been successfully uploaded to Campus Solutions