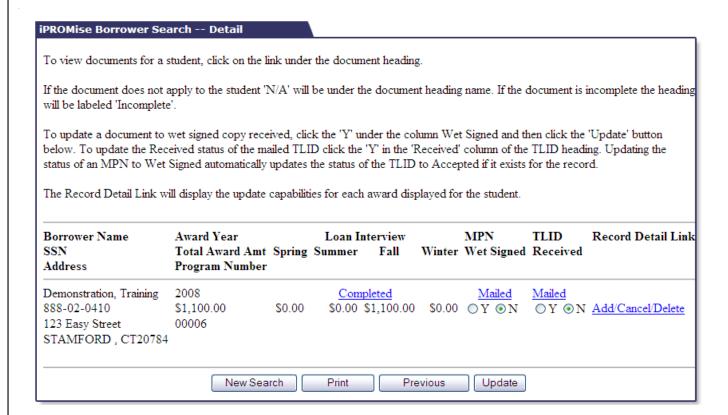


# Get the Most from iPROMise

Award information on the *iPROMise* site can be updated by using *iPROMise* Customer Access via System 3*i* to process various transactions. This article will highlight these enhancements. For detailed information regarding each transaction or *iPROMise* Customer Access, please refer to the *iPROMise* documentation located in our Reading Room. Please contact your Customer Service Representative for the Reading Room address.

A **Record Detail Link** has been added to the *iPROMise* **Borrower Search–Detail** page which indicates the available transactions for a particular award.



The possible transactions displayed for the **Record Detail Link** are:

- Update
- Cancel
- Delete
- Add (short for Add Award)

#### **Update Transaction**

Fields for each award that can be changed using the **Update** transaction are based on the registration status of the borrower and if any sections of *iPROMise* are completed on the borrower site.

# Unregistered/Incomplete Sections

If the borrower is not registered and has not completed any sections of *iPROMise*, all fields are updateable with the exception of the fields listed above the Last Name, First Name and Middle Initial fields.

# Registered/Incomplete Sections

If the borrower is registered and has not completed any sections of *iPROMise*, Borrower Name, SSN, and DOB fields will be *unavailable* for update in addition to the fields listed above the borrower name field.

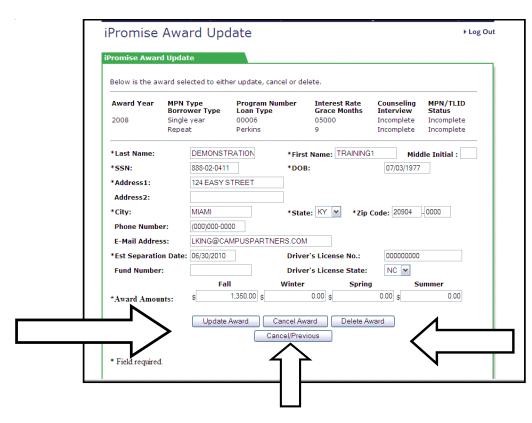
## Registered/Completed Sections

If the borrower is registered and has completed at least one section of *iPROMise*, the only fields available for update are the Award Amounts.

**NOTE:** Fields listed above the **Last Name**, **First Name and Middle Initial** fields on this screen <u>are not</u> updateable for any record <u>regardless</u> of the registration status and completion status of <u>iPROMise</u> sections. These fields include:

- Award Year
- MPN Type
- Borrower Type
- Program Number
- Loan Type
- Interest Rate
- Grace Months
- Counseling, Interview, MPN/TLID Status of the Section of iPROMise

The **Update** screen is shown below. Once updates are entered, click the **Update Award** button located at the bottom of the page.



Other fields located on this page include:

- \*Last Name
- \*First Name

Middle Initial

- \*SSN
- \*DOB
- \*Address1

Address2

- \*Citv
- \*State
- \*Zip Code

Phone Number

E-mail Address

\*Est. Separation Date

Driver's License No.

Fund Number

Driver's License State

\*Award Amounts: Fall, Winter, Spring, and Summer

Required fields are noted by an asterisk\*.

#### **Cancel Transaction**

Any award can be cancelled regardless of the registration status or completed status of *iPROMise* documents by clicking the **Cancel Award** button located at the bottom of the **Update Award** page.

**NOTE:** Documents that have been completed (Loan Interview, MPN, TLID) prior to the cancel transaction will be accessible to the user as links on S3i. The *borrower* site will *not* display links to completed documents, but will label sections as **Cancelled.** 

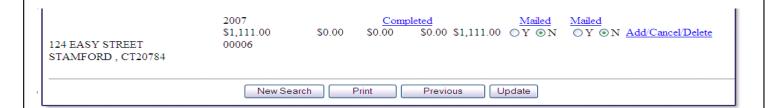
#### **Delete Transaction**

Any award can be deleted regardless of the registration status or completed status of *iPROMise* documents by clicking the **Delete Award** button located at the bottom of the **Update Award** page.

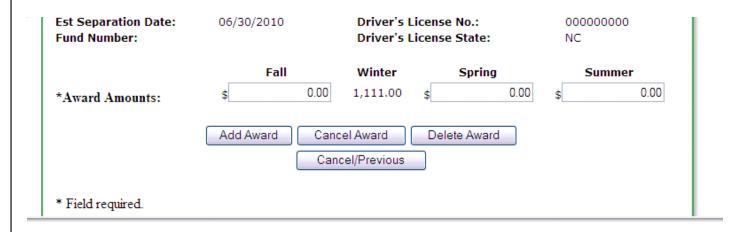
**NOTE:** Awards that have been deleted are no longer accessible on the site as a Borrower Search. A list of deleted records may be produced using the **Processed Award Changes** feature.

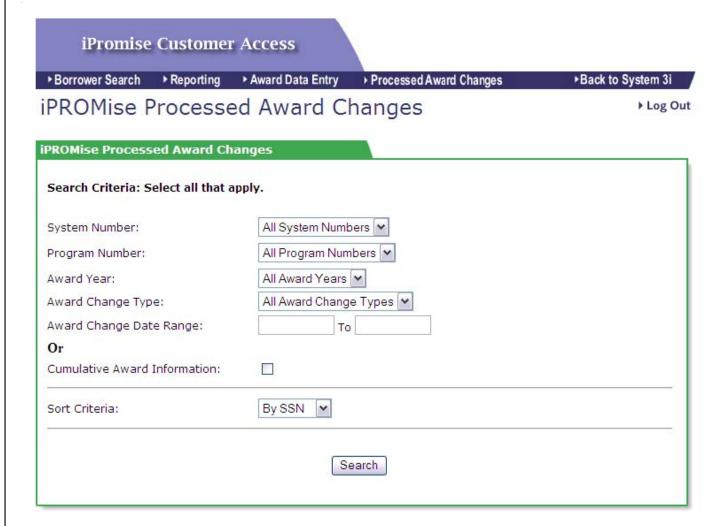
#### Add Award-TLID Accepted or Mailed

If the TLID is completed (Accepted or Mailed), the 'add award' transaction can be processed to change TLID amounts. The **Record Detail Link** on the **Borrower Search-Detail** page will be displayed as shown below for the 2007 award year for completed TLID's.



To add award amounts, click the **Record Detail Link**. The *iPROMise* **Update Award** page will be displayed. Fields displayed on this page are the same as for the **Update** transaction, but the only updateable fields are **Award Amounts**.



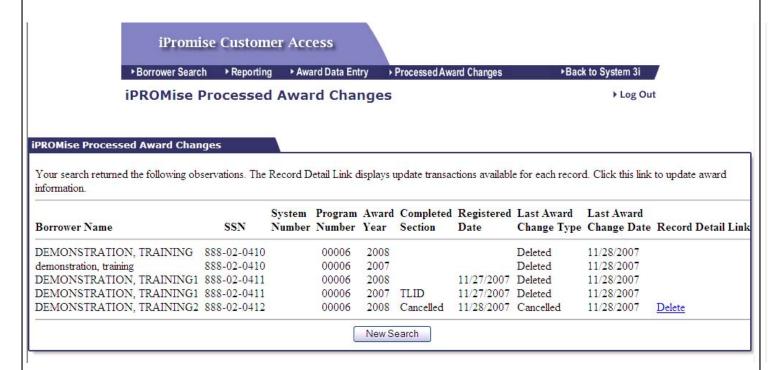


01-08 Campus Partners Update Continued on next page

## **Processed Award Changes**

This list is a quick way to view **Award Changes** for a particular date or a cumulative list can be created. The list can be sorted based on the needs of the user.

A sample Processed Award Changes List is shown below.



This list also contains the **Record Detail Link** with the available transactions that can be processed for an award. By clicking this link, the *iPROMise* Update Award page will be displayed (see Update section above).

This list can also be created in downloadable format using the Reporting feature located under the **Reporting tab**.