



Financial Aid/Award Processing (FAA) Application/Authorization for BSA

This form is used to: 1) access BSA for new users 2) modify access to BSA for existing users (i.e. additional responsibilities, departmental transfers). Fill in the information below and email a scanned copy to FAA-security@mcgill.ca

Section 1: Applicant/FAA User Profile Information

Name: _____ / _____ (please print)
Last Name First Name

Position Title: _____ Org Code: _____ (see www.mcgill.ca/pia/unit)

McGill ID: _____ Have you transferred department? [] Yes [] No (check **one** box only)

Email Address: _____ Phone No: _____

Department: _____

I understand and agree that I will use my Banner Userid and/or McGill ID for legitimate administrative use only and will use it in compliance with the **Policy on Responsible Use of McGill Information Technology Resources**. (For details: <http://www.mcgill.ca/secretariat/policies/informationtechnology/> etc.

Applicant's Signature: _____ Date: ____ / ____ / ____ (dd/mm/yyyy)

Section 2: BSA Access Requirements

****Training is mandatory for all new FAA Admin users****

There are **two** mandatory courses:

- **GEN 300** – Intro to Banner
- **OLC- FAA101**: Financial Aid/Awards Administration

Once the BSA access requirements have been met, access will be provided to the **FAA Admin** tab and associated functions: Award Processing; Award Summary/Search and Award Assignment/Reassignment Requests. This permits the user to assign/reassign a student recipient to a given award and to process disbursements based on a set schedule, if the award has one of the following as 'awarding unit.' The user can see all awards including scholarships, fellowships and student stipend processed by this unit.

ORG Code	Unit Title

[] Provide access to **ALL ORGs** under the responsibility of **Faculty Organization** code (including any awards administered at the Faculty level): _____

Section 3: Authorization – Faculty/Unit/Department Head (Dean, Chair, Director)

I hereby approve access to the Student Award Processing form, as specified above.

Name: _____ / _____ (please print)
Last Name First Name

Title: _____

Signature: _____ Date: ____ / ____ / ____ Phone No: _____
dd mon yyyy

Section 4: For Central Use Only

Date Received: ____ / ____ / ____ User Notified: ____ / ____ / ____ Security: ____ / ____ / ____

Course(s) attended: _____ Banner Userid assigned: _____ **Web [] DWH [] LISTSERV []**

Minerva FAA Admin Menu-Security and Access

General:

The Minerva Award Processing, Award Summary/Search, and Award Assignment/Reassignment Request forms are web forms connected to McGill's Banner Financial Aid and Awards system (FAA Admin) also known as "BSA."

Security in the Financial Aid and Awards System (FAA Admin) is independent of other Banner systems such as Finance (FIS) and Student (SIS). This means that having FIS access to process payments for a specific department does not grant you access to make award payments in the Minerva Award Processing form. Access to the Minerva Award Processing form permits the processing of awards within a given faculty or department.

Access is not more granular than the department level. This means that FAA security is **not** done at the Fund/Aid Fund code level.

Levels of Access

Department: – access to Funds/Aid Fund Codes tied to the Department ORG

Faculty: - access to all Funds/Aid Fund Codes tied to the Faculty ORG i.e. all departments' ORGs

Recommended Practice for Departments:

Access to the Minerva Award Processing form is assigned by ORG code and encompasses all student awards associated with that ORG. Security cannot be restricted on a Fund-by-Fund level or Aid Fund Code by Aid Fund Code. It is therefore recommended that departments consolidate their award processing functions while ensuring the appropriate level of backup exists.

Recommended Practice for Faculties:

For Faculties that centrally administer awards, it is recommended that you consolidate your award processing functions while ensuring the appropriate level of backup exists. In these cases, the assigned ORG should be that of the Faculty and will encompass all student awards associated.

Questions?

Please email FAA-security@mcgill.ca