

BOSS Awarding Handbook

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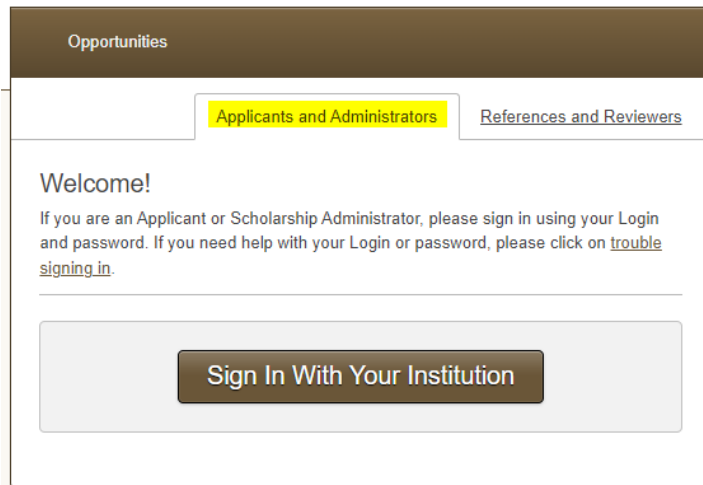
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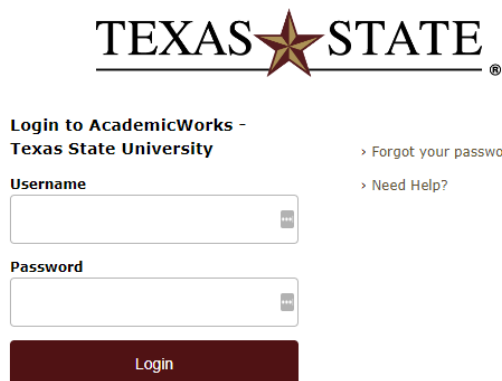
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Logging into BOSS

1. Navigate to boss.txstate.edu.
2. Under the *Applicants and Administrators* tab, click *Sign In With Your Institution*.

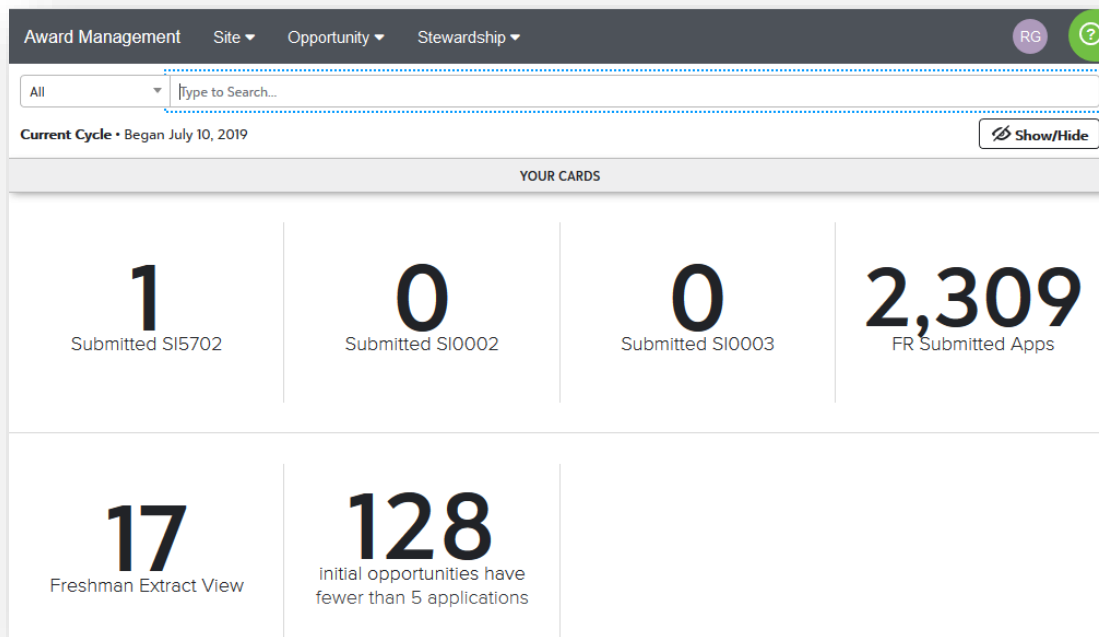


3. Log in using your Net ID and password. Do not use an alias email if you have one.



Dashboard

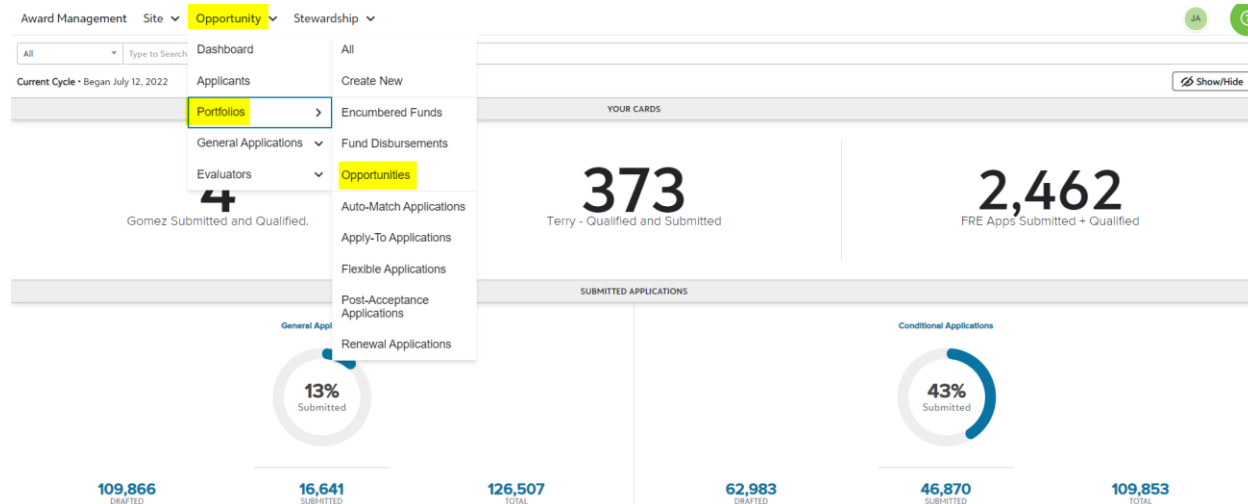
The BOSS landing page is referred to as your **Dashboard**. The **Your Cards** section is a tool that allows you to create custom **Dashboard Cards** to display up-to-date information about your scholarships. Dashboard Cards may be created in various pages through BOSS and will be addressed later in this manual.



All other information on the Dashboard is static and provides you with general information about your scholarships.

Viewing All Scholarship Opportunities

1. Click *Opportunity > Portfolios > Opportunities*. This will allow you to view scholarship information for all current and past opportunities in BOSS.



2. The default view will be for Academic Year 2023-2024 Opportunities.

Opportunities

Academic Year 2023-2024 Opportunities											
View	Type	Opportunity S...	Fund Period	Code	Auxiliary Code	Name	Fund Period Amount	Fund Period R...	Start At	End At	Be
All	All	All	Academic Year 2023 - 2024								
View	Apply-To	Ended	Academic Year 2023 - 2024	SE6071	67754	Ward Lee Eggleston Memorial Scholarship (SE6071)	\$0.00	\$0.00	11/01/2022	02/28/2023	
View	Auto-Match	Ended	Academic Year 2023 - 2024	SR5115	67720	Lorine Ramsdell (SR5115)	\$0.00	\$0.00	11/01/2022	02/28/2023	
View	Auto-Match	Ended	Academic Year 2023 - 2024	SB5084	68166	Karen R. Barganier Memorial Scholarship (SB5084)	\$0.00	\$0.00	11/01/2022	02/28/2023	
View	Auto-Match	Published	Academic Year 2023 - 2024	SL0017		Res Life Living-Learning Communities Scholarship (SL0017)	\$0.00	\$0.00	01/01/2023	04/01/2023	
View	Auto-Match	Published	Academic Year 2023 - 2024	SR5111		Residence Life Scholarship (SR5111)	\$0.00	\$0.00	01/01/2023	04/01/2023	

Key Information - All Scholarship Opportunities

Type will be either Auto-Match or Apply-To.

Auto-Match refers to a scholarship that is linked to the Conditional application. Students must complete the Conditional application and are matched to the scholarship opportunities that they qualify for. An additional scholarship application is not needed.

Apply-to refers to a scholarship that requires applicants to answer supplemental questions. An additional scholarship application is needed.

Fund Period is the academic year the funds will be awarded.

Code refers to the Banner Fund Code. This is associated with your SAP account to ensure funds are drawn from the correct account.

Auxiliary Code refers to the Development Fund for endowed accounts.

Fund Period Amount is the amount added to BOSS based on the Distribution Report provided by the Endowment Services office. Non-endowed accounts will not have a Fund Period Amount added unless the awarding department lets the Scholarships office know how much will be awarded. This amount does not need to be entered in BOSS but is used more for reference. This number is not tied to an SAP account.

Fund Period Remaining refers to the remaining Fund Period Amount after awards have been made.

Start At and **End At** dates indicate when the application is open for students to apply.

Begin Reviews and **End Reviews** refers to the committee review period.

Qualified Applicants refers to the number of applications that have been submitted that meet the eligibility criteria for the scholarship.

Creating a Dashboard Card - All Scholarship Opportunities

1. To create a Dashboard Card for your 2023-2024 Opportunities, click the *Add Card* icon.

Oppd Create a new dashboard card from the current grid state (5 cards remaining)

▼ Academic Year 2023-2024 Opportunities

View	Type	Opportunity S...	Code	Auxiliary Code	Name
<input type="checkbox"/>	All	Academic Year 2023 - 2024			
<input type="checkbox"/> View	Apply-To	Academic Year 2023 - 2024	SE6071	67754	Ward Lee Eggleston Memorial Scholarship (SE6071)
<input type="checkbox"/> View	Auto-Match	Academic Year 2023 - 2024	SR5115	67720	Lorine Ramsdell (SR5115)
<input type="checkbox"/> View	Auto-Match	Academic Year 2023 - 2024	SB5084	68166	Karen R. Barganier Memorial Scholarship (SB5084)

2. Name the Dashboard Card and click *Create*.

Create New Dashboard Card

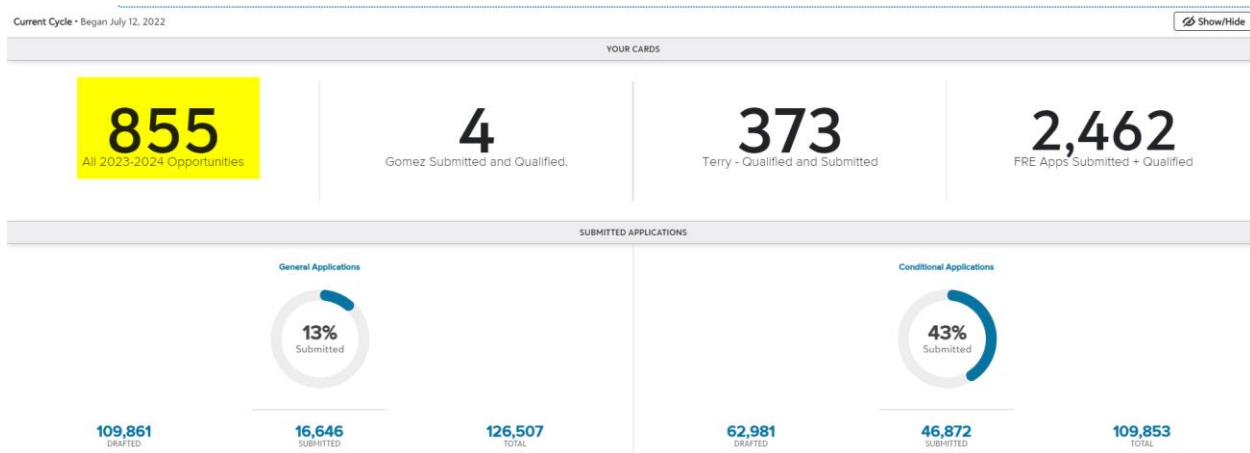
Text

All 2023-2024 Opportunities

Dashboard Card text may be no longer than 60 characters.

Create

3. Your Dashboard Card is now created.

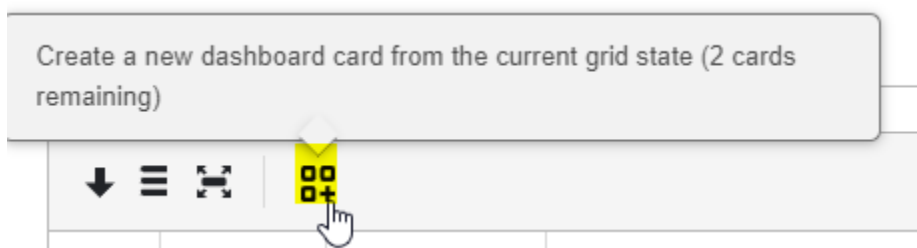


4. You may also choose to create a Dashboard Card for other Fund Periods. To do so, use the drop-down to switch the Fund Period.

Opportunities

▼ Academic Year 2023-2024 Opportunities							
View	Type	Opportunity S...	Fund Period	Code	Auxiliary Code	Name	Fund Period Amount
		All	Academic Year 2023 - 2024				
View	Auto-Match	Ended	Academic Year 2023 - 2024	SG0022	48045	Federico and Martha Gorbea Scholarship (SG0022)	\$0.00
View	Auto-Match	Ended	Academic Year 2021 - 2022	SA0012	48006	Accounting Club Endowed Scholarship (SA0012)	\$0.00
View	Apply-To	Ended	Academic Year 2020 - 2021				
View	Apply-To	Ended	Academic Year 2023 - 2024	SK0022	46004	J.B. and Kelly Kolodzey International Business Endowment (SK0022)	\$0.00

5. Click the Add Card icon.



Downloading a Report - All Scholarship Opportunities

1. Click the download icon to download an Excel report.

Opportunities

▼ Academic Year 2023-2024 Opportunities										
View	Type	Opportunity S...	Fund Period	Code	Auxiliary Code	Name	Fund Period Amount	Fund Period Remaining	Start At	End At
	All	All	Academic Year 2022 - 2023							
View	Auto-Match	Ended	Academic Year 2022 - 2023	SW6590	67445	Gary V. Woods Scholarship - Graduate (McCoy - SW6590)	\$0.00	-\$12,000.00	11/01/2021	02/01/2022
View	Auto-Match	Ended	Academic Year 2022 - 2023			McCoy College of Business - CIS Review Portfolio	\$0.00	\$0.00	11/01/2021	02/07/2022
View	Auto-Match	Archived	Academic Year 2022 - 2023	ST6322	67816	DNU-Lawrence E. and Bonnie Nance Tilton Scholarship - Graduate ...	\$0.00	\$0.00	11/01/2021	02/01/2022

2. Click Download.

Download Report

Download documents (1 gigabyte limit)

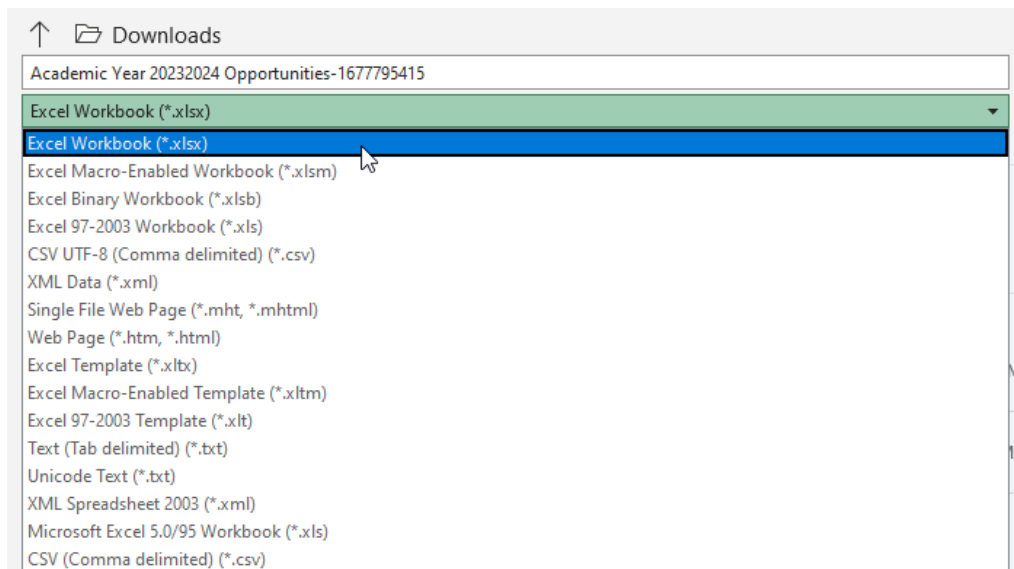
From Row To

If documents are not downloaded, maximum report size is 75,000 rows.

Download

3. After a moment, refresh your browser and click the link.

4. Make sure to save as an Excel Workbook. If you leave the file as a CSV file type, your edits to the spreadsheet will not be saved.

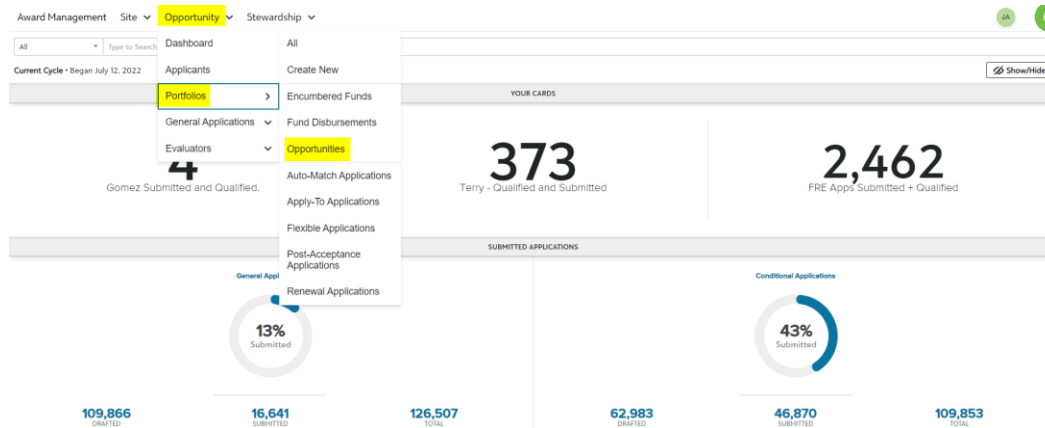


Locating Specific Scholarship Opportunities

There are two ways to view your specific scholarship opportunities.

Option 1

1. Click *Opportunity > Portfolios > Opportunities*.



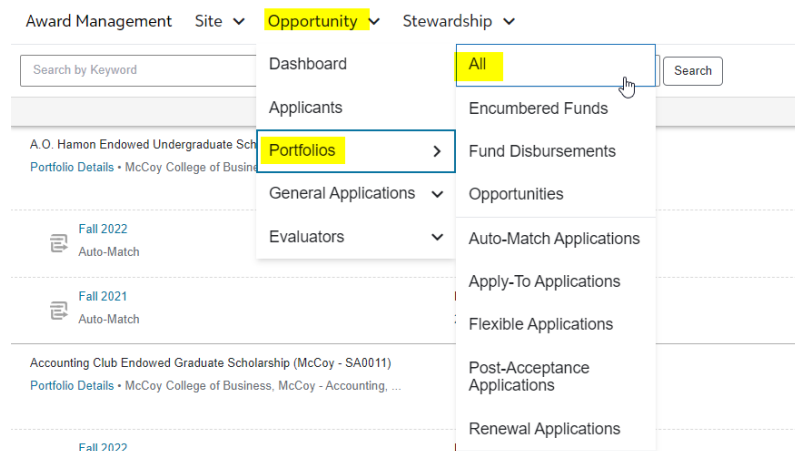
2. Right click *View* next to the specific Opportunity and then *Open link in new tab*.

Opportunities

▼ Academic Year 2023-2024 Opportunities							
View	Type	Opportunity S...	Fund Period	Code	Auxiliary Code	Name	Fund Period Amount ▲
All	All	Academic Year 2023 - 2024					
View	Auto-Match	Ended	Academic Year 2023 - 2024	SG0022	48045	Federico and Martha Gorbea Scholarship (SG0022)	\$0.00
View	Open link in new tab		cademic Year 2023 - 2024	SA0012	48006	Accounting Club Endowed Scholarship (SA0012)	\$0.00
View	Open link in new window		cademic Year 2023 - 2024	SK0022	46004	J.B. and Kelly Kolodzey International Business Endowment (SK00...	\$0.00
View	Open link in incognito window		cademic Year 2023 - 2024	SK0004	48034	Jodi and Darrell Kirksey Endowed Scholarship (SK0004)	\$0.00
View	Save link as...		cademic Year 2023 - 2024	SC5612	48018	Richard and Kathy Clay Endowed Scholarship (SC5612)	\$0.00
View	Copy link address		cademic Year 2023 - 2024	SS0062	48049	Thomas Dee Seargeant - Greater Texas Federal Credit Union Sc...	\$0.00
View	LastPass		cademic Year 2023 - 2024	SW6590	67445	Gary V. Woods Scholarship - Graduate (McCoy - SW6590)	\$0.00
View	Inspect		cademic Year 2023 - 2024				
View	Auto-Match	Ended	Academic Year 2023 - 2024				

Option 2

1. Click *Opportunity > Portfolios > All*.



2. Scroll to the specific Opportunity or search by keyword or Banner Fund Number.

3. Click the relevant *Season Stamp*.

Terry Foundation Scholarship (ST5180) Portfolio Details • Financial Aid and Scholarships, FAS-Freshmen, F...		ST5180 Donor: None Given	
Fall 2023 Apply-To	Ended 31 Questions • 2 Qualification Groups	Deadline: 01/08/2023 878 Applications	0 Awards \$0.00 Total
Fall 2022 Apply-To	Ended 26 Questions • 2 Qualification Groups	Deadline: 01/09/2022 865 Applications	20 Awards \$0.00 Total

Two opportunities will always be viewable in BOSS. A trick to selecting the correct opportunity is to look at the *Deadline* for guidance. If you are awarding for the upcoming academic year, you will likely choose the first opportunity. If you are re-awarding mid-year, you will likely use the second opportunity.

4. Scroll down to the *Award Information* section to ensure you are in the correct Academic Year.

Award Information

Fund Period Academic Year 2023 - 2024

Scholarship Opportunity Information

There are several tabs within each scholarship Opportunity. Important information for each tab is shared below.

Details

Questions

Qualifications

Applications

Communications

▼ Reviews

▼ Post-Acceptance

Scholarship Details

Details

Questions

Qualifications

Applications

Communications

▼ Reviews

▼ Post-Acceptance

This will allow you to view general information about the scholarship, such as the amount of money it offers, the description, and the open and close dates.

Example:

Financial Information

Financial Information

Academic Year 2022 - 2023	Fund Period Amount	\$5,100.00
Fall 2021 Automatch	Committed Amount	(\$5,100.00)
	Total Remaining Amount	\$0.00

Endowed accounts will have the **Fund Period Amount** added to BOSS based on the Distribution Report provided by the Endowment Services office. Non-endowed accounts will not have a Fund Period Amount added unless the awarding department lets the Scholarships office know how much will be awarded.

The **Committed Amount** is the total of the scholarship offers made.

Total **Remaining Amount** is the amount left to be offered.

Opportunity Specific Information

Opportunity-Specific Information

Description Scholarships will be awarded to graduate/doctoral students pursuing degrees in the College of Education. The recipient should be a member of A+ Federal Credit Union.

Type Auto-Match ⓘ

Post-Acceptance Enabled

Source College of Education Private Donor Scholarships

Match Drafted No

Visible Award Amount Varies

Hide Applicant Name From Reviewers? None Given

Opportunity Reviewer Note None Given

Propagate Scores Yes

The **Description** lets students know the history of the scholarship account, the eligibility criteria, etc.

There are two **Types** of Scholarships:

Auto-Match refers to a scholarship that is linked to the Conditional application. Students must complete the Conditional application and are matched to the scholarship opportunities that they qualify for. An additional scholarship application is not needed.

Apply-to refers to a scholarship that requires applicants to answer supplemental questions. An additional scholarship application is needed.

Source refers to the Conditional application the Auto-Match is linked to.

Dates

Dates

Start Date	11/01/2021
<small>Beginning of Day</small>	
Public End Date	02/28/2022
<small>End of Day</small>	
Internal End Date	07/01/2022
<small>End of Day</small>	
Begin Review Period	None Given
<small>Beginning of Day</small>	
End Review Period	None Given
<small>End of Day</small>	
Post-Acceptance End Date	None Given
<small>End of Day</small>	
Archive Date	None Given
<small>Beginning of Day</small>	

Start Date and **Public End Date** are the dates that the application opens and closes to students.

Begin Review Period and **End Review Period** are the dates the submitted applications are available for committee members to review. None Given means that review period dates have not been set. Please contact the BOSSScholarships@txstate.edu to have dates added.

Award Information

Award Information

Fund Period	Academic Year 2022 - 2023
Fund Period Amount	\$5,100.00
Fund Period Awards	0
Opportunity amount	\$5,100.00
<small>The total funds available.</small>	
Opportunity awards	0
<small>The number of awards available.</small>	
Minimum award amount	None Given
<small>The minimum amount possible to award.</small>	
Maximum award amount	None Given
<small>The maximum amount possible to award.</small>	

Fund Period is the academic year the funds will be awarded.

Fund Period Amount is the original amount available to award.


Questions Tab

[Details](#)[Questions](#)[Qualifications](#)[Applications](#)[Communications](#)[▼ Reviews](#)[▼ Post-Acceptance](#)

This will take you to any questions that applicants need to answer in order to apply.

Example:

Applicant Tab

 College of Science and Engineering
▼ Current

Notes (1) History

Add Applicant Question

Applicant Administrator Reviewable

Order	Text	Field	Required	Reviewable	Type	Actions
≡	Write a personal essay discussing your career objectives, plans, and why you chose your major. Discuss your education and research goals. If you plan to go on to professional school (i.e., medical school, dental school, etc.) or graduate studies, describe your reasons and future plans. Explain why (other than for financial assistance) you feel deserving of a scholarship.	10635	<input checked="" type="checkbox"/>	Yes	Essay	Edit ✕
≡	Upload a resume and/or CV highlighting experience relevant to your major and future goals. Include membership and leadership in student organizations.	10636	<input checked="" type="checkbox"/>	Yes	File Upload	Edit ✕

The two questions above are required for this scholarship.

Reviewer Tab

 College of Science and Engineering
▼ Current

Notes (1) History

Applicant Administrator Reviewable

Reviewable?	Field	Label	Required?	Answered By	Type	Source
<input type="checkbox"/> Select All						
<input checked="" type="checkbox"/>	10035	TXST Student ID	Imported	Applicant	Short Answer	Import File
<input checked="" type="checkbox"/>	10045	First Name	Imported	Applicant	Short Answer	Import File
<input checked="" type="checkbox"/>	10046	Middle Initial	Imported	Applicant	Short Answer	Import File
<input type="checkbox"/>	10047	Last Name	Imported	Applicant	Short Answer	Import File

Certain application questions or data fields may be hidden from Reviewers. In this example, the applicant's last name will be hidden.

Your department may choose to hide information and only display information that is relevant to the scholarship.

Qualifications Tab

[Details](#) [Questions](#) [Qualifications](#) [Applications](#) [Communications](#) [Reviews](#) [Post-Acceptance](#)

This will let you see eligibility criteria which students will have to meet in order for them to be eligible for the opportunity. Additionally, if they do not meet the eligibility criteria at the close date, they will not be sent to the review stage, unless we specifically allow them to.

Example:

✕ 'CP1 College Code' must include FA.

✕ 'CP1 Level of Study' must include UG.

✕ 'CP1 Major Code' must include MUTH.

✕ 'CP1 Semester' must not be blank .

✕ 'Is the student deceased?' must not include Yes.

✕ 'SGASTDN Status' must include AS.

✕ 'SGASTDN Student Type' must include C, F, R, T or S.

Choose a question to qualify on. ▼

5 conditional application matches based on this group [Duplicate Group](#) [Delete Group](#)

This **Qualification Group** shows that students must be: in the College of Fine Arts, by Undergraduate, have Musical Theatre as major, be an Active Student, and be either a Continuing, Freshman, Re-admit, Transfer or Second Bachelor student.

If a student has at least one **Qualification Point**, it means that they have met all the criteria in at least one Qualification Group to be eligible for the scholarship.

Applications Tab

[Details](#) [Questions](#) [Qualifications](#) [Applications](#) [Communications](#) [Reviews](#) [Post-Acceptance](#)

This will send you to a grid of your applicants where you can view student Banner information and their application responses.

This screen will also tell you whether a student is qualified for a scholarship or not. If a student has any number greater than 0 in the column "Qualification Points," they meet the eligibility criteria set up for your scholarship.

Example:

▼ Complete View											
<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Qualification Points	Name	SGASTDN Student Type	Classification	CP1 College ...	CP1 Major Code
<input type="checkbox"/>			<input type="checkbox"/>	All ▼							
<input type="checkbox"/>	View	Award Mode	2...	Submitted	01/10/2023	1		C	SR	FA	MUTH
<input type="checkbox"/>	View	Award Mode	2...	Submitted	01/01/2023	1		C	JR	FA	MUTH
<input type="checkbox"/>	View	Award Mode	2...	Submitted	02/28/2023	1		C	SO	FA	MUTH
<input type="checkbox"/>	View	Award Mode	2...	Submitted	02/28/2023	1		C	FR	FA	MUTH
<input type="checkbox"/>	View	Award Mode	2...	Submitted	01/30/2023	1		C	SR	FA	MUTH

Communications Tab

[Details](#)[Questions](#)[Qualifications](#)[Applications](#)[Communications](#)[▼ Reviews](#)[▼ Post-Acceptance](#)

This is where you can customize the communications that are sent to students, such as scholarship offer emails.

[Details](#)[Questions](#)[Qualifications](#)[Applications](#)[Communications](#)[▼ Reviews](#)[▼ Post-Acceptance](#)

Scholarship (SH0012)
ys | Imports stop in 120 days

[In-System Offer](#)[Offer Email](#)[Banner](#)[Offer Reminder Email](#)[Post-Acceptance Email](#)[Post-Acceptance Banner](#)

Description Updating the Offer - Email template on this page will detach this opportunity's template from the system Offer - Email template. This will result in any changes to the system template not being reflected on this opportunity's template.

Subject You have been selected for the {{ portfolio.name }} award!

Body Example Formatting: **"bold"**, *_italics_*

B*I*U**U**

Help Preview Edit

Dear {{ applicant.name }},

Congratulations! You have been selected to receive the following opportunity via BOSS: {{ portfolio.name }}. You can view the details of this award by visiting BOSS at the following link:

"{{ offer_url }}"-{{ offer_url }}

You will need to log-in to BOSS and accept the award.

Thank you for your time in reviewing this communication.

Sincerely,


Full Screen

Reviews Tab

[Details](#)[Questions](#)[Qualifications](#)[Applications](#)[Communications](#)[▼ Reviews](#)[▼ Post-Acceptance](#)

This is where you can see who is on the scholarship review committee, the number of applications they have been assigned to review, and the number of reviews completed.

[Details](#)[Questions](#)[Qualifications](#)[Applications](#)[Communications](#)[▼ Reviews](#)[▼ Post-Acceptance](#)

 A Hundred for A Hundred Scholarship (SH0012)
• Fall 2022 | Published, Ends in 32 days | Imports stop in 120 days

NotesHistory

Assigned Reviewers

Name	Groups	Reviewed / Assigned	Actions
	2023-2024 FA&C - Art & Design	0 / 0	Assignments
	2023-2024 FA&C - Art & Design	0 / 0	Assignments
	2023-2024 FA&C - Art & Design	0 / 0	Assignments
	2023-2024 FA&C - Art & Design	0 / 0	Assignments
	2023-2024 FA&C - Art & Design	0 / 0	Assignments
	2023-2024 FA&C - Art & Design	0 / 0	Assignments
	2023-2024 FA&C - Art & Design	0 / 0	Assignments

Post-Acceptance Tab

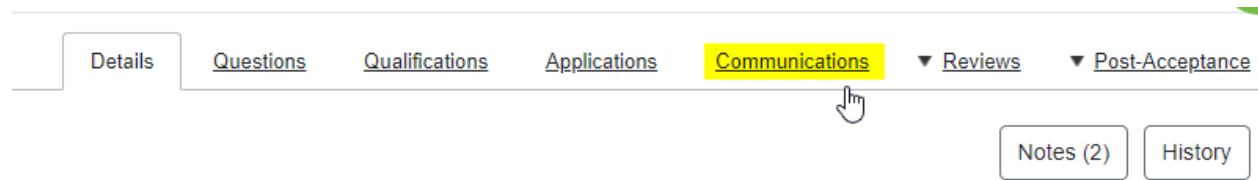
[Details](#)[Questions](#)[Qualifications](#)[Applications](#)[Communications](#)[▼ Reviews](#)[▼ Post-Acceptance](#)

This is where you can view the post-acceptance thank you letters that have been submitted for the specific scholarship opportunity.

Awarding Procedures

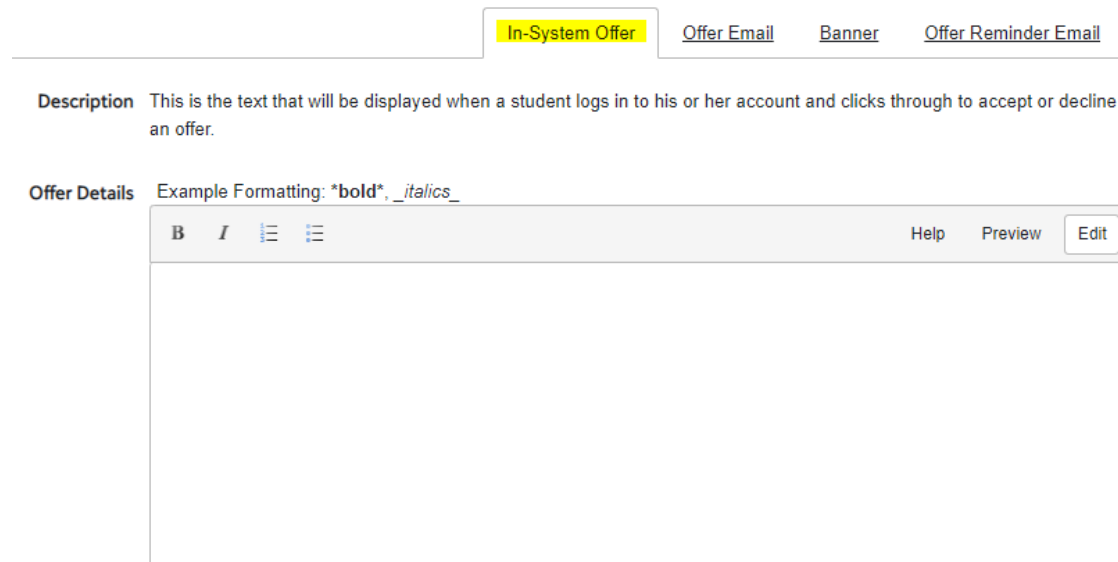
Revising Offer Correspondence

1. Once you have located the correct Opportunity, click on the *Communications* tab. When an offer is made in BOSS, an offer email is automatically sent to the student. Be sure to review/edit the communication being sent before making the offer.



A screenshot of the BOSS interface showing a horizontal tab bar with the following tabs: Details, Questions, Qualifications, Applications, Communications (highlighted in yellow), Reviews, and Post-Acceptance. Below the tabs are two buttons: Notes (2) and History. A mouse cursor is pointing at the Communications tab.

2. **In-System Offer** – This is what the student will see when logging in to BOSS to accept their award. You can enter reminders for the student such as how many hours they must be enrolled in for the funds to disburse, if they must remain in a specific major, or any renewal criteria.



A screenshot of the BOSS interface showing the In-System Offer section. The section has a header with tabs: In-System Offer (highlighted in yellow), Offer Email, Banner, and Offer Reminder Email. Below the header is a description: "Description This is the text that will be displayed when a student logs in to his or her account and clicks through to accept or decline an offer." Below the description is a section titled "Offer Details" with a text area for editing. The text area has a toolbar with buttons for Bold (B), Italic (I), Bulleted List, and Numbered List. There are also links for Help, Preview, and Edit.

3. Offer Email – Below is a sample of the generic offer email that is sent. You may edit this letter to include acceptance deadlines, eligibility criteria, renewal criteria, post-acceptance instructions, etc.

The delivery of the offer email may be set to Immediately or Never. Click *Update Email Template* after making any changes.

In-System OfferOffer EmailBannerOffer Reminder Email

DescriptionUpdating the Offer - Email template on this page will detach this opportunity's template from the system Offer - Email template. This will result in any changes to the system template not being reflected on this opportunity's template.

SubjectYou have been selected for the {{ portfolio.name }} award!

Body

Example Formatting: "bold", _italics_

Dear {{ applicant.name }},

Congratulations! You have been selected to receive the following opportunity via BOSS: {{ portfolio.name }}. You can view the details of this award by visiting BOSS at the following link:

"{{ offer_url }}"-{{ offer_url }}

You will need to log-in to BOSS and accept the award.

Thank you for your time in reviewing this communication.

Sincerely,

Full Screen

HelpPreviewEdit

Available Merge Fieldsoffer_urlapplicant.nameapplicant.emailportfolio.nameapplication.applicant_urapplication.amountapplication.award_termdonor_profile_links

Deliver WhenImmediately

Update Email Template

3. Post-Acceptance Email – Below is a sample of the generic post-acceptance email that that is sent at the same time as the offer email. You may edit this letter to include post-acceptance instructions.

The delivery of the Post-Acceptance email may be set to Immediately or Never. Click *Update Email Template* after making any changes.

In-System OfferOffer EmailBannerOffer Reminder EmailPost-Acceptance EmailPost-Acceptance Banner

DescriptionUpdating the Post Acceptance - Email template on this page will detach this opportunity's template from the system Post Acceptance - Email template. This will result in any changes to the system template not being reflected on this opportunity's template.

SubjectYou need to finish your application for the {{ portfolio.name }} award!

Body

Example Formatting: "bold", _italics_

Dear {{ applicant.name }},

Your application for the following opportunity {{ portfolio.name }} needs additional information in BOSS. Please update your application at the link below:

"{{ post_acceptance_application_url }}"-{{ post_acceptance_application_url }}

Please submit any required materials as soon as possible, as awards will not be disbursed until you have submitted all post-acceptance requirements. Additionally, all post-acceptance must be approved by an administrator after submission.

Thank you for your time in reviewing this communication.

Sincerely,

Full Screen

HelpPreviewEdit

Available Merge Fieldspost_acceptance_application_urlapplicant.nameapplicant.emailportfolio.nameapplication.applicant_urapplication.amountapplication.award_termdonor_profile_links

Deliver WhenImmediately

FAS: 03/26/2024

pg. 19

Determining Qualified Applicants

1. Click the *Applications* tab to view all applications.

Details	Questions	Qualifications	Applications	Communications	▼ Reviews	▼ Post-Acceptance
-------------------------	---------------------------	--------------------------------	------------------------------	--------------------------------	---------------------------	-----------------------------------

2. Your applicant pool will likely default to the Complete View, which includes applications that are either not qualified (0 Qualification Points) and/or are in Drafted status (the student did not submit their application by the deadline. You will need to filter these students out before making your offers.

▼ Complete View													
<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Applied On	Qualification Points	Name	Primary Email	Email Aliases	UID	Award Period	Amount ...
				All ▼								All ▼	
<input type="checkbox"/>	View	Award Mode	2...	Submitted	01/09/2023	01/08/2023	1	Anallly Marquez	soccerlover697...	soccerlover697...	ndh64@txstate...		\$0.00
<input type="checkbox"/>	View	Award Mode	2...	Submitted	01/08/2023	01/08/2023	0	Jaydon Justice	jaydonjustice1...	jaydonjustice1...	lxo15@txstate...		\$0.00
<input type="checkbox"/>	View	Award Mode	2...	Submitted...	01/18/2023	01/08/2023	1	Aylin Guzman	aylinaguzman...	aylinaguzman...	dxm25@txstat...		\$0.00
<input type="checkbox"/>	View	Award Mode	2...	Drafted	01/08/2023	01/08/2023	0	Robert Mancha	robertmancha1...	robertmancha1...	dcd122@txstat...		\$0.00
<input type="checkbox"/>	View	Award Mode	2...	Submitted	01/08/2023	01/08/2023	1	Valerie Chavez	mayflowervalie...	mayflowervalie...	ejs168@txstat...		\$0.00

3. Choose the **Submitted** Category and type ">0" into the Qualification Points column. The hit *Enter*.

▼ Complete View										
<input type="checkbox"/>	View	Award Mode	ID	Category ▲	Categori...	Applied On	Qualification Points	Name	Reviewer Score	Primary Email
				Submitted ▼			>0			
<input type="checkbox"/>	View	Award Mode	2...	Submitted		08/17/2022	08/17/2022	1		66.0
<input type="checkbox"/>	View	Award Mode	2...	Submitted		08/23/2022	08/22/2022	1		72.0
<input type="checkbox"/>	View	Award Mode	2...	Submitted		01/23/2023	08/29/2022	1		77.0
<input type="checkbox"/>	View	Award Mode	2...	Submitted		10/09/2022	08/29/2022	1		57.0

4. Click the Reviewer Score column header until you see the scores sorted from highest to lowest. You will now see your ranked candidates who are eligible for the scholarship as they are qualified and have submitted the application.

▼ Complete View										
<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Applied On	Qualification Points	Name	Reviewer Score ▼	Primary Email
				Submitted ▼			>0			
<input type="checkbox"/>	View	Award Mode	2...	Submitted		11/27/2022	11/13/2022	1	94.0	
<input type="checkbox"/>	View	Award Mode	2...	Submitted		01/08/2023	01/06/2023	1	93.0	
<input type="checkbox"/>	View	Award Mode	2...	Submitted		11/30/2022	11/06/2022	1	92.0	

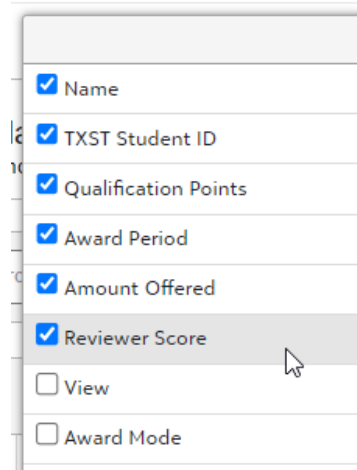
Create Your Own View

5. **Steps 5 through 9 are not required to make a scholarship offer, you may choose to do them to organize your applicant grid to Create Your Own View.**

First, you may limit the of viewable columns on your grid by clicking the hamburger icon.

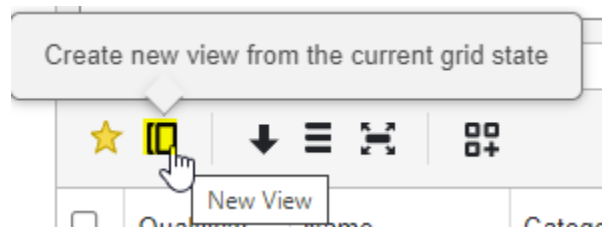


6. Select only the columns you wish to view. At minimum, be sure to include the columns below. You may also wish to include academic data (such as major and GPA) and applicant data (responses to application questions).

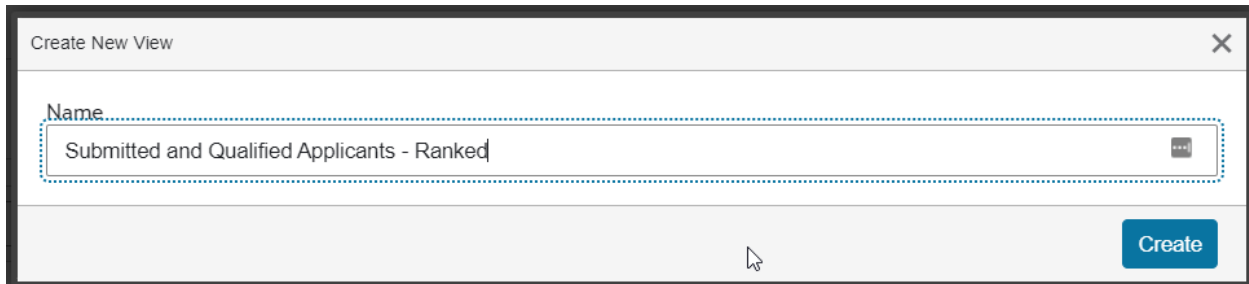


7. You can then rearrange the order of your columns by clicking on the column header and dragging.

8. After formatting your data, make sure to create the new view by clicking the *New View* icon.



9. Name the new view and click *Create*.



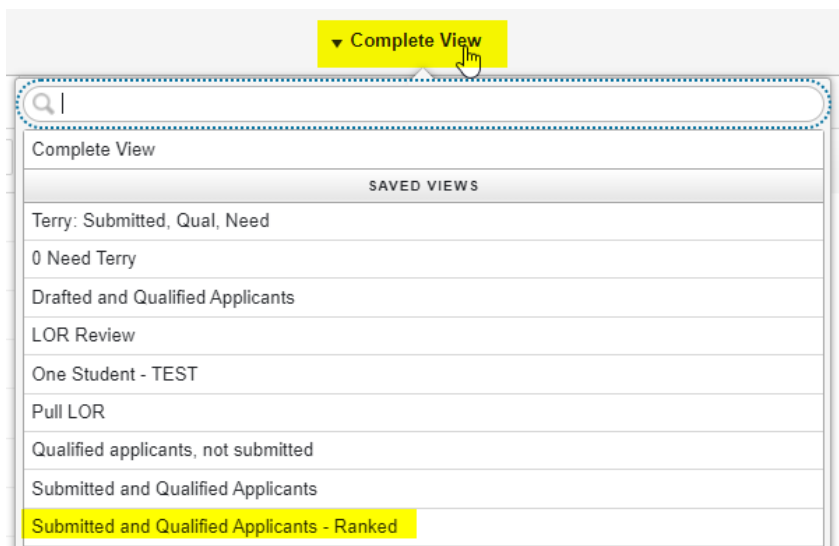
Create New View

Name

Submitted and Qualified Applicants - Ranked

Create

10. You can now click Complete View to toggle between your saved views.



▼ Complete View

Q |

Complete View

SAVED VIEWS

Terry: Submitted, Qual, Need

0 Need Terry

Drafted and Qualified Applicants

LOR Review

One Student - TEST

Pull LOR

Qualified applicants, not submitted


Submitted and Qualified Applicants

Submitted and Qualified Applicants - Ranked

Making a Scholarship Offer

1. Select the student(s) you wish to offer.

Multiple students may be offered at the same time only if they will all be receiving the same amount for the same award period. A spreadsheet tool is available if your department does mass awarding. Please contact the Scholarships office if this may be relevant for your purposes.

 Terry Foundation Scholarship (ST5180)
▼ Fall 2023 | Ended 52 days ago | Imports stopped 45 days ago

Begin typing to search by name, email address, or user ID...

✓ ✕ ★ □ ▾ ≡ ⌵ ⌵

Submitted and Qualified Applicants - Ranked

<input type="checkbox"/>	Qualificat...	Name	Category	Award Period	Amount ...	Reviewer...
	>0		Submitted	All		
<input checked="" type="checkbox"/>	1		Submitted		\$0.00	94.0
<input type="checkbox"/>	1		Submitted		\$0.00	93.0

2. Scroll down to *Act on Selected*.

Act on Selected

3. Choose *Categorize*.

Act on Selected

Email Users

Categorize

Academic Year 2023 - 2024

4. Select the *Offered Category*, enter the dollar amount of the scholarship in the *Update Amount* field, select the *Award Period**, then click *Categorize*.

*See below for notes on how to select the correct Award Period.

If you are awarding multiple students at once, enter the dollar amount per student. For example, if you will award \$5,000 to 2 students (total of \$10,000), you will enter \$5,000 into BOSS.

Categorize Selected

Choose a Category
Offered

Update Amount
5000
Amount must be less than or equal to \$5,000.00.

Award Period
2324_FALL_SPR

Initial Opportunity Fund Information		Award Information	
Academic Year 2023 - 2024	\$0.00	Fund Period Awards	0
Committed Amount	(\$90,000.00)	Committed Awards	(18)
Total Remaining Amount	(\$90,000.00)	Total Remaining Awards	-18

Categorize

Selecting the Correct Award Period

Award Period Reference:

2223_SPR_ONLY	Amount is for spring 2023 only.
2223_SUM_ONLY	Amount is for summer 2023 only.
2324_FALL_SPR	Amount will be evenly divided between fall 2023 and spring 2024.
2324_FALL_ONLY	Amount is for fall 2023 only.
2324_SPR_ONLY	Amount is for spring 2024 only.

Please reach out to the Scholarships office if you are unsure about which Award Period to choose.

5. You will be directed back to the applicant grid. After a minute or so, refresh your page to view the new scholarship offer and confirm that that correct award period and dollar amount have been entered for the intended students.

★
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Complete View

<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Qualificat...	Name	Primary Email	Email Aliases	UID	Award Period	Amount ...	General ...
<input type="checkbox"/>				All							All		
<input type="checkbox"/>	View	Award Mode	2...	Offered	01/04/2023	1					2324_FALL_SPR	\$5,000.00	

Adjusting Existing Awards

All adjustments to existing awards will take place on the Applications tab in BOSS.

[Details](#)[Questions](#)[Qualifications](#)[Applications](#)[Communications](#)[▼ Reviews](#)[▼ Post-Acceptance](#)

Prior to making any adjustments, make note of the **Category** of the existing award. It's important to *use the same Category as the existing award when making an adjustment.*

Increasing an Existing Award

1. The existing award below is in the *Offered* Category and is \$5,000 for 2324_FALL_SPR.

Example: *You would like to award an additional \$200.*

DetailsQuestionsQualificationsApplicationsCommunications▼ Reviews▼ Post-Acceptance

Patti Strickel Harrison Scholarship (SS6634)

▼ Fall 2023 | Ended 72 days ago | Imports stop in 118 days

NotesHistoryAward Mode

Begin typing to search by name, email address, or user ID...

★ID↓≡⌵⌶

▼ Complete View

1-50 of 162▼ Page 1◀▶

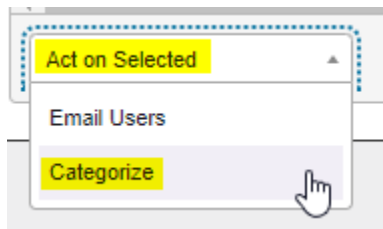
<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Qualifica...	Name	Primary Email	Email Aliases	UID	Award Period	Amount ...	General ...	Conditio...	Opportu...	Reviewe...	Assigned...	Comple...
<input type="checkbox"/>	View	Award Mode	2...	Offered	01/04/2023	1						2324_FALL_SPR \$5,000.00					0	0

2. Select the student.

★ID↓≡⌵⌶

<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Qualifica...
<input type="checkbox"/>				All▼		
<input checked="" type="checkbox"/>	View	Award Mode	2...	Offered	01/04/2023	1
<input type="checkbox"/>	View	Award Mode	2...	Accepted	01/04/2023	2

3. Scroll to the bottom of the page and click on *Act on Selected* and click *Categorize*.



4. Enter the same Category as the existing award. (In this example, the award was in the Offered Category. If the award were already Accepted on the Applications tab, select Accepted).

A screenshot of a 'Categorize Selected' dialog box. The 'Choose a Category' dropdown is set to 'Offered'. The 'Update Amount' field contains '5200'. The 'Award Period' dropdown is set to '2324_FALL_SPR'. Below these fields are two tables: 'Initial Opportunity Fund Information' and 'Award Information'. The 'Categorize' button is at the bottom right.

Initial Opportunity Fund Information	
Academic Year 2023 - 2024	\$0.00
Committed Amount	(\$90,000.00)
Total Remaining Amount	(\$90,000.00)

Award Information	
Fund Period Awards	0
Committed Awards	(18)
Total Remaining Awards	-18

5. Update the Amount to the total amount that should be awarded to the student. (In this example, the student was already awarded \$5,000 and we are adding \$200, so *the correct amount to enter here is \$5,200.*)

A screenshot of a 'Categorize Selected' dialog box, identical to the previous one, but with the 'Update Amount' field highlighted in yellow.

Initial Opportunity Fund Information	
Academic Year 2023 - 2024	\$0.00
Committed Amount	(\$90,000.00)
Total Remaining Amount	(\$90,000.00)

Award Information	
Fund Period Awards	0
Committed Awards	(18)
Total Remaining Awards	-18

6. Select the *Award Period* and then *Categorize*.

Categorize Selected

Choose a Category

Offered

Update Amount

5200

Award Period

2324_FALL_SPR

Initial Opportunity Fund Information

Academic Year 2023 - 2024	\$0.00
Committed Amount	(\$90,000.00)
Total Remaining Amount	(\$90,000.00)

Award Information

Fund Period Awards	0
Committed Awards	(18)
Total Remaining Awards	-18

Categorize

Cancelling a Full Award

You may need to cancel a full award in one of these situations:

- a student does not accept a scholarship by the deadline, and you would like to cancel the offer and re-offer to another student
- a student does not attend in the fall semester
- a student becomes ineligible for the award (such as changing to an ineligible major or not enrolling in the required number of hours)

1. The existing award below is in the *Offered* Category and is \$5,000 for 2324_FALL_SPR.

Example: *This student does not accept their offer by the deadline, and you would like to cancel and re-offer to another student.*

DetailsQuestionsQualificationsApplicationsCommunicationsReviewsPost-Acceptance

Patti Strickel Harrison Scholarship (SS6634)

Fall 2023 | Ended 72 days ago | Imports stop in 118 days

NotesHistoryAward Mode

Begin typing to search by name, email address, or user ID...

Complete View

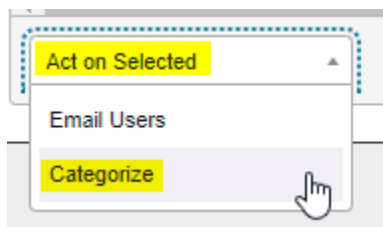
1-50 of 162Page 1

View	Award Mode	ID	Category	Categori...	Qualifica...	Name	Primary Email	Email Aliases	UID	Award Period	Amount ...	General ...	Conditio...	Opportu...	Reviewe...	Assigned...	Comple
<input type="checkbox"/>	View	Award Mode	2...	Offered	01/04/2023	1				2324_FALL_SPR	\$5,000.00					0	0

2. Select the student.

★ 🔍 ⬇ ☰ 🔗 🔧						
<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Qualifica
<input type="checkbox"/>			<input type="checkbox"/>	All		
<input checked="" type="checkbox"/>	View	Award Mode	2...	Offered	01/04/2023	1
<input type="checkbox"/>	View	Award Mode	2	Accepted	01/04/2023	2

3. Scroll to the bottom of the page and click on *Act on Selected* and click *Categorize*.



4. Choose the *Cancelled Admin* Category and select *Categorize*.



Cancelling a Partial Award

Example: A student was awarded \$5,000 for fall and spring but graduates in the fall and does not attend the spring semester.

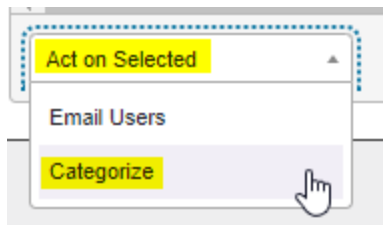
In this example, we would change the \$5,000 fall/spring award to \$2,500 fall only.

★ 🔍 ⬇ ☰ 🔗 🔧 ▼ Complete View												
<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Qualifica...	Name	Primary Email	Email Aliases	UID	Award Period	Amount ...
<input type="checkbox"/>			<input type="checkbox"/>	Accepted							All	
<input type="checkbox"/>	View	Award Mode	2...	Accepted	01/04/2023	2					2324_FALL_SPR	\$5,000.00

1. Select the student.

<div><div><div>★</div><div>📄</div></div><div><div>⬇</div><div>☰</div><div>🔄</div></div><div><div>🗪</div></div></div>						
<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Qualifica...
			<input type="checkbox"/>	Accepted ▾	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	View	Award Mode	2...	Accepted	01/04/2023	2

2. Scroll to the bottom of the page and click on *Act on Selected* and click *Categorize*.



3. Enter the same Category as the existing award. (In this example, the award was in the Accepted Category).

Categorize Selected

✕

Choose a Category

Accepted ▾

Update Amount

2500

Award Period

2324_FALL_ONLY ▾

Initial Opportunity Fund Information		Award Information	
Academic Year 2023 - 2024	\$0.00	Fund Period Awards	0
Committed Amount	(\$90,000.00)	Committed Awards	(18)
Total Remaining Amount	(\$90,000.00)	Total Remaining Awards	-18

Categorize

4. Update the Amount to the fall only amount which is \$2,500.

(In some situations, your department may approve of awarding the student the full fall/spring award amount, even if they do not attend spring. In this situation, you may enter the full \$5,000.)

Categorize Selected

Choose a Category

Accepted

Update Amount

2500

Award Period

2324_FALL_ONLY

Initial Opportunity Fund Information		Award Information	
Academic Year 2023 - 2024	\$0.00	Fund Period Awards	0
Committed Amount	(\$90,000.00)	Committed Awards	(18)
Total Remaining Amount	(\$90,000.00)	Total Remaining Awards	-18

Categorize

5. Select the fall only award period for the correct Academic Year.

In this case, we will select 2324_FALL_ONLY, then select *Categorize*.

Categorize Selected

Choose a Category

Accepted

Update Amount

2500

Award Period

2324_FALL_ONLY

Initial Opportunity Fund Information		Award Information	
Academic Year 2023 - 2024	\$0.00	Fund Period Awards	0
Committed Amount	(\$90,000.00)	Committed Awards	(18)
Total Remaining Amount	(\$90,000.00)	Total Remaining Awards	-18

Categorize

Approving Post-Acceptance Applications

What is Post-Acceptance?

Post-acceptance generally refers to the student's submission of a thank you letter. Post-acceptance may also include the upload of a photo, or acknowledgement of terms and conditions of the scholarship (such as remaining in an eligible major or enrolling in a minimum number of hours).

Before funds are awarded and disbursed to students, any scholarship with an outstanding thank you letter requirement must be manually approved by an Opportunity Administrator in your department.

Reviewing Post-Acceptance

1. Navigate to the "Post-Acceptance Applications" grid by clicking *Opportunity>Portfolios>Post-Acceptance Applications*.

Award Management Site ▼ Opportunity ▼ Stewardship ▼

Begin typing to search by name, email

★ ID ↓ ≡ ☒

Portfolios >

General Applications ▼

Evaluators ▼

Post-Acceptance Applications

	View	Award Mode	ID	Cat
<input type="checkbox"/>	View	Award Mode	2...	Offe
<input type="checkbox"/>	View	Award Mode	2...	Accepted
<input type="checkbox"/>	View	Award Mode	2...	Offered
<input type="checkbox"/>	View	Award Mode	2...	Accepted
<input type="checkbox"/>	View	Award Mode	2...	Accepted
<input type="checkbox"/>	View	Award Mode	2...	Accepted
<input type="checkbox"/>	View	Award Mode	2...	Offered
<input type="checkbox"/>	View	Award Mode	2...	Accepted

Dashboard

Applicants

Encumbered Funds

Fund Disbursements

Opportunities

Auto-Match Applications

Apply-To Applications

Flexible Applications

Renewal Applications

2. The default view will be only Submitted Post-Acceptance, as seen below.

Auto-Match Apply-To Post-Acceptance Renewal Flexible

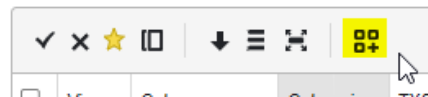
Post-Acceptance Applications Download Frozen Data

Submitted Post Acceptance Awards (Default)											
View	Category	Category...	TXST Studen...	Name	Portfolio Name	Congratulations! You have been selected t	Congratulations! You	Upload a phot...	Upload a phot...	Upload a phot...	Scopes
<input type="checkbox"/>	Submitted										All
<input type="checkbox"/> View	Submitted	04/25/2022	A05092927								DF Endowment, FA&C - Fin
<input type="checkbox"/> View	Submitted	06/14/2022	A05143576					View image			DF Endowment, FA&C - Fin
<input type="checkbox"/> View	Submitted	01/31/2023	A04961024								McCoy College of Business,
<input type="checkbox"/> View	Submitted	02/03/2023	A05210160								University Advancement, Mc

3. **Steps 3 – 5 are optional.** You may want to create a Dashboard Card to easily access your Submitted Post-Acceptance.

Click the *Create a New Dashboard Card* icon.

Post-Acceptance Applications



4. Name the Dashboard Card and click *Create*.

Create New Dashboard Card

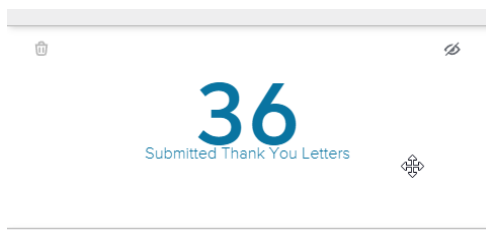
Text

Submitted Thank You Letters

Dashboard Card text may be no longer than 60 characters.

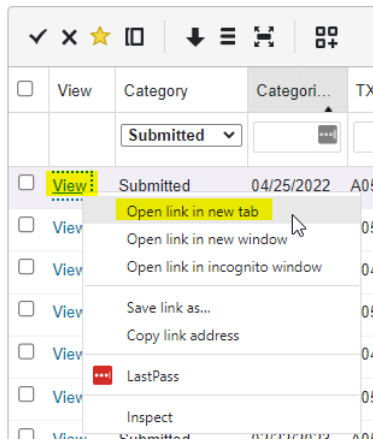
Create

5. You can now click your Dashboard Card to quickly access your Submitted Post-Acceptance Applications.



6. To view the Submitted Post-Acceptance, right-click on **View** for a student then *Open link in new tab*.

Post-Acceptance Applications



7. Review the letter and then close the tab.

Award Management Site Opportunity Stewardship

The total amount offered for this opportunity exceeds the amount originally designated

DAU - PAIR MATCHING FOR THERESA GORDON SCHOLARSHIP FOR VOCAL MUSIC (S... FALL 2022 POST-ACCEPTANCE APPLICATIONS LILLA FISCHER

Application Decision Award

Lilla Fischer Submitted History

Applicant Provided Information

Opportunity Specific Questions

1. Congratulations! You have been selected to receive a scholarship. You can be proud to be a scholarship recipient. Scholarships are made possible through the generous support of Texas State donors. Your academic achievement, financial need, educational goals, and other unique attributes have qualified you for a specific Texas State scholarship. Scholarships are a reflection of an individual donor's interests, experiences, and intentions. Please take time to express your written appreciation to the donor who made your scholarship possible. A personal note of thanks simply says thank you for your support, for your confidence, for reaffirming dreams. So please say "Thank you", and tell your donor about yourself. Donors love to hear from recipients and are pleased to know that their investment in Texas State, and you, is meaningful and appreciated.

Content Suggestions

Tell a bit about yourself. You might include your hometown, high school, family background or reasons for choosing Texas State University. You may want to include a photo of yourself. Describe your experience at Texas State. Mention you chose your major, campus (BMC or BHSIC) and community activities, and leadership experiences. Discuss your future plans. Talk about what you hope to accomplish while at Texas State, an expected graduation date, your career goals, or how you plan to utilize your degree. Express your gratitude for the scholarship. Tell what the scholarship means to you, how it will help you, and say thank you. Be sincere and express your gratitude warmly.

Style Guidelines

Address your letter to the donor(s) or relative(s) of the donor that are listed in your award letter (if available). Please address them as Dr., Mr., Ms., or Mx. and spell their names correctly. If the donor is not specified or you are unsure, please address your donor as following: "Dear Donor, Thank you for the (Insert Name of Scholarship) ..."

Mention the scholarship by name in your introduction and spell it as it appears in your award letter.

Make sure you include all of the elements of a letter: your name, date, salutation, body, closing, and your typed signature. A one page letter of 400 words or more is appropriate (minimum 300 words is required).

Have someone else proofread your letter to check for spelling and grammatical errors.

Dear Donor

2. Upload a photo of yourself.

No answer provided

Final Approval of Post-Acceptance

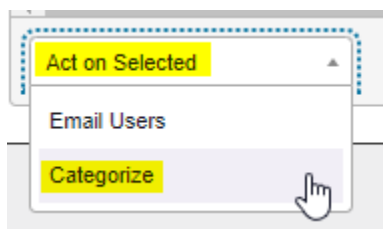
8. Once you have verified that a student's submitted post-acceptance is acceptable, select the student you are ready to award.

Auto-Match Apply-To Post-Acceptance Renewal Flexible

Post-Acceptance Applications [Download Frozen Data](#)

✓ x ★ □	↓	≡	⌵	Submitted Post Acceptance Awards (Default)						1-29 of 29	▼ Page 1	◀ ▶
<input type="checkbox"/>	View	Category	Categori...	TXST Studen...	Name	Portfolio Name	Congratulations! You have been selected t	Congratulations! You	Upload a phot...	Upload a		
<input type="checkbox"/>		Submitted ▼										
<input checked="" type="checkbox"/>	View	Submitted	04/25/2022	A05092927		DNU - Parr Matching for Theresa...						
<input type="checkbox"/>	View	Submitted	06/14/2022	A05143576		DNU - Parr Matching for Theresa...			View Image			

9. Scroll to the bottom of the page and click on *Act on Selected* and click *Categorize*.



10. Select the *Awarded* Category and click *Categorize*.

You do not need to input anything when the system requests the award period or the semester. That is used only if you'd like to make changes to an award period or amount.

Categorize Selected

Choose a Category
Awarded

Update Amount
[DO NOT ENTER A VALUE]

Award Period
Choose an Award Period DO NOT SELECT AN AWARD

[Categorize](#)

11. If you **do not** approve of the student's thank you letter and would like them to revise, you will need to email the student to notify them to revise and resubmit.

To email the student, select the student on the Post-Acceptance tab.

[Auto-Match](#) [Apply-To](#) **Post-Acceptance** [Renewal](#) [Flexible](#)

Post-Acceptance Applications [Download Frozen Data](#)

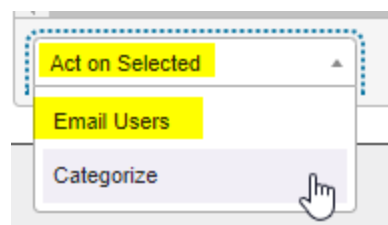
✓ × ★ □
↓ ↑ ≡
🔍

Submitted Post Acceptance Awards (Default)

1-29 of 29 Page 1

<input type="checkbox"/>	View	Category	Category...	TXST Studen...	Name	Portfolio Name	Congratulations! You have been selected t	Congratulations! You	Upload a phot...	Upload a
<input type="checkbox"/>		Submitted								
<input checked="" type="checkbox"/>	View	Submitted	04/25/2022	A05092927		DNU - Parr Matching for Theresa...				
<input type="checkbox"/>	View	Submitted	06/14/2022	A05143576		DNU - Parr Matching for Theresa...			View Image	

12. Select *Act on Selected* and then *Email Users*.



13. If you do not need a response from the student, you may email directly through BOSS. Otherwise, you may choose your personal email so that the student can reply to you.

Enter the email subject, body of your email, then click *Send Emails*.

Email Selected Users ✕

From

System (NOREPLY@boss.finaid.txstate.edu)

System (NOREPLY@boss.finaid.txstate.edu)

You (📧@txstate.edu)

Body

Example Formatting: ***bold*** *_italics_*

B *I* U ~~ABC~~

Help Preview Edit

[Full Screen](#) 🗖

[Send Emails](#)

14. Finally, you will need to change the Post-Acceptance Category to *Requested*. This will enable the student to access the Post-Acceptance task in BOSS so that they can re-submit their letter.

Select the student.

[Auto-Match](#)
[Apply-To](#)
[Post-Acceptance](#)
[Renewal](#)
[Flexible](#)

Post-Acceptance Applications [Download Frozen Data](#)

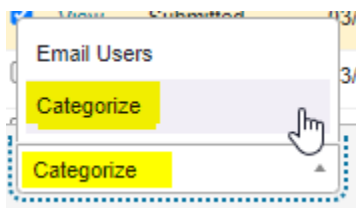
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Submitted Post Acceptance Awards (Default)

1-29 of 29 | Page 1

<input type="checkbox"/>	View	Category	Category...	TXST Studen...	Name	Portfolio Name	Congratulations! You have been selected t	Congratulations! You	Upload a phot...	Upload a
<input type="checkbox"/>		Submitted								
<input checked="" type="checkbox"/>	View	Submitted	04/25/2022	A05092927		DNU - Parr Matching for Theresa...				
<input type="checkbox"/>	View	Submitted	06/14/2022	A05143576		DNU - Parr Matching for Theresa...			View Image	

15. Select *Categorize* and then *Categorize*.



16. Change the Post-Acceptance status to *Requested* and click *Categorize*.

Categorize Selected ✕

Choose a Category

Requested

Update Amount

Disburse per applicant

Award Period

Choose an Award Period

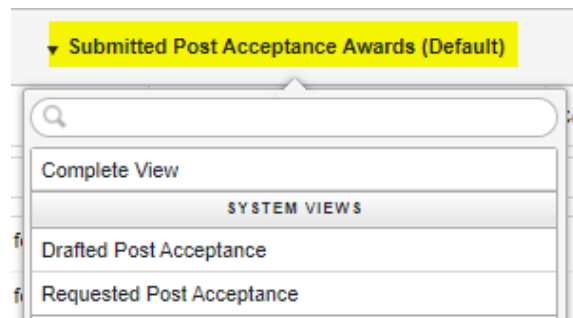
Categorize

Bogutski Family Scholarship (SB50) Dear Bogutski family, my name is Richard...

Pending Post-Acceptance - Sending Email Reminders

1. As acceptance deadlines approach, you may want to email students to remind them to accept their scholarship offer and/or submit their thank you letter.

Hover your mouse over Submitted Post Acceptance Awards (Default) and select one of the three views: Pending Post Acceptance, Drafted Post-Acceptance, Requested Post Acceptance.



2. Here is a quick reference explaining the three categories and the message your email will want to convey:

Pending	Student has not accepted the award offer. Email may be sent to remind the student to accept their scholarship <u>and</u> submit their thank you letter.
Requested	Student has accepted the award but has not begun post-acceptance. Email may be sent to remind the student to submit their thank you letter.
Drafted	Student has begun writing post-acceptance but has not submitted. Email may be sent to remind the student to submit their thank you letter.

3. You may send a mass email by selecting *all students* where highlighted below.

Auto-Match

Apply To

Post-Acceptance

Renewal

Flexible

Post-Acceptance Applications

Download Frozen Data

★

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☰

⚙️

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▼ Drafted Post Acceptance

1-16 of 16

▼ Page 1

◀▶

👁️

View

ID

Category

Category...

Qualifica...

Name

Primary Email

Email Aliases

UID

Award Period

Amount

Opportu...

Portfolio Name

Scopes

Season

Start At

End At

📄

Drafted

All

All

✔️

View

2...

Drafted

03/02/2023

1

2223_SPR_O...

\$2,000.00

8521

Jessie Helen H...

University Advance...

Fall 2021

11/01/2021

02/2...

✔️

View

2...

Drafted

02/28/2023

1

2223_FALL_O...

\$440.00

12053

Susan Dudolsk...

FAS View, Housing ...

Fall 2022

11/08/2022

12/3...

✔️

View

2...

Drafted

02/28/2023

1

2324_FALL_SPR

\$4,000.00

10741

Ingram Engine...

DF Endowment, Fin...

Fall 2023

08/01/2022

12/2...

✔️

View

2...

Drafted

02/25/2023

1

2223_SPR_O...

\$2,000.00

9861

McCoy Fellows...

McCoy College of B...

Fall 2021

11/01/2021

02/0...

✔️

View

2...

Drafted

02/22/2023

1

2223_SPR_O...

\$1,000.00

7735

Lawrence E. a...

DF Endowment, Mc...

Fall 2021

11/01/2021

02/0...

✔️

View

2...

Drafted

02/22/2023

1

2223_SPR_O...

\$3,175.00

7693

Farm Credit Ba...

McCoy College of B...

Fall 2021

11/01/2021

02/0...

✔️

View

2...

Drafted

02/22/2023

1

2223_SPR_O...

\$750.00

9021

Brian Wong En...

McCoy College of B...

Fall 2021

11/01/2021

02/0...

✔️

View

2...

Drafted

02/22/2023

1

2223_SPR_O...

\$750.00

8745

The Faith Scho...

McCoy College of B...

Fall 2021

11/01/2021

02/0...

✔️

View

2...

Drafted

02/20/2023

1

2223_SPR_O...

\$2,000.00

8511

McCoy College...

McCoy College of B...

Fall 2021

11/01/2021

02/0...

✔️

View

2...

Drafted

01/04/2023

2

2324_FALL_SPR

\$5,000.00

10331

Patti Strickel H...

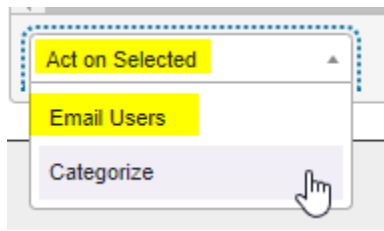
DF Endowment, Fin...

Fall 2023

08/01/2022

12/2...

4. Select *Act on Selected* and then *Email Users*.



5. If you do not need a response from the student, you may email directly through BOSS. Otherwise, you may choose your personal email so that the student can reply to you.

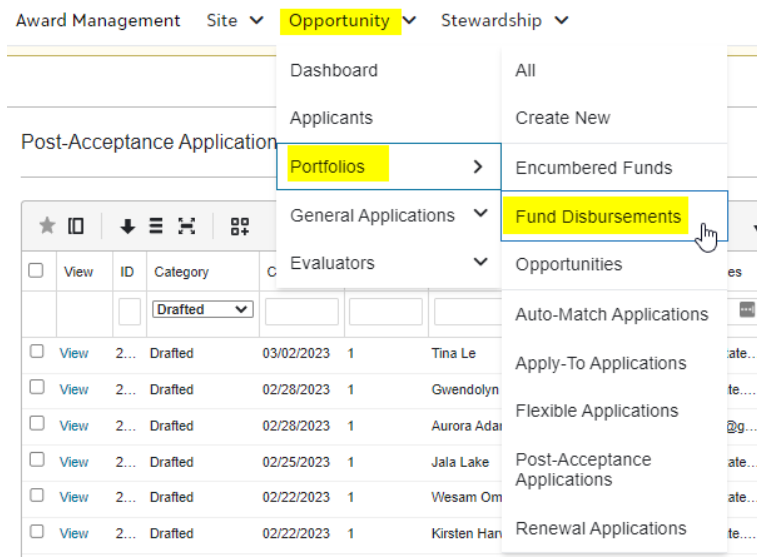
Enter the email subject, body of your email, then click *Send Emails*.

A screenshot of a web application window titled 'Email Selected Users'. The window has a close button (X) in the top right corner. The 'From' field is set to 'System (NOREPLY@boss.finaid.txstate.edu)'. Below the 'From' field, there are two email addresses: 'System (NOREPLY@boss.finaid.txstate.edu)' and 'You (j...@txstate.edu)'. The 'Body' field is empty. Below the 'Body' field, there is a 'Full Screen' button. At the bottom right, there is a 'Send Emails' button.

Disbursement Reports

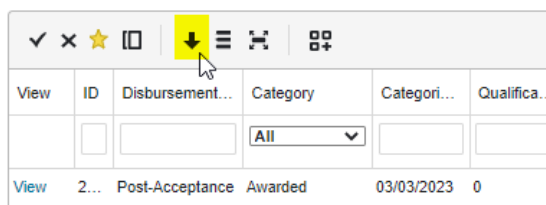
This report allows you to see all Disbursed Awards for a given academic year to assist in compliance and end of year statistics.

1. To download a Disbursement Report, click *Opportunity>Portfolios>Fund Disbursements*.

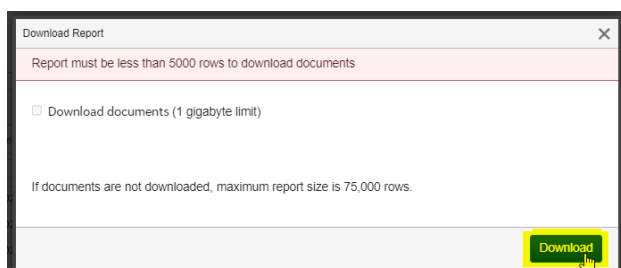


2. Click the download icon.

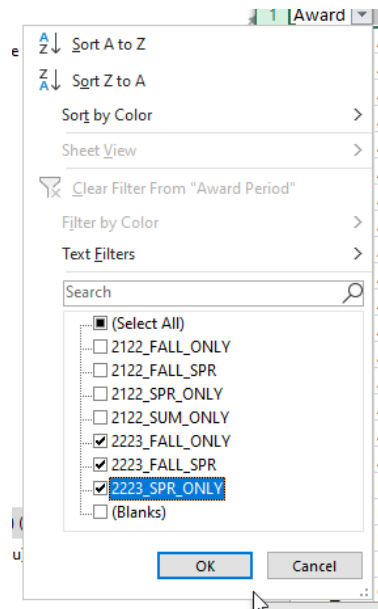
Fund Disbursements



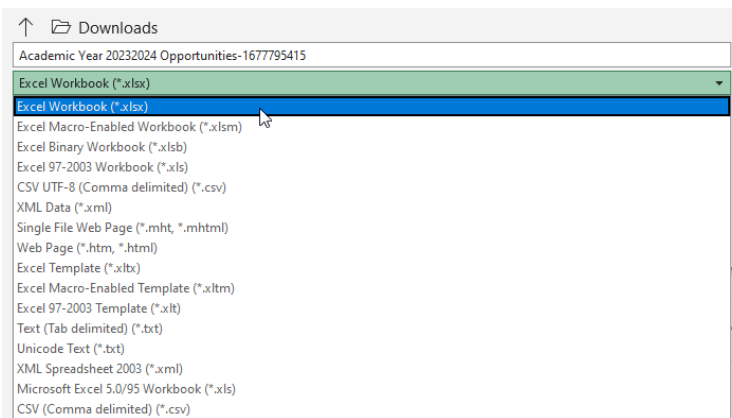
3. Click *Download*.



4. Sort and filter as needed.

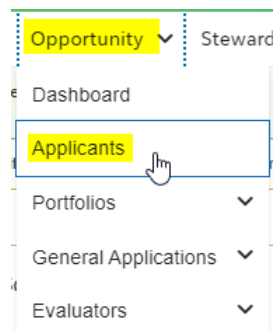


5. Make sure to save as an Excel Workbook. If you leave the file as a CSV file type, your edits to the spreadsheet will not be saved.

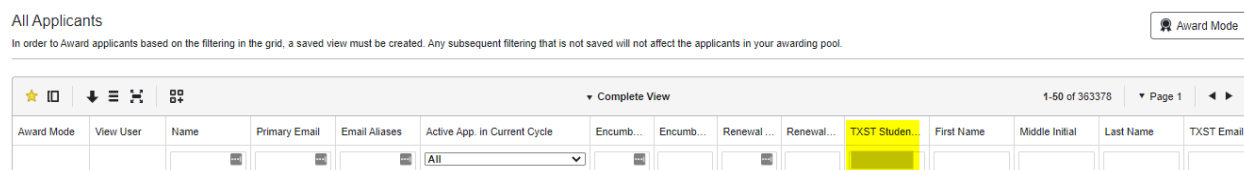


Viewing Log of Emails Sent to Student

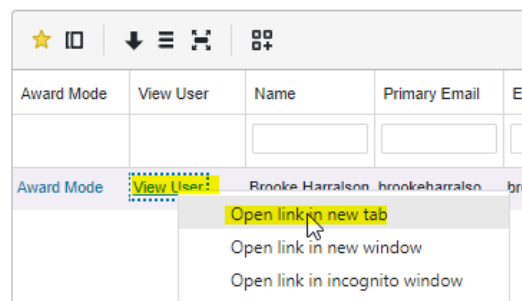
1. To view the correspondence that was sent to students, click Opportunity>Applicants.



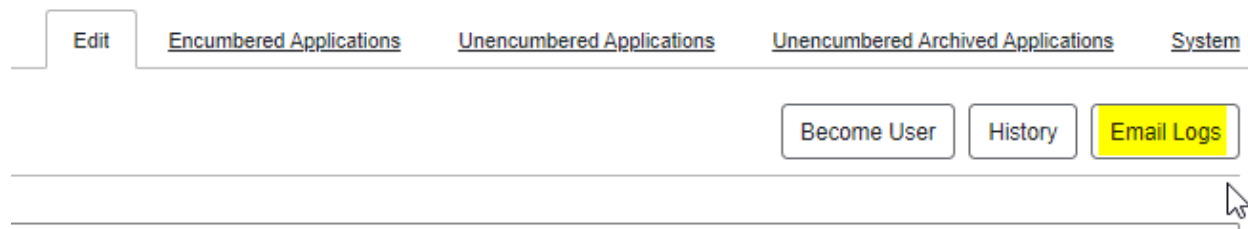
2. Enter the Student ID number and hit Enter.



3. Select *View User* and *Open link in new tab*.



4. Click *Email Logs*.



Other Notes

Below are some other useful things to keep in mind regarding BOSS functionality.

Endowment and SAP Information

1. When your BOSS account was set up, it was linked to a specific SAP account. If your SAP account changes, please let us know before making offers so that the new awards do not pull from the old SAP account. You will need to complete the Banner Fund Form to have the SAP information updated.
2. If your endowment has accrued interest and needs to be added to an existing award, please forward correspondence from the University Advancement to Scholarships prior to increasing your awards. We will need to add this additional funding in Banner to ensure that the increased BOSS award can flow to the student's account in Banner.
3. The amounts that you see in BOSS (such as award amounts available) are entered into BOSS based on the Endowment Distribution Report sent to us by University Advancement. These are not live SAP balances. Please ensure you check SAP to confirm funding available.

Scholarship Awarding Deadlines

Per UPPS 06.01, General Awarding Procedures, the scholarship awarding deadlines are below:

a. Undergraduate Scholarship Awarding Deadlines

- 1) Incoming freshmen students – March 15
- 2) Incoming transfer students – May 1
- 3) Returning students – May 1

b. Graduate and Certificate-Seeking Scholarship Awarding Deadlines

- 1) Incoming students – March 31
- 2) Continuing students --May 1

BOSS Timeline

Please see [BOSS Timeline](https://www.finaid.txst.edu/forms/BOSS_Timeline.pdf) (https://www.finaid.txst.edu/forms/BOSS_Timeline.pdf) which outlines important dates from the beginning to the end of the scholarship cycle.

Disbursements to Students

1. Scholarship funds will disburse to students 10 days before the first class day each semester. The thank you letter must be approved and the Category in BOSS for the Post-Acceptance must be updated to Awarded.
2. Scholarship funds will first credit a student's existing balance. Once the balance is paid in full, any remaining funds will be refunded to the student by the Student Business Services office. Refunds will be processed weekly by SBS on Wednesdays. If a student has Direct Deposit set up with SBS, they should see their refund in the bank account by the following Monday. If the student does not have Direct Deposit set up with SBS, SBS will mail a check to the student and may be received in 10 to 14 days.
3. If a student does not meet the disbursement criteria for the scholarship (such as minimum number of enrolled hours), the funds may not disburse. Your department may approve of an override to the disbursement rule. For example, if spring is a student's final semester before graduation, the department may approve of a student enrolling less than full time. Please let the Scholarships office know if a student is approved for an override of the disbursement rule.

Contact

For technical questions regarding set-up of BOSS accounts troubleshooting, or changes to your scholarship, please email BOSSscholarships@txstate.edu or contact:

Ray Gonzalez

System Analyst

Direct Line: (512) 245-3193

For general BOSS and scholarship questions, please email Scholarships@txstate.edu or contact:

Stephanie Lopez

Associate Director in Scholarships

Direct Line: (512) 245-7728

Jamie Leonard

Senior Scholarship Program Specialist

Direct Line: (512) 245-2745

Sophia Capps

Scholarship Program Specialist

Direct Line: (512) 245-7918

Katherine Odam

Scholarship Program Specialist

Direct Line: (512) 245-3193

For student questions, please direct students to the Financial Aid and Scholarships Customer Service team at (512) 245-2315 or FinancialAid@txstate.edu.