

## Financial Aid 9.2 - Staff

The University of Kansas recently upgraded Enroll & Pay to provide a better user experience for students. The Financial Aid tile will lead you to the same information as you would have seen in the previous environment, but now provided in a different format. Instructions on how to navigate the new setting are in the pages that follow. We are truly excited about this new innovative environment and hope you find the changes valuable and easy to use.

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# Navigating Financial Aid

Log into Enroll & Pay by going to [sa.ku.edu](http://sa.ku.edu).

**Enroll & Pay Login**  
Login for faculty, staff and students using your KU or KUMC Online ID and password.

**Updates**  
\*\*\*Enroll and Pay will be down for a system upgrade **Friday, October 4 starting at 5:00 am thru Sunday, October 6th 11:00 pm**. Attempts to logon will result in a password error. Delegate will also not be available. The system will appear different after the upgrade. Please see <http://sis.ku.edu/enroll-pay-how-tos> for instructions. \*\*\*

Reminder: Students must create Payment delegates in Touchnet for others to be able to make payments. For more information please see: [Student Account Services Payment Options page \(https://student-account-services.ku.edu/pay-online\)](https://student-account-services.ku.edu/pay-online).

For Delegate access as a parent or guardian, please go to [DELEGATE.KU.EDU](http://DELEGATE.KU.EDU) and use the information from your email from your student to sign on. Please note that Delegate is not available with mobile.

**University of Kansas**  
785-864-8080  
[enrollandpay@ku.edu](mailto:enrollandpay@ku.edu)

**University of Kansas Medical Center**  
913-588-7995

If you have ever attended KU as a student, you will land on the student homepage the first time you log into Enroll & Pay. You may use the drop-down menu to toggle between the staff view and student view, but to adjust your settings so that you come to the staff homepage upon logging in, select the Actions List icon in the right-hand corner. This icon will allow you to personalize your homepage by choosing which homepage is the default and also by reorganizing the tiles.

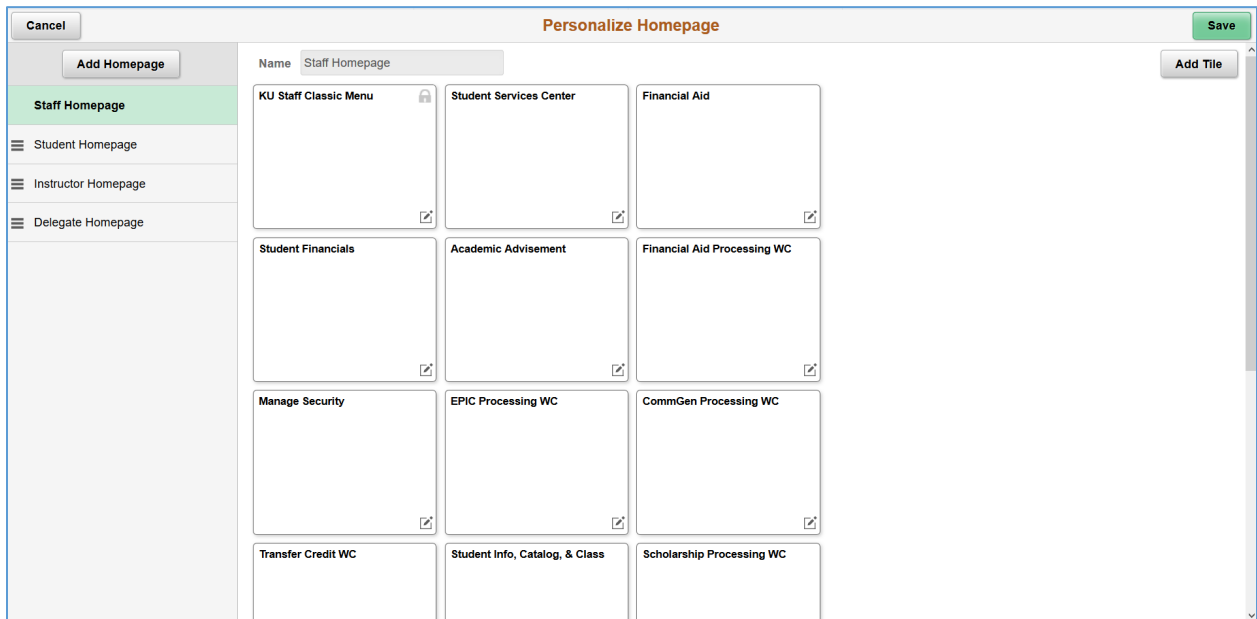
Enroll & Pay

Staff Homepage

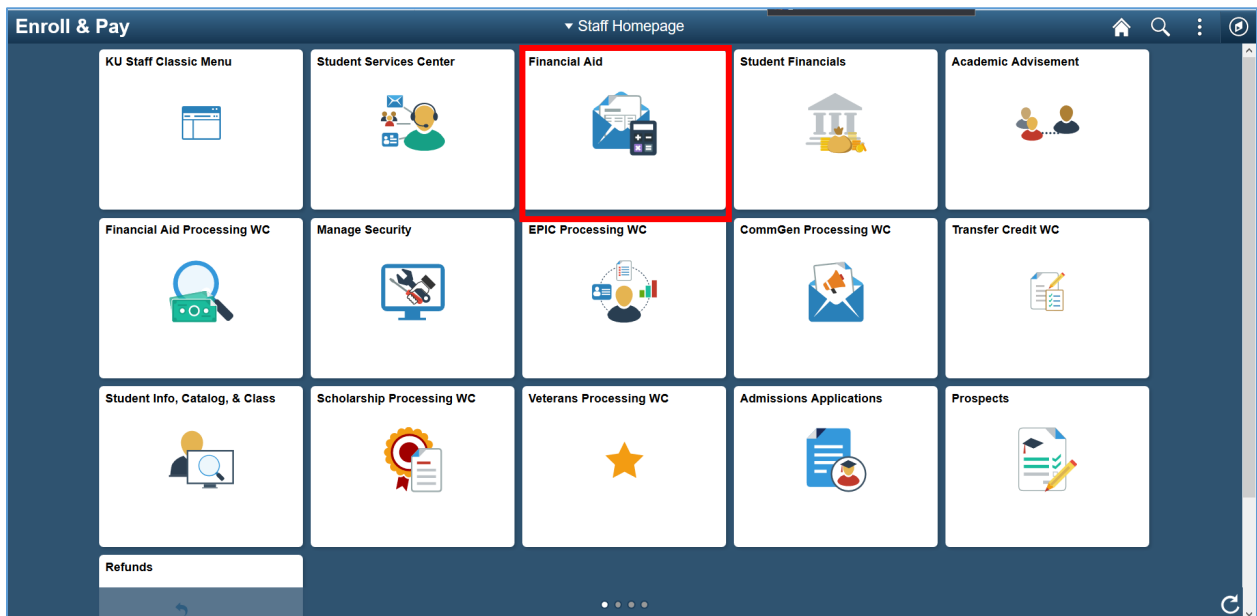
- Staff Homepage
- Student Homepage
- Instructor Homepage
- Delegate Homepage

In the menu on the left side of the page, click and drag the homepage you want as your default page to the top of the list. Unless you are also an Instructor and a Delegate, those options will not be part of your drop-down menu. But if you are both a Staff member and a Student and want the Staff homepage to be your default, drag that page above the Student option and drop it so that it is first in line. Remember to save your changes.

Also, if you decide that you use one specific tile more than any other tile, you have the option to drag it so that it appears first in your list of tiles. Be sure to save your changes.

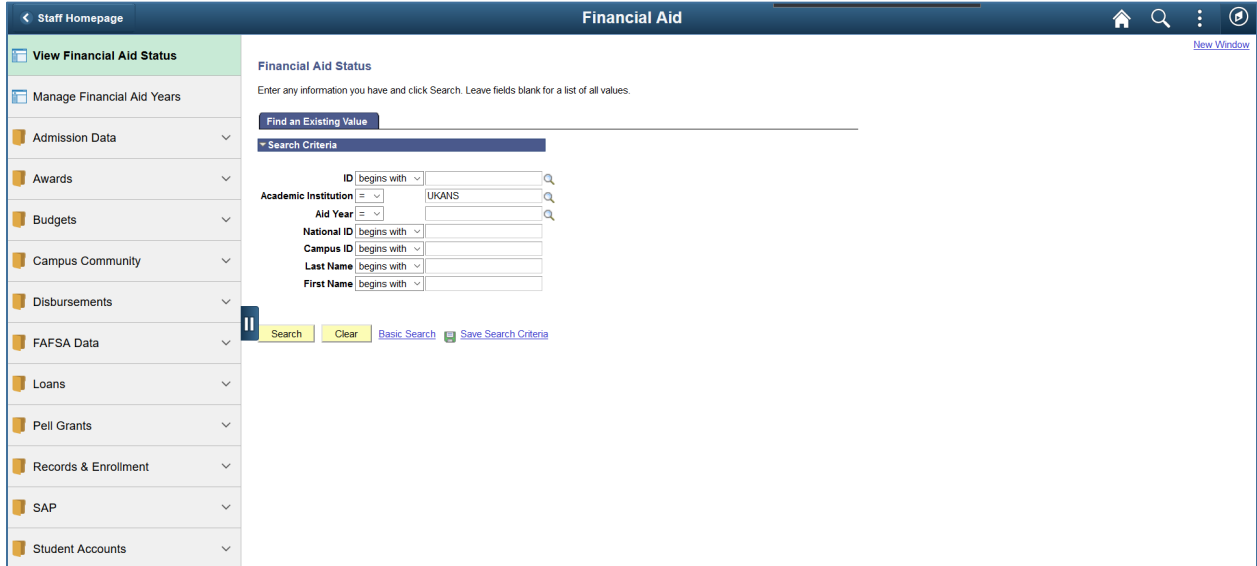


Back at the staff homepage, select the Financial Aid tile.



Once in the FA tile, you will immediately arrive at the View Financial Aid Status page. It is the page listed first at the top of the left menu. Under this is the Manage Financial Aid Years page, which is used to aid year activate students.

After these two direct page links, there are folders listed, in a layout similar to the current format. Each folder contains the pages most often used by staff.



# NavBar

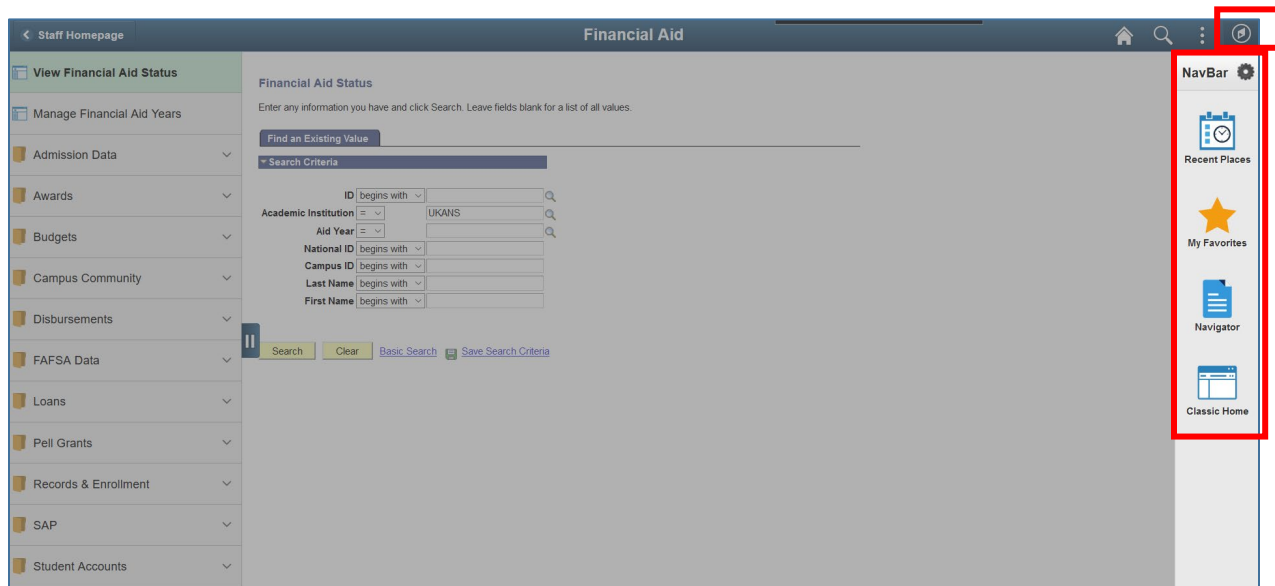
On the right side of the page, there is a directional compass icon. Selecting this icon will open the NavBar menu below.

The Recent Pages icon will contain a list of the most five pages visited recently. This is helpful if you are toggling between two screens and want to shorten the navigation time between each page.

My Favorites will carry over all the favorites that existed in the previous environment. There is a page at the top of the list of Favorites called Edit Favorites which will take staff to a separate page. Staff can relist the favorites in a preferred order, and there is also the possibility to rename the pages.

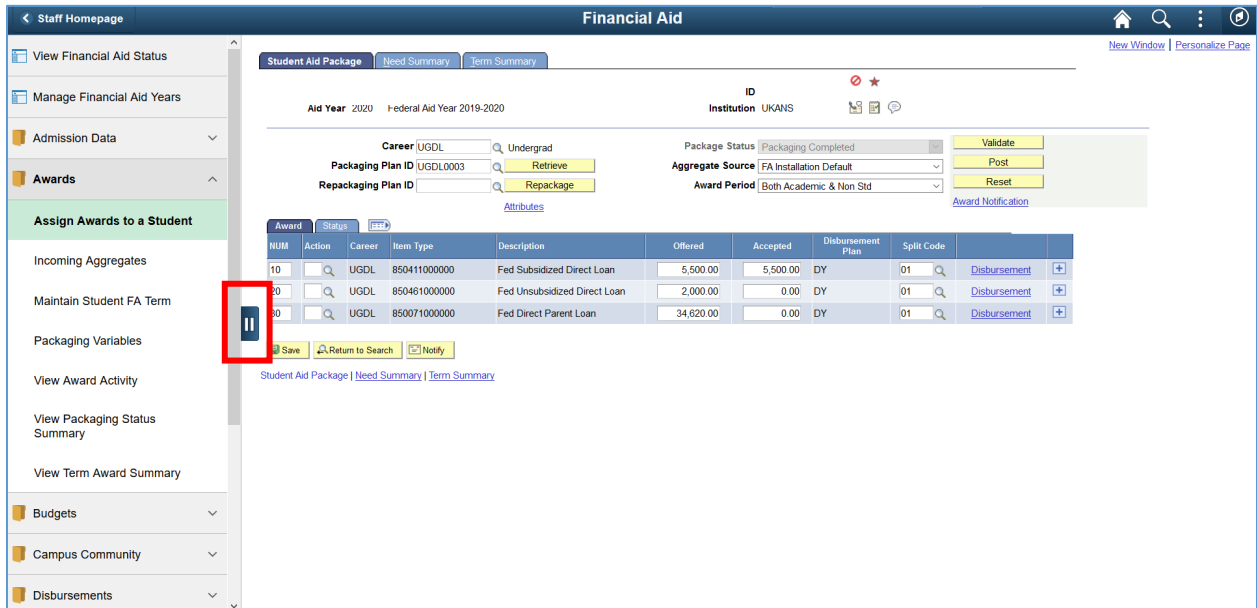
The Navigator should be familiar to staff. It is the new navigation menu for this Fluid environment. After selecting the Navigator icon, staff are able to move through the menu pages by drilling down through the various folders to the desired page.

The last icon is for the Classic Menu. Selecting this icon will take the staff member to the old view of system pages. While this menu will help during the transition from the Classic to Fluid environment, staff are encouraged to use the Fluid navigational tools since the previous Classic menu will eventually become unavailable.

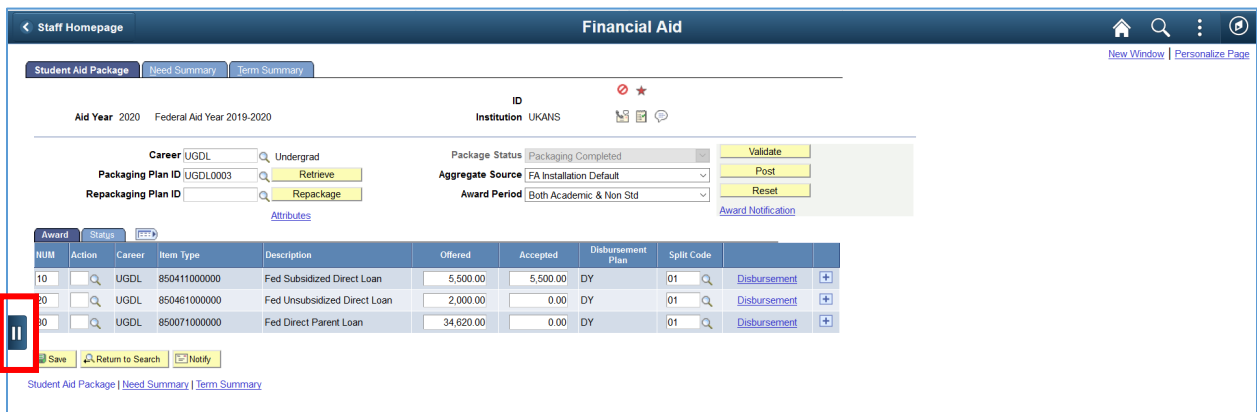


# Minimizing the Left Menu

On every page, there should be the option to minimize the left menu. There is an icon called the Activity Guide Navigation Area, which looks like a pause button. Selecting this button will minimize the menu, providing the page with more real estate.



Here is the screen once the menu has been minimized. To bring back the menu, just hit the pause icon again and the menu will reappear.



# Home Button

At any time while staff are working, a staff member is able to select the Home icon in order to return to the main homepage with all of the tiles.

The internet page back button is also now available to staff.

