Adding a Financial Aid Comment

PATH: Financial Aid > View Financial Aid Status

or

PATH: Campus Community > Comments > Comments – Person > Person Entry Comment

Campus Solutions Comments are a way for FASO staff to share information internally so that anyone working on that student's record can see the note. Examples might include adding a note on why an update was made, or noting a conversation that was had with the student.

The easiest and most common way to view or add a Financial Aid comment is to navigate to the **View Financial Aid Status** search page and search for a student.

Viewing a Comment

1. The Comments section will display Financial Aid comments. If there are several, you may need to use the **Arrow** buttons to scroll back or click **View All** to see all the comments.

Adding a Comment

1. To add a comment from the **View Financial Aid** page, click the speech bubble at the top of the page.

   NOTE: This could also be done from: **Campus Community** > **Comments** > **Comments - Person** > **Person Comment Entry**

2. The **Person Comment Entry** page will open up in a new browser tab/window (depending on your browser settings).
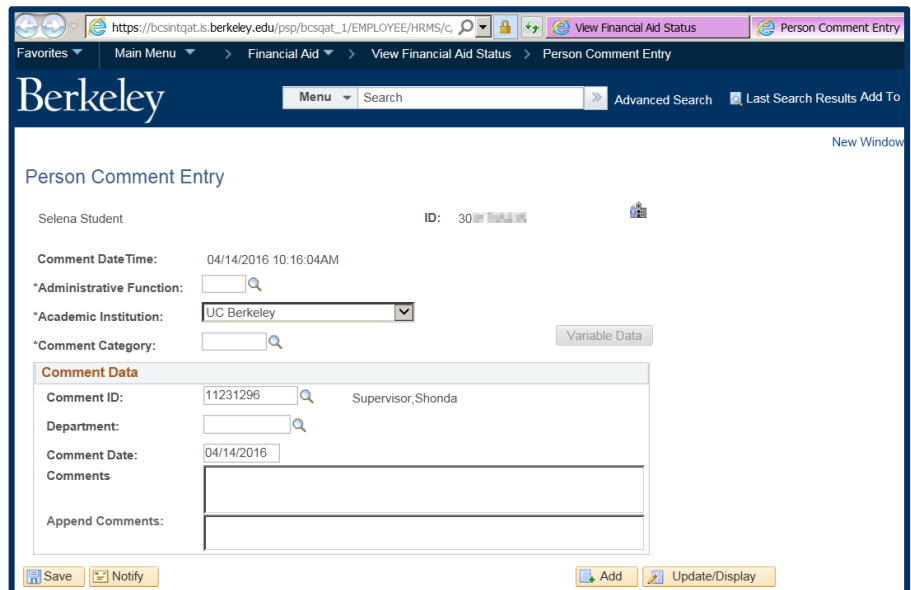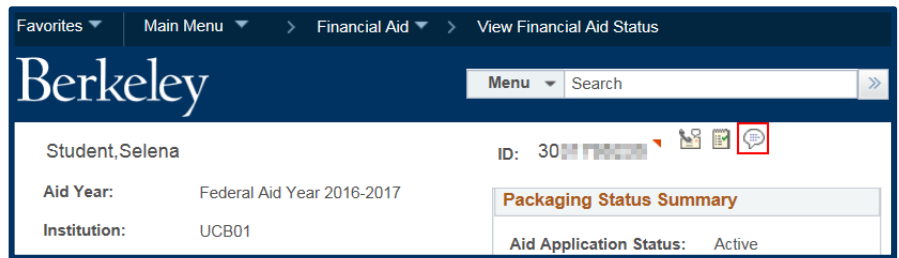
3. Enter the **Administrative Function** of "**FINA**" (Financial Aid).

   Once that is entered, the **Variable Data** button becomes active.

4. Click the **Variable Data** button to input the **Aid Year**.

5. Enter the appropriate **Aid Year**. Then Click the **OK** button.
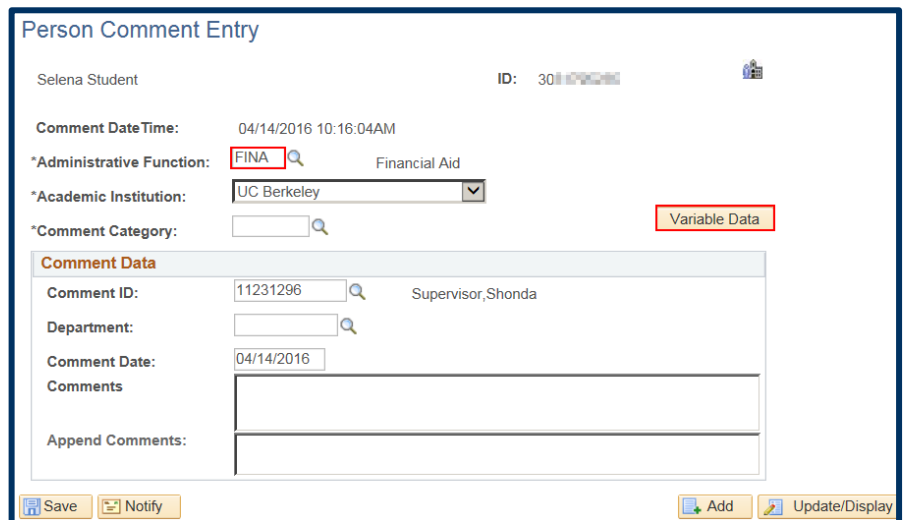
In this example, we will enter "**GEN**" into the **Comment Category** field. Currently the only choice is "**GEN**" (FA General Comment). More categories may be added later to clarify the kind of comment being added. In that case, use the lookup icon (🔍) to search for all available choices and select the most appropriate category.

The Comment Date will default, as well as your name and an ID.

Person Comment Entry

Selena Student   ID: 30▮▮▮▮▮

Comment DateTime: 04/14/2016 10:16:04AM
*Administrative Function: FINA 🔍   Financial Aid
*Academic Institution: UC Berkeley ▾
*Comment Category: GEN 🔍   FA General Comment   [Variable Data]

Comment Data
Comment ID: 11231296 🔍   Supervisor,Shonda
Department: _____ 🔍
Comment Date: 04/14/2016
Comments   Student called for clarification on which documents are needed, said she would upload them today.
Append Comments:

[💾 Save] [📧 Notify]   [➕ Add] [📝 Update/Display]

6. Type your message into the **Comments** box.

   Click the **Save** button when you are done.

   Optional: To see the comment, close the 2nd browser window and return to the **View Financial Aid Status** page.

   NOTE: You may need to refresh the page or search the student again.) The comment will display along with the date and author. It will not display to the student, only to FASO or CSC staff with access to Financial Aid information in Campus Solutions.

| Comments	Personalize | Find | View All | 🔲 | 🔢	First ◀ 1-2 of 2 ▶ Last	
Category	Comment Date	Comment	Entered By
GEN	04/13/2016	Students documents are incomplete, emailed her to provide proper documentation.	Supervisor,Shonda
GEN	04/14/2016	Student called for clarification on which documents are needed, said she would upload them today.	Supervisor,Shonda

Support:

For questions or assistance, please contact Campus Shared Services IT.:

- Call **510-664-9000** (press **option 1**, then **option 2** to reach SIS support)
- Email: **itcsshelp@berkeley.edu**
- Submit a ticket: **https://shared-services-help.berkeley.edu/new_ticket/it**