

Public Post Secondary Institutions – Illustrated Reference Guide

Provider and Programs Registry System (PAPRS) – **FUNDING MODULE**

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Table of Contents

Introduction	3
Overview	3
Getting Started	4
Accessing the PAPRS system.....	4
Navigating the PAPRS System.....	6
Signing-Out of PAPRS.....	6
Institutions	7
Viewing your Institutions Record.....	7
Institution Contact Details	8
Viewing the Contact Details Page	8
Search	10
Program Quick Search.....	10
Specialization Quick Search	11
View Designation Statuses	13
View Sessions and Costs.....	14
Sessions and Costs	16
Adding Sessions and Costs for Public Post-Secondary Institutions	16
Specifying Session Reoccurrence.....	20
Editing Sessions and Costs for Public Post-Secondary Institutions	21
Submitting Sessions and Costs for Public Post-Secondary Institutions.....	22
Deleting Sessions and Costs for Public Post-Secondary Institutions.....	24
Contact Information	26

INTRODUCTION

This document serves as a reference guide for working with the **Funding Module** in the **Provider and Program Registry System** provided by the Student Aid branch of Advanced Education. To simplify, the system will be referred to as **PAPRS** for the remainder of this document.

Overview

In this reference document we will review the components of the **Funding** section of the **PAPRS** application. The following topics will be addressed in this training:

- Accessing the PAPRS system
- Navigating PAPRS
- Funding Module
 - Institutions
 - Viewing your Institution
 - Viewing your Institution Locations
 - Search
 - Program Quick Search
 - Speciality Quick Search
 - Sessions and Costs
 - View Sessions and Costs
 - Add Sessions and Costs by Funding Year
 - Work-in-Progress Functionality
 - Reoccurrence Sessions and Costs

GETTING STARTED

Accessing the PAPRS system

PAPRS is a web-based application accessible using most common web browsers. The recommended browser for accessing the PAPRS system is Microsoft's Internet Explorer, 9 or higher.

Access to PAPRS is controlled by a security system called the **MyAlberta Digital ID (MADI)**. You can log in to MADI using a MADI user name and password. If you do not already have a MADI account, please contact the **PSI Help Desk**:

Post-Secondary Institution Help Desk

Toll Free Phone: 310-0000

Phone: 780 427-5318 (*option 6*)

Fax: 780 427-1179

Email: psihelpdesk@gov.ab.ca

Follow these steps to access the PAPRS site

1. Open an internet browser window.
2. Enter this address, <https://papr.ae.alberta.ca/> into the address bar.

The **MADI Login** screen displays.

3. Enter your **Username** and **Password** in the appropriate fields.
4. Click the **Next** button.

Common questions Contact us

MyAlberta
DIGITAL ID

MyAlberta Digital ID
A secure way to verify who you are online

Your single, verified online identity. Safe, secure, and backed by the Government of Alberta.

Sign in

Username

Password

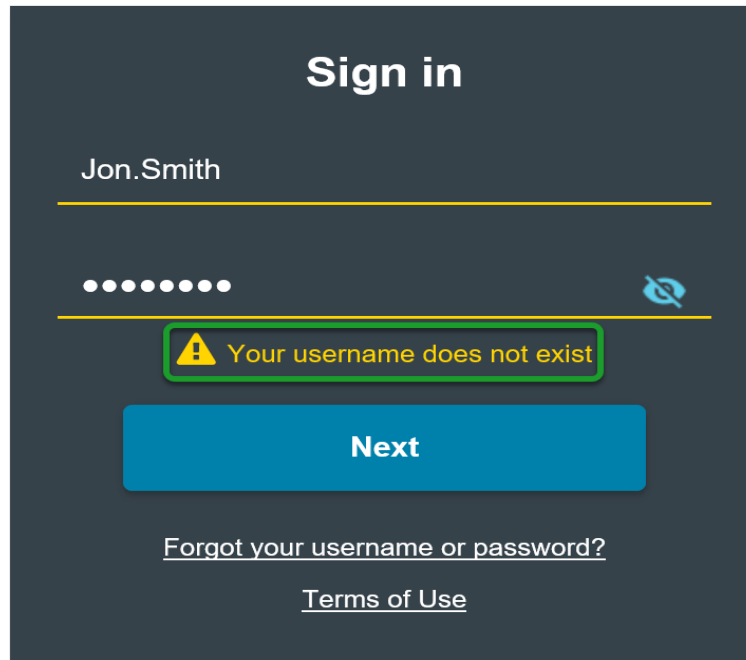
Next

[Forgot your username or password?](#)

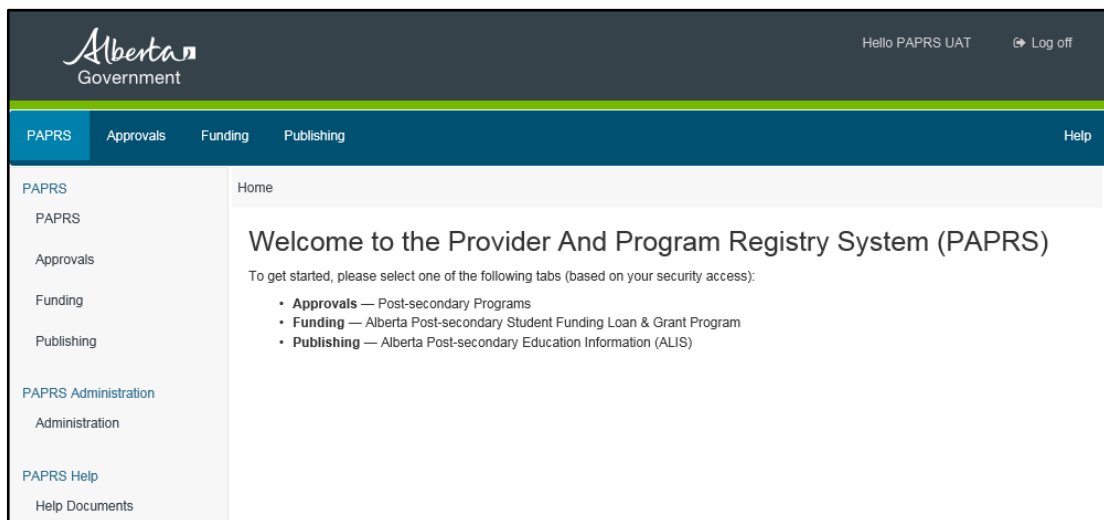
[Terms of Use](#)



If you enter an incorrect **Username** and **Password** combination, you will be presented with a message asking you to re-enter the correct information.

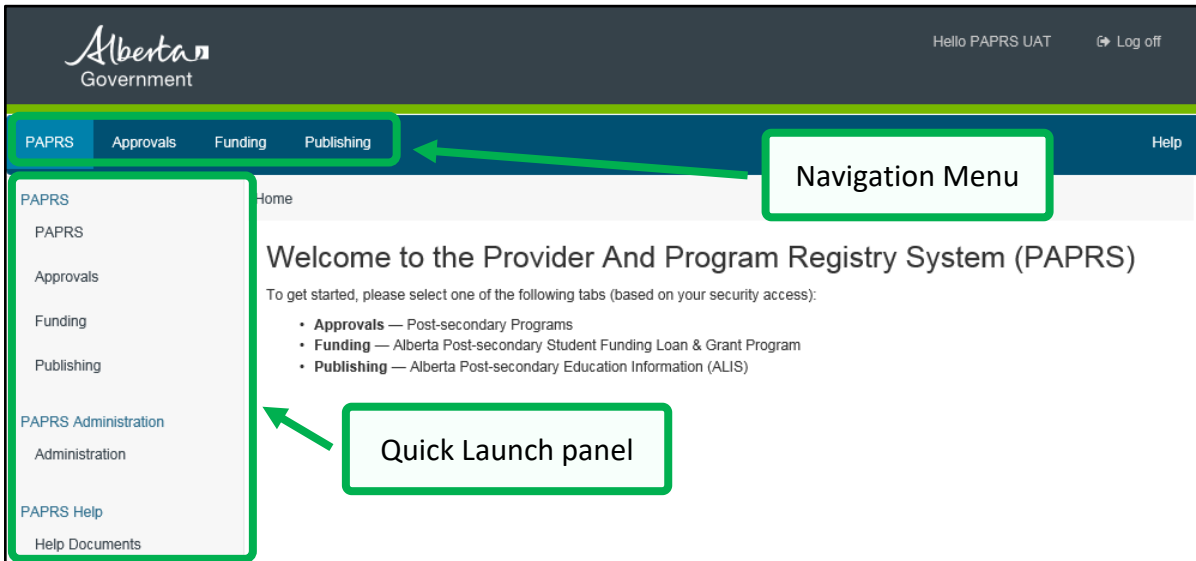


Once you have successfully logged in, the main page of the PAPRS site is displayed:



Navigating the PAPRS System

The first screen users are presented with after login, is the **PAPRS Home Page**. From this screen users have access to the **Navigation Menu** and **Quick Launch** panel.



- **Navigation Menu** – Provides access to the sub-sections of the **PAPRS** application, which includes **Approvals**, **Funding** and **Publishing**.
- **Quick Launch panel** – Contains contextual navigation features (different options are displayed depending on the screen displayed).

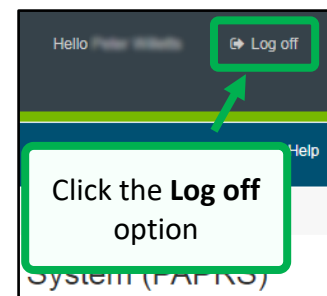
Signing-Out of PAPRS

After completing a session with the PAPRS application, sign-out to ensure your user account has been properly logged off.

Perform the following steps to sign-out of the PAPRS application:

1. Click the **Log off** option, next to your name in the top right corner of any PAPRS screen.

Once you are logged off the system, you can close the web browser window.



INSTITUTIONS

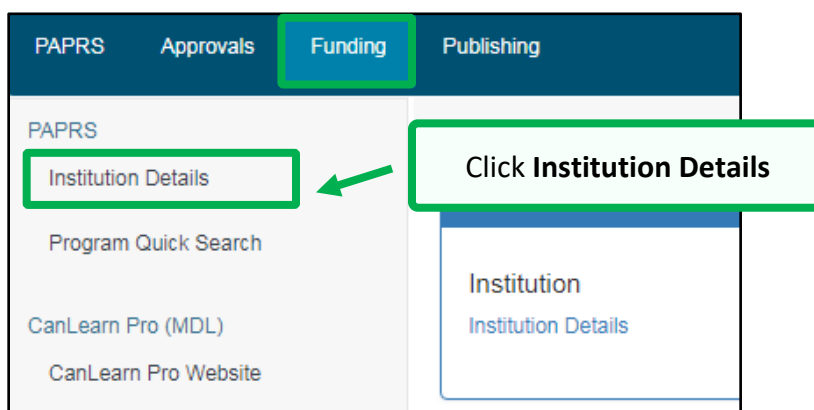
In this section of the document we explore the functionality used to managing your post-secondary institution's details.

Viewing your Institutions Record

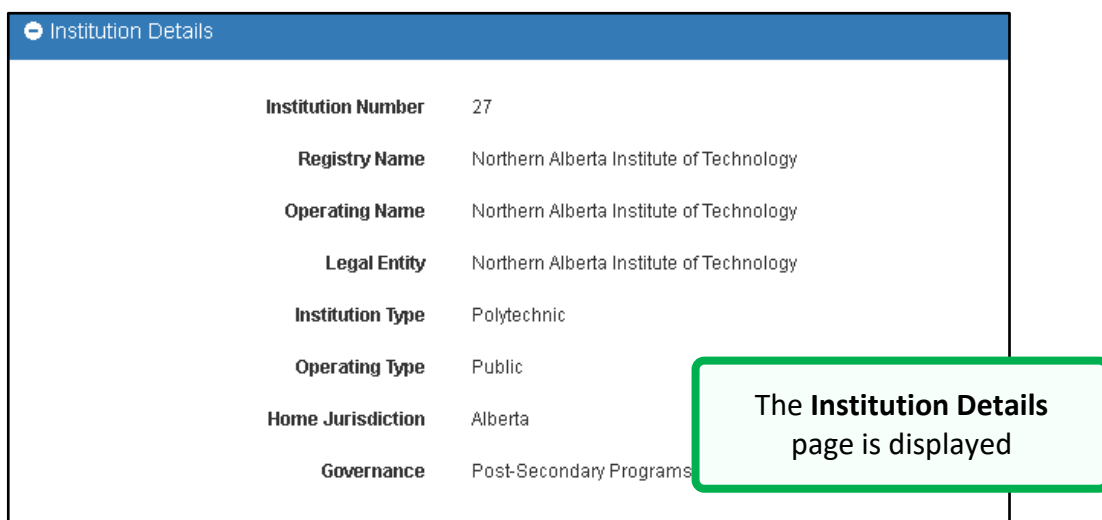
PAPRS allows you to view the details of your post-secondary institution record.

Perform the following steps to view your institution record:

1. Click **Institution Details** in the quick launch area on the left side of the window.



The screen refreshes to display the **Institution Details** page for your institution.



2. Scroll through the page to view the entire record.

Institution Contact Details

PAPRS allows users to view the details of the addresses associated with your **primary** post-secondary institution record.

The **Contact Details** page displays the following sections:

- Address
- Phone
- Email
- Website

Viewing the Contact Details Page

Perform the following steps to view the **Contact Details** page for an institution:

1. Navigate to the **Institution Details** page.
2. Scroll down the page to the **Institution Addresses** section.
3. Click a row to select and view the **Institution Address**.

The Institution Addresses section of the Institution Details screen

Type	Governor	Contact Usage	Address
Physical	Post-Secondary Programs	General Inquiries	Office of the Registrar, 11762 - 106 Street, Edmonton, Alberta Canada T5G 2R1
Physical	Apprenticeship and Industry Training	AIT General Inquiries	Office of the Registrar, 11762 - 106 Street, Edmonton, Alberta Canada T5G 2R1

The screen refreshes to display the **Address Details** popup window

Address Details

*Contact Usage: General Inquiries

*Address Type: Physical

*Country: Canada

*Province / State: Alberta

*City: Edmonton

*Address: Office of the Registrar
11762 - 106 Street

*Postal Code: T5G2R1

Buttons: Save, Close, Delete

- Review and click **Close**.

The **Contact Details** screen is displayed.

- Click the tabs to display **Addresses**, **Phone** numbers, **Email** addresses or **Website** information.

Contact Details

Addresses | Phones | Emails | Websites

4 Addresses

Rows per page: 10

Usage	Address Type	Address	City	Postal Code
General Inquiries	Physical	106 Street	Canada	T5G2R1
Institution Contact information for ALIS	Physical	Office of the Registrar 11762 - 106 Street	Edmonton, Alberta, Canada	T5G3H1
AIT General Inquiries	Physical	Office of the Registrar 11762 - 106 Street	Edmonton, Alberta, Canada	T5G2R1

Click the tabs to display contact information

- Clicking a row displays the details popup for the selected listing.

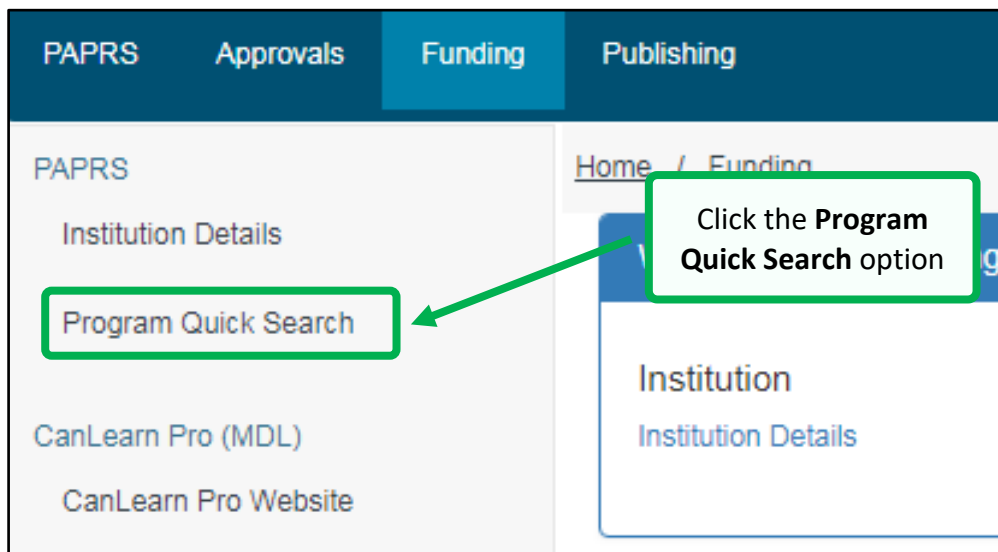
SEARCH

Program Quick Search

The **Program Quick Search** screen allows users to search for all published programs associated with their institution.

Perform the following steps to execute a Program Quick Search

1. Click the **Program Quick Search** option - in the **Quick Launch** panel.

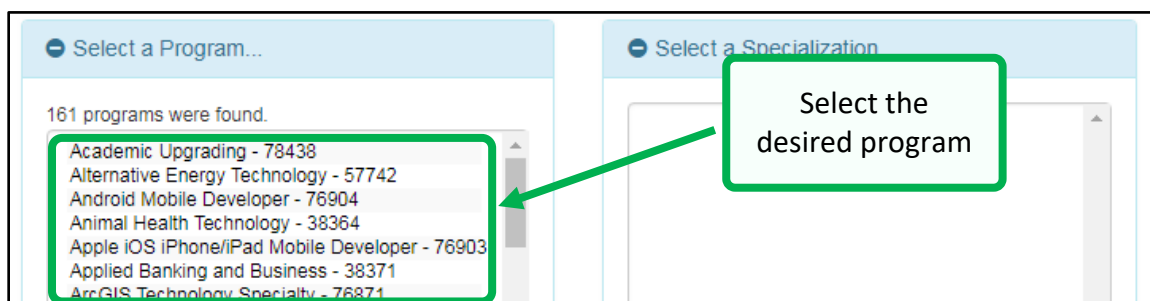


The screen reloads to display the **Quick Search** page.

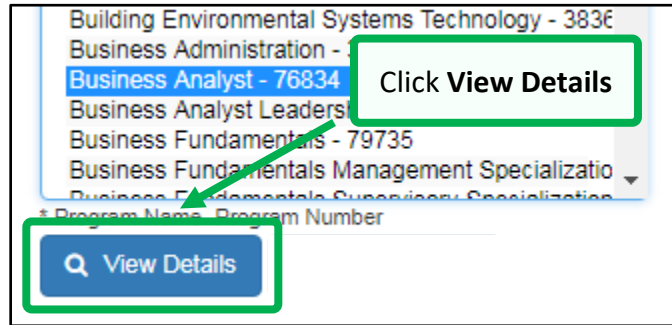
2. Select an institution (*if necessary*).

The **Select a Program...** field lists the published programs associated with the selected institution.

3. Select the desired program from the list.



- Click the **View Details** button.



The screen reloads to display the **Program Details** screen for the selected program.

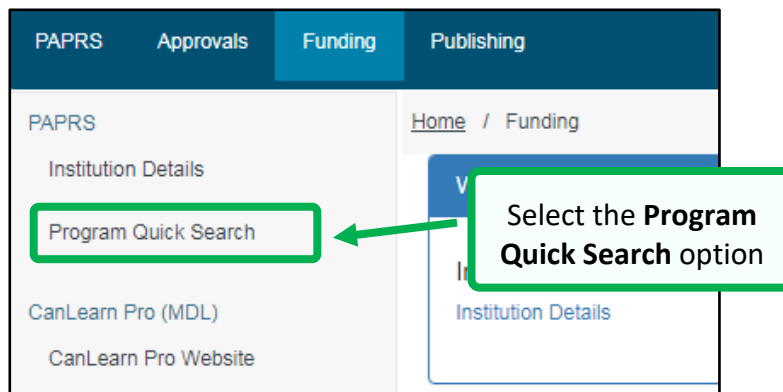


Specialization Quick Search

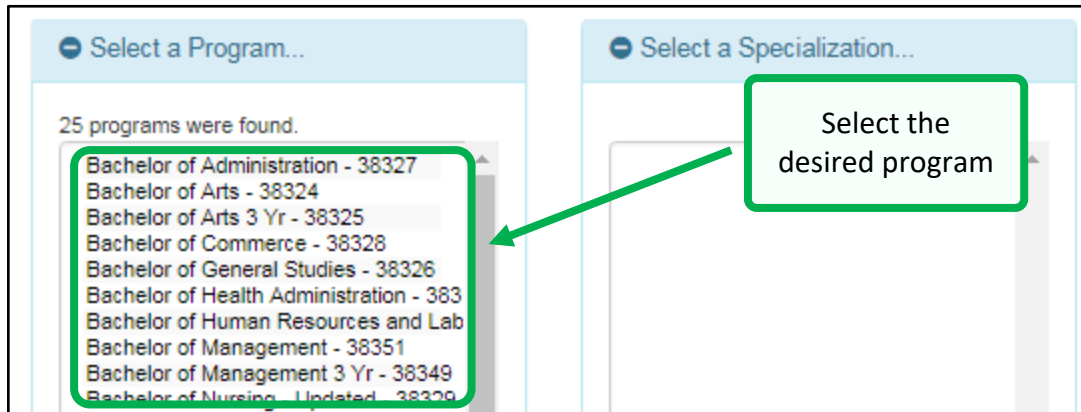
The **Program Quick Search** screen allows users to search for all published specializations associated with their institution.

Perform the following steps to execute a **Specialization Quick Search**

- Click the **Program Quick Search** option - in the **Quick Launch** panel.

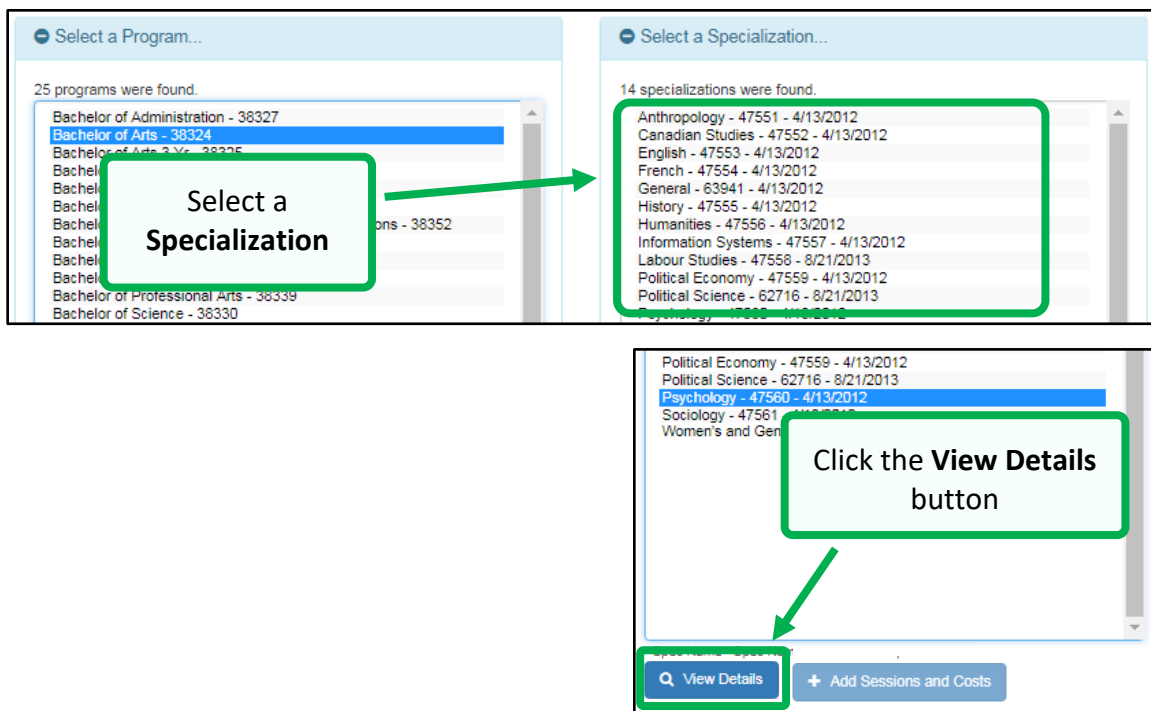


2. Select the desired program from the **Program** list.



The **Select a Specialization...** list box populates with the specializations associated with the selected program.

3. Select a specialization and click the **View Details** button.



The screen reloads to display the **Specialization Details** screen for the selected specialization. Use the scroll bars to view the full page.

The screenshot shows the 'Specialization Details' page with the following information:

- Specialization Number: 67537
- Specialization Code: BAFS
- *Specialization Name: Finance
- CIP Code: 52.0801

Buttons for 'View Institution', 'View SF Location', and 'View Program' are visible at the top. A 'CIP Search' button is located at the bottom right.

View Designation Statuses

Perform the following steps to view the **Designation Status** for a specialization:

1. Navigate to the desired specialization detail record - see the [Specialization Quick Search](#) section.
2. Scroll to the **Designation Status** section of the **Specialization Details** page.

Designation Status			
Federal Full-Time	Federal Part-Time	Provincial Full-Time	Provincial Part-Time
Designated	Designated	Designated	Designated

Below the table is a section for 'Sessions and Costs'.

View Sessions and Costs

Perform the following steps to view the session and cost for a specialization:

1. Search for the desired **Specialization Detail** record - see the [Specialization Quick Search](#) section.
2. Scroll to the **Sessions and Costs** section of the **Specialization Details** page.

Sessions and Costs

SF Funding Year: 2017-2018

The search criteria returned 8 rows of results. Rows per page: 10

Session And Cost Category	Session Of Study Start Date	Session Of Study End Date	Year Of Study	Tuition	Mandatory Fees	Books / Supplies / Instruments	Total Costs	Display On SFS
Regular Costs	4-Jun-2018	31-Jul-2018	3	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
Regular Costs	4-Jun-2018	31-Jul-2018	4	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
Regular Costs	4-Jun-2018	31-Jul-2018	1	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
Regular Costs	4-Jun-2018	31-Jul-2018	2	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
Regular Costs	25-Sep-2017	8-Apr-2018	4	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
Regular Costs	25-Sep-2017	8-Apr-2018	2	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
Regular Costs	25-Sep-2017	8-Apr-2018	1	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
Regular Costs	25-Sep-2017	8-Apr-2018	3	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes

Maintain Sessions and Costs



If the **Sessions and Costs** section has multiple pages, click on the numbers below the **Sessions and Costs** table to display additional information.

Regular Costs	7-Sep-2011	30-Apr-2012	4	\$7,242.40	\$1,295.59	\$1,200.00	\$9,737.99	Yes
Regular Costs	7-Sep-2011	22-Dec-2011	2	\$3,416.44	\$754.10			

12

Click for additional pages

3. Select a different academic year (if necessary) from the **SF Funding Year** drop-down.

The screenshot shows the 'SF Funding Year' dropdown menu open, displaying a list of academic years from 2004-2005 to 2020-2021. The '2017-2018' option is highlighted. A green box surrounds the dropdown list, and a green arrow points to the selected year. A text box with the text 'Select an academic year' is overlaid on the table below.

Session And Cost Category	Session Of Study Start Date	Session Of Study End Date	Year Of Study	Tuition	Mandatory Fees	Books / Supplies / Instruments	Total Costs	Display On SFS
Regular Costs	4-Jun-2018	31-Jul-2018	3	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
Regular Costs	4-Jun-2018	31-Jul-2018	4	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
Regular Costs	4-Jun-2018	31-Jul-2018	3	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
Regular Costs	4-Jun-2018	31-Jul-2018	4	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
Regular Costs	25-Sep-2017	8-Apr-2018	2	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
Regular Costs	25-Sep-2017	8-Apr-2018	1	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
Regular Costs	25-Sep-2017	8-Apr-2018	3	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes

The page reloads to display details for the specified **SF Funding Year**.

The screenshot shows the 'SF Funding Year' dropdown menu set to '2016-2017'. The table below displays 4 rows of results for this year.

Session And Cost Category	Session Of Study Start Date	Session Of Study End Date	Year Of Study	Tuition	Mandatory Fees	Books / Supplies / Instruments	Total Costs	Display On SFS
Regular Costs	25-Sep-2016	8-Apr-2017	2	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
Regular Costs	25-Sep-2016	8-Apr-2017	4	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
Regular Costs	25-Sep-2016	8-Apr-2017	1	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
Regular Costs	25-Sep-2016	8-Apr-2017	3	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes

4. Click the page indicators below the table to view additional rows, if there are any.

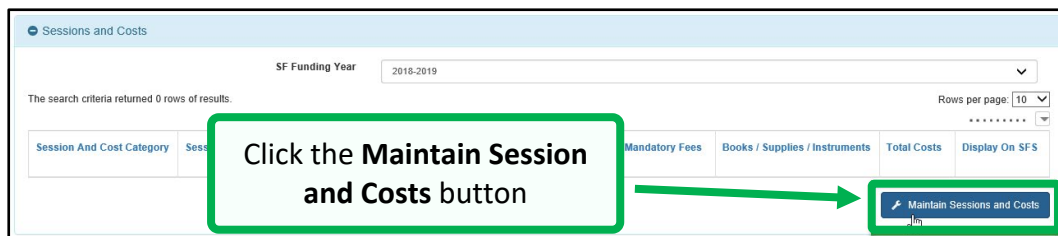
SESSIONS AND COSTS

Adding Sessions and Costs for Public Post-Secondary Institutions

To add session and cost information to a public post-secondary institution, the selected specialization must be **active** and **designated**.

The following are the steps to adding session and cost for public post-secondary institutions.

1. Search for the desired **Specialization Detail** record - see the [Specialization Quick Search](#) section.
2. Scroll to the **Sessions and Costs** section and click the plus icon (+) to expand the grid.
3. Click the **Maintain Sessions and Costs** button.



The screen reloads to display the **Sessions and Costs Details** page.

4. Verify that the specialization is designated by checking the **Designation Status** section.

Designation Status			
Federal Full-Time	Federal Part-Time	Provincial Full-Time	Provincial Part-Time
Designated	Designated	Designated	Designated



The **SF Funding Year View** defaults to the current funding year. The current funding year is defined as August 1st to July 31st.

The **Session and Cost** information can be *Complete* or in a *WIP* state; use the **Session State View** drop-down list to filter the information accordingly.

Session and Cost records can be saved to a work-in-progress (WIP) state. Valid information must be entered for the entire program offering before the sessions and costs record(s) can be submitted. Submitted records are considered to be a "Complete" state.

Sessions And Costs Details

View Institution View SF Location View Program View Specialization

Specialization Designation State Federal Full-Time Federal Part-Time Provincial Full-Time Provincial Part-Time

Designated Designated Designated Designated Designated

SF Funding Year View: 2017-2018

Session State View: All

Session and Cost Category View: All

The search criteria returned 8 rows of results. Rows per page: 10

<input type="checkbox"/>	Session And Cost Category	Session State	Session Start Date	Session End Date	Year Of Study	Tuition	Mandatory Fees	Books / Supplies / Instruments	Total Costs	Display On SFS
<input type="checkbox"/>	Regular Costs	Complete	4-Jun-2018	31-Jul-2018	1	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Jun-2018	31-Jul-2018	2	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Jun-2018	31-Jul-2018	3	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Jun-2018	31-Jul-2018	4	\$1,200.00	\$500.00	\$150.00	\$1,850.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Jun-2018	31-Jul-2018	1	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Jun-2018	31-Jul-2018	2	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Jun-2018	31-Jul-2018	3	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Jun-2018	31-Jul-2018	4	\$1,200.00	\$650.00	\$150.00	\$2,000.00	Yes

Buttons: Add Sessions and Costs, Submit, Delete

Select from the Session State View drop-down list to view WIP or Complete information

To start the process of adding sessions and costs information for the selected specialization:

5. Select the **SF Funding Year** for which sessions and costs will be added.
6. Click the **Add Sessions and Costs** button to open the **Sessions and Costs** edit form.

Session and Cost records can be saved to a work-in-progress (WIP) state. Valid information must be entered for the entire program offering before the sessions and costs record(s) can be submitted. Submitted records are considered to be a "Complete" state.

Sessions And Costs Details

View Institution View SF Location View Program View Specialization

Specialization Designation State Federal Full-Time Federal Part-Time Provincial Full-Time Provincial Part-Time

Designated Designated Designated Designated Designated

SF Funding Year View: 2018-2019

Session State View: All

Session and Cost Category View: All

The search criteria returned 0 rows of results. Rows per page: 10

<input type="checkbox"/>	Session And Cost Category	Session State	Session Start Date	Session End Date	Year Of Study	Tuition	Mandatory Fees	Books / Supplies / Instruments	Total Costs	Display On SFS
--------------------------	---------------------------	---------------	--------------------	------------------	---------------	---------	----------------	--------------------------------	-------------	----------------

Buttons: Add Sessions and Costs, Submit, Delete

Select the SF Funding Year and click the Add Sessions and Costs button

7. Fill out the **Sessions and Costs** form by entering data for all the mandatory fields - marked with a red asterisk.



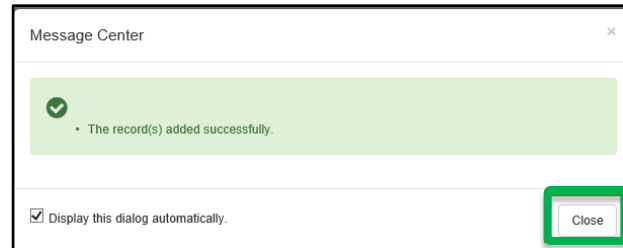
- a. The selected **SF Funding Year** cannot be modified when the form is in edit mode. To change the **SF Funding Year**, either **Save to WIP** or **Cancel** your entry then select a different **SF Funding Year** from the drop down.
- b. If the information entered is applicable to multiple years of study, check the **Year of Study** checkboxes that apply. When the sessions and costs information is submitted it will copy the information entered for all years specified.

8. Click the **Save to WIP** button to save the sessions and costs information as a *WIP* (work-in-progress).

This information can be revisited or edited to ensure its accuracy before being submitted as *Complete*.

A message indicating that the record was successfully added is displayed.

9. Click **Close** to close the message window.



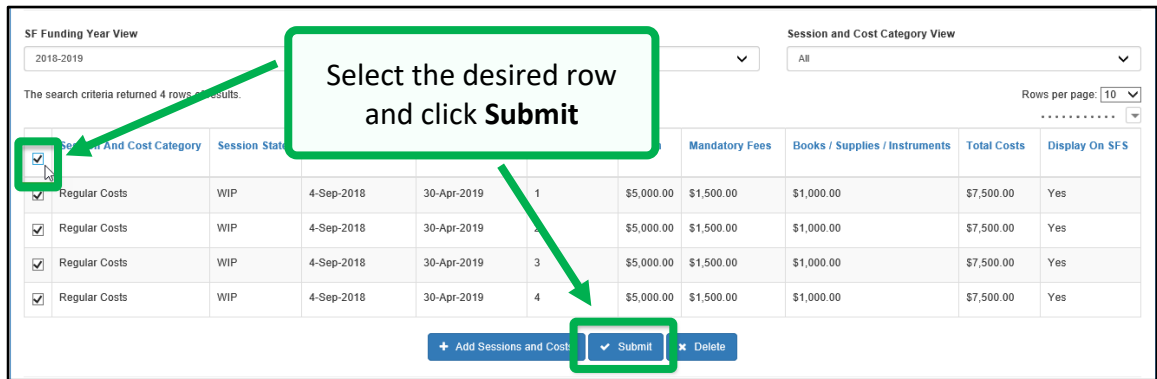
To view any of the system messages or errors that are generated, click inside the message box provided in the **Message Centre** section.



The screen reloads to display the newly entered sessions and costs information in the **WIP Session State**.

10. Select the desired row by checking off the corresponding check boxes (or select all by checking off the box in the column header) - to **Submit** the *WIP* sessions and costs records.

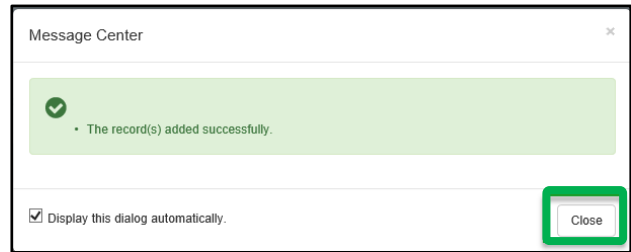
11. Click the **Submit** button.



A message indicating that the record was successfully added is displayed.

12. Click **Close** to close the message window.

To view any of the system messages or errors that are generated, click inside the message box provided in the **Message Centre** section.

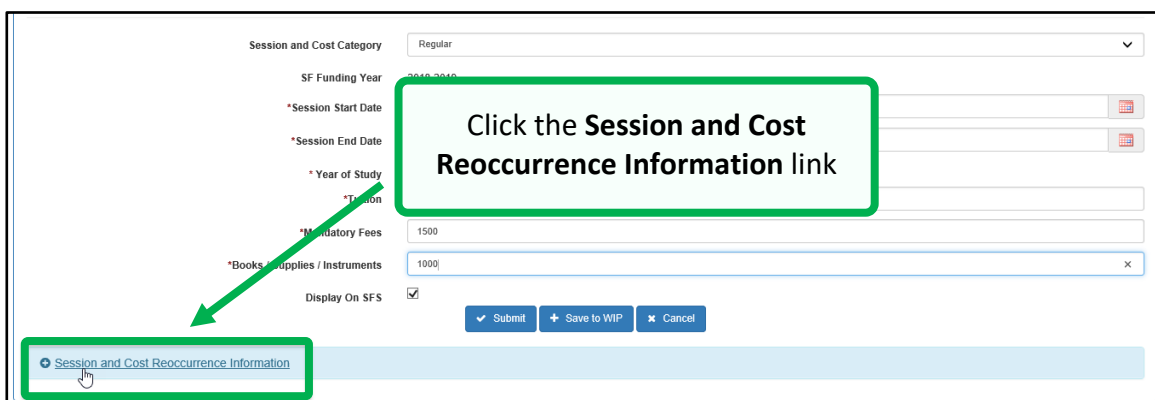


Specifying Session Reoccurrence

When adding sessions and costs information, if the specialization is to be offered several times, reoccurrence can be specified to automatically generate those sessions and costs for the same length of time, (start date to end date).

The following are the steps to Specifying Session Reoccurrence.

1. Enter the first session by following the steps in the [Adding Sessions and Costs for Public Post-Secondary Institutions](#) section of this document (*steps 1 through 6*).
2. Click the **Session and Cost Reoccurrence Information** link to expand that section and then specify reoccurrence of the session for additional start dates.

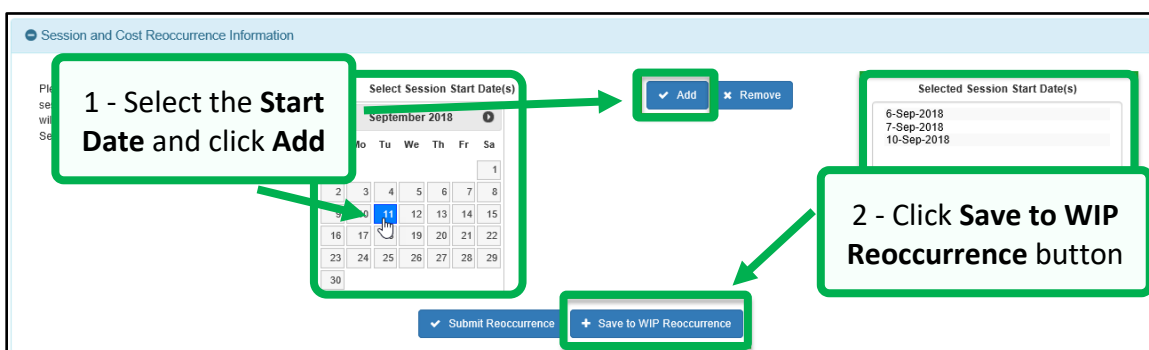


The section expands to display the **Session and Cost Reoccurrence** section.

3. Select the **Start Date** for the additional session to be offered and then click the **Add** button.

The selected date is added to the **Selected Session Start Date(s)** list. Repeat *step 3* for each additional session to be added.

4. Click the **Save to WIP Reoccurrence** button to add them to the listing - once you have specified your additional sessions.



The screen reloads to display the newly entered sessions and costs information in the **WIP Session State**, along with the additional sessions indicated.

Session and Cost records can be saved to a work-in-progress (WIP) state. Valid information must be entered for the entire program offering before the sessions and costs record(s) can be submitted. Submitted records are considered to be at a "Complete" state.

Sessions And Costs Details

View Institution | View SF Location | View Program | View Specialization

Specialization Designation State: Designated | Federal Full-Time: Designated | Federal Part-Time: Designated | Provincial Full-Time: Designated | Provincial Part-Time: Designated

SF Funding Year View: 2018-2019 | Session State View: All | Session and Cost Category View: All

The search criteria returned 8 rows of results. Rows per page: 10

<input type="checkbox"/>	Session And Cost Category	Session State	Session Start Date	Session End Date	Year Of Study	Tuition	Mandatory Fees	Books / Supplies / Instruments	Total Costs	Display On SFS
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	1	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	2	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	3	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	4	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	WIP	10-Sep-2018	5-May-2019	1	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	WIP	7-Sep-2018	2-May-2019	2	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	WIP	6-Sep-2018	1-May-2019	1	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	WIP	5-Sep-2018	30-Apr-2019	1	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes

+ Add Sessions and Costs | ✓ Submit | ✕ Delete

Editing Sessions and Costs for Public Post-Secondary Institutions

Once sessions and costs information has been entered for a specialization, it can be revisited and edited to be submitted.

The following are the steps to editing Session and Cost for Public Post-Secondary institutions.

1. Navigate to the desired sessions and costs information screen.
2. Click on the desired row.

Click on the desired row

<input type="checkbox"/>	Session And Cost Category	Session State	Session Start Date	Session End Date	Year Of Study	Tuition	Mandatory Fees	Books / Supplies / Instruments	Total Costs	Display On SFS
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019					\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019					\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	3	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	4	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	WIP	10-Sep-2018	5-May-2019	1	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	WIP	7-Sep-2018	2-May-2019	1	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	WIP	5-Sep-2018	30-Apr-2019	1	\$5,000.00	\$1,500.00	\$1,000.00	\$7,500.00	Yes

The information for selected record is populated in the **Sessions and Costs** form at the bottom of the page.

- Update the information as needed.
- Click the **Save to WIP** button to commit your changes.

The screen reloads to display a message indicating the record has been successfully modified.

Submitting Sessions and Costs for Public Post-Secondary Institutions

Once sessions and costs information has been reviewed for the specialization, it can be submitted as completed. Once submitted, sessions and costs information is viewable by the **Student Aid** branch.

The following are the steps to submit the sessions and costs information for a specialization.

- Navigate to the **Sessions and Costs** section and select the applicable **SF Funding Year**.

Note Only *Complete* sessions and costs records will be displayed in the grid. To view *WIP* records, click on the **Maintain Sessions and Costs** button.

- Select the desired row(s) by checking off the corresponding boxes (or select all by checking off the box in the column header) and click the **Submit** button.

The screenshot shows the 'Sessions And Costs Details' page. At the top, there are navigation links for 'View Institution', 'View SF Location', 'View Program', and 'View Specialization'. Below these are filters for 'Specialization Designation State', 'Federal Full-Time', 'Federal Part-Time', 'Provincial Full-Time', and 'Provincial Part-Time'. There are also dropdown menus for 'SF Funding Year View' (set to 2018-2019), 'Session State View', and 'Session and Cost Category View'. A table displays session records with columns: Session And Cost Category, Session State, Session Start Date, Session End Date, Year Of Study, Tuition, Mandatory Fees, Books / Supplies / Instruments, Total Costs, and Display On SFS. A green box highlights the 'Submit' button at the bottom of the table. A callout box with a green border says 'Select the desired row and click Submit' with an arrow pointing to a row in the table. The 'Submit' button is also highlighted with a green box.

Note Multiple **Year of Study** or multiple session records can be selected to submit all the record in one action.

The screen reloads to display a message indicating that the record was successfully modified.

The **Session State** column for the submitted record now indicates *Complete*.

The screenshot shows the 'Sessions And Costs Details' page after a submission. A message states 'The search criteria returned 8 rows of results.' Below the message is a table with columns: Session And Cost Category, Session State, Session Start Date, Session End Date, and Year Of Study. A green box highlights the first four rows of the table, which have 'Complete' in the Session State column.

Session And Cost Category	Session State	Session Start Date	Session End Date	Year Of Study
<input type="checkbox"/> Regular Costs	Complete	10-Sep-2018	5-May-2019	1
<input type="checkbox"/> Regular Costs	Complete	7-Sep-2018	2-May-2019	2
<input type="checkbox"/> Regular Costs	Complete	6-Sep-2018	1-May-2019	1
<input type="checkbox"/> Regular Costs	Complete	5-Sep-2018	30-Apr-2019	1
<input type="checkbox"/> Regular Costs	Complete	4-Sep-2018	30-Apr-2019	1
<input type="checkbox"/> Regular Costs	Complete	4-Sep-2018	30-Apr-2019	2
<input type="checkbox"/> Regular Costs	Complete	4-Sep-2018	30-Apr-2019	3

Note The most recently added sessions and costs records are displayed at the top of the grid.

Deleting Sessions and Costs for Public Post-Secondary Institutions

It might be necessary to delete sessions and costs records that were added in error. Both *WIP* and *Complete* records can be deleted from the current or future funding years if the **Session Start Date** is in the future. A current session or session that has a **Session End Date** in the past cannot be deleted by a PSI user. Student Aid will need to be contacted if such a change is required.

The following are the steps to deleting the sessions and costs information for a specialization.

1. Navigate to the **Sessions and Costs** section and select the applicable **SF Funding Year**.

The screenshot shows the 'Sessions and Costs' section of the PAPRS interface. A dropdown menu for 'SF Funding Year' is open, showing a list of years from 2004-2005 to 2020-2021. The year '2016-2017' is highlighted. Below the dropdown, a table displays search results for 'Regular Costs' with columns for Session And Cost Category, Session Of Study Start Date, Session Of Study End Date, Year Of Study, Tuition, Mandatory Fees, Books / Supplies / Instruments, Total Costs, and Display On SFS. A text box with a green border contains the instruction: 'Select the SF Funding Year (if needed click the Maintain Session and Costs button)'. A button at the bottom right of the interface is labeled 'Maintain Sessions and Costs'.

Note Only *Complete* sessions and costs records will be displayed in the grid. To view *WIP* records, click on the **Maintain Sessions and Costs** button.

- Select the desired row(s) by checking off the corresponding boxes (or select all by checking off the box in the column header) and click the **Delete** button.

The screenshot shows the 'Sessions And Costs Details' page. At the top, there are tabs for 'View Institution', 'View SF Location', 'View Program', and 'View Specialization'. Below these are filters for 'Specialization Designation State', 'Federal Full-Time', 'Federal Part-Time', 'Provincial Full-Time', and 'Provincial Part-Time'. The main area has three views: 'SF Funding Year View' (2018-2019), 'Session State View', and 'Session and Cost Category View'. A message states 'The search criteria returned 8 rows of results'. A table with 8 rows is displayed. The first row is selected. A green callout box points to the first row with the text 'Select the desired row and click Delete'. The 'Delete' button at the bottom right is also highlighted with a green box.

<input type="checkbox"/>	Session And Cost Category	Session State				Mandatory Fees	Books / Supplies / Instruments	Total Costs	Display On SFS
<input checked="" type="checkbox"/>	Regular Costs	Complete				\$5,000.00	\$1,500.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	7-Sep-2018	2-May-2019	2	\$5,000.00	\$1,500.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	6-Sep-2018	1-May-2019		\$5,000.00	\$1,500.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	5-Sep-2018	30-Apr-2019	1	\$5,000.00	\$1,500.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	1	\$5,000.00	\$1,500.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	2	\$5,000.00	\$1,500.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	3	\$5,000.00	\$1,500.00	\$7,500.00	Yes
<input type="checkbox"/>	Regular Costs	Complete	4-Sep-2018	30-Apr-2019	4	\$5,000.00	\$1,500.00	\$7,500.00	Yes

The screen reloads to display a message indicating that the record was successfully deleted.

Repeat *steps 1 through 2* for the remaining records to be deleted.

The screenshot shows a 'Message Center' dialog box. It contains a green success message: 'The record(s) added successfully.' There is a 'Close' button at the bottom right, which is highlighted with a green box.

CONTACT INFORMATION

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