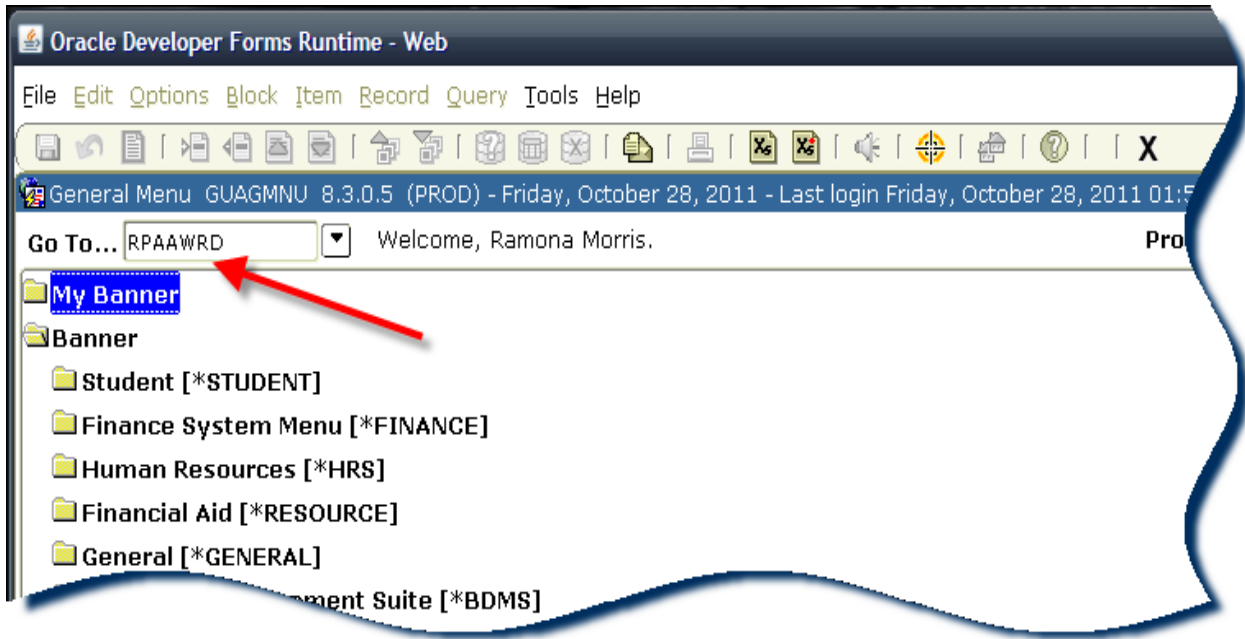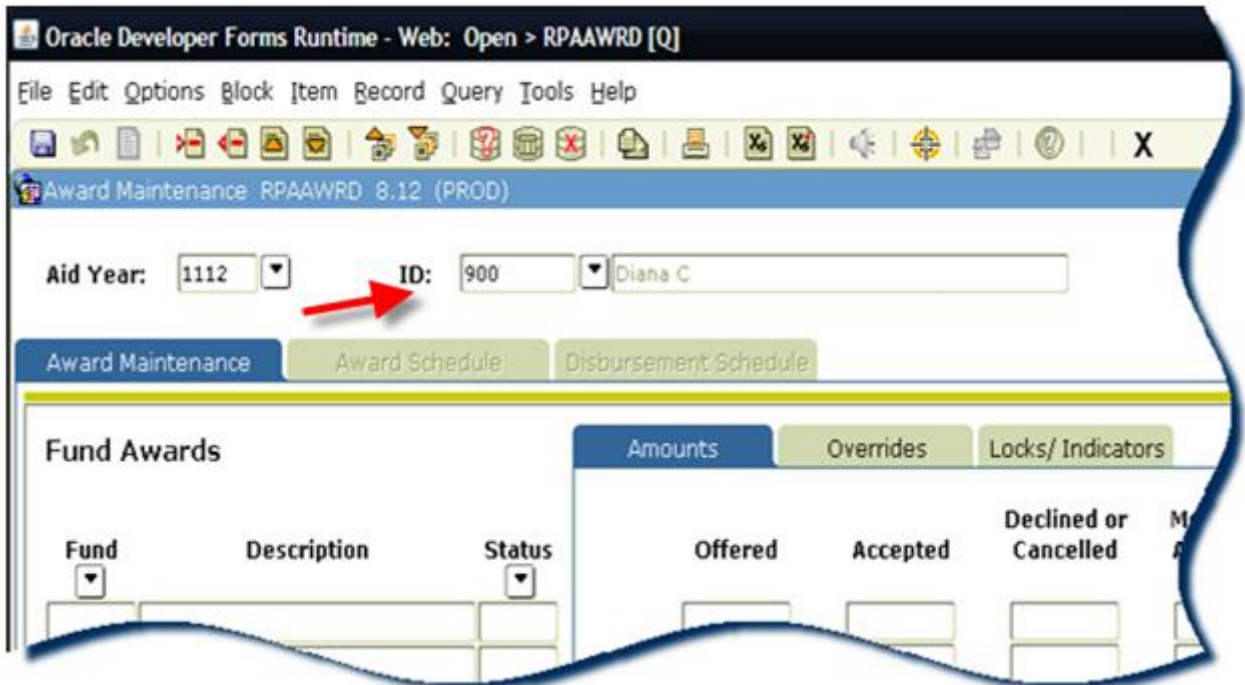# Work-Study Award Lookup Process

1. Log into Banner

2. In the "Go To…" box Enter in RPAAWRD; Press Enter key

3. Type in the Students 900#
   a. Aid Year will default to the current Academic Year
   b. Do a Ctrl + Page Down

4. First Tab "Award Maintenance" shows overall award information.
   a. Work-study Types: CWS = Colorado, FWS = Federal, NNWS = No-Need
   b. Ctrl + Page Down twice to next tab.

5. Second tab "Award Schedule" shows what is awarded per semester.
   a. Period Code is the Year plus semester code (30=Spring; 40=Summer; 50=Fall)

6. Print Screen to include with paperwork
7. Click the X to close screen