

## Using the LS Fin Aid Hyperion report

1. In Hyperion, click on the Financial Aid folder
2. Click on LS Fin Aid
3. Enter term code (200860) then press "Enter Term Code"
4. Choose your School then click enter school
5. Choose the program or click "Select All", then click "Enter Program"
6. Choose 0809 for the AIDY code, then click "Enter Aidy Code"
7. Choose a decision code or "Select All", then click "Enter Admissions Decision"
8. Click "Display Results" - the results show any FA applicants who have an LS admissions decision. To see a complete list that includes applications with no admissions decision made:
  - a) double click on **Decision** in the **Limit** line at the top

Results Limits(1) Sort(2) Outliner

Sort School Last Name

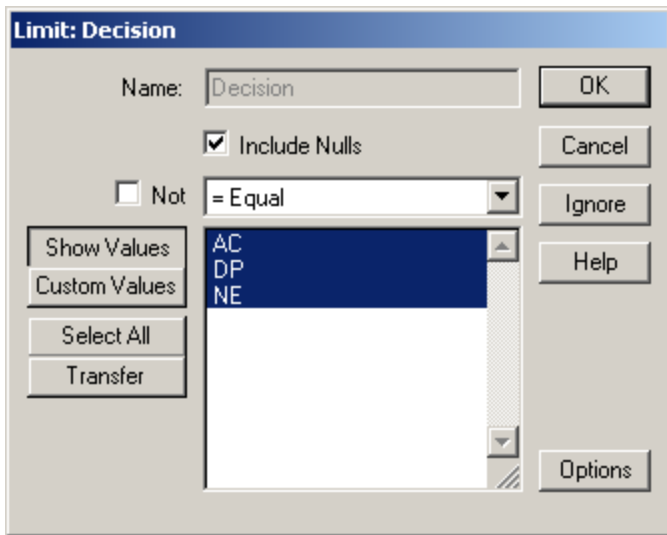
Limit Decision

ID	Name	Level	School	Session and Type	Appl Date	Decision	Decision Date	Admit Code	FA Appl Date	LS Scholarship	FA Rating
00426975	Cantrick, Shelley	UG	It	LI7ND	10/12/2007	AC	01/30/2008	2	12/21/2007	LS18, LSA+	LSA
00433814	Chyczi, Lisa	UG	It	LI7ND	11/20/2007	AC	12/13/2007	2	01/30/2008		LSB
00326020	Feris, Adrienne	UG	It	LI7ND	01/02/2008	AC	02/22/2008	3	02/08/2008		LSB
00326020	Feris, Adrienne	UG	It	LI7ND	01/02/2008	AC	02/22/2008	3	01/05/2006		LSB
00326020	Feris, Adrienne	UG	It	LI7ND	01/02/2008	AC	02/22/2008	3	04/23/2007		LSB
00433819	Gheesling, Robbin	UG	It	LI7ND	11/20/2007	AC	02/15/2008	3	01/30/2008		LSA
00433822	Johnson, Elaine	UG	It	LI7ND	11/20/2007	NE	02/15/2008	2	01/31/2008		
00410130	Kim, Jennie	UG	It	LI7ND	11/12/2007	DP	01/23/2008	2	04/02/2007		LSA
00410130	Kim, Jennie	UG	It	LI7ND	11/12/2007	DP	01/23/2008	2	11/07/2007		LSA
00410130	Kim, Jennie	UG	It	LI7ND	11/12/2007	AC	12/13/2007	2	11/07/2007		LSA
00410130	Kim, Jennie	UG	It	LI7ND	11/12/2007	AC	12/13/2007	2	04/02/2007		LSA
00400894	Lares, Erwin	UG	It	LI7ND	11/29/2007	AC	12/13/2007	2	12/05/2007	LSA+	LSA
00400894	Lares, Erwin	UG	It	LI7ND	11/29/2007	AC	12/13/2007	2	01/16/2007	LSA+	LSA
00309429	Levine, Sophia	UG	It	LI7ND	11/13/2007	AC	01/15/2008	2	12/22/2005		LSA
00309429	Levine, Sophia	UG	It	LI7ND	11/13/2007	DP	02/08/2008	2	12/22/2005		LSA
00309429	Levine, Sophia	UG	It	LI7ND	11/13/2007	AC	01/15/2008	2	04/18/2007		LSA
00309429	Levine, Sophia	UG	It	LI7ND	11/13/2007	AC	01/15/2008	2	11/13/2007		LSA
00309429	Levine, Sophia	UG	It	LI7ND	11/13/2007	DP	02/08/2008	2	11/13/2007		LSA
00309429	Levine, Sophia	UG	It	LI7ND	11/13/2007	DP	02/08/2008	2	04/18/2007		LSA
00410626	Matthews, Ryan	UG	It	LI7ND	12/11/2007	AC	01/15/2008	1			LSB
00410626	Matthews, Ryan	UG	It	LI7ND	12/11/2007	AC	01/15/2008	1	02/07/2008		LSB
00383098	Rodriguez, Gilda	UG	It	LI7ND	12/14/2007	AC	02/15/2008	3	12/14/2007		LSA
00383098	Rodriguez, Gilda	UG	It	LI7ND	12/14/2007	AC	02/15/2008	3	01/30/2006		LSA
00427320	Ross, Merka	UG	It	LI7ND	10/16/2007	AC	10/31/2007	1	11/29/2007		LSA
00311143	Terrell, Maiya	UG	It	LI7ND	01/15/2008	AC	01/30/2008	1	03/01/2006		LSA
00311143	Terrell, Maiya	UG	It	LI7ND	01/15/2008	AC	01/30/2008	1	03/19/2007		LSA
00311143	Terrell, Maiya	UG	It	LI7ND	01/15/2008	AC	01/30/2008	1	01/24/2008		LSA
00311143	Terrell, Maiya	UG	It	LI7ND	01/15/2008	AC	01/30/2008	1			LSA

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Unknown Zone

- b) Check the box next to **Include Nulls** and click OK (see next page)



Your report will now show all applications for your school.

**To export to an Excel spreadsheet**

- 1) Go to **File**
- 2) Choose **Export**, then **Section**
- 3) **Save** and choose where you want it saved.