# How to Cancel or Decline Awards in the Scholarship Portal

When an award is accidentally awarded through the portal, there are certain steps that need to be completed to insure that the scholarship does not disburse or show on the student's account.

Declining/Canceling an accidental award.

1. While logged in as an opportunity administrator, go to the Opportunity section and select the Portfolios menu's "All" page and locate the desired opportunity.
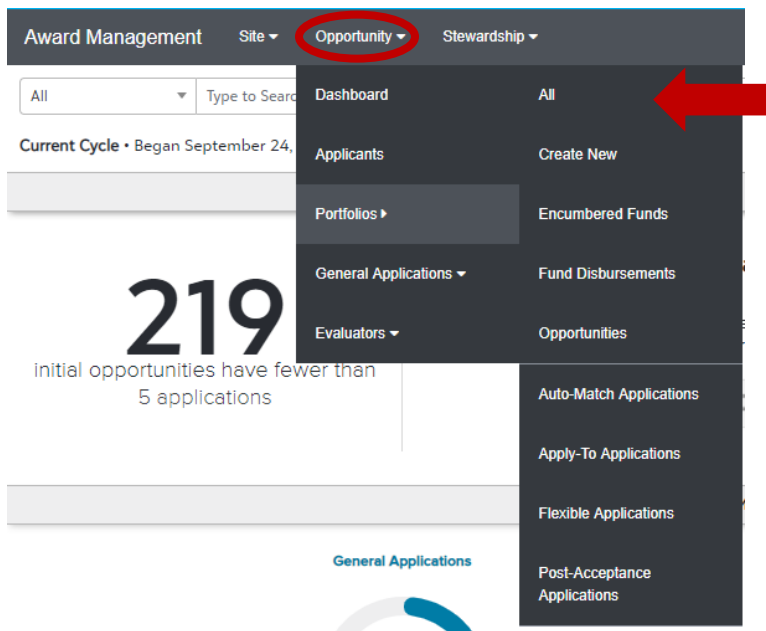
1a. Click on the season time stamp to open the opportunity.
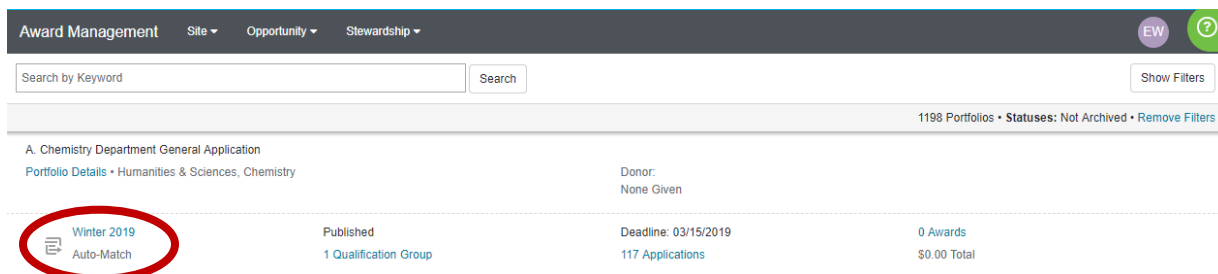
2. Next, click on the opportunity's Applications tab and a grid of all applications for the opportunity should appear.
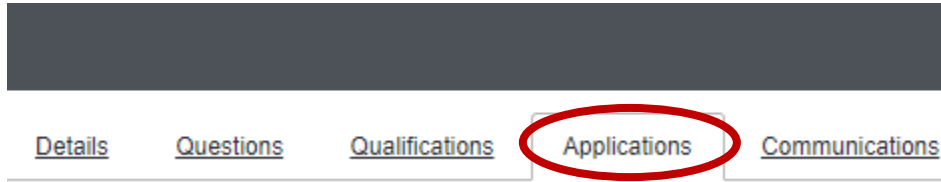

3. Locate the applicant(s) to whom you wish to make the correction to be able to cancel or decline, and click the "View" link for that applicant. You may want to use the **filtering grid** to locate particular applicants.

4. The page that opens up will display the user's application for that particular opportunity. You should see a button on the right side of the window that displays the current status or category of the application. This can be listed as 'Submitted', 'Offered', 'Awarded'.
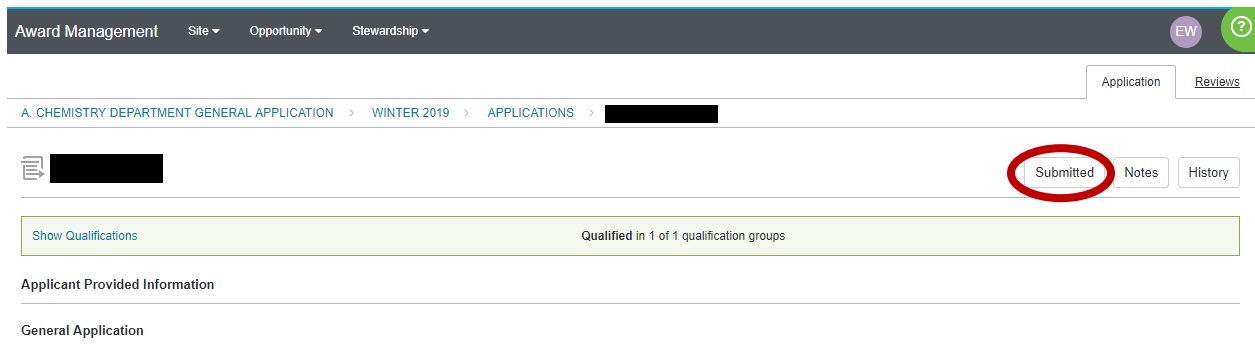
Once you click on it, it will give you a drop down selection. You will want to select the 'Declined Admin'. If you are not able to select this then select 'Decline".
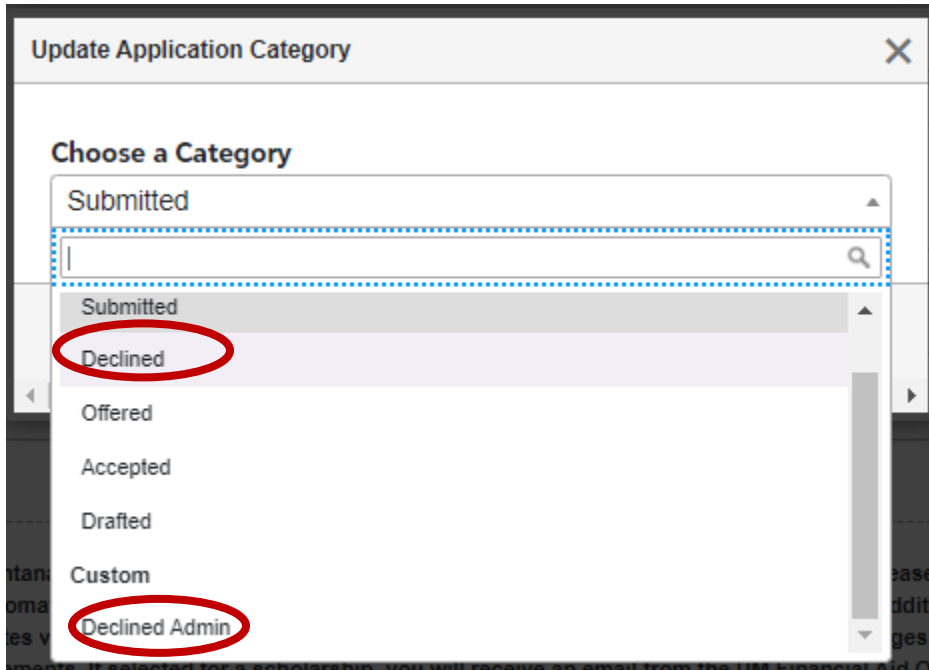
4b. After selecting "'Declined Admin" or 'Declined' category, an "update application category" box will display. Click 'Update Application'.

5. The category updating box will close and will take a couple of minutes to update. After waiting a few moments, you may check the opportunity's Applications tab to confirm the award is listed as decline.

Contacting Financial Aid

After updating the scholarship portal you will then want to send a correction Award Summary Sheet to the Financial Aid office. This lets the Financial Aid office know that the student should not have the award. It also helps them to make sure that the scholarship is not still showing on the student's account.

Contacting Student

Once both the portal and the Financial Aid office have been updated regarding the error, you will then need to send an email to the student to let them know that the scholarship was removed. Financial Aid is not responsible for contacting students for departments in regards to scholarships being awarded or taken away.