

UGRR Admin Functionality

An admin user can login into [Zones](#) and will be able to see the following links:



Work-Study Agencies

Update Work-Study Agencies



Undergraduate Resource Reporting Program

Prepare and approve resources for Undergraduate Reporting Resource Program

The Undergraduate Resource Reporting Permissions link will open a page containing a list of assign permissions for preparers from where he can update permissions and/or delete users (under the Existing Permissions tab):

UGRR Preparer Permissions

[Sign Out](#)

Please assign the users that can prepare and submit Undergraduate Resource Reporting Forms for your department(s).

Existing Permissions

[Add New User](#)

[Expand All](#) | [Collapse All](#)

+ Acevedo, Maribel

+ Goto, Lisa

- Height, Andrew

Programs

Admissions

ADMS - FACEBOOK APP MENT

ADMS - YouTube Ambassador Award

[Update Permissions](#)

[Delete User](#)

or add new users based on UCSB Net ID and assign permissions for the new user (under Add New User tab):

UGRR Preparer Permissions

[Sign Out](#)

Please assign the users that can prepare and submit Undergraduate Resource Reporting Forms for your department(s).

Existing Permissions **Add New User**

UCSB Net ID

Programs

- Admissions
 - ADMS - FACEBOOK APP MENT
 - ADMS - YouTube Ambassador Award

[Add New User](#)

[Return to Zones](#)

Please note that in order to view the new added changes to permissions or add new users, the user must log out and log back into Zones.

The Undergraduate Reporting Program link will open a page where the admin user will be able to see a list of assign permissions for preparers and a list of UGRR programs that have been submitted by their department:

Approve or Deny award aid per student

The admin user can open any authorized form and choose to approve or deny each student contained in that form. Once the is approved students will be marked with green and if the student is denied will be marked with red :

UGRR Form

[Sign Out](#)

Resource Title (Account String)	Form Number	Award Id	Status
ADMS - YouTube Ambassado (784000-19931-5-7216)	ADMS-2023-1-20	D593	Authorized

Students

[Approve All](#)

[Deny All](#)

Perm	Full Name	Enrollment	2023-2024 Quarterly Award Amount(s)				
			Fall 23	Winter 24	Spring 24		
██████	██████████	<input checked="" type="radio"/> Enrolled full-time <input type="radio"/> Pay if not full-time	Payment Amount: Quarter Total:	100 100		Approve	Deny
██████	██████████	<input type="radio"/> Enrolled full-time <input checked="" type="radio"/> Pay if not full-time	Payment Amount: Quarter Total:		200 200	Approve	Deny

Comments

-

Prepared By	Prepared Date	Authorized By	Authorized Date
Roman, Adriana	7/21/2023	Roman, Adriana	7/21/2023

Notes

No notes added.

[Add Note](#)

[Back](#)

[Reject](#)

[Process](#)

[Return to Zones](#)