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

<table>
<thead>
<tr>
<th>Existing Permissions</th>
<th>Add New User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand All</td>
<td>Collapse All</td>
</tr>
</tbody>
</table>

- Acevedo, Maribel
- Goto, Lisa
- Height, Andrew

**Programs**
- Admissions
  - ADMS - FACEBOOK 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**

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

Resource Title (Account String)
ADMS - YouTube Ambassador (784000-19931-5-7216)

Form Number
ADMS-2023-1-20

Award Id
D593

Status
Authorized

Students

<table>
<thead>
<tr>
<th>Perm</th>
<th>Full Name</th>
<th>Enrollment</th>
<th>2023-2024 Quarterly Award Amount(s)</th>
<th>Fall 23</th>
<th>Winter 24</th>
<th>Spring 24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Enrolled full-time</td>
<td>Payment Amount: 100 Quarter Total: 100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pay if not full-time</td>
<td>Payment Amount: 200 Quarter Total: 200</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments

- 

Prepared By
Roman, Adriana

Prepared Date
7/21/2023

Authorized By
Roman, Adriana

Authorized Date
7/21/2023

Notes

No notes added.

Add Note

Back | Reject | Process

Return to Zones