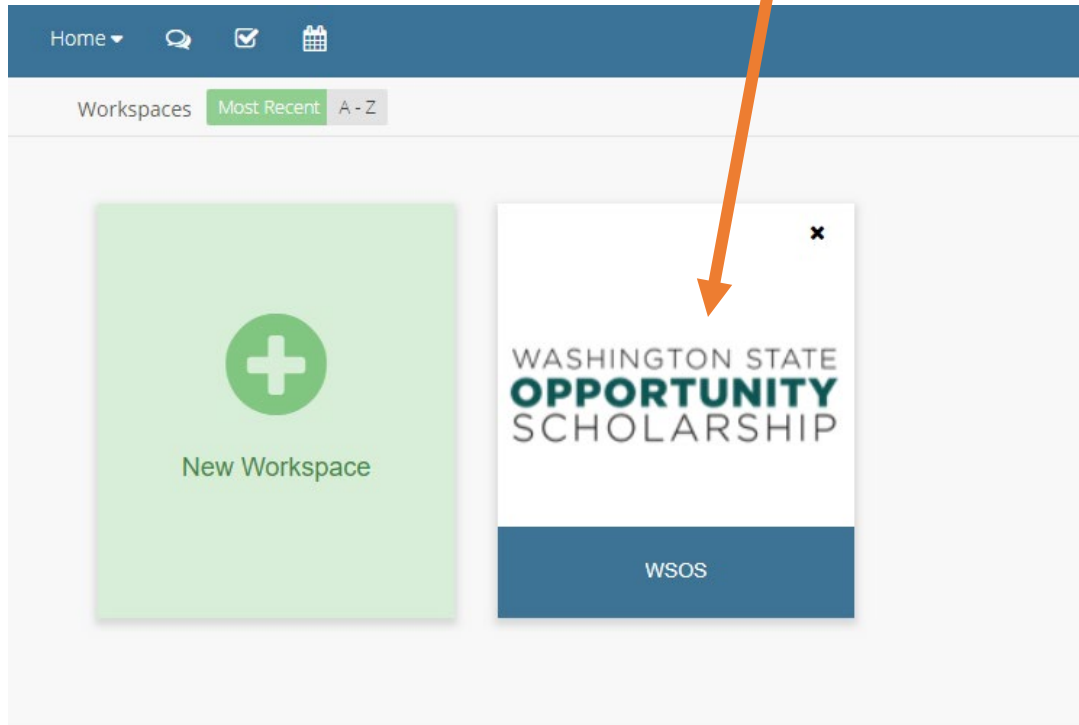


WSOS Workspace

When you first log in, you will be presented with the following screen. Click on “WSOS” to enter the College Portal.



Disbursements Form

You will first see the **Disbursements** form. The default view, CP-Summary, will show you all of the data you need to allocate any incoming funds to the appropriate student accounts. This view contains the same information that had previously been shared on paper disbursement rosters. You will only have access to information relevant to your institution.

Clicking on different parts of this form will allow you to access more information. The following image shows you a breakdown of some of that information. Information in this form is broken down by term.

Linked Applicant Profile =
 Student's First Name-Last Name

College ID = The student's College ID at your institution.

If the College ID for a student is blank, then we do not have a college ID on file for that student. If you need to update college IDs in the portal, please send us an e-mail:

awards@waopportunitiescholarship.org and we will provide further instruction.

Applicant Institution - Linked Applicant Profile	Applicant Institution - Linked Institution	Applicant Institution - College ID	Academic Year	Disbursement Term	Disbursement Date	Net Disbursement	Amount Owed by Institution
			2014 - 2015	Fall Quarter	08/21/2014	834	0
			2014 - 2015	Winter Quarter	12/02/2014	833	0
			2014 - 2015	Spring Quarter	03/03/2015	833	0

Click the link icon to view the associated Applicant Institution's record.

The Applicant Institution record will show you a summary of your institution's account with WSOS.

Net Disbursement = Actual Amount Disbursed – Actual Amount Refunded*

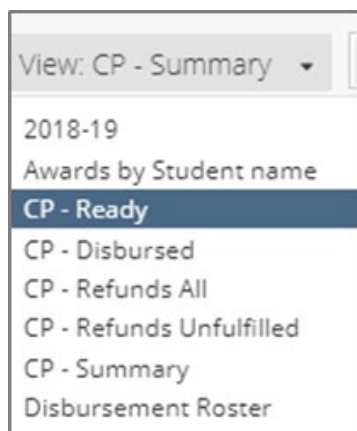
Amount Outstanding = Amount of Refund Owed – Actual Amount Refunded

*Actual amount refunded refers to dollars that WSOS has already received as a refund from your institution.

If you click on a specific disbursement, you can learn more about the amount of money that has moved between WSOS and your institution for that specific student account.

Disbursement Views

You can use the view menu to filter for the records you're interested in. Views that begin with "CP" are those we thought would be useful for you. "CP" stands for "College Partner". Any views that do not start with "CP" are used by WSOS staff and are subject to be altered at any time. Changing your view will not change any data in the portal, it will only change the way you are viewing the data.



CP-Ready = All disbursements ready to be allocated to students' accounts. Money for these disbursements has not been sent yet. You can reference the "Disbursement Target Date" column for the date these funds will be sent.

CP-Disbursed = All money that has already been disbursed for the current academic year (no pending funds shown).

CP-Refunds All = Any disbursement record that has an associated refund. These may be filled or unfulfilled refund requests.

CP-Refunds Unfulfilled = Refunds that are owed from your institution to WSOS (Outstanding Refund Requests)

CP-Summary = All disbursements for the current academic year.

Applicant Institutions Form

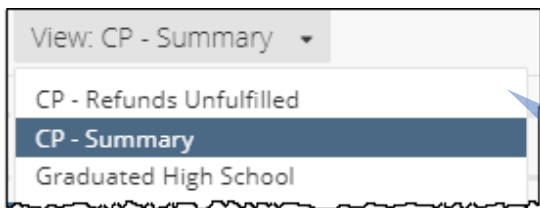
The **Applicant Institutions** form summarizes the data for each scholar at your institution. Information in this form is broken down by student. This may be helpful because you can view a student's entire disbursement history with your institution on one line.

Applicant Profile	Institution	College ID	Net Disbursement Total	Unfulfilled Refund Total	Anticipated Fall 2018-2019 Disbursement	Anticipated Winter 2018-2019 Disbursement	Anticipated 2019 Disbursement
			0.00	0.00	834.00	833.00	833.00
			0.00	0.00	834.00	833.00	833.00
			0.00	0.00	834.00	833.00	833.00

Net Disbursement Total = Total amount of money student has received for all academic years.

Unfulfilled Refund Total = Money still owed from your institution to WSOS.

Anticipated Disbursements = Money scheduled to be sent to your institution.



This form has its own unique views that you may want to explore.

Institutions Form

When you click on the tab for the **Institutions** form, you will see a summary of the data across your institution for all academic years. This is a quick snapshot of money sent and money owed.

Name	Email	School - Member	Net Disbursement Total	Unfulfilled Refunds Total
			168,773.01	0.00

Net Disbursement Total = Total amount of money sent to your institution across all academic years.

Unfulfilled Refunds Total = Money still owed from your institution to WSOS across all academic years.