

# Training Calendar - Financial Aid Awards and Scholarships

▣ MAY 8, 2024



# Overview of Courses

There are 10 courses in total. Each course is colour-coded by topic.

Course Name	Primary Audience	Length
ILT-01 Intro - User Roles & Student Profile Data	Award Administrator (course 1a) Award Manager (course 1b) Award Lead (course 1b) Grad Funding Manager (course 1b)	2 Hours
ILT-02 Award Repository Management	YU Award Administrator(course 2a) YU Award Lead (course 2b) YU Award Manager (course 2b)	2 Hours
ILT-03 Award Cycle Management Pt. 1 (Budget Management & Criteria Matching)	YU Award Administrator (course 3a) YU Award Lead (course 3b)	2 Hours
ILT-04 Award Cycle Management Pt. 2 (Question Manager & Application Types)	YU Award Administrator (course 4a) YU Award Manager (course 4b)	3 Hours
Managing Graduate Student Funding Profile	YU Grad Funding Manager (course 5a) YU Grad Funding Inquiry (course 5b)	4 Hours
Managing Students/Prospects/Invited Users during Award Program & The Student Application Experience	YU Award Administrator (course 6a) YU Award Inquiry (course 6b)	2 Hours
Managing Govt. Aid	YU Govt. Aid Inquiry (course 7a) YU Govt. Aid Manager (course 7b) YU Govt. Aid Advisor (course 7c) YU Govt. Aid Processor (course 7d)	2 Hours
Award Adjudication	YU Award Administrator (course 8)	3 Hours
Awarding, Posting and Monitoring	YU Award Administrator (course 9a) YU Award Lead (course 9b)	2 Hours
Managing Reports	YU Reporting Analyst Role (course 10)	1 Hour

# Week of May 27 (Week 1 of 6)

Hour	May 27	May 28	May 29	May 30	May 31
8:30 -9 AM					
9 AM to 10 AM					
10 AM to 11 AM	<b>YU-ILT-1a User Roles &amp; Student Profile Data</b> Primary Audience: Award Administrator	<b>YU-ILT-1b User Roles &amp; Student Profile Data</b> Primary Audience: Award Manager, Award Lead, Grad Funding Manager	<b>YU-ILT-1a User Roles &amp; Student Profile Data</b> Primary Audience: Award Administrator	<b>YU-ILT-1a User Roles &amp; Student Profile Data</b> Primary Audience: Award Administrator	<b>YU-ILT-2a Award Repository Management</b> Primary Audience: Award Administrator
11 AM to 12 PM					
12 PM to 1 PM: BREAK					
1-1:30PM					
1:30 PM to 2:30 PM		<b>YU-ILT-1a User Roles &amp; Student Profile Data</b> Primary Audience: Award Administrator	<b>YU-ILT-2a Award Repository Management</b> Primary Audience: Award Administrator	<b>YU-ILT-2a Award Repository Management</b> Primary Audience: Award Administrator	<b>YU-ILT-3a Award Cycle Management Pt. 1 (Budget Management &amp; Criteria Matching)</b> Primary Audience: Award Administrator
2:30 PM to 3:30 PM					
3:30 PM To 4:30 PM					

# Week of June 3 (Week 2 of 6)

Hour	June 3	June 4	June 5	June 6	June 7		
8:30 -9 AM							
9 AM to 10 AM							
10 AM to 11 AM	YU-ILT-2a Award Repository Management Primary Audience: Award Administrator	YU-ILT-1a User Roles & Student Profile Data Primary Audience: Award Administrator	YU-ILT-1a User Roles & Student Profile Data Primary Audience: Award Administrator	YU-ILT-2b Award Repository Management Primary Audience: Award Lead, Award Manager	YU-ILT-3a Award Cycle Management Pt. 1 (Budget Management & Criteria Matching) Primary Audience: Award Administrator	YU-ILT-2b Award Repository Management Primary Audience: Award Lead, Award Manager	YU-ILT-3a Award Cycle Management Pt. 1 (Budget Management & Criteria Matching) Primary Audience: Award Administrator
11 AM to 12 PM							
12 PM to 1 PM: BREAK							
1-1:30PM				YU-ILT-4a Award Cycle Management Pt. 2 (Question Manager & Application Types) Primary Audience: Award Administrator	YU-ILT-4a Award Cycle Management Pt. 2 (Question Manager & Application Types) Primary Audience: Award Administrator		
1:30 PM to 2:30 PM	YU-ILT-6b Managing Students/Prospects/Invited Users during Award Program & The Student Application Experience Primary Audience: Award Inquiry	YU-ILT-1a User Roles & Student Profile Data Primary Audience: Award Administrator	YU-ILT-1b User Roles & Student Profile Data Primary Audience: Award Manager, Award Lead, Grad Funding Manager	YU-ILT-2a Award Repository Management Primary Audience: Award Administrator	YU-ILT-7b Managing Govt. Aid Primary Audience: Govt. Aid Manager	YU-ILT-3b Award Cycle Management Pt. 1 (Budget Management & Criteria Matching) Primary Audience: Award Lead	
2:30 PM to 3:30 PM							
3:30 PM To 4:30 PM							



# Week of June 10 (Week 3 of 6)

Grey columns represent Convocation Dates

Hour	June 10	June 11	June 12	June 13	June 14					
8:30 -9 AM										
9 AM to 10 AM										
10 AM to 11 AM	<b>YU-ILT-5a Managing Graduate Student Funding Profile</b> Primary Audience: Grad Funding Manager	<b>YU-ILT-2a Award Repository Management</b> Primary Audience: Award Administrator	<b>YU-ILT-3b Award Cycle Management Pt. 1 (Budget Management &amp; Criteria Matching)</b> Primary Audience: Award Lead	<b>YU-ILT-2a Award Repository Management</b> Primary Audience: Award Administrator	<b>YU-ILT-7a Managing Govt. Aid</b> Primary Audience: Govt. Aid Inquiry	<b>YU-ILT-3a Award Cycle Management Pt. 1 (Budget Management &amp; Criteria Matching)</b> Primary Audience: Award Administrator	<b>YU-ILT-9b Awarding, Posting and Monitoring</b> Primary Audience: Award Lead	<b>YU-ILT-3a Award Cycle Management Pt. 1 (Budget Management &amp; Criteria Matching)</b> Primary Audience: Award Administrator	<b>YU-ILT-7c Managing Govt. Aid</b> Primary Audience: Govt. Aid Advisor	<b>YU-ILT-4a Award Cycle Management Pt. 2 (Question Manager &amp; Application Types)</b> Primary Audience: Award Administrator
11 AM to 12 PM										
12 PM to 1 PM: BREAK										
1-1:30PM	<b>YU-ILT-5a Managing Graduate Student Funding Profile</b> Primary Audience: Grad Funding Manager		<b>YU-ILT-4b Award Cycle Management Pt. 2 (Question Manager &amp; Application Types)</b> Primary Audience: Award Manager		<b>YU-ILT-4a Award Cycle Management Pt. 2 (Question Manager &amp; Application Types)</b> Primary Audience: Award Administrator					
1:30 PM to 2:30 PM		<b>YU-ILT-3a Award Cycle Management Pt. 1 (Budget Management &amp; Criteria Matching)</b> Primary Audience: Award Administrator		<b>YU-ILT-3a Award Cycle Management Pt. 1 (Budget Management &amp; Criteria Matching)</b> Primary Audience: Award Administrator	<b>YU-ILT-9b Awarding, Posting and Monitoring</b> Primary Audience: Award Lead		<b>YU-ILT-4a Award Cycle Management Pt. 2 (Question Manager &amp; Application Types)</b> Primary Audience: Award Administrator			<b>YU-ILT-6a Managing Students/Prospects/Invited Users during Award Program &amp; The Student Application Experience</b> Primary Audience: Award Administrator
2:30 PM to 3:30 PM										
3:30 PM To 4:30 PM										

# Week of June 17 (Week 4 of 6)

Convocation week

Hour	June 17	June 18	June 19	June 20	June 21
8:30 -9 AM					
9 AM to 10 AM			YU-ILT-4a Award Cycle Management Pt. 2 (Question Manager & Application Types) Primary Audience: Award Administrator	YU-ILT-4a Award Cycle Management Pt. 2 (Question Manager & Application Types) Primary Audience: Award Administrator	
10 AM to 11 AM		YU-ILT-5b Managing Graduate Student Funding Profile Primary Audience: Grad Funding Inquiry		YU-ILT-6a Managing Students/Prospects/Invited Users during Award Program & The Student Application Experience Primary Audience: Award Administrator	YU-ILT-6a Managing Students/Prospects/Invited Users during Award Program & The Student Application Experience Primary Audience: Award Administrator
11 AM to 12 PM					
12 PM to 1 PM: BREAK					
1-1:30PM		YU-ILT-5b Managing Graduate Student Funding Profile Primary Audience: Grad Funding Inquiry			YU-ILT-8 Award Adjudication Primary Audience: Award Administrator
1:30 PM to 2:30 PM	YU-ILT-6a Managing Students/Prospects/Invited Users during Award Program & The Student Application Experience Primary Audience: Award Administrator		YU-ILT-6a Managing Students/Prospects/Invited Users during Award Program & The Student Application Experience Primary Audience: Award Administrator		
2:30 PM to 3:30 PM					
3:30 PM To 4:30 PM					

# Week of June 24 (Week 5 of 6)

Hour	June 24	June 25	June 26	June 27	June 28
8:30 - 9 AM					
9 AM to 10 AM					YU-ILT-8 Award Adjudication Primary Audience: Award Administrator
10 AM to 11 AM	YU-ILT-6a Managing Students/Prospects/Invited Users during Award Program & The Student Application Experience Primary Audience: Award Administrator	YU-ILT-6b Managing Students/Prospects/Invited Users during Award Program & The Student Application Experience Primary Audience: Award Inquiry		YU-ILT-9a Awarding, Posting and Monitoring Primary Audience: Award Administrator	YU-ILT-5b Managing Graduate Student Funding Profile Primary Audience: Grad Funding Inquiry
11 AM to 12 PM				YU-ILT-9a Awarding, Posting and Monitoring Primary Audience: Award Administrator	YU-ILT-10 Managing Reports Primary Audience: Reporting Analyst
12 PM to 1 PM: BREAK					
1-1:30PM	YU-ILT-8 Award Adjudication Primary Audience: Award Administrator			YU-ILT-5b Managing Graduate Student Funding Profile Primary Audience: Grad Funding Inquiry	
1:30 PM to 2:30 PM		YU-ILT-7c Managing Govt. Aid Primary Audience: Govt. Aid Advisor	YU-ILT-6a Managing Students/Prospects/Invited Users during Award Program & The Student Application Experience Primary Audience: Award Administrator		YU-ILT-7d Managing Govt. Aid Primary Audience: Govt. Aid Processor
2:30 PM to 3:30 PM					YU-ILT-9a Awarding, Posting and Monitoring Primary Audience: Award Administrator
3:30 PM To 4:30 PM					

# Week of July 1 (Week 6 of 6)

Hour	July 1	July 2	July 3	July 4	July 5
8:30 - 9 AM					
9 AM to 10 AM		<b>YU-ILT-8 Award Adjudication</b> Primary Audience: Award Administrator		<b>YU-ILT-8 Award Adjudication</b> Primary Audience: Award Administrator	
10 AM to 11 AM			<b>YU-ILT-6b Managing Students/Prospects/Invited Users during Award Program &amp; The Student Application Experience</b> Primary Audience: Award Inquiry	<b>YU-ILT-5b Managing Graduate Student Funding Profile</b> Primary Audience: Grad Funding Inquiry	<b>YU-ILT-9a Awarding, Posting and Monitoring</b> Primary Audience: Award Administrator
11 AM to 12 PM					
12 PM to 1 PM: BREAK					
1-1:30PM					
1:30 PM to 2:30 PM	<b>YU-ILT-8 Award Adjudication</b> Primary Audience: Award Administrator	<b>YU-ILT-9a Awarding, Posting and Monitoring</b> Primary Audience: Award Administrator	<b>YU-ILT-9a Awarding, Posting and Monitoring</b> Primary Audience: Award Administrator	<b>YU-ILT-5b Managing Graduate Student Funding Profile</b> Primary Audience: Grad Funding Inquiry	<b>YU-ILT-9a Awarding, Posting and Monitoring</b> Primary Audience: Award Administrator
2:30 PM to 3:30 PM					<b>YU-ILT-7c Managing Govt. Aid</b> Primary Audience: Govt. Aid Advisor
3:30 PM To 4:30 PM					