

Stipend Application Navigation

Step by step instructions for Stipend creation

1. Stipend Creation form

Click on Stipend Request forms

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[Stipend Request Reports](#)
[Stipend Payment Register Report](#)
[Stipend Request Forms](#)

Enter all the required fields like GWID or First and Last Name and click on Search

WASHINGTON DC

Search Recipients

Giv Student: Y * ** At least one is required

** GWID

** Last Name

** First Name

Middle Name

College Desc

Level Desc

** StipendNumber

Search Reset

GW Recipients

Create Non-GW Student

GWID	Last Name	First Name	Middle Name	College Desc	Major Desc	Level Desc	Giv Student
No data to display.							

Existing Stipend Records

Stipend Number	Stipend Start Period	Number Of Months	Last Month Period	Total Award Amount	Regular Amount	Last Month Amount	Retro Active	Retro Period
No data to display.								

After the search select the Radio button and this enables 'Create Stipend' button

WASHINGTON DC

Search Recipients

Giv Student: Y * ** At least one is required

** GWID: 02071768

** Last Name

** First Name

Middle Name

College Desc

Level Desc

** StipendNumber

Search Reset

GW Recipients

Create Non-GW Student

GWID	Last Name	First Name	Middle Name	College Desc	Major Desc	Level Desc	Giv Student
<input checked="" type="radio"/> 02071768				02-School of Eng.	142-Computer Sci.	02-Graduate	Y

Existing Stipend Records

Stipend Number	Stipend Start Period	Number Of Months	Last Month Period	Total Award Amount	Regular Amount	Last Month Amount	Retro Active	Retro Period
No data to display.								

Enter all the required fields

OID: 02017669 Email: aldamir@gwu.edu Smita Parvati

Last Name: Aldamir
First Name: Hanan Ibrahim Karam A.
Middle Name:
College: 03-School of Engr & App Sc
Major: 142-Computer Science
Level: 02-Graduate

Stipend Number SPY

Stipend Details

* Policy Code

* Total Award Amount

* Stipend Start Period

* Number Of Months

* Regular Amount

* Last Month Amount

Last Month Period

* Retro Active:

Retro Period

Approver Role

Tax Code

Total Stipend Paid

Current Approval Rule

GL Account : 57115

All Stipends Except Grants and Endowments

Grants Alias

Organization

Funding Source

Grants

Grants Alias

Project

Task Number

Award

Expenditure Type: STUDENT STIPENDS

Endowment

Endowment Fund

[Save](#) [Back to Search](#) [Submit Approval](#) [Approval History](#) [Change History](#) [Current Approvers](#) [Delete](#) [Attachment](#)

Click on Save and the Stipend number will be displayed

Click on Submit for Approval

2. Step by step instructions on How to Edit a Stipend

Click on Stipend Request forms

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[Stipend Request Reports](#)
[Stipend Payment Register Report](#)
[Stipend Request Forms](#)

Enter all the required fields like GWID or First and Last Name and click on Search

WASHINGTON DC

Search Recipients Smitha Pennala

** At least one is required

Div Student: Y

** Gender:

** Last Name:

** First Name:

Middle Name:

College Code:

College Desc:

Level Code:

** StipendNumber:

GW Recipients

GWID	Last Name	First Name	Middle Name	College Desc	Major Desc	Level Desc	Div Student
No data to display.							

Existing Stipend Records

Creates Stipend	Stipend Number	Stipend Start Period	Number Of Months	Last Month Period	Total Award Amount	Regular Amount	Last Month Amount	Retro Active	Retro Period
<input type="radio"/>									

After the search select the Radio button and this enables 'Create Stipend' button and then Select the stipend that you want to edit .As you select the stipend number the 'Edit Stipend' Button enables

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MyGWPortal Stipend Home Smitha Pennala

Search Recipients Smitha Pennala

** At least one is required

Div Student: Y

** Gender: GW4374301

** Last Name:

** First Name:

Middle Name:

College Code:

College Desc:

Level Code:

** StipendNumber:

GW Recipients

GWID	Last Name	First Name	Middle Name	College Desc	Major Desc	Level Desc	Div Student
<input checked="" type="radio"/> GW4374301	Rabenu	Rogien	Vlad	03-School of Eng.	739-Biomedical En.	03-Undergraduate	Y

Existing Stipend Records

Creates Stipend	Stipend Number	Stipend Start Period	Number Of Months	Last Month Period	Total Award Amount	Regular Amount	Last Month Amount	Retro Active	Retro Period
<input type="radio"/>	STP102940	Jun-16	1	Jun-16	3000.00	3000.00	3000.00	N	
<input checked="" type="radio"/>	STP102950	Jul-16	2	Aug-16	2000.00	1500.00	1500.00	N	

Click on 'Edit Stipend' and make the necessary changes and click on Save