Electronic Confirmation of Enrolment Guide

StudentAid BC offers electronic confirmation of enrolment to eligible institutions for their students who are residents of British Columbia, attending full-time post-secondary studies who have been approved for StudentAid BC funding. This overview provides instructions on how to confirm a full-time student's enrolment using the StudentAid BC Student Financial Assistance System (**SFAS**).

Note: SFAS is a legacy DOS-based application and not a Windows platform.
The keyboard is used for navigation (versus using a mouse).

To use SFAS, ensure PuTTY software has been downloaded. PuTTY is required to run SFAS.
See the attachment for download instructions.

How to Login to SFAS and Confirm Enrolments:
1. Enter your SFAS Username and Password. Your access credentials will be provided to you by the Ministry of Post-Secondary Education and Future Skills' I.T. Department. To request a reset of your SFAS password, please email: RequestIT@gov.bc.ca .

2. From the SFAS Welcome Menu, enter **SFA** (and then press the Enter key) to proceed.

3. In the **Action** field, enter **1** (Enter) to view electronic confirmation of enrolment records.

4. In the **Action** field, enter **1** (Enter) to view the files for your institution.

5. At the **SIN:** field, enter **0** (Enter) to view files.

6. Confirmation of enrolments are displayed in three different statuses in SFAS:
   NE = New
   This is a new application and not ready for confirmation.
   Further processing of the application is required. Do not confirm in NE.

   EX = Extracted
   The application is ready for confirmation.

   PE = Pending
   A disbursement has been confirmed and funding is ready to issue, or the confirmation of enrolment has been declined by the institution.

   Select a file in EX status to confirm enrolment by entering the line number.
   Example: Enter **1** for line 01 and the Enter key to select that student for confirmation.

7. Is the student enrolled full-time? If YES, continue with Step 8.
   If NO, enter each line number for each disbursement and enter **N** in the **Enrolled Y/N** field. At the **Action** field make sure to update the screen by entering **US** (Enter). If no disbursements have previously been

issued for this application, the application will now be automatically cancelled. If disbursements have previously been issued for this application, please submit a Withdrawal Notification to StudentAid BC.

8. To confirm disbursements, in the **Action** field, enter **CONF** (Enter).

9. The institution can then request an amount to be paid to the institution from the total amount of the disbursements, up to the maximum total educational costs. Enter the amount or 0 if none. Update the screen by entering **US** (Enter). If you made an error, enter **RESET** (Enter) to set the values back to $0 to be paid to the institution.
   Note: A warning will appear if an amount entered to be remitted to the institution is greater than the total educational costs or is greater than the amount available to the institution to request remittance.

10. Log out of SFAS from the Application Menu by entering **LO** (Enter).

Keyboard functionality to assist with SFAS navigation:

Ensure **Num Lock** is on.

Use this key (the "minus key") to return to the previous screen.
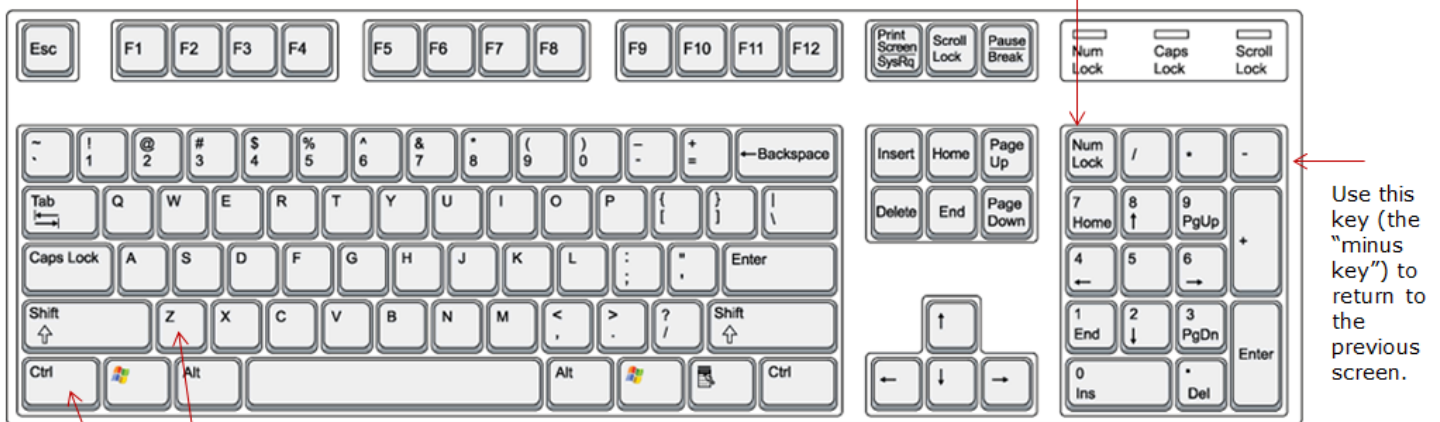
Type and hold **Ctrl** and **Z** together to return to the Application Menu (to log off).

Questions: 1-800-561-1818