

Requesting a Graduate Award Item Type

Graduate Award item types are those entered into PeopleSoft through the Graduate Award Entry or Graduate Award Mass Load panel. These awards are designated to pay specific fees and cannot be refunded to students.

1. Access Request Form	Navigate to the Item Type Request Form in Quali.
2. Log in	Log in with your VUnetID and password. User identity will auto-populate the Submitter, Email address & Department fields on the form.
3. How many item types are you	

10. Correcting the form, as needed

For typographical errors: **Do not simply type over the incorrect value.** Clear the entire field and pause until the validation checker resets, removing any error message (if there is one). You may then re-enter the correct value.

To “start over” on a request line: **Clear all fields for that request line before re-entering the new information.** This allows the form integrations to reset and thereby provide the correct COA values for the new information.

To cancel an entire form and all the requests on it: Click on the “Discard” button to the left of the “Submit” button.