Adding UNI to a Student's ISIR

Purpose: You can **add your institution (UNI) to a student's ISIR** and submit a request to the Central Processing System to request that a student's ISIR data be sent to your institution. The following table describes how to add UNI to a student's ISIR.

Step	Action
1.	Navigate to the **ISIR Add School** page. **Main Menu › Financial Aid › File Management › ISIR Corrections › Modify ISIR School Recipients**
2.	Enter the appropriate search criteria.
3.	Click the **Search** button. *Result:* The **ISIR Add School** page displays.

Step	Action
4.	Use the **ISIR Add School** page to add your institution to a student's ISIR. **ISIR Add School** Pam Panther ###### **Add School Information** User ID: rajones Process Status: School Cd: [ ] 🔍 Process Date: *Institution: UNICS 🔍 University of Northern Iowa Request Date: 12/30/2010 *Aid Year: 2011 🔍 2010-2011 Financial Aid Year DRN: 0000 *Original SSN: [ ] *Trans Nbr: [ ] *Name CD: [ ] *Sch Pos: Rplc Sch ▼ [ ] Request ISIR from CPS 💾 Save ↩ Return to Search 📧 Notify Complete the following: • **School Cd (School Code)** – Enter 001890 or select University of Northern Iowa • **DRN (Data Release Number)** – Enter the student's date release number • **Original SSN** – Enter the student's SSN • **Trans Nbr (Transaction Number)** – Enter the SAR transaction number • **Name CD** – Enter the first two letters of the student's last name • **Sch Pos (School Position)**- The value for the **Sch Pos** field can be from 1 through 6. The FAFSA allows students to request information to be sent to up to six institutions. Select the appropriate replace school #. • **Request ISIR from CPS check box** - Select to include this request in the automatic ISIR request process.
5.	Click the **Save** button. 💾 Save *Result:* Your institution (UNI) has been added to the student's ISIR.