Student How To: Phoenix Emergency Grant

Filling out Forms in BP Logix is like completing most online forms and should be possible on desktop and mobile devices. For best user experience please use Chrome, IE, Edge, Safari. Firefox is not recommended.

Remember to also turn off Pop-up Blockers on your browsers.

How to… Emergency Grant student Instructions

Student Information Section:

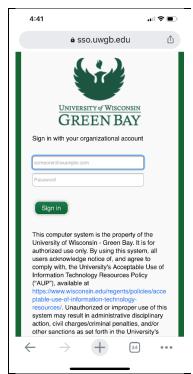**Please make sure to have your current contact information updated in Student Information Systems (SIS)

Step 1: To create a new application for the grant: <New Application>

To resume filling out a grant application you have previously saved: <Update Application> When you log in, you will see a Task List where you can open your application and continue working where you left off.

Step 2: Login using your Student Credentials

Mobile View: Desktop:

Step 3: Fill out the Form

Form will appear:

- Following Information will be automatically populated in the form:

    Student Name:
    Student ID:
    Email Address: **This will be the email address that will receive ALL communications for this grant.

The Following Fields are Required:

Expense Type: Please enter at least one Dollar Amount of Needs Requested
Summary Supporting your Case: Required to enter a summary supporting your case
FAFSA Filing Status: Required to answer FAFSA filing status

Step 4: Attach and Upload Supporting Documentation and Detailed Explanation

NOT Required but you can attach documents:

Step 5: Submission

Click **Submit**

Then, please click "Logoff" or you can click on the "Running Processes" tab to see the current status.

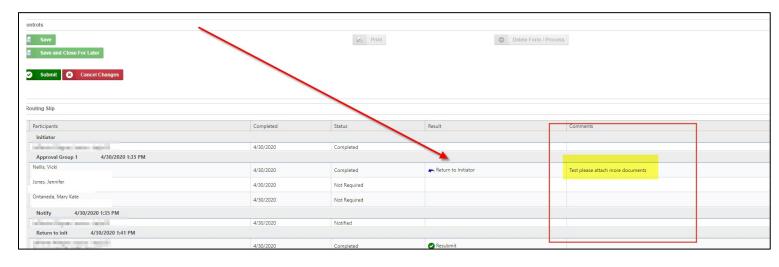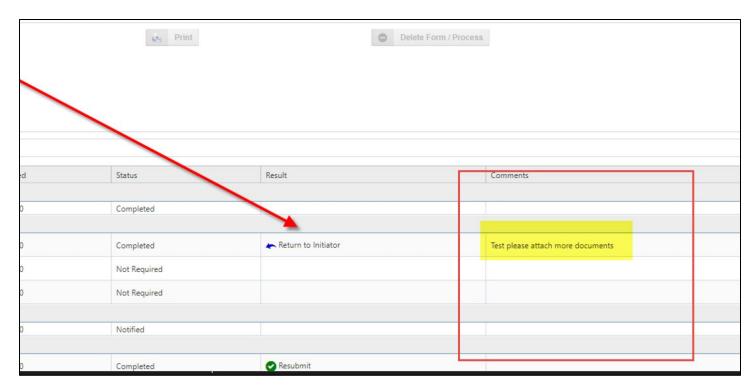**Delete Form/Process:** If you want to start over, use this button.

Save and Close For Later: If you need to pause your submission to gather requested attachments or other information this will allow you to save and resume your submission at a later time. Note: To resume the application, go to Update Application and log in. (Do not click on the "New Application" link from earlier in this document as that will start a brand-new request). You will then see a Task List where you can open your application and continue working where you left off.

Step 6: If more information is needed from you, you will receive an email letting you know that you have to go back into the form to see what is requested. Click on the link from the email, log in, and click on your form that appears on the Task list. You must then scroll to the bottom of your form to view the Comments column (on the right) where it will indicate what additional information is needed. Modify the form accordingly and click Resubmit.

This screen shows you the routing slip of information and in the comments of what is being requested.

	Status	Result	Comments
0	Completed		
0	Completed	← Return to Initiator	Test please attach more documents
0	Not Required		
0	Not Required		
0	Notified		
0	Completed	✓ Resubmit	

UWGB expects a high volume of submissions using this form. If you have questions or concerns, please email emergencygrant@uwgb.edu or call 920.465.2111.