

# How to approve an eRAR

## Version 1:

1. After the submitter enters and submits an eRAR, they will get a confirmation email of the submission, and you (the approver) will receive an email asking you to approve it. Scroll to the bottom of the email and click on "Click here to Review and Authorize this RAR" (see red arrow below). Ignore the Text below this link.

Student	Fall	Winter	Spring	Summer
[950000000] Dudley Dorigt	1234	5678	9012	1234
[950000000] Bullwinkle Moose	35	36	37	38
<b>Totals:</b>	<b>1269</b>	<b>5714</b>	<b>9049</b>	<b>1272</b>

Total award for this RAR: **\$17304**

 [Click here to REVIEW and AUTHORIZE this RAR.](#)

If the above link does not work, copy the following to the address bar of your browser:  
<https://enroll-recsupwww.uoregon.edu/scholarships/RAR/approve.asp>

Then enter the following code:

~~**d14880**~~

**(If you get an error when clicking here, skip to page 4 of these instructions)**

2. You will be led to a login screen where you log-in with your DuckID and Password that looks like this:

## Login Required

Please log in with your **Duck ID** to access the requested service.

*To protect your privacy, always log out and quit your web browser when finished.*

- This will lead you to the screen where you can review the RAR. If you want to approve it, click "Approve this eRAR" (see red arrow below):

**UO Office of Financial Aid and Scholarships - Resource Aid Requisition**  
 ← Return to your RARs

**RAR Information**  
 — Closed and submitted **Friday, September 23, 2016** —

[>>> Approve this RAR <<<](#)

---

Scholarship Name: **Test Fund 2**  
 Submitted: **Friday, September 23, 2016** by: **sharper2@uoregon.edu**

Department: **xxxx- Financial Aid**  
 A/R Detail Code: **B000**  
 Foundation Fund Number: **26-0000**

**Index Fund Organization Account Program Activity**  
 435441 SB000 51101

This scholarship is restricted by:

- Full time students

Aid Year: **2016-2017**

**Students**

Student	Fall	Winter	Spring	Summer
[950000000] dudley Dooright	0	0	0	0
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total award for this RAR: **\$0**

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[>>> Start a new RAR <<<](#)

- This will lead you to the screen confirming you have approved the eRAR correctly. (Note the confirmation statement near the red arrow below)

You are logged in as: **Tina Phifer**

**UO Office of Financial Aid and Scholarships - Resource Aid Requisition**  
 ← Return to your RARs

This RAR has been approved on **Friday, September 23, 2016**. Please print this page for your records.

**RAR Information**  
 — Closed and submitted **Friday, September 23, 2016** —

— Approved on **Friday, September 23, 2016** by **Tina Phifer**

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Scholarship Name: **Test Fund 2**  
 Submitted: **Friday, September 23, 2016** by: **sharper2@uoregon.edu**

Department: **xxxx- Financial Aid**  
 A/R Detail Code: **B000**  
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**Index Fund Organization Account Program Activity**  
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This scholarship is restricted by:


- Full time students


Aid Year: **2016-2017**

**Students**


Student	Fall	Winter	Spring	Summer
[950000000] dudley Dooright	0	0	0	0

5. Finally, you will automatically receive an email for your records, stating that you have approved the eRAR (Note the confirmation statement near the red arrow below):




 Fri 9/23/2016 8:30 AM  
 financialaid@uoregon.edu  
**RAR APPROVED [xxxx-Financial Aid] for sharper2@uoregon.edu**

To: Tina Phifer

 If there are problems with how this message is displayed, click here to view it in a web browser.

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A Resource Aid Requisition (RAR) has been APPROVED by Tina Phifer, on Friday, September 23, 2016

**RAR Information**

— Closed and submitted **Friday, September 23, 2016** —

— Approved on **Friday, September 23, 2016** by Tina Phifer

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Index	Fund	Organization	Account	Program	Activity
435441	SB000		51101		

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Student	Fall	Winter	Spring	Summer
[950000000] dudley Dooright	0	0	0	0
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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Total award for this RAR: **\$0**

## Version 2:

Some people find that when they click on the link in their email, they are led to an error page. That is because the eRAR system doesn't always work well with some browsers (it prefers Firefox). If you get an error message, just close the browser and go back to your approver email. Then follow this set of directions:

1. **Ignore the first link in blue.** Copy (Ctrl + C) or mentally note the six-character code at the very bottom of the email, as you'll need to enter it in later on. (see green circle below). Now, click on the link that has the URL completely typed out (see green arrow below):

Student	Fall	Winter	Spring	Summer
[950000000] Dudley Doright	1234	5678	9012	1234
[950000000] Bullwinkle Moose	35	36	37	38
<b>Totals:</b>	<b>1269</b>	<b>5714</b>	<b>9049</b>	<b>1272</b>

Total award for this RAR: **\$17304**

~~[Click here to REVIEW and AUTHORIZE this RAR.](#)~~

If the above link does not work, copy the following to the address bar of your browser:  
<https://enroll-recsupwww.uoregon.edu/scholarships/RAR/approve.asp>

Then enter the following code:

**d14880**

2. This will lead you to a screen in the eRAR system, prompting you to enter the code that you copied from your original email. Paste or type it into the box and click the "Review RAR" box. (see green arrow)

### UO Office of Financial Aid and Scholarships - Resource Aid Requisition

[-- Return to your RARs](#)

#### RAR Approval

Enter the six character code from your e-mail message in the field below

UO Office of Financial Aid and Scholarships

- You will be led to a log in screen where you log-in with your DuckID and Password that looks like this:

**Login Required**

Please log in with your **Duck ID** to access the requested service.  
*To protect your privacy, always log out and quit your web browser when finished.*

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- This will lead you to the screen where you can review the RAR. If you want to approve it, click "Approve this eRAR" (see green arrow below):

**UO Office of Financial Aid and Scholarships - Resource Aid Requisition**

[← Return to your RARs](#)

This should be the key: [13c23d]

**RAR Information**

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[95000000] dudley Dooright	0	0	0	0
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

5. This will lead you to the screen confirming you have approved the eRAR correctly. (Note the confirmation statement near the green arrow below)

You are logged in as: Tina Phifer

### UO Office of Financial Aid and Scholarships - Resource Aid Requisition

← Return to your RARs

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financialaid@uoregon.edu

RAR APPROVED [xxxx-Financial Aid] for sharper2@uoregon.edu

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Total award for this RAR: **\$0**