



User Guide

About MAPnet - Start-Up Processing

Accessing MAPnet

Navigating in MAPnet

Budget Information

▶ **Forecasting Function**

Student Eligibility

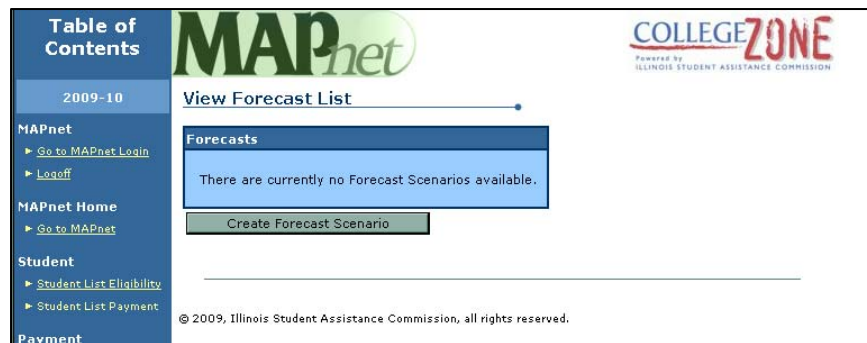
Formula and MAP Award Validation Tool

Using the MAPnet Forecast

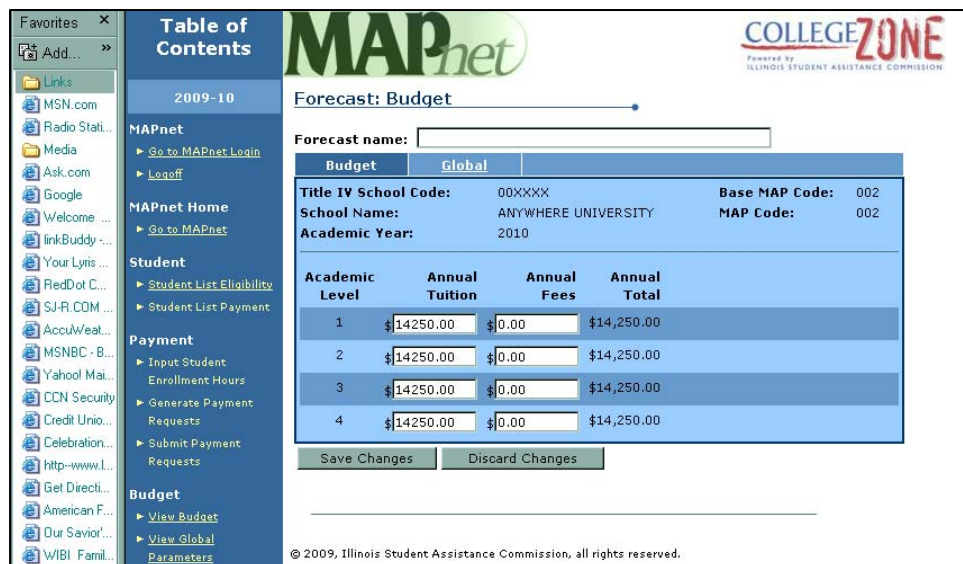
Forecast is an option that allows schools to modify the MAP formula used to calculate student awards at their institution. **This function is made available during Start-up and is disabled at recompute when the final formula and budgets have been finalized (Recompute).** It is possible that the formula will not change and the Startup formula will become the final formula.

Creating and applying a forecast is limited to MAPnet Users that have Administrator access to MAPnet.

1. Log in to MAPnet.
2. Select “Forecast” from the Table of Contents.
3. The screen will appear as follows or will list all forecasts that were previously created.



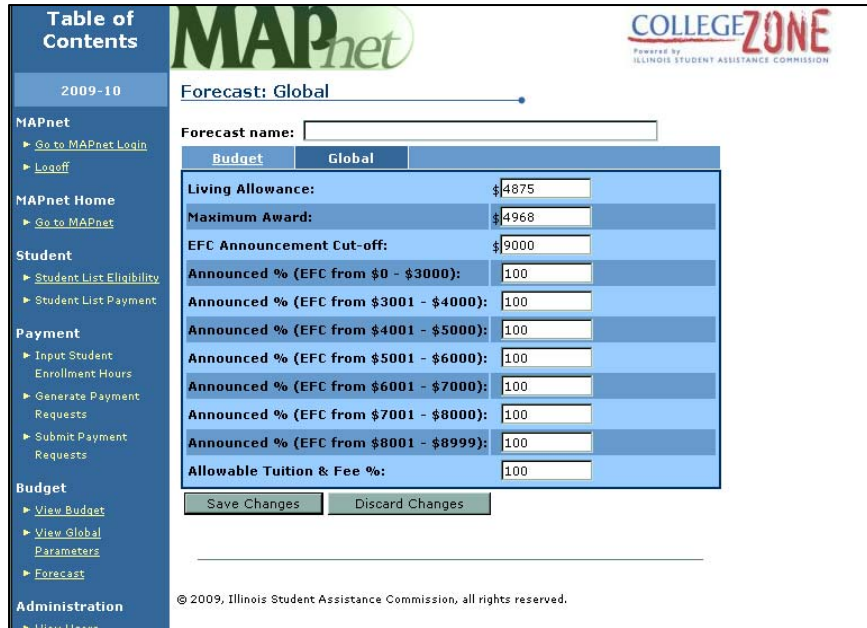
4. Select “Create Forecast Scenario”. The following screen will be displayed with your school’s budget information.



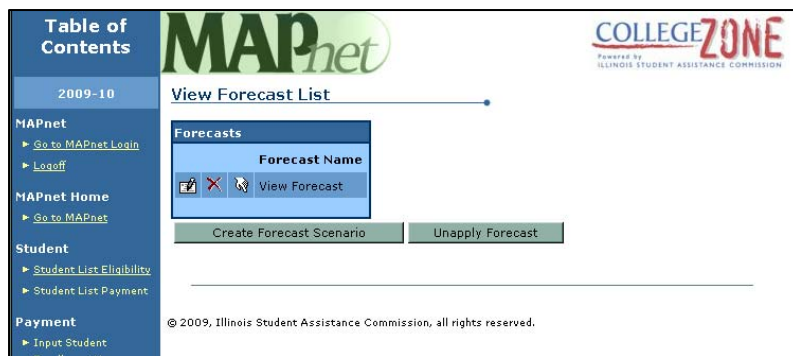
Enter a name for the forecast in the field labeled “Forecast name” located at the top of the screen just above the Budget and Global tabs.

Any adjustments to tuition and fees are made on the Budget screen.

- Next click on the Global tab to display the global parameters which are used along with tuition and fees to calculate MAP awards. Adjustments can be made to any of these fields. Once all changes have been made click on the “Save Changes” tab at the bottom of the window.



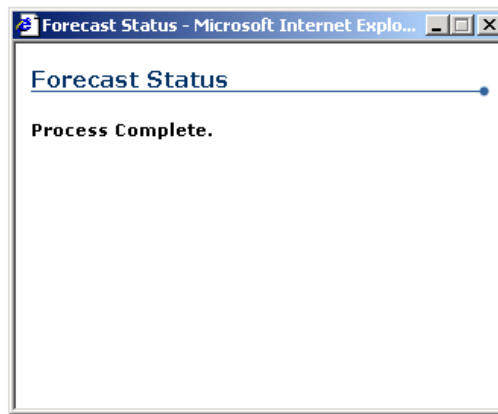
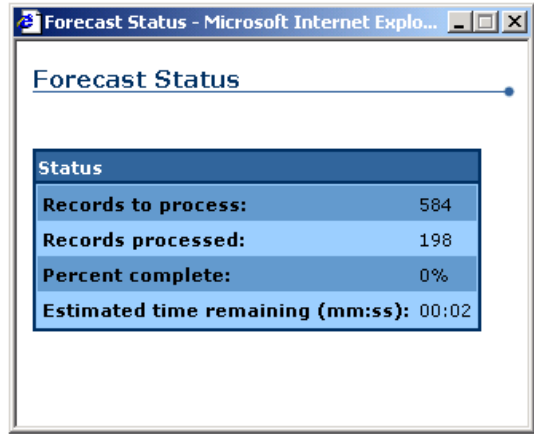
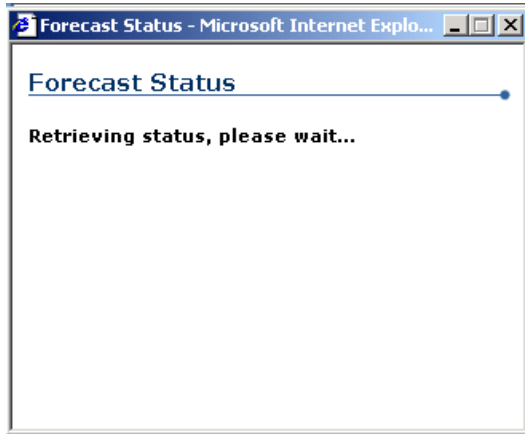
- The forecast has now been saved. In order to apply the forecast click on “Forecast” on the Table of Contents and the screen below will be displayed.



- To apply a forecast click on the “hand pointing down” icon. A pop-up window will appear with the message that MAPnet is applying the forecast and state when it has completed.

A banner will be displayed across the top and bottom of the MAPnet screens stating a forecast has been applied and the name of that forecast.

Examples of the pop-up windows are shown below:



- To unapply a forecast, select “Forecast” from the Table of Contents and select “Unapply Forecast”. MAPnet will provide a Status window similar to the one above and update when the process is complete. The banners stating a forecast has been applied will also be removed.

