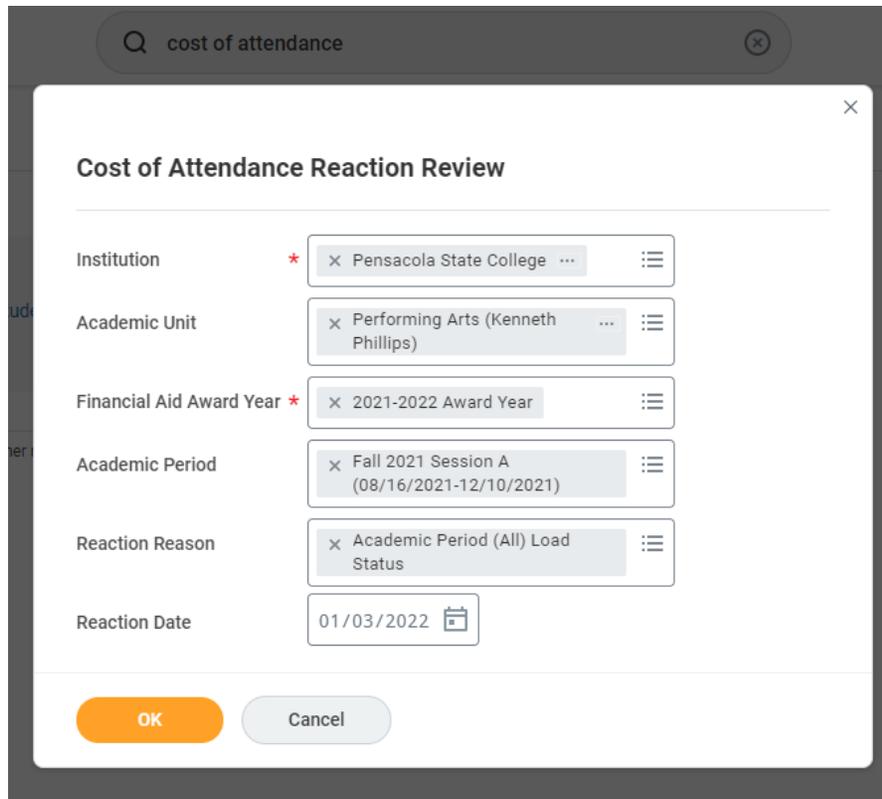
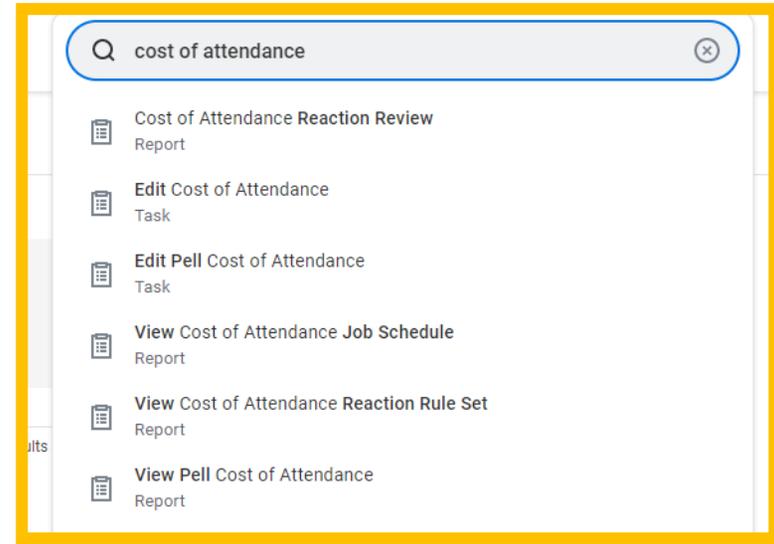


STAFF

COA Packaging Reaction Review Report

1. Search for *Cost of Attendance* in the search bar found at the top of your Workday screen.
2. Select *Cost of Attendance Packaging Reaction Review Report*.
3. Enter the appropriate information to set parameters for your report.
4. Click **OK**. The next screen will display your report.



A screenshot of a form titled "Cost of Attendance Reaction Review". The form has a search bar at the top with "cost of attendance" entered. Below the search bar, there are several fields with dropdown menus and a date field. The fields are: "Institution" (Pensacola State College), "Academic Unit" (Performing Arts (Kenneth Phillips)), "Financial Aid Award Year" (2021-2022 Award Year), "Academic Period" (Fall 2021 Session A (08/16/2021-12/10/2021)), "Reaction Reason" (Academic Period (All) Load Status), and "Reaction Date" (01/03/2022). At the bottom of the form, there are two buttons: "OK" and "Cancel".

You can also view individual COA on a student profile by clicking *Financial Aid* and selecting the *Cost of Attendance* tab.