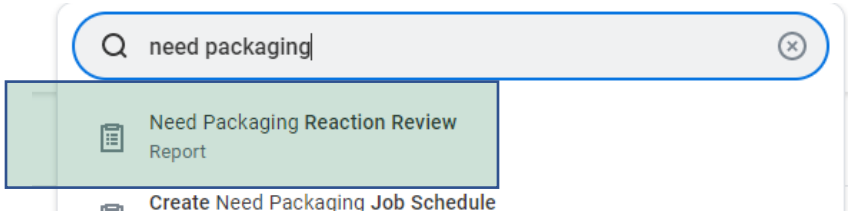
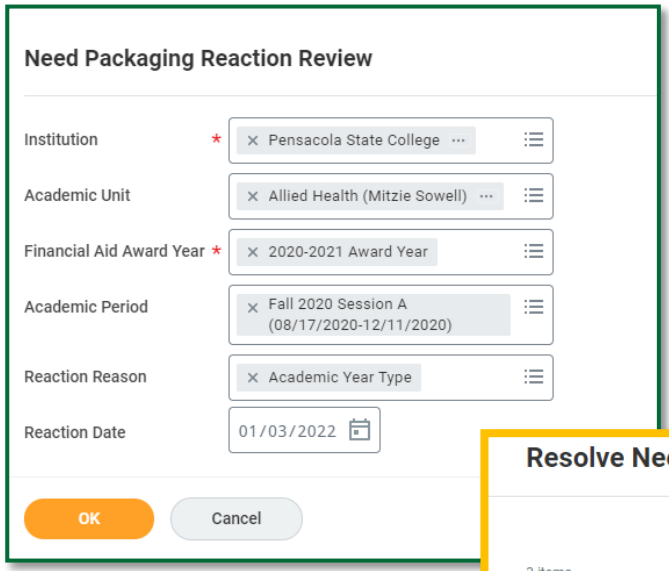
PENSACOLA STATE COLLEGE

STAFF

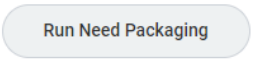
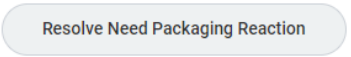
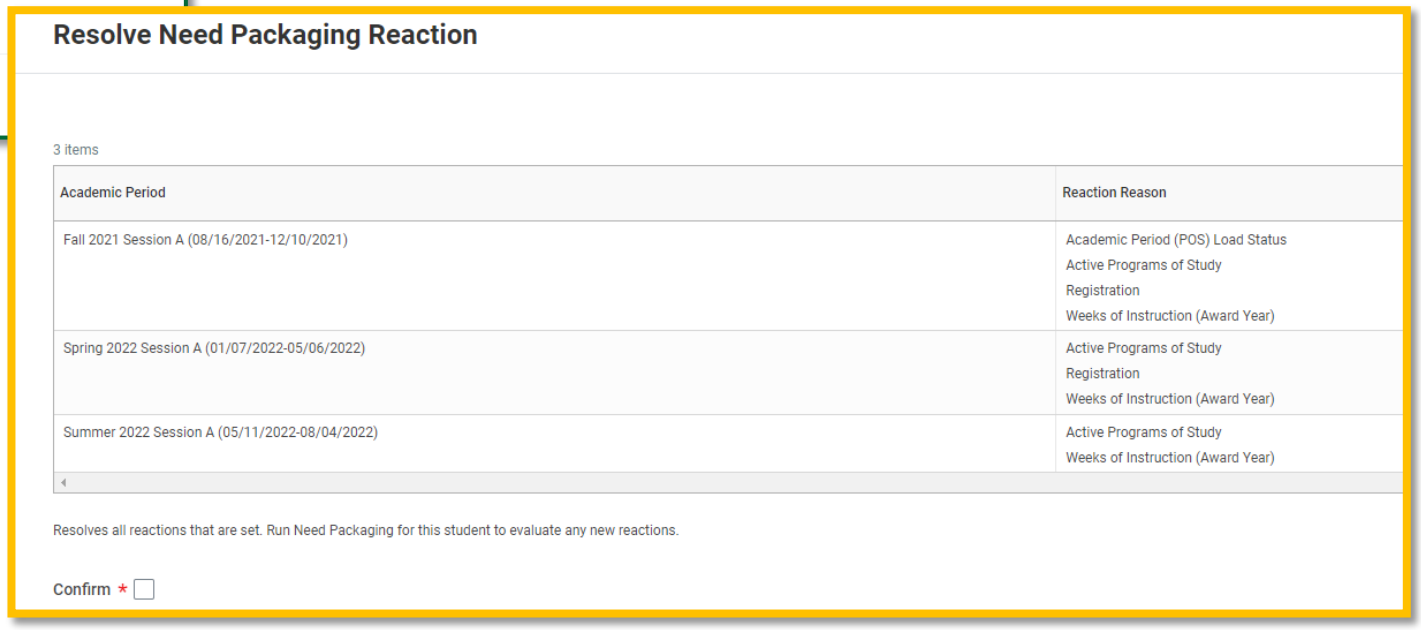
Need Packaging Reaction Review Report

1. Search for *Need Packaging* in the search bar found at the top of your Workday screen.
2. Click *Need Packaging Reaction Review Report.*
3. Fill in the appropriate fields for your report.
4. Click **OK.**





To *Run Need Packaging* for an Individual student, click *Financial Aid* from a student profile and click the *Run Need Packaging* button, confirm and click **OK.**



To *Resolve Need Packaging Reaction for an individual student,* click *Financial Aid* from a student profile and click the *Resolve Need Packaging Reaction* button, confirm and click **OK**.