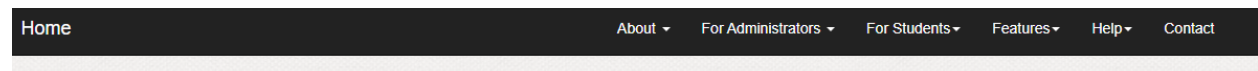
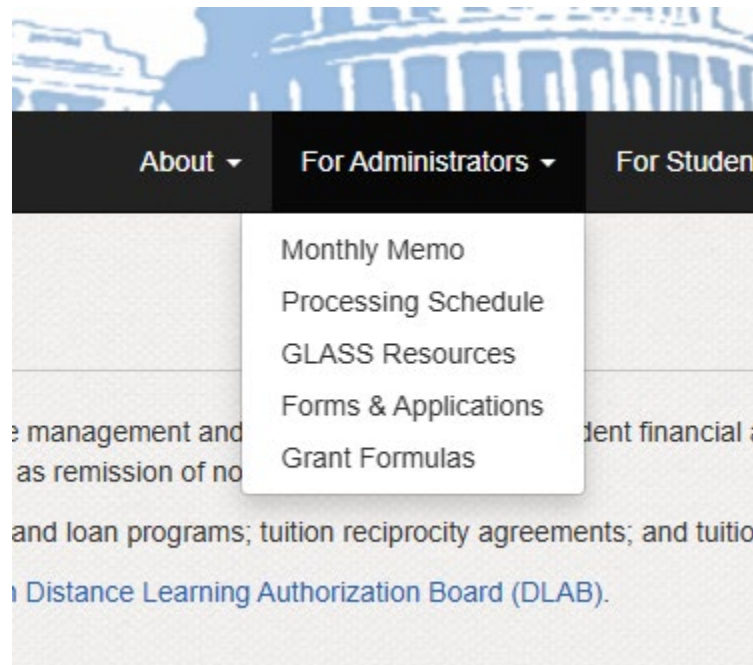


Go to: <https://heab.state.wi.us/index.html>



Click on “For Administrator” drop down



Click on GLASS Resources



Click on Creating MyWisconsinID for instructions on how to create a username and password to access GLASS where you will need to enter your nomination information.

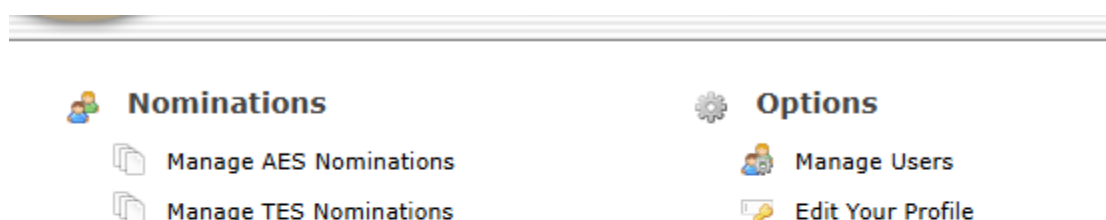
Please follow the instructions ALL THE WAY THROUGH. You will need to contact me, Cassie Weisensel, to have your MyWisconsinID activated in GLASS once you have completed all the steps. The instructions will say to contact Barb Moermond, which is ok also.

After you have been approved as a GLASS user, please go back to <https://heab.state.wi.us/index.html>, click on GLASS Resources, click on Logging into GLASS.



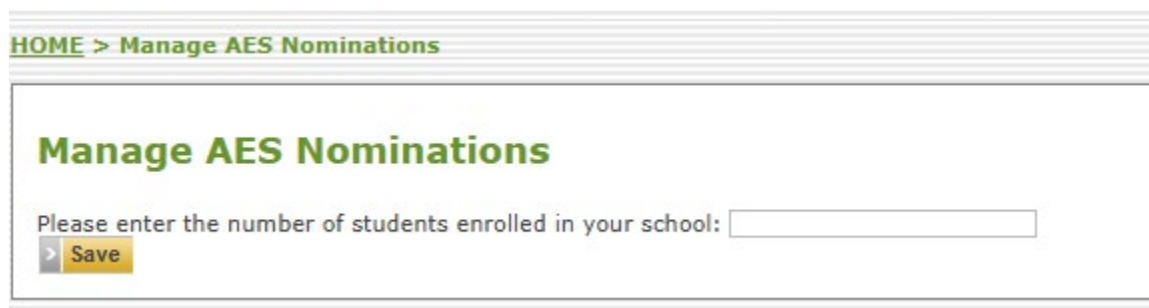
Follow the instructions to log into GLASS.

Below is the screen you will see once you are logged into GLASS.



Click on either Manage AES or TES Nominations.

Enter enrollment number if prompted:



The screen below is what you will see next.

Click “Add New Student” to add students to your nominations. You will need to “Add New Student” for each student you wish to nominate.

Manage AES Nominations

Kaukauna High School

Academic Year: 2025-2026 High School Enrollment: 1260 Submission Deadline Date: 3/15/2026

Certification Status: **Not yet certified**

[> Certify Student List](#) [> Update Enrollment](#)

[> Add New Student](#)

Search

Last Name First Name [> Clear](#)

◀ No results were found.

On the Add Student for AES or TES Nomination page, you will need to select the nomination type (either original or alternate). Then list the rank of the student. All boxes are required to be filled with the exception of middle name and suffix. Please remember to list an email address that is NOT A HIGH SCHOOL EMAIL ADDRESS. The system will not accept it. If the student doesn't know their predicted college, list their best guess or most likely in-state institution.

Add Student for AES Nomination

Nomination Type:	<input type="text" value="<Choose One>"/>	*
Rank:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Suffix:	<input type="text"/>	
Date of Birth (mm/dd/yyyy):	<input type="text"/>	*
Email Address:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
City:	<input type="text"/>	*
State:	<input type="text" value="<Choose One>"/>	*
Zip Code:	<input type="text"/>	*
Phone Number:	<input type="text"/>	*
GPA:	<input type="text"/>	*
ACT Score:	<input type="text"/>	*
Predicted College:	<input type="text" value="< Choose One >"/>	*
> Save > Cancel		

* Indicates a required field

Once you are done entering nominations, click on the Certify Student List:

Academic Year: 2025-2026 **High School Enrollment:** 1260 **Submission Deadline Date:** 3/15/2026

Certification Status: Not yet certified

[> Certify Student List](#) [> Update Enrollment](#)

[> Add New Student](#)

Search

Last Name: **First Name:** [> Clear](#)

Edit	Nomination Type	Rank	Last Name	Middle Name	First Name	Suffix	Date of Birth	Email Address	Street Address	City	State	Zip Code	Phone Number	GPA	ACT Score	Predicted College	Delete
	Original	1	Doe		Jane		2008-01-14	cassie.weisensel@wisconsin.gov	123 Fourth St	Kaukana	WI	55555	555-555-5555	4	31	ALVERNO COLLEGE	

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This is the message that will appear when you click on the box:

Certification Status: Not yet certified

[> Certify Student List](#) [> Update Enrollment](#)

Digitally Sign AES Nominations

To submit the AES Nominations student list, please digitally sign it by entering your name. **Once you submit the student list you will not be able to make any changes to it.**

First Name:

Last Name:

[> Sign and Submit Student List](#) [> Close](#)

Type	Rank	Last Name	Middle Name	First Name	Suffix	Date of Birth	Email Address	Street Address	City	State	Zip Code	Phone Number	GPA	ACT Score	College		
	Original	1	Doe		Jane		2008-01-14	cassie.weisensel@wisconsin.gov	123 Fourth St	Kaukana	WI	55555	555-555-5555	4	31	ALVERNO COLLEGE	

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After Signing and Submitting Student List, this message will appear:

Manage AES Nominations

You may not submit updates since your AES Nominations list has been finalized for the year.

Kaukauna High School

Academic Year: 2025-2026 **High School Enrollment:** 1260 **Submission Deadline Date:** 3/15/2026

Certification Status: Certified on 1/14/2026 11:54 AM, signed by Cassie Weisensel

Approval Status: Not yet approved by Agency user

Search

Last Name: **First Name:** [> Clear](#)

Nomination Type	Rank	Last Name	Middle Name	First Name	Suffix	Date of Birth	Email Address	Street Address	City	State	Zip Code	Phone Number	GPA	ACT Score	Predicted College
Original	1	Doe		Jane		2008-01-14	cassie.weisensel@wisconsin.gov	123 Fourth St	Kaukana	WI	55555	555-555-5555	4	31	ALVERNO COLLEGE

At this time, HEAB will need to approve your certified list. Once that has been done, you will see this screen when you log back onto GLASS and click on “Manage AES Nominations” or “Manage TES Nominations”:

[HOME](#) > [Manage AES Nominations](#)

Manage AES Nominations

You may not submit updates since your AES Nominations list has been finalized for the year.

Kaukauna High School

Academic Year: 2025-2026 **High School Enrollment:** 1260 **Submission Deadline Date:** 3/15/2026

Certification Status: Certified on 1/14/2026 11:54 AM, signed by Cassie Weisensel

Approval Status: Approved on 1/14/2026 11:55 AM

Search

Last Name First Name

Nomination Type	Rank	Last Name	Middle Name	First Name	Suffix	Date of Birth	Email Address	Street Address	City	State	Zip Code	Phone Number	GPA	ACT Score	Predicted College
Original	1	Doe		Jane		2008-01-14	cassie.weisensel@wisconsin.gov	123 Fourth St	Kaukana	WI	55555	555-555-5555	4	31	ALVERNO COLLEGE

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A few notes:

- Once you certify your list, you can't make changes so please make sure it's correct before certifying.
- If you need to make a change, please contact me (Cassie Weisensel) right away so that the changes can be made if possible.
- AES Nominations and TES Nominations are separate from each other as in previous years. Both must be entered and certified separately.

Please see TES nomination screens below:

Enter enrollment number if prompted:

[HOME](#) > [Manage TES Nominations](#)

Manage TES Nominations

Please enter the number of students enrolled in your school:

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Click “Add New Student” to add students to your nominations. You will need to “Add New Student” for each student you wish to nominate.

Manage TES Nominations
Baraboo High School
Academic Year: 2025-2026 **High School Enrollment:** 550 **Submission Deadline Date:** 10/23/2025
Certification Status: Not yet certified
[> Certify Student List](#) [> Update Enrollment](#)

[> Add New Student](#)

Search
Last Name **First Name** [> Clear](#)

◀ No results were found. ▶

Continued on next page....

On the Add Student for the TES Nomination page, you will need to select the nomination type (either original or alternate). Then list the rank of the student. All boxes are required to be filled with the exception of middle name and suffix. Please remember to list an email address that is NOT A HIGH SCHOOL EMAIL ADDRESS. The system will not accept it. You will also need to select the qualifying criteria used to nominate the student. If a student does NOT intend to attend a Wisconsin Technical College, they may not be nominated as that is a requirement of the nomination.

HOME > Manage TES Nominations > Add Student for TES Nomination

Add Student for TES Nomination

Nomination Type: *

Rank: *

First Name: *

Middle Name:

Last Name: *

Suffix:

Date of Birth (mm/dd/yyyy): *

Email Address: *

Street Address: *

City: *

State: *

Zip Code: *

Phone Number: *

Predicted College: *

Use HEAB Criteria: *

Eligibility Items: (Please check all that apply) *

- ☐ CTE Concentrator
- ☐ Participated in a Youth Apprenticeship program
- ☐ Participated in a Technical High School Diploma program
- ☐ Participated in a Career and Technical Training pathway
- ☐ Participated in a Skills Standards program
- ☐ Completed (or be on track to complete) an industry-recognized certification program
- ☐ Participated in a Career and Technical Student Organization (CTSO)
- ☐ Completed a technical training program

* Indicates a required field

Once you are done entering nominations, click on the Certify Student List:

Manage TES Nominations

Baraboo High School

Academic Year: 2025-2026 High School Enrollment: 550 Submission Deadline Date: 10/23/2025

Certification Status: **Not yet certified**

[Certify Student List](#) [Update Enrollment](#)

[Add New Student](#)

Search

Last Name First Name [Clear](#)

Edit	Nomination Type	Rank	Last Name	Middle Name	First Name	Suffix	Date of Birth	Email Address	Street Address	City	State	Zip Code	Phone Number	Predicted College	Use HEAB Criteria	Eligibility Items	Delete
	Original	1	Daly		Carson		2008-10-22	cassie.weisensel@wisconsin.gov	456 Marlana Evans Rd	Baraboo	WI	99999	999-999-9999	BLACKHAWK TECHNICAL COLLEGE	Yes		

This is the message that will appear when you click on the box:

[Certify Student List](#) [Update Enrollment](#)

Digitally Sign TES Nominations

To submit the TES Nominations student list, please digitally sign it by entering your name. **Once you submit the student list you will not be able to make any changes to it.**

First Name:

Last Name:

[Sign and Submit Student List](#) [Close](#)

Type	Rank	Last Name	Middle Name	First Name	Suffix	Date of Birth	Email Address	Street Address	City	State	Zip Code	Phone Number	Predicted College	Criteria	Items		
	Original	1	Daly		Carson		2008-10-22	cassie.weisensel@wisconsin.gov	456 Marlana Evans Rd	Baraboo	WI	99999	999-999-9999	BLACKHAWK TECHNICAL COLLEGE	Yes		

After Signing and Submitting Student List, this message will appear:

Manage TES Nominations

You may not submit updates since your TES Nominations list has been finalized for the year.

Baraboo High School

Academic Year: 2025-2026 High School Enrollment: 550 Submission Deadline Date: 10/23/2025

Certification Status: **Certified on 10/22/2025 10:49 AM, signed by Cassie Weisensel**

Approval Status: **Not yet approved by Agency user**

Search

Last Name First Name [Clear](#)

Nomination Type	Rank	Last Name	Middle Name	First Name	Suffix	Date of Birth	Email Address	Street Address	City	State	Zip Code	Phone Number	Predicted College	Use HEAB Criteria	Eligibility Items
Original	1	Daly		Carson		2008-10-22	cassie.weisensel@wisconsin.gov	456 Marlana Evans Rd	Baraboo	WI	99999	999-999-9999	BLACKHAWK TECHNICAL COLLEGE	Yes	

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At this time, HEAB will need to approve your certified list. Once that has been done, you will see this screen when you log back onto GLASS and click on “Manage AES Nominations” or “Manage TES Nominations”:

Manage TES Nominations

You may not submit updates since your TES Nominations list has been finalized for the year.

Baraboo High School

Academic Year: 2025-2026 High School Enrollment: 550 Submission Deadline Date: 10/23/2025

Certification Status: Certified on 10/22/2025 10:49 AM, signed by Cassie Weisensel

Approval Status: Approved on 10/22/2025 10:50 AM

Search

Last Name First Name Clear

Nomination Type	Rank	Last Name	Middle Name	First Name	Suffix	Date of Birth	Email Address	Street Address	City	State	Zip Code	Phone Number	Predicted College	Use HEAB Criteria	Eligibility Items
Original	1	Daly		Carson		2008-10-22	cassie.weisensel@wisconsin.gov	456 Marlena Evans Rd	Baraboo	WI	99999	999-999-9999	BLACKHAWK TECHNICAL COLLEGE	Yes	