



Grants Loans & Scholarship System

GLASS

HIGH SCHOOL COUNSELOR USER MANUAL

JUNE, 2025

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Introduction to GLASS

The Wisconsin Higher Educational Aids Board (HEAB) provides online access to HEAB-administered financial aid program information to institutional users, WEOP Counselor users, high school users, and members of the HEAB Grants and Scholarships program staff through the GLASS system. Every user must have a GLASS user account and a My Wisconsin Id to access the system.

High School Counselor users can submit student nominations for the Academic Excellence Scholarship (AES) and the Technical Excellence Scholarship (TES) programs using the GLASS system.

Updates to the system occur in real time for most processes. As soon as the information for a student is updated in GLASS, the information is available to all authorized users.

Steps from Nomination to Award

1. High School Counselor users submit student nominations for the AES and the TES programs.
2. HEAB reviews and approves the student nomination list for the AES and the TES programs.
3. Email notifications are sent to the students requesting for them to accept the AES or TES award.
4. For students that accept the AES or TES program award, a student record is created in GLASS and the AES or TES program is added to their student record in GLASS.
5. For students that decline the AES or TES program award, a student record is not created and the student is not eligible for a GLASS award.

Creating a New User Profile

HEAB creates a user profile for each High School Counselor user. If additional users need a user profile for your high school, contact HEAB for the new user profile to be created.

Screen Design and Navigation

Overview

Pop-up windows are used throughout GLASS. Turn off the pop-up blocker on your browser or hold your CTRL key and click the icon or link.

You can use your mouse and your keyboard to navigate within GLASS. If you have a mouse wheel, use it for scrolling. Below is information on how the keyboard can be used:

Data fields: use the Tab key to move through data fields

Next or Previous button: tab to the button and press Enter

Check box: press the spacebar to check or to uncheck a box

Radio buttons: use the up↑ and down↓ arrows

Dropdown boxes: use the up↑ and down↓ arrows

Expandable regions are used throughout the system. They are designated by plus (+) and minus (-) signs on the header bar. Click the bar to expand and contract the region.

Icons are also used throughout the system. Hover your mouse over an icon and a text description will appear. When clicked, some icons will open a pop-up box containing additional information.

Some options may open new browser windows. Close the window when you are finished on that screen.

Session Timeouts

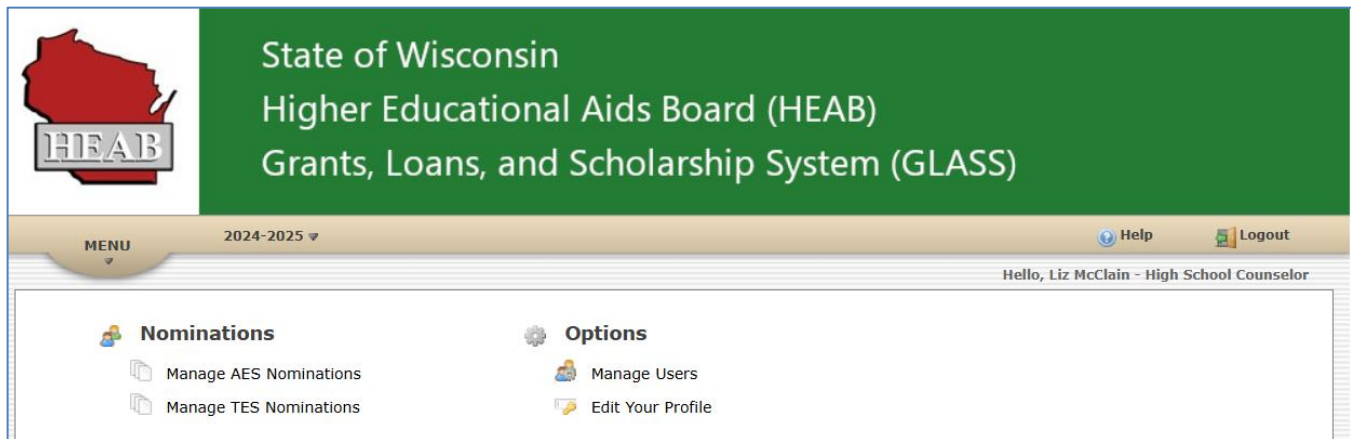
For security purposes, you will be logged out of GLASS after approximately 15 minutes of system inactivity. A popup window will alert you prior to being logged out. To be active in the system you must take an action such as navigate to another screen or save data. Simply scrolling on the same screen does not register as activity. If your session times-out, you will be prompted to log in again. When you log in again you will be returned to the screen you were on when the time-out occurred.

Breadcrumb Links

Breadcrumbs, at the top of each page, follow the path from the Main Menu to your current page. Click an underlined breadcrumb to link to a page along that path. Return to the Main Menu from anywhere in GLASS by clicking the [Home](#) breadcrumb link.

If your session times out and you are prompted to log in again any breadcrumb links activated before you timed-out will not be there.

Main Menu



The Main Menu provides access to all the options that are available to the user. Access is based on system permissions established for the user. If you do not have permission to access an option it will not appear on the Main Menu. If you have Read Only permission, you will be able to view the data on the screen but will not be able to change any data.

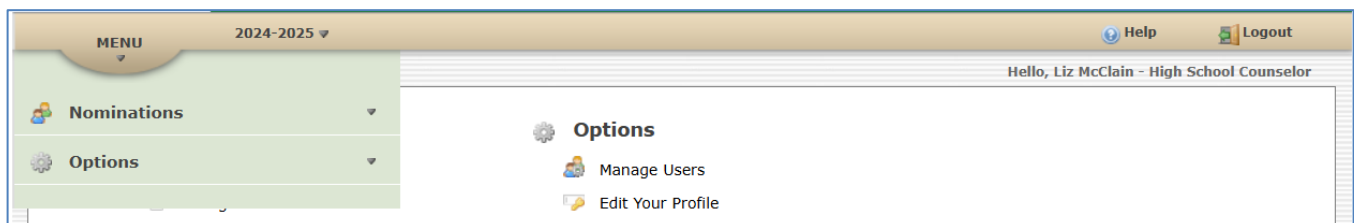
Return to the Main Menu from anywhere in GLASS by clicking the [Home](#) breadcrumb link in the top left-hand corner of each page.

Main Menu items are also accessible from the Menu dropdown located on the left hand side of the top toolbar.

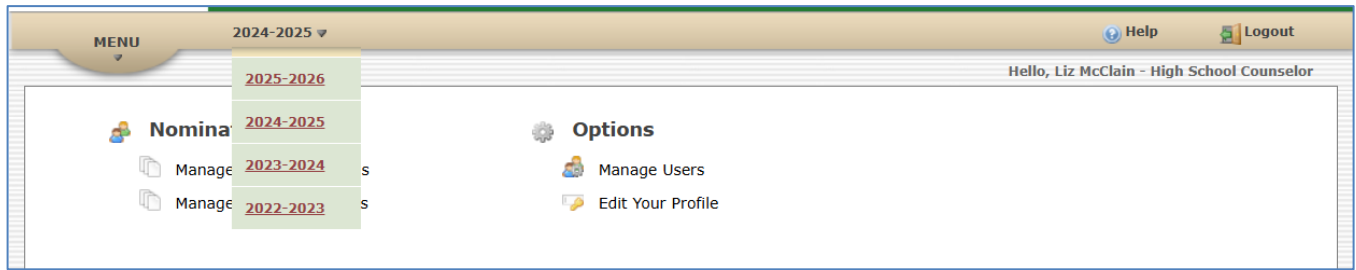
Top Toolbar Options

Menu Dropdown

Click the Menu dropdown from any page to move to a different GLASS section. Click a section name or the down arrow to expand the view. To collapse the view, click the down arrow again or click the section name. Click Menu or the down arrow directly beneath it to close the menu.




Academic Year




The academic year you are currently working with is displayed on the top toolbar. To switch to a different year, click the academic year or the arrow next to it, and select another year from the dropdown.

A new academic year is added to the dropdown when it is activated. HEAB controls which academic year will display when you login.

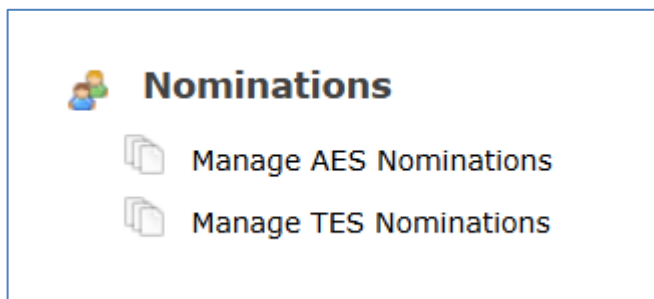
Help

Clicking the  Help icon opens the High School Counselor User Manual. The Table of Contents at the beginning of the manual is organized by the items on the Main Menu. To navigate directly to a section of the manual from the Table of Contents, hold your Ctrl key and click the topic.

Logout

Click  Logout to end your GLASS session.

Nominations



Manage AES Nominations

Manage AES Nominations allows you to add and update student AES nomination information. To get started, click on the menu option for Manage AES Nominations.

A message will display if the nominations process has been closed for the academic year:
 “Nominations are not currently open.”

A message will display if you have already submitted and certified your list of AES nominations as finalized for the academic year: “You may not submit updates since your AES Nominations list has been finalized for the year”. Contact HEAB if you need your list to be reopened for the academic year.

Manage AES Nominations

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

21st Century Prep School

Academic Year: 2024-2025 **High School Enrollment:** 200 **Submission Deadline Date:** 8/1/2024

Certification Status: Certified on 6/3/2025 11:20 AM, signed by sys yst

Approval Status: Not yet approved by Agency user

Nominations are not currently open.

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	sthsrtsr		dsdhs		2002-02-22	m@mail.com	asgasg	fga	WI	43333	207-555-1212	4	28	UNIVERSITY OF WISCONSIN - WHITEWATER

If the AES Nominations list is not finalized for the year (Certification Status is Not yet certified) and the AES nominations period is open and you have not already provided your enrollment number, the following screen will display requesting the enrollment number.

Manage AES Nominations

Please enter the number of students enrolled in your school:

Enter the number of students enrolled at your school. An integer up to 9,999 is allowed.

Once you enter a number and click on Save, the following screen will display.

Manage AES Nominations

21st Century Prep School

Academic Year: 2025-2026 **High School Enrollment:** 100 **Submission Deadline Date:** 12/31/2025

Certification Status: Not yet certified

Search

Last Name First Name

No results were found.

Academic Year: The academic year in which you are working will display.

High School Enrollment: The number of students enrolled at your high school.

Submission Deadline Date: Deadline date for submission of your students for an AES nomination.

Certification Status: Initially is “Not yet certified”.

Add New Student

Click on the Add New Student button to add a student for the AES Nomination and the following screen will display.

Add Student for AES 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: *

GPA: *

ACT Score: *

Predicted College: *

* Indicates a required field

Nomination Type (required): Original or Alternate.

Rank (required): Rank of the student within the Original candidates or within the Alternate candidates. Must be a numeric value of 1 through 15. An error message will display if the Rank number has already been used for the Nomination Type. Rank can be the same for Original and Alternate Nomination Type. For example, with the Nomination Type of Original, there can be students numbered 1 through 5, and then for the Nomination Type of Alternate, there can be students numbered 1 through 5.

First Name (required): First name of the student.

Middle Name (optional): Middle name of the student.

Last Name (required): Last name of the student.

Suffix (optional): Suffix of the student's last name.

Date of Birth (required): Date of birth of the student. Must be formatted as mm/dd/yyyy.

Email Address (required): Email address of the student. Must be a formatted as an email address and must not have an ending in k12.wi.us or in .org.

Street Address (required): Street address of the student. Allowable characters up to 80 are A-Z, a-z, 0-9, space, hyphen, comma, and period

City (required): City of the student's address. Allowable characters up to 30 of A-Z, a-z, 0-9, space, hyphen, comma, and period.

State (required): State of the student's address. Must be WI.

Zip Code (required): Zip code of the student's address. Must be 5 digits. Allowable characters 0-9.

Phone Number (required): Phone number of the student. Must be formatted as a phone number field.

GPA (required): Grade Point Average of the student. Enter in x.xxx format. Example: 3.987. The GPA must be reported with three decimal places (4.000, 3.978, 3.530, etc.) GPA must be less than or equal to 5.000.

ACT Score (required): ACT score of the student. Enter in xx format. Example: 20. An error message will display if the number is greater than 36.

Predicted College (required): College student will attend. Choose a college from the list of colleges that participate in the AES program or choose Out-of-State.

Once a student is added, the system will display the list of students that were added on the Manage AES Nominations screen:

Manage AES Nominations

21st Century Prep School

Academic Year: 2025-2026

High School Enrollment: 1000

Submission Deadline Date: 12/31/2025

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	GPA	ACT Score	Predicted College	Delete
	Original	1	Summers	Drew	Tommy	II	2007-03-03	ts@fake.com	21 Tree Lane	Madison	WI	33344	807-888-9999	4.521	36	Madison College	
	Original	2	Smith	Ann	Sally		2007-07-07	ss@fake.com	34 Harper Circle	Madison	WI	33455	666-888-1111	4.444	35	CARROLL UNIVERSITY	
	Original	3	Brown	John	Tim		2007-08-08	tb@fake.com	29 Tumble Hill Lane	Madison	WI	33488	987-661-1112	4.333	34	CONCORDIA UNIVERSITY	
	Alternate	1	Jacobs	Kate	Karen		2007-09-09	kj@fake.com	35 Crab Drive	Madison	WI	33399	887-666-7890	3.555	25	LAKELAND UNIVERSITY	
	Alternate	2	Hunt	Michael	Jim		2007-10-10	jh@fake.com	29 Red Road	Madison	WI	33999	879-665-7890	3.444	24	FOX VALLEY TECHNICAL COLLEGE	

Search Criteria of Last Name or First Name can be used to search for a student on the list.

Click on the Edit icon to edit the student's information after it has been added.

Click on the Delete icon to delete a student from the list.

Click on the Update Enrollment button to update your high school enrollment number.

Certify Student List

Click on the Certify Student List button when the list is finalized and you are ready to submit your AES Nominations list to HEAB. Your list must be submitted by the Submission Deadline Date.

Digitally Sign AES Nominations
 x

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](#)

Enter your First Name and Last Name and click on the Sign and Submit Student List button and the following screen will display.

Manage AES Nominations

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

21st Century Prep School

Academic Year: 2025-2026 **High School Enrollment:** 1000 **Submission Deadline Date:** 12/31/2025

Certification Status: Certified on 6/4/2025 10:22 AM, signed by Liz McClain

Approval Status: Not yet approved by Agency user

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	Summers	Drew	Tommy	II	2007-03-03	ts@fake.com	21 Tree Lane	Madison	WI	33344	807-888-9999	4.521	36	Madison College
Original	2	Smith	Ann	Sally		2007-07-07	ss@fake.com	34 Harper Circle	Madison	WI	33455	666-888-1111	4.444	35	CARROLL UNIVERSITY
Original	3	Brown	John	Tim		2007-08-08	tb@fake.com	29 Tumble Hill Lane	Madison	WI	33488	987-661-1112	4.333	34	CONCORDIA UNIVERSITY
Alternate	1	Jacobs	Kate	Karen		2007-09-09	kj@fake.com	35 Crab Drive	Madison	WI	33399	887-666-7890	3.555	25	LAKELAND UNIVERSITY
Alternate	2	Hunt	Michael	Jim		2007-10-10	jh@fake.com	29 Red Road	Madison	WI	33999	879-665-7890	3.444	24	FOX VALLEY TECHNICAL COLLEGE

Your Manage AES Nominations list will now display with the message “You may not submit updates since your AES Nominations list has been finalized for the year.”

The Certification Status will change to Certified and will include the date, time, and the name of the person that submitted and certified the AES Nominations list.

The Approval Status will display as “Not yet approved by Agency user” until HEAB approves your AES Nominations list.

Manage TES Nominations

Manage TES Nominations allows you to add and update student TES nomination information. To get started, click on the menu option for Manage TES Nominations.

A message will display if the nominations process has been closed for the academic year: “Nominations are not currently open.”

A message will display if you have already submitted and certified your list of TES nominations as finalized for the academic year: “You may not submit updates since your TES Nominations list has been finalized for the year”. Contact HEAB if you need your list to be reopened for the academic year.

Manage TES Nominations

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

Bloomer High School

Academic Year: 2025-2026 **High School Enrollment:** 1000 **Submission Deadline Date:** 12/31/2025

Certification Status: Certified on 6/11/2025 6:46 PM, signed by Jane Smith

Approval Status: Approved on 6/11/2025 7:06 PM

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	Use HEAB Criteria	Eligibility Items
Original	1	Moore	T	Tom		2007-11-11	tm@fake.com	12 Cat Lane	Madison	WI	33333	999-888-7777	4	29	NORTHWOOD TECHNICAL COLLEGE	Yes	<input type="button" value="CTE"/> <input type="button" value="THSDP"/> <input type="button" value="CTTP"/>
Original	2	James	J	Sally		2007-10-10	sj@fake.com	25 Lemon Lane	Madison	WI	33999	999-888-7777	3.99	28	NICOLET AREA TECHNICAL COLLEGE	No	<input type="button" value="CTE"/> <input type="button" value="YAP"/> <input type="button" value="THSDP"/> <input type="button" value="CTTP"/>
Alternate	1	Toolman	T	Tim		2007-11-11	tt@fake.com	25 Dog Avenue	Madison	WI	33999	999-888-7777	3.11	26	MILWAUKEE AREA TECH COLLEGE	Yes	<input type="button" value="SSP"/> <input type="button" value="CTSO"/>

If the TES Nominations list is not finalized for the year (Certification Status is Not yet certified) and the TES nominations period is open and you have not already provided your enrollment number, the following screen will display requesting the enrollment number.

Manage TES Nominations

Please enter the number of students enrolled in your school:

Enter the number of students enrolled at your school. An integer up to 9,999 is allowed.

Once you enter a number and click on Save, the following screen will display.

Manage TES Nominations

Bloomer High School

Academic Year: 2025-2026 **High School Enrollment:** 1000 **Submission Deadline Date:** 12/31/2025

Certification Status: Not yet certified

Search

Last Name First Name

No results were found.

Academic Year: The academic year in which you are working will display.

High School Enrollment: The number of students enrolled at your high school.

Submission Deadline Date: Deadline date for submission of your students for a TES nomination.

Certification Status: Initially is “Not yet certified”.

Add New Student

Click on the Add New Student button to add a student for the TES Nomination and the following screen will display.

Add Student for TES Nomination

Nomination Type: <Choose One> ▼ *

Rank: *

First Name: *

Middle Name:

Last Name: *

Suffix:

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

Email Address: *

Street Address: *

City: *

State: <Choose One> ▼ *

Zip Code: *

Phone Number: *

GPA: *

ACT Score: *

Predicted College: < Choose One > ▼ *

Use HEAB Criteria: <Choose One> ▼ *

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

Nomination Type (required): Original or Alternate.

Rank (required): Rank of the student within the Original candidates or within the Alternate candidates. Must be a numeric value of 1 through 15. An error message will display if the Rank number has

already been used for the Nomination Type. Rank can be the same for Original and Alternate Nomination Type. For example, with the Nomination Type of Original, there can be students numbered 1 through 5, and then for the Nomination Type of Alternate, there can be students numbered 1 through 5.

First Name (required): First name of the student.

Middle Name (optional): Middle name of the student.

Last Name (required): Last name of the student.

Suffix (optional): Suffix of the student's last name.

Date of Birth (required): Date of birth of the student. Must be formatted as mm/dd/yyyy.

Email Address (required): Email address of the student. Must be formatted as an email address and must not have an ending in k12.wi.us or in .org.

Street Address (required): Street address of the student. Allowable characters up to 80 are A-Z, a-z, 0-9, space, hyphen, comma, and period

City (required): City of the student's address. Allowable characters up to 30 of A-Z, a-z, 0-9, space, hyphen, comma, and period.

State (required): State of the student's address. Must be WI.

Zip Code (required): Zip code of the student's address. Must be 5 digits. Allowable characters 0-9.

Phone Number (required): Phone number of the student. Must be formatted as a phone number field.

Predicted College (required): College student will attend. Choose a college from the list of colleges that participate in the TES program or choose Out-of-State.

Use HEAB Criteria (required): Yes or No. Indicates whether the high school used HEAB's criteria to determine if the student is eligible for the TES award.

Eligibility Items (required): Check all that apply.

Once a student is added, the system will display the list of students that were added on the Manage TES Nominations screen:

Manage TES Nominations

Bloomer High School

Academic Year: 2025-2026




High School Enrollment: 1000

Submission Deadline Date: 12/31/2025

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	GPA	ACT Score	Predicted College	Use HEAB Criteria	Eligibility Items
	Original	1	Moore	T	Tom		2007-11-11	tm@fake.com	12 Cat Lane	Madison	WI	33333	999-888-7777	4	29	NORTHWOOD TECHNICAL COLLEGE	Yes	CTE THSDP CTTP
	Original	2	James	J	Sally		2007-10-10	sj@fake.com	25 Lemon Lane	Madison	WI	33999	999-888-7777	3.99	28	NICOLET AREA TECHNICAL COLLEGE	No	CTE YAP THSDP
	Alternate	1	Toolman	T	Tim		2007-11-11	tt@fake.com	25 Dog Avenue	Madison	WI	33999	999-888-7777	3.11	26	MILWAUKEE AREA TECH COLLEGE	Yes	SSP CTSO

Search Criteria of Last Name or First Name can be used to search for a student on the list.

Click on the Edit icon to edit the student's information after it has been added.

Click on the Delete icon to delete a student from the list.

Click on the Update Enrollment button to update your high school enrollment number.

Certify Student List

Click on the Certify Student List button when the list is finalized and you are ready to submit your TES Nominations list to HEAB. Your list must be submitted by the Submission Deadline Date.

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](#)

Enter your First Name and Last Name and click on the Sign and Submit Student List button and the following screen will display.

Manage TES Nominations

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

Bloomer High School

Academic Year: 2025-2026 High School Enrollment: 1000 Submission Deadline Date: 12/31/2025

Certification Status: Certified on 6/11/2025 6:46 PM, signed by Jane Smith

Approval Status: Not yet approved by Agency user

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	Use HEAB Criteria	Eligibility Items
Original	1	Moore	T	Tom		2007-11-11	tm@fake.com	12 Cat Lane	Madison	WI	33333	999-888-7777	4	29	NORTHWOOD TECHNICAL COLLEGE	Yes	CTE THSDP CTTP
Original	2	James	J	Sally		2007-10-10	sj@fake.com	25 Lemon Lane	Madison	WI	33999	999-888-7777	3.99	28	NICOLET AREA TECHNICAL COLLEGE	No	CTE YAP THSDP CTTP
Alternate	1	Toolman	T	Tim		2007-11-11	tt@fake.com	25 Dog Avenue	Madison	WI	33999	999-888-7777	3.11	26	MILWAUKEE AREA TECH COLLEGE	Yes	SSP CTSO

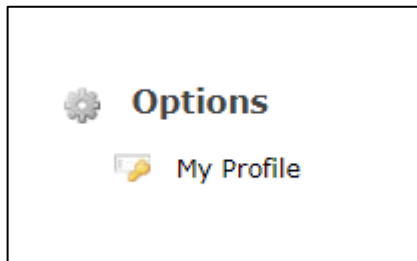
Your Manage TES Nominations list will now display with the message “You may not submit updates since your TES Nominations list has been finalized for the year.”

The Certification Status will change to Certified and will include the date, time, and the name of the person that submitted and certified the TES Nominations list.

The Approval Status will display as “Not yet approved by Agency user” until HEAB approves your TES Nominations list.

Hover over the Eligibility Status Icons to see a full description.

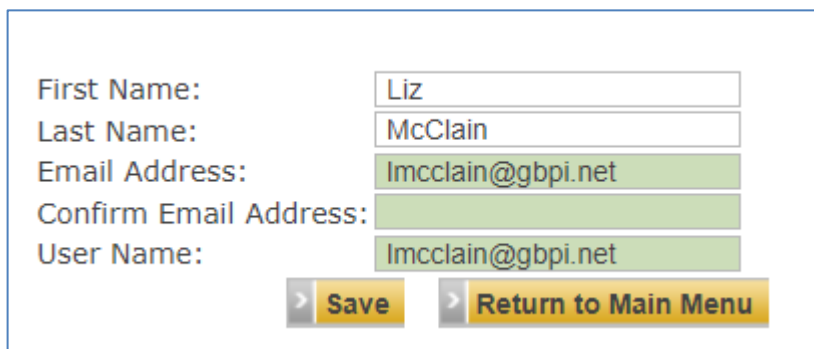
Options



My Profile

This screen allows you to change your first and last name.

To cancel, click Return to the Main Menu.

A screenshot of a 'My Profile' form. It contains five text input fields: 'First Name' with 'Liz', 'Last Name' with 'McClain', 'Email Address' with 'lmccclain@gbpi.net', 'Confirm Email Address' (empty), and 'User Name' with 'lmccclain@gbpi.net'. Below the fields are two buttons: a 'Save' button and a 'Return to Main Menu' button, both with a right-pointing arrow icon.

High School Counselor users can change their email address in My Wisconsin ID. The next time they log into Glass, the email address in Glass will be updated to the new email address.