



Grants Loans & Scholarship System

GLASS

INSTITUTION USER MANUAL

MARCH 12, 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.

Institutional users can view information for any student in GLASS where the institution is on the student's GLASS academic year record. Institutional users will only have access to information applicable to the student's attendance at that institution.

Updates to the system occur in real time for most processes. As soon as GLASS calculates or revises an award for a student, the information is available to all authorized users. The system is dynamic. For example, changing the enrollment status for a student from full-time to half-time immediately recalculates the award.

Steps from Application to Payment

1. Institutions submit student applications and students submit a FAFSA (for programs that require the FAFSA) or the award is added by HEAB and eligibility is determined for the program.
2. HEAB awards the program and the award amount is calculated for the eligible institution on the student's record.
3. Certification rosters are activated prior to each term. Rosters are dynamic and include all awarded students at the institution. Institutions must actively certify all eligible students in order to receive payment. Certification can be done online or through a file upload process.
4. Payments are processed and disbursed by HEAB.
5. After payment is processed, the payment details can be accessed through GLASS. It is available in view and print (PDF), and download (CSV) formats.
6. Awards that are reduced or cancelled will be indicated as such in the system.

Creating a New User Profile

HEAB creates a user profile for each institution user. If additional users need a user profile at your institution, 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

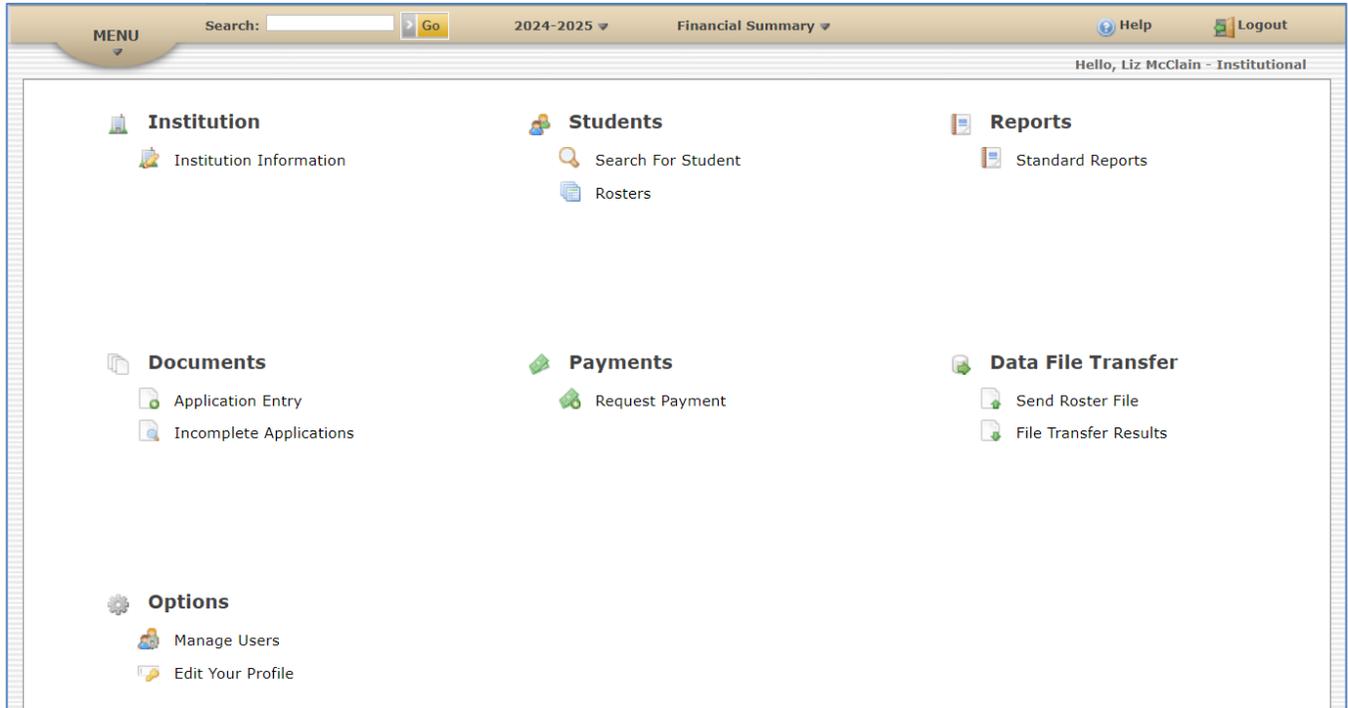
For security purposes, you will be logged out of GLASS after approximately 15 minutes of system inactivity. A popup window will alert you prior to being logged out. To be active in the system you must take an action such as navigate to another screen or save data. Simply scrolling on the same screen 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.

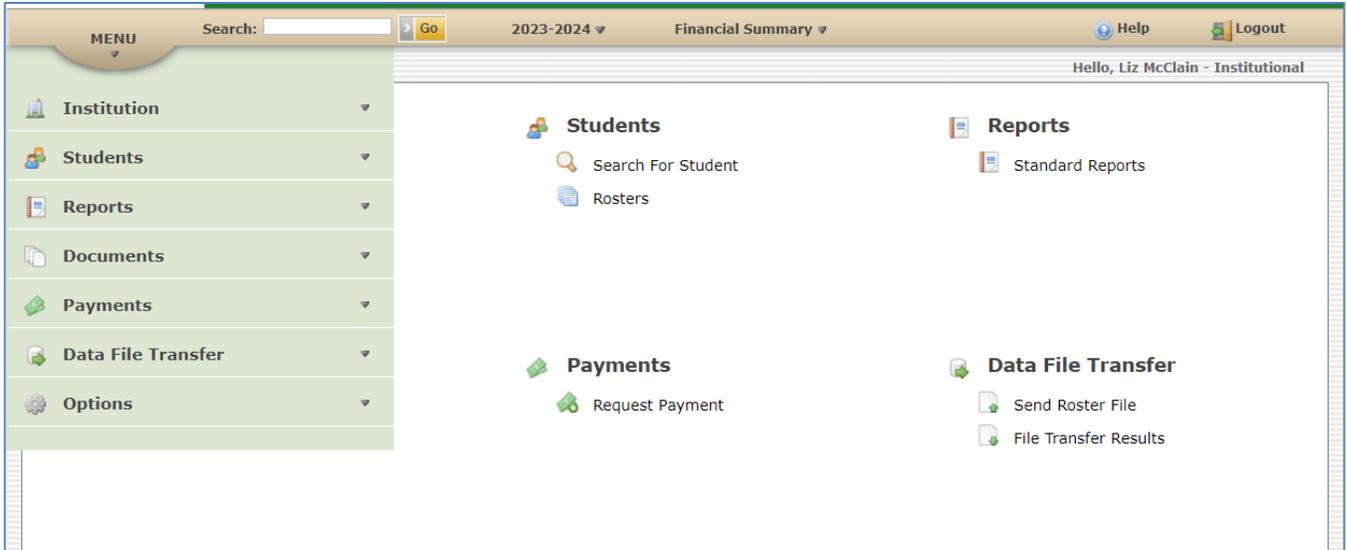
Return to the Main Menu from anywhere in GLASS by clicking the [Home](#) breadcrumb link in the top left-hand corner of each page.

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.



Quick Search



Use Quick Search to search for a student record by last name, first name, first and last name, Social Security Number, or Student/GLASS ID. If searching by name, enter the first initial of the student’s first and/or last name at a minimum. If entering last name before the first name, the names, or any portion of the names, must be separated by a comma. The more letters entered, the more refined the search results will be. For example, entering C Clark or Clark, C will return all students in the data base whose first name begins with C and whose last name begins with “Clark” (i.e., Clark, Clarke, Clarkson). Entering Ch Clark or Clark, Ch will return only the student(s) whose first name begins with Ch and last name begins with “Clark”.

If you are searching by last name only, enter a comma after your entry. The comma limits the search to last names, so search results will be returned to you more quickly.

If searching by SSN or Student/GLASS ID, you must enter the complete number.

If only one student meets the Quick Search criteria, clicking Go opens Edit Student for that student. If the student does not have a record in the selected academic year but does have a record in another year, a screen will alert you to the year(s) for which the student has a record.

HOME > Search for Student > Student Result Set > Edit Student > Student Summary

AASTUDENT, FORTUNE K - ###-##-8812

GLASS ID: 26244
DOB: 7/9/1993

This student does not have data for the selected year. (2020-2021)

Student has data for the following years:
 Viewing this student in a different year will change the year you are working with to that year!

[2011-2012](#)
[2012-2013](#)
[2013-2014](#)
[2018-2019](#)
[2019-2020](#)

Add Student to Current Year

Comments

Make a selection from the list to display content in the box below (text of existing comments cannot be changed).

Date	User	Comment	Org	Show All?

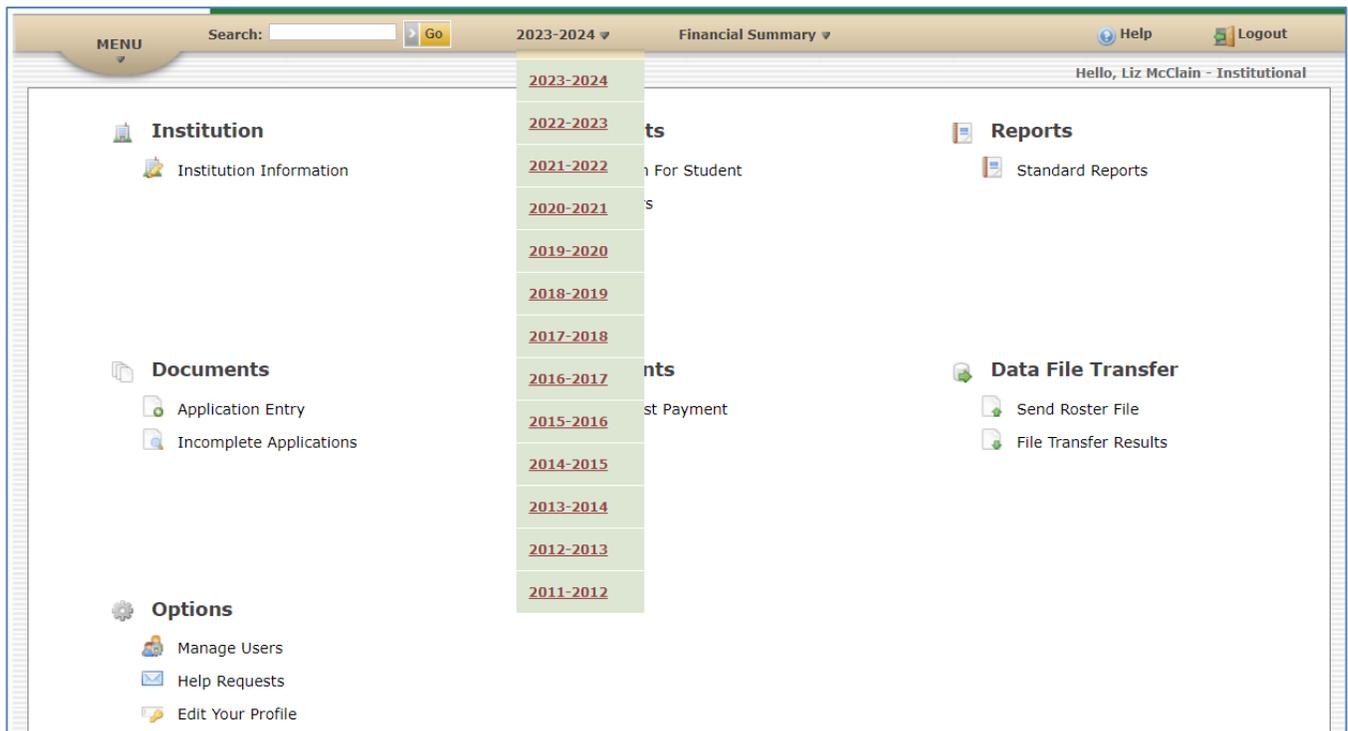
Show Comment to All Users

Add New Comment **Save Comment** **Clear Comment**

If more than one student meets the criteria, clicking Go displays Search Results. Only students who met the criteria and have a record in the selected academic year will be included in Search Results.

If the student you want to work with is not in the Search Results, use the full search box immediately above the Search Results to search all years or to search by other criteria. See the Full Search section of this manual for more information on the additional search criteria.

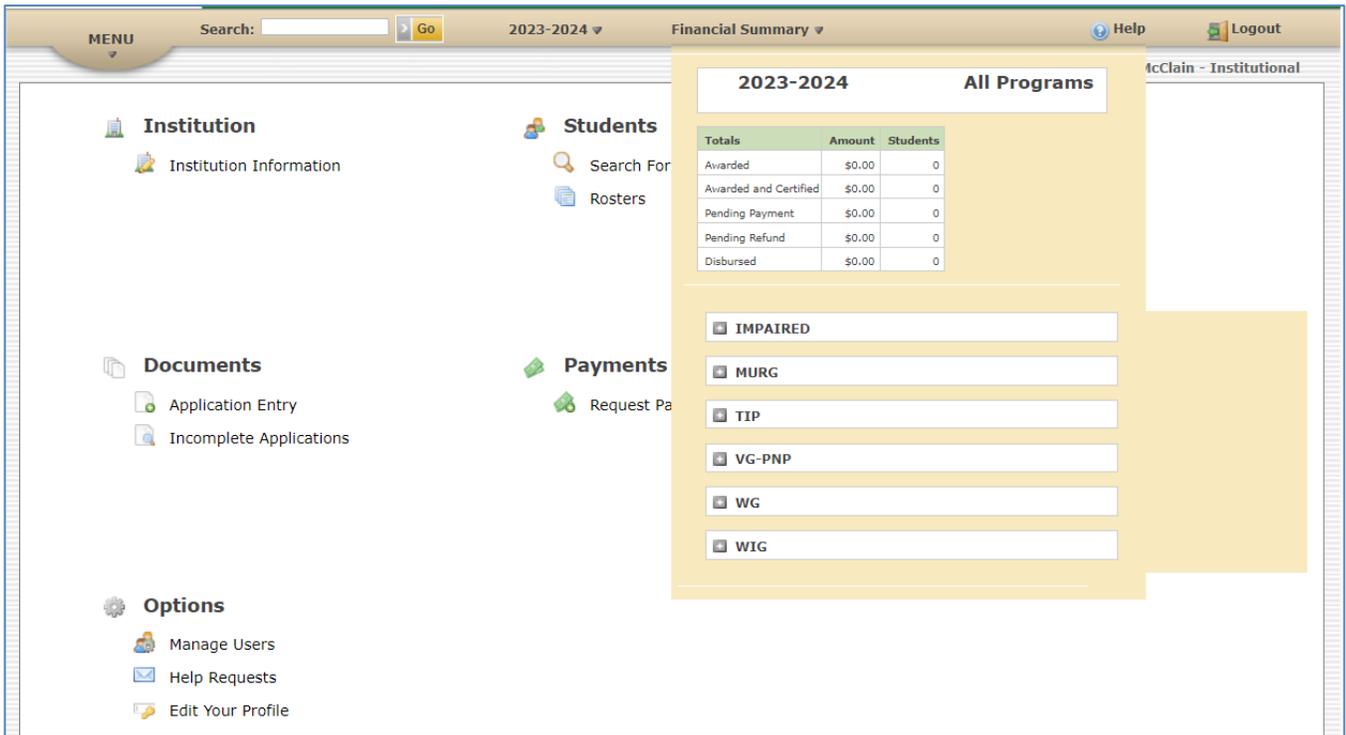
Academic Year



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.

Financial Summary



The Financial Summary is a snapshot of awards at your institution for the selected Academic Year, summarized by program category.

The top portion of the dropdown is summary data for all programs in which your institution participates. To view information specific to a program, click the plus sign next to the program name to expand the view. Click the minus sign to collapse it.

Amount Totals:

Awarded

Total of awards for specific program or all programs, as applicable. This total will fluctuate. If an awarded student decides to attend another institution or if their award is cancelled, it will no longer be included in the Awarded total.

Awarded and Certified

Total amount awarded and certified by your institution to date.

Pending Payment

Total amount your institution has requested for certified students but payment has not yet been processed by GLASS.

Pending Refund

Amount due as a result of reductions in awards after they were disbursed.

Disbursed

Total amount processed for payment.

Student Totals: Count of students in the respective categories. For the All Programs summary, the count is unduplicated; students with awards from more than one program are counted only once.

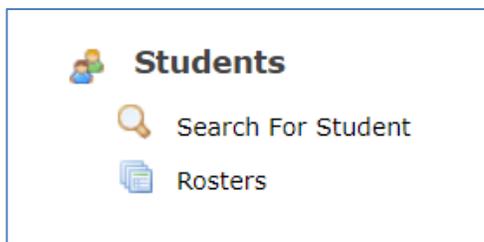
Help

Clicking the  Help icon opens the Institution 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.

Students



Search for Student

Search for Student allows you to access the student-specific information in GLASS. There are two options for searching for a student:

1. **Quick Search**, which searches by a student's name, Social Security Number or Student/GLASS ID, is available on the top toolbar of every page (for more information see Quick Search in the Top Toolbar Options section of this manual).
2. **Full Search**, an expanded search option which is accessed from the Main Menu under Students.

Full Search

Enter the student information you wish to search for in the box below, and click [Search] to locate that student.

Search Criteria

Active Year All Years

Last Name First Name MI

SSN DOB

City State Zip

Email Campus ID

Enter search criteria in one or more fields. The more data entered, the more refined the search. A student must meet all the criteria entered in order to be selected.

Active Year: Search for student records in the academic year displayed on the top toolbar. Search will default to Active Year.

All Years: Search for student records that meet your search criteria in any year in the database.

Name: Enter all or a portion of the student's Last Name, First Name and/or Middle Initial. The search results will be more refined the more letters you enter and if you enter all or a portion of both the first and last name.

SSN: Enter the student's Social Security Number.

DOB (Date of Birth): Enter using MM/DD/YYYY or MMDDYYYY format. If entering without the slashes, month and day must be entered with two digits. For example January 1, 1994 can be entered either as 01011994 or 01/01/1994. Always enter four digits for the year.

Student ID: ID assigned by GLASS when the student's record is created. A student's Entity ID remains the same throughout the system and for all academic years in which they have a record.

Address: City, State and Zip searches on a student's permanent address.

Student Email Address: Enter a full email address (student@gmail.com, for example).

Campus ID: ID assigned by the college or university. It is an optional field that can be entered in the Academic Period Information section of a student record by an Institution or agency user.

Search Results – Quick Search and Full Search

If only one student meets your search criteria, their Edit Student record opens (see Edit Student).

If more than 100 students meet the search criteria, the first 100 students will display. Refine the search by entering additional search criteria. If more than one student meets the search criteria, select the

student from the Search Results screen. To return to your Search Results from the Edit Student screen, click the Result Set breadcrumb.

If the student is not listed, check your search criteria. If your entries are accurate and you are using last name as a criterion, try searching by first name and date of birth or by Social Security Number instead.

If the student could have a record in an academic year other than the year selected in the top toolbar, select the All Years radio button and search again.

If you still do not find the student, it probably means that your institution is not on the student's record.

To refresh the Search Criteria screen, click Clear or the [click here](#) link at the bottom of the Search Results screen.

Edit Student

All the student-specific information in GLaSS that is available to institutions is displayed in Edit Student.

AASTUDENT, NAFIRSTNAME M - ###-##-#238
NASHOTAH, WI

GLASS ID: 647238

General Information DOB: 9/27/2003

Academic Period Information

On Hold ▼

[Expand All](#)

206 CARROLL UNIVERSITY

FAFSA Information

[View All ISIR Records](#)

Transaction #:	<input type="text" value="01"/>	Transaction Date:	<input type="text"/>	Application Date:	<input type="text" value="07/23/2024"/>
ISIR Dependency Status:	<input type="text"/>	SAR C Flag:	<input type="text"/>	Student IRS Request Flag:	<input type="text"/>
SSN Match Flag:	<input type="text"/>	SSN Change Flag:	<input type="text"/>	Parent IRS Request Flag:	<input type="text"/>
SSA Citizenship Match Flag:	<input type="text" value="A"/>	DHS Match:	<input type="text"/>	Secondary DHS Match:	<input type="text"/>
Name ID:	<input type="text"/>	Year in College:	<input type="text" value="3"/>	NSLDS Match Flag:	<input type="text" value="1"/>
Federal School/Pell Code 1:	<input type="text" value="003838"/>	Federal School/Pell Code 2:	<input type="text"/>	Federal School/Pell Code 3:	<input type="text"/>
Federal School/Pell Name 1:	<input type="text" value="CARROLL UNIVERSITY"/>	Federal School/Pell Name 2:	<input type="text"/>	Federal School/Pell Name 3:	<input type="text"/>
SAI:	<input type="text" value="25515"/>	Dependency Override Indicator:	<input type="text"/>	Professional Judgement:	<input type="text"/>
First Bachelor's Degree:	<input type="text" value="N"/>	Dependency Override School:	<input type="text"/>	Professional Judgement School:	<input type="text"/>
		DO HEAB Code:	<input type="text"/>	PJ HEAB Code:	<input type="text"/>

Credits and GPA

Document Tracking

Comments

Click the bar to expand a section; click it again to collapse.

General Information

General Information
DOB: 8/4/2006

Last Name: VASTUDENT	First Name: NAFIRSTNAME	Middle Name: M
Suffix:	Birth Date: 08/04/2006	Gender:
SSN: 888-27-5061	Residency Status Override:	Date Student Became Legal Resident: 8/1/2006
Student State of Legal Residence: WI	WI Residency Status: Yes	Date Parent Became Legal Resident: 7/1/1982
Parent's State of Legal Residence: WI	Citizenship: U.S. citizen (or U.S. National)	
Alien Registration #:	Alien Registration Expiration Date:	

Permanent Address

Street: 123 Fake Street

City: Sheboygan State: WI Zip: 50005

Home Phone: (515) 555-5505 Alternate Phone: Cell Phone:

Mailing Address Same As Permanent Address:

Street: 5555 Fake St

City: Sheboygan State: WI Zip: 50005

Email: Parent Email:

Student Driver License: N State Issuing Driver License: Student Driver License Number:

Flex Student:

Contact HEAB for any changes that need to be made.

Institutional Users have view only access to the General Information section of Edit Student.

The information displayed is the information that was received most recently. If data in this section is incorrect, please notify HEAB.

Academic Period Information

Academic Period Information provides information regarding the student's program eligibility and award status at your institution.

Academic Period Information

On Hold: No

[Contract All](#)

RIPON COLLEGE

[Expand All](#)

Annual Award Summary:

Program	Annual Award	Certified to Date	Paid to Date
WG-PNP	\$0.00	\$0.00	\$0.00
WIG	\$0.00	\$0.00	\$0.00
TOTAL Awards	\$0.00	\$0.00	\$0.00

Fall of 2023-2024 Academic Year

Spring of 2023-2024 Academic Year

Annual Award Summary

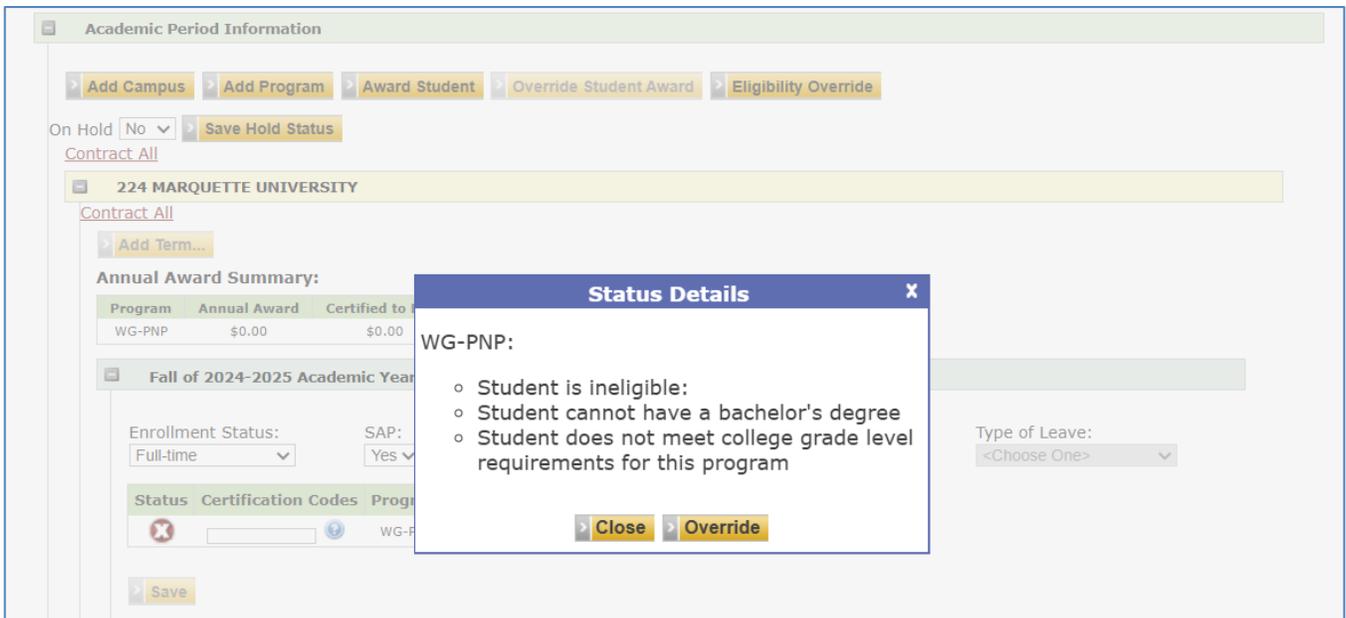
Annual award, certified to date and paid to date summary information, by program, is displayed. Annual award is the sum of the student’s term awards for the program.

All Programs

Term Details

To access the student’s detailed award and certification information, click on the header bar to expand a term or click the Expand All link immediately below the header bar to expand all the terms.

Click the Status icon to display the Status Details popup window. If a student is ineligible for an award program, the popup window will display the reason(s) the student is ineligible.



Program Status and Certification Icons

-  **Qualified:** student meets all eligibility requirements
-  **Incomplete:** student has applied but their application is incomplete.
-  **Ineligible:** student does not meet one or more eligibility requirements
-  **Awarded:** student has been awarded
-  **Paid:** Award has been paid



Refund Due: Award was reduced or canceled after it was paid; funds have not yet been returned



Certified: Student has been certified

Academic Period Region Fields

An Institution user can update them at any time as long as the academic year is open for updates. Select a correct value from any of the dropdowns or enter a Campus Student ID (optional). Changing or entering a value for any of the fields will activate the Save button. **Saved changes to any field except Campus Student ID may result in a change in the student’s program status and/or award amount.**

Saving a change to the Enrollment Status field or the SAP field for the Fall Term does not automatically change it for the Spring Term. If the change is effective for both terms, it must be made in each term record.

With the exception of Campus Student ID, the Institution must review every field and update, if applicable, when certifying a student’s eligibility.

Enrollment Status	Full-time Half-time Less than half-time Not enrolled
SAP Satisfactory Academic Progress	Yes <i>(default value)</i> No
Campus Student ID	Optional The ID assigned by the institution.

Enrollment Status and SAP

If Enrollment Status or SAP is updated to a value making the student ineligible for the program award, either online or through file upload, the status for the term for the applicable program(s) will automatically update to **Ineligible** and any award amount cancelled when the record is processed.

Certification and Cancellation Codes

Certification is typically done from the online certification roster or through file upload. However, a student can be certified from their Edit Student record. To certify a student’s eligibility or to cancel an award for reasons other than those in the chart above, enter the appropriate code(s) into the box or click the  and select the applicable code(s). Scroll down to view all codes. To select one code, double click the code or highlight the code and click the Add Code button. To select multiple codes,

hold the Ctrl key down and highlight the applicable codes. Then click the Add code button. Each program for which a student has an award must be certified in order to receive payment.

Certification will be permitted if the student has an award for their institution for terms for which certification is permitted based on their term start date and the certification portal setting.

If an award certified with an A code by either an Institution or agency user is subsequently cancelled, the A code will be replaced by either a user-entered or system-generated cancellation code.

Code		Explanation	Drop off all rosters for term
A	Certified	Meets all eligibility requirements	Yes
D	Review Pending	Status is undetermined. Institution is unable to certify student yet because they do not have all information they need from the student.	No
E	Fully Funded - No unmet need	Student's need is fully met by other resources. Student has no unmet need.	Yes
H	Program not eligible	Program is not an authorized program.	Yes
I	Non-matriculated	Student is enrolled but is not in a degree or certificate program.	Yes
J	Not a state resident	Student considered a resident of another state	Yes
L	Leave of Absence	Student has been granted an official leave of absence.	Yes
N	Above Income Limit	Student's income is above the limit for the program.	Yes
O	Loan Default	Student in default of a federal student loan	Yes
P	Refund Owed	Student owes a refund on a federal Pell Grant or FSEOG	Yes
S	Selective Service	Student does not meet federal selective service requirements	Yes
T	College Placement Test Score	Student did not meet required score on college placement test	Yes
V	Selected for Verification	Student was selected for FAFSA verification. <i>Similar to Review Pending, in that this code does not certify or cancel the award at the institution.</i>	No
X	Deceased	Student is deceased. Award is cancelled for the term and any subsequent terms	Yes
Z	Student declined award	Student has declined the award.	Yes

Q	Manual cancellation	Agency use only. Award cancelled manually (by term).	Yes
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FAFSA Information

☰ **FAFSA Information**

View All ISIR Records

Transaction #:	03	Transaction Date:	05/01/2024	Application Date:	01/01/2024
ISIR Dependency Status:	D	SAR C Flag:		Student IRS Request Flag:	
SSN Match Flag:	4	SSN Change Flag:		Parent IRS Request Flag:	
SSA Citizenship Match Flag:	A	DHS Match:		Secondary DHS Match:	
Name ID:		Year in College:	1	NSLDS Match Flag:	1
Federal School Code 1:	009194	Federal School Code 2:	003920	Federal School Code 3:	003899
Federal School Name 1:	LAKESHORE TECHNICAL	Federal School Name 2:	UNIVERSITY OF WISCON:	Federal School Name 3:	UNIVERSITY OF WISCON:
SAI:	-1500	Dependency Override Indicator:		Professional Judgement:	
First Bachelor's Degree	N	Dependency Override School:		Professional Judgement School:	
		DO HEAB Code:		PJ HEAB Code:	

Selected data fields from the ISIR display in this region. Click the [View All ISIR Records](#) link to view all data for all transactions.

View All ISIR Records

This screen, which displays all the data on the student's ISIR, is also accessible in Document Tracking by clicking the FAFSA view icon in the Received Documents section. If there is more than one ISIR in GLASS for the student, the data for each transaction is displayed. Use the scroll bars on the right-hand side and at the bottom of the ISIR Viewer to view all the data.

To return to Edit Student, click the [Edit Student](#) breadcrumb.

Field Templates

Filter the fields in the view by creating a template.

To use a template that has been built, click the Templates dropdown box, select the template and click the Use Template button.

To create a template or edit an existing template, click the Build Field Templates button from the ISIR Viewer screen. To edit an existing template, select the template from the template list dropdown and click the Edit Template button.

Templates: Show All Fields > Use Template > Build Field Templates

Transaction Receipt Date: 08/27/2019

ISIR Fields	Transaction Receipt Date: 08/27/2019
ActiveBankruptcyFlag	N
AddressOnlyChangeFlag	
AdjustedAvailableIncome	
AllowanceAgainstTotalIncome	
ApplicationReceiptDate	7/31/2019 12:00:00 AM
ApplicationSourceSiteCode	2A
AreYouActiveDutyUSArmedForces	
AreYouMale	2
AsOfTodayAnEmancipatedMinor	
AsOfTodayInLegalGuardianship	
AssetProtectionAllowance	
AssumedCitizenship	
AssumedDateOfBirthPrior	
AssumedHaveChildrenYouSupport	
AssumedHaveLegalDependentsOtherThanChildrenOrSpouse	
AssumedParentAdditionalFinancialInfoTotal	
AssumedParentAGI	
AssumedParentNumberInCollege	
AssumedParentOneIncomeFromWork	
AssumedParentOneSSN	
AssumedParentsAssetThresholdExceeded	
AssumedParentsInFamily	

To create a new template, enter a name, up to 20 characters in length, in the Template Name field. In the Available Fields column, select a field by clicking the field name to highlight and then clicking the >> button between the Available Fields and Template Fields columns. The field will move from Available Fields to Template Fields. Continue until all the fields you want to view are in the Template Fields column. To remove a field, highlight the field by clicking it with your mouse and then click the << button. The fields will move from Template Fields to Available Fields.

Save Template: save the template values and remain on the Build Field Templates screen.

Save and Use Template: save the template and execute it for the student’s ISIR data.

Credits and GPA

This screen displays the credits and GPA information reported by institutions at the end of the academic year for each term for the AES, TES, and VG-PNP programs. An Institution user can update the Term Credits and Term GPA information using the Credits and GPA roster or in the Credits and GPA region in the student’s Edit Student record.

Credits and GPA						
VG-PNP Cumulative Credits: 59		VG-PNP Legacy School Credits: 32			VG-PNP External Credits: 0	
Institution Name	Program	Academic Year	Term	Term Credits	Term GPA	Acad. Year GPA
CARROLL UNIVERSITY	VG-PNP	2024-2025	Fall	15	4	3.75
CARROLL UNIVERSITY	VG-PNP	2024-2025	Spring	12	3.5	3.75

Save

AES/TES/VG-PNP Cumulative Credits: Total of all of the credits that have been reported for the AES/TES/VG-PNP program for the student. Display only.

AES/TES/VG-PNP Legacy School Credits: Total of all of the credits that were reported for the AES/TES/VG-PNP program prior to the conversion to the Glass system. Display only.

VG-PNP External Credits: Total of all of the credits that were reported for the VG-PNP program prior to VG-PNP awards made by HEAB. Display only.

Institution Name: Name of the institution that reported the credits. Display only.

Program: Program for which the credits are reported or need to be reported. Display only.

Academic Year: Academic Year for which the credits are reported or need to be reported. Display only.

Term: Term for which the credits are reported or need to be reported. Display only.

Term Credits: Term credits earned for the term. Must be a value of 0 to 40.

Term GPA: Grade Point Average earned for the term. Must be a value of 0 to 4.999.

Acad. Year GPA: GPA calculated for the academic year based on the term GPAs reported. Display only.

Document Tracking

Document Tracking

Received Documents:

<Choose One>
▼

➤ Add Received Document
➤ Upload Document

Document Status	Document	Received Date/Time	Media Type	View	Edit	Delete
Complete	FAFSA	07/23/2024 12:00 AM	Electronic		-	-

Required Program Tasks:

☑ WG

Add Required Task for WG

Task: <Choose One> ▼

Received Date Cutoff:

Required For Status: <Choose One> ▼

➤ Add

Status	Required Task	Waived	Requirement Status	Received Date Cutoff	Requested Date	Required For Status	Edit
<input checked="" type="checkbox"/>	Free Application for Federal Student Aid (FAFSA)	<input type="checkbox"/>	Satisfactory	N/A	N/A	Complete	-

☑ VG-PNP

Add Required Task for VG-PNP

Task: <Choose One> ▼

Received Date Cutoff:

Required For Status: <Choose One> ▼

➤ Add

Status	Required Task	Waived	Requirement Status	Received Date Cutoff	Requested Date	Required For Status	Edit
<input checked="" type="checkbox"/>	Wisconsin Veteran's Grant for Private Non-Profit Schools Program Application	<input checked="" type="checkbox"/>	Satisfactory	N/A	N/A	Complete	-

Document Tracking provides information on the receipt status of the student's application(s) and any supporting documentation. Document Tracking is divided into two sections:

- Received Documents
- Required Program Tasks

Tasks can be automatically created, by program, based on information the student provided on their program application or information from their FAFSA. Agency users can also add tasks to a program for an individual student.

Tasks are satisfied by the receipt of specific documents or by being waived. All documents that have been received are listed in the Received Documents section.

Document Status is used to determine the overall application status for the program (complete or incomplete).

Date Received is used to determine the application complete date, which may impact the student's eligibility or selection order.

Received Documents

All documents entered into the system, either manually, electronically through an ISIR upload (FAFSA data), or online are displayed in the Received Documents table.

Document Status

Complete: document received and determined by an agency user to be complete

Incomplete: document received but determined by an agency user to be incomplete (for example, partially complete or not signed)

On Hold: an application partially completed and not submitted

Received Date: the date the document was received

Media Type

Online: application data was entered online. All applications submitted will have the media type of Online.

Electronic: data was loaded into the system through an electronic file upload. FAFSAs will have the media type of Electronic.

View

Click the View icon  to view information about the document or application.

Online Application: clicking the View icon will open a .PDF of the application.

FAFSA: clicking the View icon will open the View ISIR Data screen.

Required Program Tasks

The status of tasks for a program determines if the student’s initial status for that program is Incomplete, Qualified, or Ineligible.

Required Program Tasks:

WG

Add Required Task for WG

Task: <<Choose One>> Received Date Cutoff: Required For Status: <<Choose One>> Add

Status	Required Task	Waived	Requirement Status	Received Date Cutoff	Requested Date	Required For Status	Edit
<input checked="" type="checkbox"/>	Free Application for Federal Student Aid (FAFSA)	<input type="checkbox"/>	Satisfactory	N/A	N/A	Complete	

Status Icon



Program Status on the program bar: All tasks associated with the program have been satisfied.

Task Detail Status: Task is complete; a document has been received (status is Complete) and the Requirement Status is Satisfactory.



Program Status on the program bar: One or more tasks associated with the program are not complete.

Task Detail Status: Task is **not** complete; document is Not Received or Incomplete or the Document Status is Complete (Received) but the Requirement Status is Unknown or Unsatisfactory



Task has been **Waived** for the program.

Waived

To waive a task, click the box next to the task. To reverse the waived status, uncheck the box. The screen will automatically refresh.

Requirement Status

Satisfactory:

Task has been satisfied; the document contains data necessary to determine eligibility. Requirement Status will default to Satisfactory when the document associated with the task is received.

Unsatisfactory:

Task is not satisfied.

If the program status is complete (all tasks are complete or waived) and a task required for eligibility has a Requirement Status of Unsatisfactory, the student will be ineligible for the program.

Received Date Cutoff

If there is a due date for the application (Program Settings), it will display in the Received Date Cutoff field. A cutoff date can be added or changed by clicking the Edit icon.

If an application was received after the cutoff date, the student will be ineligible for the program. In order to extend the date for a student, edit the cutoff date and change it to the document receipt date.

Request Date

Request Date is the date the task was created.

Required For Status of Complete

Document must be received for the program to be considered complete.

Comments

To enter a comment, click the Add New Comment button. Enter your comment in the text box then click the Save Comment button. Once a comment has been saved it cannot be edited or deleted.

In the comment table, the first characters of your comment will display. To read the full comment, click on the comment line and the full message will display in the text box (see below). A comment can be up to 512 characters in length.

Comments are not academic year specific. All comments from all years will display.

Comments

Make a selection from the list to display content in the box below (text of existing comments cannot be changed).

Date	User	Comment	Org
3/4/2025 4:00 PM	Liz McClain	This is a test comment.	CARROLL UNIVERSITY

This is a test comment.

Add New Comment
Save Comment
Clear Comment

Payment History Region

Payment History provides detail on all payments, refunds and points. Payments made prior to the academic year 2011-2012 appear in the upper box as legacy points. Legacy points are added to payments received and included in the Total Points for each program.

Payment History

Legacy Points (Prior to 11-12)

Program	Legacy Points
WG-PNP	0
WG-TC	0
WG-TR	0
WG-UW	0

Enrollment-based awards:

Institution Name	Program	Payment Request Date	Process Payment/Refund Date	Process Payment/Refund Amount	Year	Term	Voucher Date	Voucher Number	Check Date	Check Number	Points
CARROLL UNIVERSITY	WG-PNP		01/21/2022	\$1,825.00	2021-2022	Spring	01/21/2022	2065			0.50
CARROLL UNIVERSITY	WG-PNP		08/19/2022	\$1,900.00	2022-2023	Fall	08/19/2022	3003			0.50
CARROLL UNIVERSITY	WG-PNP		01/24/2023	\$1,900.00	2022-2023	Spring	01/24/2023	3071			0.50
CARROLL UNIVERSITY	WG-PNP		09/08/2023	\$2,050.00	2023-2024	Fall	09/08/2023	4013			0.50
CARROLL UNIVERSITY	WG-PNP		01/19/2024	\$2,050.00	2023-2024	Spring	01/19/2024	4062			0.50
CARROLL UNIVERSITY	WG-PNP		08/30/2024	\$2,200.00	2024-2025	Fall	08/30/2024	5010			0.50
CARROLL UNIVERSITY	WG-PNP		01/21/2025	\$2,200.00	2024-2025	Spring	01/21/2025	5069			0.50

Program Points Totals

Program	Total Points
WG-PNP	3.5
WG-TC	0
WG-TR	0
WG-UW	0

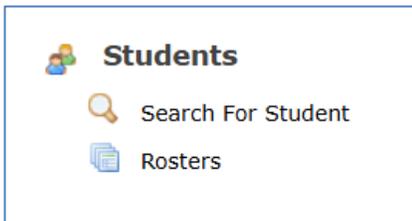
Rosters

Rosters provide the ability to view online or to download a file in .csv format of groups of students by campus, program and/or term. There are two categories of Rosters:

Certification Rosters -These rosters require action by the FAO.

Informational Rosters -These rosters are in the same format with the same data as the Certification roster. Each roster is filtered so it only displays students who meet the roster criteria.

Rosters are dynamic and will reflect the data as it exists in the system as of the date and time you access the roster.



To access rosters, click Rosters from the Students section of the Main Menu. A message at the top of the screen alerts you to the Academic Year in which you are working. To switch to a different year, select it from the Academic Year section on top toolbar.

You are currently working with the **2024-2025** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: ▼

Term: ▼

SSN:

First Name:

Last Name:

Student ID:

Certification Rosters - Action Required

		View and Print (PDF)	Certify Online	Download File (CSV)
	Certification	PDF	Online	Download
	Credits and GPA	PDF	Online	Download

Informational Rosters

		View and Print (PDF)	View Online	Download File (CSV)
	Offered Roster	PDF	Online	Download
	Offered and Certified	PDF	Online	Download
	Certified and Not Paid	PDF	Online	Download
	Paid	PDF	Online	Download
	Refund Due	PDF	Online	Download
	Application Complete	PDF	Online	Download
	Ineligible	PDF	Online	Download
	Incomplete	PDF	Online	Download
	All Students	PDF	Online	Download
	Credits and GPA Reported	PDF	Online	Download

From the **Program** dropdown, select the program.

Select a term from the **Term** dropdown.

SSN, Last Name, First Name, Student ID: - Leave these boxes blank unless you are searching for a student.

There are three ways to work with most rosters:

View and Print (PDF). Use this option to view a roster in .PDF format and print it. You must have Adobe® Reader® installed on your computer to use this option.

Online. Use this option to view and update students online.

File Download. Use this option to download a file, which can be opened through Microsoft Excel™ or a similar software application. .

The downloaded file will be in .csv (Comma Separated Values) format. In a .csv file:

- Each line of the file contains one record
- Each data value (i.e. column) is separated by a comma.
- The first row contains column headings.

When you click the Download link you have the option to Open or Save the file or cancel the download. If you select Open, the file will open in Excel®.

IMPORTANT: Remember that the file contains the student's Social Security Number. When deciding where to save the file, be sure to follow institutional policies regarding the safekeeping of Social Security Numbers and saving electronic files that have non-public personal information.

Certification Roster

HOME > Roster Selection

You are currently working with the **2024-2025** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program:

Term:

SSN:

First Name:

Last Name:

Student ID:

Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
Certification	PDF	Online	Download
Credits and GPA	PDF	Online	Download

Online Certification

To certify a student’s enrollment using the online certification roster, click the [Online](#) link. Students that are eligible for the Program and Term that you entered in the Filter will display:

Roster: Certification
 Campus: CARROLL UNIVERSITY
 Program: All Programs
 Academic Year: 2024-2025
 Term: Fall

Previous Next [\(expand all\)](#) [\(contract all\)](#)

<input type="checkbox"/>	(866-24-0996) AASTUDENT, Nancy	(Fall)	(view)
<input type="checkbox"/>	(822-22-2223) LASTUDENT, LAFIRSTNAME	(Fall)	(view)
<input type="checkbox"/>	(886-23-4563) TXSTUDENT, BZFIRSTNAME	(Fall)	(view)
<input type="checkbox"/>	(868-23-5563) XXSTUDENT, ZZFIRSTNAME	(Fall)	(view)

Previous Next [\(expand all\)](#) [\(contract all\)](#)

Click on the expand all link to expand all of the green region bars on the page in order to see all of the student’s information to be certified. Click on the green region bar for a student to see a single student’s information. Below is the screen shot with the first two student records expanded.

Roster: Certification
 Campus: CARROLL UNIVERSITY
 Program: All Programs
 Academic Year: 2024-2025
 Term: Fall

Previous Page 1 Next [\(expand all\)](#) [\(contract all\)](#)

(866-24-0996) AASTUDENT, Nancy (Fall) [\(view\)](#)

Enrollment Status: SAP: SAI: Campus ID: Terms To Disburse: Type of Leave:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	WG-PNP	<input type="text"/>	\$2,200.00	\$0.00

[Save](#)

(822-22-2223) LASTUDENT, LAFIRSTNAME (Fall) [\(view\)](#)

Enrollment Status: SAP: SAI: Campus ID: Terms To Disburse: Type of Leave:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	WG-PNP	<input type="text"/>	\$2,200.00	\$0.00
	<input type="text"/>	AES	<input type="text"/>	\$563.00	\$0.00

[Save](#)

The following fields should be reviewed and updated for each student:

Enrollment Status: Enrollment Status is prefilled with Full-time. May be updated to Half-time, Less-than-half-time, or Not Enrolled.

SAP: Satisfactory Academic Progress is prefilled with Yes. Update to No if the student is not making satisfactory academic progress.

SAI: SAI is prefilled with the value from the student’s ISIR. May be updated to a value from a previous ISIR.

Campus ID: FAO may enter the student’s ID at their campus, but this is not required.

Terms to Disburse: Herzing University use only. Will be greyed out for all other institutions. For Herzing University, will prefill with Fall, Winter, Spring. May be updated if student is to be disbursed across other terms. Other selections in the drop-down list are Fall, Spring; Fall, Winter; or Winter, Spring.

Type of Leave: Agency use only. Will be greyed out for institution user. Indicates type of leave for the AES or the TES program.

Certification Code:

Roster: Certification
 Campus: CARROLL UNIVERSITY
 Program: All Programs
 Academic Year: 2024-2025
 Term: Fall

Previous Page 1 Next (expand all) (contract all)

(866-24-0996) AASTUDENT, Nancy (Fall) (view)

Enrollment Status: Full-time SAP: Yes SAI: 370 Campus ID: Terms To Disburse: <Choose One> Type of Leave: None

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	WG-PNP	<input type="text"/>	\$2,200.00	\$0.00

Save

To certify a student’s eligibility or to cancel an award for reasons other than those in the chart above, enter the appropriate code(s) into the box or click the and select the applicable code(s). Scroll down to view all codes. To select one code, double click the code or highlight the code and click the Add Code button. To select multiple codes, hold the Ctrl key down and highlight the applicable codes. Then click the Add code button. Each program for which a student has an award must be certified in order to receive payment. You may also type the code into the Certification Codes box.

Certification will be permitted if the student has an award for their institution for terms for which certification is permitted based on their term start date and the certification portal setting.

If an award certified with an A code by either an Institution or agency user is subsequently cancelled, the A code will be replaced by either a user-entered or system-generated cancellation code.

Following is a list of the possible certification and cancellation codes that can be entered for the term:

Code		Explanation	Drop off all rosters for term
A	Certified	Meets all eligibility requirements	Yes
D	Review Pending	Status is undetermined. Institution is unable to certify student yet because they do not have all information they need from the student.	No
E	Fully Funded - No unmet need	Student’s need is fully met by other resources. Student has no unmet need.	Yes
H	Program not eligible	Program is not an authorized program.	Yes
I	Non-matriculated	Student is enrolled but is not in a degree or certificate program.	Yes
J	Not a state resident	Student considered a resident of another state	Yes

INSTITUTION USER MANUAL FOR GLASS

L	Leave of Absence	Student has been granted an official leave of absence.	Yes
N	Above Income Limit	Student's income is above the limit for the program.	Yes
O	Loan Default	Student in default of a federal student loan	Yes
P	Refund Owed	Student owes a refund on a federal Pell Grant or FSEOG	Yes
S	Selective Service	Student does not meet federal selective service requirements	Yes
T	College Placement Test Score	Student did not meet required score on college placement test	Yes
V	Selected for Verification	Student was selected for FAFSA verification. <i>Similar to Review Pending, in that this code does not certify or cancel the award at the institution.</i>	No
X	Deceased	Student is deceased. Award is cancelled for the term and any subsequent terms	Yes
Z	Student declined award	Student has declined the award.	Yes
Q	Manual cancellation	Agency use only. Award cancelled manually (by term).	Yes

Roster: Certification
 Campus: CARROLL UNIVERSITY
 Program: All Programs
 Academic Year: 2024-2025
 Term: Fall

Previous Next [\(expand all\)](#) [\(contract all\)](#)

(866-24-0996) AASTUDENT, Nancy (Fall) [\(view\)](#)

Enrollment Status: SAP: SAI: Campus ID: Terms To Disburse: Type of Leave:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text" value="A"/>	WG-PNP	<input type="text"/>	\$2,200.00	\$0.00
	<input type="text" value="A"/>	VG-PNP	<input type="text"/>	\$2,000.00	\$0.00

Once the certification or cancellation code is selected or entered into the box or other fields are updated, the Save button is activated. Click on the Save button to save the certification information. The student will be removed from the Online Certification roster and will now be displayed on the Offered and Certified Roster:

Roster: Offered and Certified Roster
 Campus: CARROLL UNIVERSITY
 Program: All Programs
 Academic Year: 2024-2025
 Term: Fall

Previous [Page 1](#) Next [\(expand all\)](#) [\(contract all\)](#)

(866-24-0996) AASTUDENT, Nancy (Fall) [\(view\)](#)

Enrollment Status: SAP: SAI: Campus ID: Terms To Disburse: Type of Leave:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
<input checked="" type="checkbox"/>	<input type="text" value="A"/>	WG-PNP	<input type="text"/>	\$2,200.00	\$0.00
<input checked="" type="checkbox"/>	<input type="text" value="A"/>	VG-PNP	<input type="text"/>	\$2,000.00	\$0.00

The blue check mark next to the program status icon indicates that the student is certified for the program for the term at the institution.

Rosters are dynamic. Once certified or data updated that makes the student ineligible, the student will not appear on the Certification Roster again.

Students are certified by term. If you certify students by uploading a file, you must upload a separate file for each term.

Saving a change to the Enrollment Status field or the SAP field for the Fall Term does not automatically change it for the Spring Term. If the change is effective for both terms, it must be made in each term record.

With the exception of Campus Student ID, the Institution must review every field and update, if applicable, when certifying a student’s eligibility.

Saved changes to any field except Campus Student ID may result in a change in the student’s program status and/or award amount.

Certification is typically done from the online certification roster or through file upload. However, a student can also be certified online from their Edit Student record.

File Certification

Schools can also upload files with the required information to certify a student’s enrollment. See the Data File Transfer section and Appendix A for information on the data file transfer process used for certification.

Enrollment Status and SAP

If Enrollment Status or SAP is updated to a value making the student ineligible for the program award, either online or through file upload, the status for the term for the applicable program(s) will automatically update to **Ineligible** and any award amount cancelled when the record is processed.

Credits and GPA Roster

2024-2025 Financial Summary Help Logout
Hello, Liz McClain - Institutional

HOME > Roster Selection

You are currently working with the **2024-2025** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: All Programs
Term: All Terms
SSN:
First Name:
Last Name:
Student ID:

Certification Rosters - Action Required

	View and Print (PDF)	Certify Online	Download File (CSV)
Certification	PDF	Online	Download
Credits and GPA	PDF	Online	Download

Online Credits and GPA Roster

At the end of the academic year, institutions report the student’s credits and GPA for each term if the institution was paid for the AES, TES, or VG-PNP program for at least one term in the academic year. To report a student’s credits and GPA using the online certification roster, click the [Online](#) link. Students that need credits reported for the academic year and for the Program that you entered in the Filter will display. All Terms are displayed regardless of the Term filter selected. It is recommended that the filters are set to All Programs and All Terms.

INSTITUTION USER MANUAL FOR GLASS

Roster: Credits and GPA
Campus: CARROLL UNIVERSITY
Program: All Programs
Academic Year: 2024-2025
Term: All Terms

Previous [Next \(expand all\)](#) [\(contract all\)](#)

<input type="checkbox"/>	FASTUDENT, CAFIRSTNAME M	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	FASTUDENT, KAFIRSTNAME N	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	GASTUDENT, KAFIRSTNAME G	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	HASTUDENT, AAFIRSTNAME C	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	HASTUDENT, GAFIRSTNAME R	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	HASTUDENT, SAFIRSTNAME M	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	KASTUDENT, LAFIRSTNAME C	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	LASTUDENT, AAFIRSTNAME L	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	LASTUDENT, MAFIRSTNAME L	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	MASTUDENT, AAFIRSTNAME R	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	MASTUDENT, EAFIRSTNAME M	CARROLL UNIVERSITY	(view)
<input type="checkbox"/>	MASTUDENT, MAFIRSTNAME E	CARROLL UNIVERSITY	(view)

Previous [Next \(expand all\)](#) [\(contract all\)](#)

Click on the expand all link to expand all of the green region bars on the page in order to see all of the student's information to be entered. Click on the green region bar for a student to see a single student's information. Below is the screen shot with the first two student records expanded.

Roster: Credits and GPA
 Campus: CARROLL UNIVERSITY
 Program: All Programs
 Academic Year: 2024-2025
 Term: All Terms

Previous Page 1 [Next \(expand all\)](#) [\(contract all\)](#)

FASTUDENT, CAFIRSTNAME M **CARROLL UNIVERSITY** [\(view\)](#)

Program: Wisconsin Veteran's Grant for Private Non-Profit Schools

Term	Term Credits	Term GPA
Fall	<input type="text"/>	<input type="text"/>
Spring	<input type="text"/>	<input type="text"/>

[Save](#)

FASTUDENT, KAFIRSTNAME N **CARROLL UNIVERSITY** [\(view\)](#)

Program: Wisconsin Veteran's Grant for Private Non-Profit Schools

Term	Term Credits	Term GPA
Fall	<input type="text"/>	<input type="text"/>
Spring	<input type="text"/>	<input type="text"/>
Summer	<input type="text"/>	<input type="text"/>

[Save](#)

The following fields should be updated for each student:

Fall Term Credits: Enter the term credits earned for the Fall term. Must be a value of 0 to 40.

Fall Term GPA: Enter the Grade Point Average earned for the Fall term. Must be a value of 0 to 4.999.

Spring Term Credits: Enter the term credits earned for the Spring term. Must be a value of 0 to 40.

Spring Term GPA: Enter the Grade Point Average earned for the Spring term. Must be a value of 0 to 4.999.

Summer Term Credits: Enter the term credits earned for the Summer term. Must be a value of 0 to 40.

Summer Term GPA: Enter the Grade Point average earned for the Summer term. Must be a value of 0 to 4.999.

Roster: Credits and GPA
 Campus: CARROLL UNIVERSITY
 Program: All Programs
 Academic Year: 2024-2025
 Term: All Terms

Previous [Next \(expand all\)](#) [\(contract all\)](#)

FASTUDENT, CAFIRSTNAME M		CARROLL UNIVERSITY	(view)
Program: Wisconsin Veteran's Grant for Private Non-Profit Schools			
Term	Term Credits	Term GPA	
Fall	<input type="text" value="15"/>	<input type="text" value="3.5"/>	
Spring	<input type="text" value="18"/>	<input type="text" value="4.0"/>	



Click on the Save button to save the information. The student will be removed from the Online Credits and GPA roster and will now be displayed on the Credits and GPA Reported roster:

Roster: Credits and GPA Reported
 Campus: CARROLL UNIVERSITY
 Program: All Programs
 Academic Year: 2024-2025
 Term: All Terms

Previous [Next \(expand all\)](#) [\(contract all\)](#)

AASTUDENT, NAFIRSTNAME M		CARROLL UNIVERSITY	(view)
Program: Wisconsin Veteran's Grant for Private Non-Profit Schools			
Term	Term Credits	Term GPA	
Fall	<input type="text" value="15.000"/>	<input type="text" value="4.000"/>	
Spring	<input type="text" value="12.000"/>	<input type="text" value="3.500"/>	

BASTUDENT, AAFIRSTNAME K		CARROLL UNIVERSITY	(view)
Program: Academic Excellence Scholarship			
Term	Term Credits	Term GPA	
Fall	<input type="text" value="15.000"/>	<input type="text" value="3.500"/>	
Spring	<input type="text" value="15.000"/>	<input type="text" value="3.490"/>	

Use the Credits and GPA Reported roster if you need to go back and make a corrections to a student's account.

Rosters are dynamic. Once the credits and GPA information is reported, the student will not appear on the Credits and GPA Roster for the academic year again.

Once the credits and GPA information is entered and saved, eligibility will be recalculated for the programs which require credits and GPA to be eligible for an award.

Entering credits and GPA term information is typically done from the online Credits and GPA roster or through file upload. However, an institution can also enter the term credits and GPA in the Credits and GPA region of the student’s Edit Student record. See below screenshot. The same edits will be applied. When the term credits and GPA are entered using the Credits and GPA roster, the updated information is displayed in the student’s Edit Student Credits and GPA region:

Credits and GPA							
AES Cumulative Credits: 65		AES Legacy School Credits: 32			AES External Credits: 0		
Institution Name	Program	Academic Year	Term	Term Credits	Term GPA	Acad. Year GPA	
CARROLL UNIVERSITY	AES	2024-2025	Fall	15	3.5	4	
CARROLL UNIVERSITY	AES	2024-2025	Spring	18	4.5	4	

Save

AES/TES/VG-PNP Cumulative Credits: Total of all of the credits that have been reported for the AES/TES/VG-PNP program for the student. Display only.

AES/TES/VG-PNP Legacy School Credits: Total of all of the credits that were reported for the AES/TES/VG-PNP program prior to the conversion to the Glass system. Display only.

VG-PNP External Credits: Total of all of the credits that were reported for the VG-PNP program prior to VG-PNP awards made by HEAB. Display only.

Institution Name: Name of the institution that reported the credits. Display only.

Program: Program for which the credits are reported or need to be reported. Display only.

Academic Year: Academic Year for which the credits are reported or need to be reported. Display only.

Term: Term for which the credits are reported or need to be reported. Display only.

Term Credits: Term credits earned for the term. Must be a value of 0 to 40.

Term GPA: Grade Point Average earned for the term. Must be a value of 0 to 4.999.

Acad. Year GPA: GPA calculated for the academic year based on the term GPAs reported. Display only.

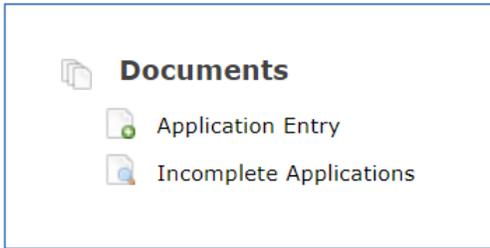
File Upload of Credits and GPA

Schools can also upload files with the required information to update a student’s term credits and GPA. See the Data File Transfer section and Appendix A for information on the data file transfer process used for credits and GPA.

Informational Rosters

These rosters are in the same format with the same data as the Certification roster. Each roster is filtered so it only displays students who meet the roster criteria.

Documents



Application Entry

Apply Online for HEAB Financial Aid Programs

Introduction

Select the link below to fill out an application for your student. HEAB will review and process your application to determine if an award will be made.

Apply for HEAB Grants

Minority Undergraduate Retention Grant Program Application [Apply for MURG - click here to apply](#)
 Awards under this program are made to Wisconsin resident minority undergraduates, excluding first year students, enrolled at least half-time in independent, tribal, or Wisconsin Technical College institutions. According to the statutes, a minority student is defined as a student who is either an African American; American Indian; Hispanic; or Southeast Asian from Laos, Cambodia, or Vietnam admitted to the U. S. after December 31, 1975. Awards are based on financial need with a maximum grant of \$2,500 per year for up to eight semesters or twelve quarters.

Indian Student Assistance Grant Program Application [Apply for WIG - click here to apply](#)
 Awards under this program are made to Wisconsin residents who are at least 25% Native American and are undergraduate or graduate students enrolled in degree or certificate programs at University of Wisconsin, Wisconsin Technical College, independent colleges and universities, tribal colleges, or proprietary institutions based in Wisconsin. Awards are based on financial need with a limit of ten semesters of eligibility.

Talent Incentive Program Grant Program Application **Application is closed.**
 The Talent Incentive Program (TIP) Grant provides grant assistance to the most financially needy and educationally disadvantaged Wisconsin resident students attending colleges and universities in the State of Wisconsin. First-time freshmen students are nominated for the TIP Grant by the school financial aid offices or by counselors of the Wisconsin Educational Opportunity Programs (WEOP). To continue to receive the TIP Grant, students must continue to show financial need. Eligibility cannot exceed ten semesters. Funding for the TIP Grant is provided by the State of Wisconsin.

Wisconsin Veteran's Grant for Private Non-Profit Schools Program Application **Application is closed.**
 Awards under this program are made to Wisconsin residents who are enrolled at least part-time in a bachelor's or graduate degree program at a WI Association of Independent Colleges and Universities approved school. Students must hold a valid verified veteran status with the Department of Veterans Affairs office and apply to the payment of tuition for educational assistance programs. The student must maintain a cumulative grade point average of a 2.0 to qualify for this grant.

Click on the application link to apply for a HEAB grant program.

Minority Undergraduate Retention Grant Program (MURG) Application

Click on the link [Apply for MURG – click here to apply](#). The MURG Application is divided into two sections. The first section is Applicant Information. Enter the social security number of the student and click on the student in the Applicant Search Results. The student's name, date of birth and address information will prefill into the Application Information screen. Review the information and make any corrections before continuing to the next section.

If the mailing address is different than the permanent address, uncheck the box and enter or correct the information. Enter contact information as well as the minority group requested. Then click on Next at the bottom of the screen.

Fields with * are required to be entered.

Minority Undergraduate Retention Grant Program Application - 2024-2025

<input type="checkbox"/> Applicant Information <input checked="" type="checkbox"/> Term Award Information	<div style="text-align: right; margin-bottom: 10px;"> > Clear Entries </div> <p> SSN: <input type="text" value="888-18-1397"/> * </p> <p> Last Name: <input type="text" value="HASTUDENT"/> * </p> <p> Suffix: <input type="text"/> </p> <p> First Name: <input type="text" value="CAFIRSTNAME"/> * </p> <p> Middle Name: <input type="text" value="Joe"/> </p> <p> DOB: <input type="text" value="01/16/1993"/> * (mm/dd/yyyy) </p> <p>Permanent Address:</p> <p> Street: <input type="text" value="123 Fake Street"/> * </p> <p> City: <input type="text" value="RICHFIELD"/> * </p> <p> State: <input type="text" value="Wisconsin"/> * </p> <p> Zip: <input type="text" value="50005"/> * </p> <p>Mailing Address:</p> <p> Same as Permanent Address: <input checked="" type="checkbox"/> </p> <p> Street/P.O. Box: <input type="text" value="5555 Fake St"/> * </p> <p> City: <input type="text" value="RICHFIELD"/> * </p> <p> State: <input type="text" value="Wisconsin"/> * </p> <p> Zip: <input type="text" value="50005"/> * </p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #c8e6c9; text-align: left; padding: 2px;">Applicant Search Results</th> </tr> <tr> <th style="background-color: #d9d9d9; padding: 2px;">Name</th> <th style="background-color: #d9d9d9; padding: 2px;">SSN</th> <th style="background-color: #d9d9d9; padding: 2px;">DOB</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">HASTUDENT , CAFIRSTNAME</td> <td style="padding: 2px;">888-18- 1397</td> <td style="padding: 2px;">01/16/1993</td> </tr> </tbody> </table>	Applicant Search Results			Name	SSN	DOB	HASTUDENT , CAFIRSTNAME	888-18- 1397	01/16/1993
Applicant Search Results											
Name	SSN	DOB									
HASTUDENT , CAFIRSTNAME	888-18- 1397	01/16/1993									

Mailing Address:

Same as Permanent Address:

Street/P.O. Box: *

City: *

State: *

Zip: *

Contact Information:

Mobile Phone: *

Home Phone:

Email Address: *

Other Information:

Minority Group: *

* Indicates Required Field

[Previous](#) [Next](#)

If a MURG application has already been submitted by another institution, when you click the Next button, you will get a red error message at the top of the screen: “MURG application has already been submitted by another institution user. Contact HEAB for assistance.” Contact HEAB if you need to have the MURG application updated to your institution.

If the student’s record cannot be found because the student has not submitted an ISIR which contains the institution’s school, an error message will display “Student has not submitted an ISIR for your institution. Please contact HEAB or have the student submit a corrected ISIR with your institution and then try again.”

The next screen collects information about the Term Award Information.

Minority Undergraduate Retention Grant Program Application - 2024-2025
For: GAFIRSTNAME AASTUDENT

Applicant Information

Term Award Information

Term Award Information

Institution student will attend: COLLEGE OF MENOMINEE NATION *

Student's Unmet Need: \$ _____ *

Please enter the award amount for each term that you are requesting for this student. HEAB will review the amounts and perform awarding for all students based on the student's eligibility for the program per the student's ISIR record, and based on your school's allocation funds for the MURG program.

Fall Award Amount Requested: \$ _____ *

Spring Award Amount Requested: \$ _____ *

* Indicates Required Field

[Previous](#) [Next](#)

Institution student will attend: Your institution's college/university name will prefill and be greyed out.

Student's Unmet Need: Must be a whole number, no decimals and must be greater than the MURG Annual Minimum Award Amount or else the student will be made ineligible for the MURG program when the application is submitted.

Fall Award Amount Requested: Must be a whole number, no decimals, zero is allowed for a Spring only award.

Spring Award Amount Requested: Must be a whole number, no decimals, zero is allowed for a Fall only award.

Enter the Term Award information and then click on Next at the bottom of the screen.

The next screen allows you to submit the application and view and print the application information.

Minority Undergraduate Retention Grant Program Application - 2024-2025
For: GAFIRSTNAME AASTUDENT

Applicant Information

Term Award Information

Press "Submit" to submit the document. You may review the document by choosing "View Summary" or download a printable version by clicking "Print Summary".

If you need to make corrections prior to submitting, please use the "Previous" button to return to the appropriate section of the application.

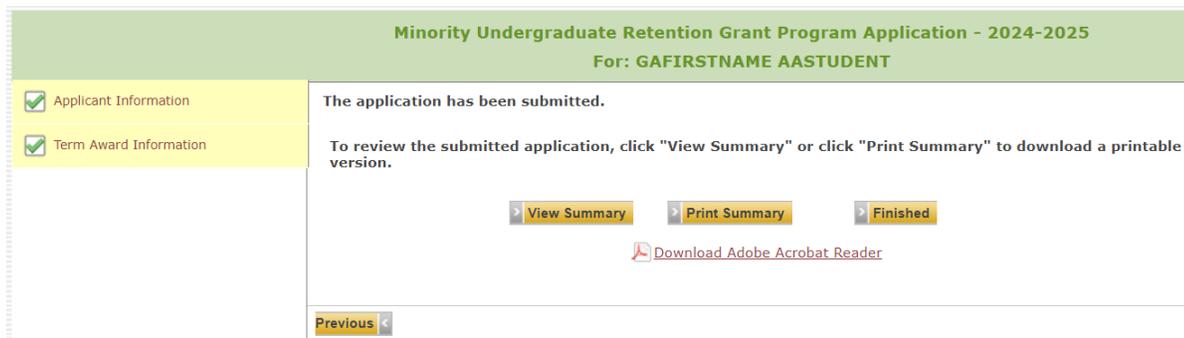
[Submit](#) [View Summary](#) [Print Summary](#)

[Download Adobe Acrobat Reader](#)

[Previous](#)

If you need to make corrections, prior to submitting you can use the "Previous" button to return to the appropriate section of the application.

You must click on the Submit button to finish the application.



You can review your information by clicking on "View Summary".

To download a printable version to save for your records, click on "Print Summary".

Once the application has been submitted, you may return to edit the application until the application period is closed. To edit the application, click on Application Entry on the main menu screen. Then enter the social security number of the student and the application information that you previously entered will prefill on the screen. You can update any of the information on the Applicant Information screen and the Term Award Information screen and then submit the application again to update the information on the student's record.

It is possible that after you enter the application, the student may be put in an ineligible status for MURG and not awarded. To see the student's record after the application is submitted, you can enter the student's social security or name in the top menu tool bar to search for the student's record. Then follow the instructions for Edit Student>Application Period Information listed in the Table of Contents in this manual to view the student's program status. If the student does not have any ineligible reasons, then the student will be in an eligible program status for MURG and will be ready to be reviewed by HEAB for selection and awarding.

Indian Student Assistance Grant Program (WIG) Application

Click on the link [Apply for WIG – click here to apply](#). The WIG Application is divided into two sections. The first section is Applicant Information. Enter the social security number of the student and click on the student in the Applicant Search Results. The student's name, date of birth and address information will prefill into the Application Information screen. Review the information and make any corrections before continuing to the next section.

If the mailing address is different than the permanent address, uncheck the box and enter or correct the information. Enter contact information and click on the radio button to indicate the tribe for the student. Then click on Next at the bottom of the screen.

Fields with * are required to be entered.

Indian Student Assistance Grant Program Application - 2024-2025

Applicant Information

Term Award Information

[Clear Entries](#)

SSN: *

Last Name: *

Suffix:

First Name: *

Middle Name:

DOB: *
(mm/dd/yyyy)

Permanent Address:

Street: *

City: *

State: *

Zip: *

Mailing Address:

Same as Permanent Address:

Street/P.O. Box: *

City: *

State: *

Zip: *

Applicant Search Results

Name	SSN	DOB
HASTUDENT , CAFIRSTNAME	888-18- 1397	01/16/1993

<p>Contact Information:</p> <p>Mobile Phone: <input type="text" value="771-224-8989"/>*</p> <p>Home Phone: <input type="text" value="515-555-1218"/></p> <p>Email Address: <input type="text" value="ch@fake.com"/>*</p> <p>Other Information:</p> <p>Tribe: *</p> <ul style="list-style-type: none"><input type="radio"/> Brotherton<input type="radio"/> Menominee<input type="radio"/> Cherokee - Osage<input type="radio"/> Oneida<input type="radio"/> Potawatomi<input type="radio"/> Stockbridge Munsee-Mohican<input type="radio"/> Ho Chunk, Winnebago<input type="radio"/> Sioux<input checked="" type="radio"/> Choctaw<input type="radio"/> Athabaskan/Alaskan<input type="radio"/> Cheyenne<input type="radio"/> Kickapoo<input type="radio"/> La Courte Oreilles<input type="radio"/> Red Cliff Chippewa, Red Lake Chippewa<input type="radio"/> Bad River	<ul style="list-style-type: none"><input type="radio"/> Mole Lake Sokaogon<input type="radio"/> St. Croix<input type="radio"/> Lac Du Flambeau, Lake Superior Chippewa, Sault Ste Marie<input type="radio"/> Canadian<input type="radio"/> Coeur D'Alene of ID<input type="radio"/> Hopi<input type="radio"/> Chinook<input type="radio"/> Comanche, Kiowa, Salish, Kootenai, Navajo, Oglala, Sokaogon, Chippewa, Coshatta (LA), Creek, Crow(MT), Ute, Turtle Mtn Chippewa (ND), Yurok-Hoopa(CA)
<p>* Indicates Required Field</p> <p>Previous < Next ></p>	

If a WIG application has already been submitted by another institution, when you click the Next button, you will get a red error message at the top of the screen: "WIG application has already been submitted by another institution user. Contact HEAB for assistance." Contact HEAB if you need to have the WIG application updated to your institution.

If the student’s record cannot be found because the student has not submitted an ISIR which contains the institution’s school, an error message will display “Student has not submitted an ISIR for your institution. Please contact HEAB or have the student submit a corrected ISIR with your institution and then try again.”

If the WIG application for this student has already been renewed for the academic year, when you click on the Next button, you will get a red error message at the top of the screen: “Student has already been renewed for the WIG program.”

The next screen collects information about the Term Award Information.

The screenshot shows a web form titled "Indian Student Assistance Grant Program Application - 2024-2025" for student "BAFIRSTNAME AASTUDENT". On the left, a sidebar indicates that "Applicant Information" is completed (checked) and "Term Award Information" is the current step (unchecked). The main form area is titled "Term Award Information" and contains the following fields:

- Institution student will attend:** A dropdown menu with "CARROLL UNIVERSITY" selected and a required field asterisk (*).
- Terms to award student:** A dropdown menu with a required field asterisk (*).
- A text instruction: "Please enter the annual award amount you are requesting for this student."
- Annual Award Amount Requested:** A text input field with a dollar sign (\$) and a required field asterisk (*).

At the bottom of the form, there is a note: "* Indicates Required Field". Navigation buttons for "Previous" and "Next" are located at the bottom left and right respectively.

Institution student will attend: Your institution’s college/university name will prefill and be greyed out.

Terms to award student: Select the terms to award the student. Institutions that disburse awards over Fall and Spring can choose Fall and Spring, Fall Only, or Spring Only. Institutions that disburse awards over Fall, Winter, and Spring can choose Fall, Winter, and Spring; Winter and Spring; Fall Only; Winter Only, or Spring Only.

Annual Award Amount Requested: Must be a whole number, no decimals, and not more than the WIG Annual Award Amount set by HEAB for the year. The Annual Award Amount Requested will be spread over the terms selected to award the student.

Enter the Term Award information and then click on Next at the bottom of the screen.

The next screen allows you to submit the application and view and print the application information.

Indian Student Assistance Grant Program Application - 2024-2025
For: BAFIRSTNAME AASTUDENT

<input checked="" type="checkbox"/> Applicant Information	<p>Press "Submit" to submit the document. You may review the document by choosing "View Summary" or download a printable version by clicking "Print Summary".</p> <p>If you need to make corrections prior to submitting, please use the "Previous" button to return to the appropriate section of the application.</p> <p style="text-align: center;">Submit View Summary Print Summary</p> <p style="text-align: center;">Download Adobe Acrobat Reader</p>
<input checked="" type="checkbox"/> Term Award Information	
Previous	

If you need to make corrections, prior to submitting you can use the "Previous" button to return to the appropriate section of the application.

You must click on the Submit button to finish the application.

Indian Student Assistance Grant Program Application - 2024-2025
For: BAFIRSTNAME AASTUDENT

<input checked="" type="checkbox"/> Applicant Information	<p>The application has been submitted.</p> <p>To review the submitted application, click "View Summary" or click "Print Summary" to download a printable version.</p> <p style="text-align: center;">View Summary Print Summary Finished</p> <p style="text-align: center;">Download Adobe Acrobat Reader</p>
<input checked="" type="checkbox"/> Term Award Information	
Previous	

You can review your information by clicking on "View Summary".

To download a printable version to save for your records, click on "Print Summary".

Once the application has been submitted, you may return to edit the application until the application period is closed. To edit the application, click on Application Entry on the main menu screen. Then enter the social security number of the student and the application information that you previously entered will prefill on the screen. You can update any of the information on the Applicant Information screen and the Term Award Information screen and the submit the application again to update the information on the student's record.

It is possible that after you enter the application, the student may be put in an ineligible status for WIG and not awarded. To see the student's record after the application is submitted, you can enter the student's social security or name in the top menu tool bar to search for the student's record. Then follow the instructions for Edit Student>Application Period Information listed in the Table of Contents in

this manual. If the student does not have any ineligible reasons, then the student will be in an awarded program status for WIG.

Talent Incentive Program Grant Program (TIP) Application

Click on the link [Apply for TIP – click here to apply](#). The TIP Application is divided into three sections. The first section is Applicant Information. Enter the social security number of the student and click on the student in the Applicant Search Results. The student’s name, date of birth and address information will prefill into the Application Information screen. Review the information and make any corrections before continuing to the next section.

If the mailing address is different than the permanent address, uncheck the box and enter or correct the information. Enter contact information and the other information for the student. Then click on Next at the bottom of the screen.

Fields with * are required to be entered.

Talent Incentive Program Grant Program Application - 2024-2025

Applicant Information

Eligibility Information

Term Award Information

Clear Entries

SSN: *

Last Name: *

Suffix:

First Name: *

Middle Name:

DOB: *
(mm/dd/yyyy)

Permanent Address:

Street: *

City: *

State: *

Zip: *

Mailing Address:

Same as Permanent Address:

Street/P.O. Box: *

City: *

State: *

Zip: *

Applicant Search Results

Name	SSN	DOB
AASTUDENT , XAFIRSTNAME	888- 24- 9622	05/05/2006

The screenshot shows a web form with two main sections: "Contact Information" and "Other Information".

Contact Information:

- Mobile Phone: *
- Home Phone:
- Email Address: *

Other Information:

- Ethnicity: *
- Race: *
- Did this student graduate from high school in 2024?: *

* Indicates Required Field

Navigation buttons: [Previous <](#) and [Next >](#)

If a TIP application has already been submitted by another institution or by a WEOP Counselor, when you click the Next button, you will get a red error message at the top of the screen: “TIP application has already been submitted by another institution or WEOP Counselor user. Contact HEAB for assistance.” Contact HEAB if you need to have the TIP application updated to your institution.

If the student’s record cannot be found because the student has not submitted an ISIR which contains the institution’s school, an error message will display “Student has not submitted an ISIR for your institution. Please contact HEAB or have the student submit a corrected ISIR with your institution and then try again.”

If the TIP application for this student has already been renewed for the academic year, when you click on the Next button, you will get a red error message at the top of the screen: “Student has already been renewed for the TIP program.”

The next screen collects information about the Eligibility Information.

Talent Incentive Program Grant Program Application - 2024-2025
For: XAFIRSTNAME AASTUDENT

<input checked="" type="checkbox"/> Applicant Information <input checked="" type="checkbox"/> Eligibility Information <input type="checkbox"/> Term Award Information	<p style="text-align: center;">Eligibility Information</p> <p>A first-time freshman is a student who has been enrolled in a post-secondary institution for less than two semesters at half or greater time since attending high school. To receive an Initial TIP award, a student must be a first-time freshman.</p> <p>Is student a first-time freshman? <input type="text" value="Yes"/> *</p> <p>To be eligible for the Initial TIP Grant award, a student must meet <u>at least one</u> criterion under Group A AND <u>at least one</u> criterion under Group B. Please check ALL that apply. *</p> <p>Group A: FINANCIAL NEED CRITERIA</p> <p><input checked="" type="checkbox"/> A dependent student whose parent contribution is \$200 or less. Parent contribution: \$ <input type="text" value="200"/> *</p> <p><input type="checkbox"/> An independent student whose contribution is \$200 or less. Student contribution: \$ <input type="text"/> *</p> <p><input checked="" type="checkbox"/> The family, if the student is dependent; or the student, if independent, is receiving TANF or W2 benefits.</p> <p><input checked="" type="checkbox"/> The parent or parents of a dependent student - or the student (and spouse, if married), if independent - are ineligible for unemployment compensation and have no current income from employment.</p> <p>Group B: NON-TRADITIONAL/DISADVANTAGED CRITERIA</p> <p><input checked="" type="checkbox"/> The student is or will be enrolled in a special academic support program due to insufficient academic preparation.</p> <p><input checked="" type="checkbox"/> The student is a first-generation post-secondary student - <i>neither parent graduated from a <u>four-year</u> college or university.</i></p> <p><input checked="" type="checkbox"/> The student is currently or was formerly incarcerated in a correctional institution.</p> <p><input checked="" type="checkbox"/> The student is handicapped according to DWD-DVR records, or the Special Needs or Disabilities Office on Wisconsin college or university campuses using the ADA definition.</p> <p><input checked="" type="checkbox"/> The student's environment or academic background is such that it deters the pursuit of educational plans.</p> <p>Notes:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"> This is a test. </div> <p style="font-size: small;">* Indicates Required Field</p> <p style="text-align: center;"> <input type="button" value="Previous"/> < > <input type="button" value="Next"/> </p>
---	--

Is student a first-time freshman? Select Yes or No. If the answer is no, you will receive the message ““This student is not eligible to apply for the Talent Incentive Program Grant”, and you will not be allowed to continue with the TIP application.

Group A: FINANCIAL NEED CRITERIA: To be eligible for the Initial TIP Grant award, a student must meet at least one criterion under Group A. Select all that apply. You cannot select both Dependent and Independent Student checkboxes.”

Group B: NON-TRADITIONAL/DISADVANTAGED CRITERIA: To be eligible for the Initial TIP Grant award, a student must meet at least one criterion under Group B. Select all that apply.

Notes: May enter text up to 400 characters.

Enter the Eligibility information and then click on Next at the bottom of the screen.

The next screen collects information about the Term Award Information.

Talent Incentive Program Grant Program Application - 2024-2025
For: MAFIRSTNAME WASTUDENT

<input checked="" type="checkbox"/> Applicant Information	Term Award Information
<input checked="" type="checkbox"/> Eligibility Information	
<input type="checkbox"/> Term Award Information	

Institution student will attend: CARROLL UNIVERSITY *

Terms to award student: Fall and Spring *

Please enter the annual award amount you are requesting for this student.

Annual Award Amount Requested: \$ 1800 *

* Indicates Required Field

Previous
Next

Institution student will attend: Your institution’s college/university name will prefill and be greyed out.

Terms to award student: Select the terms to award the student. Institutions that disburse awards over Fall and Spring can choose Fall and Spring, Fall Only, or Spring Only. Institutions that disburse awards over Fall, Winter, and Spring can choose Fall, Winter, and Spring; Winter and Spring; Fall Only; Winter Only, or Spring Only.

Annual Award Amount Requested: Must be a whole number, no decimals, and not more than the TIP Annual Award Amount set by HEAB for the year. The Annual Award Amount Requested will be spread over the terms selected to award the student.

Enter the Term Award information and then click on Next at the bottom of the screen.

The next screen allows you to submit the application and view and print the application information.

Talent Incentive Program Grant Program Application - 2024-2025
For: MAFIRSTNAME WASTUDENT

<input checked="" type="checkbox"/> Applicant Information	Press "Submit" to submit the document. You may review the document by choosing "View Summary" or download a printable version by clicking "Print Summary". If you need to make corrections prior to submitting, please use the "Previous" button to return to the appropriate section of the application.
<input checked="" type="checkbox"/> Eligibility Information	
<input checked="" type="checkbox"/> Term Award Information	

Submit
View Summary
Print Summary

[Download Adobe Acrobat Reader](#)

Previous

If you need to make corrections, prior to submitting you can use the "Previous" button to return to the appropriate section of the application.

You must click on the Submit button to finish the application.

Talent Incentive Program Grant Program Application - 2024-2025 For: MAFIRSTNAME WASTUDENT	
<input checked="" type="checkbox"/> Applicant Information	<p>The application has been submitted.</p> <p>To review the submitted application, click "View Summary" or click "Print Summary" to download a printable version.</p> <p style="text-align: center;"> <input type="button" value="View Summary"/> <input type="button" value="Print Summary"/> <input type="button" value="Finished"/> </p> <p style="text-align: center;"> Download Adobe Acrobat Reader</p>
<input checked="" type="checkbox"/> Eligibility Information	
<input checked="" type="checkbox"/> Term Award Information	
<input type="button" value="Previous"/>	

You can review your information by clicking on "View Summary".

To download a printable version to save for your records, click on "Print Summary".

Once the application has been submitted, you may return to edit the application until the application period is closed. To edit the application, click on Application Entry on the main menu screen. Then enter the social security number of the student and the application information that you previously entered will prefill on the screen. You can update any of the information on the Applicant Information screen, the Eligibility Information screen, and the Term Award Information screen and the submit the application again to update the information on the student's record.

It is possible that after you enter the application, the student may be put in an ineligible status for TIP and not awarded. To see the student's record after the application is submitted, you can enter the student's social security or name in the top menu tool bar to search for the student's record. Then follow the instructions for Edit Student>Application Period Information listed in the Table of Contents in this manual. If the student does not have any ineligible reasons, then the student will be in an eligible program status for TIP and will be ready to be reviewed by HEAB for selection and awarding.

Wisconsin Veteran's Grant for Private Non-Profit Schools Program (VG-PNP) Application

Click on the link [Apply for VG-PNP – click here to apply](#). The VG-PNP Application is divided into three sections. The first section is Applicant Information. Enter the social security number of the student and click on the student in the Applicant Search Results. The student's name, date of birth and address information will prefill into the Application Information screen. Review the information and make any corrections before continuing to the next section.

If the mailing address is different than the permanent address, uncheck the box and enter or correct the information. Enter contact information and the other information for the student. Then click on Next at the bottom of the screen.

Fields with * are required to be entered.

INSTITUTION USER MANUAL FOR GLASS

Wisconsin Veteran's Grant for Private Non-Profit Schools Program Application - 2024-2025

Applicant Information

Enrollment Information

Term Award Information

> Clear Entries

SSN: *

Last Name: *

Suffix:

First Name: *

Middle Name:

DOB: *
(mm/dd/yyyy)

Permanent Address:

Street: *

City: *

State: ▼

*

Zip: *

Mailing Address:

Same as Permanent Address:

Street/P.O. Box: *

City: *

State: ▼

*

Zip: *

Contact Information:

Mobile Phone: *

Home Phone:

Email Address: *

Other Information:

Veteran Type: ▼ *

Applicant Search Results

Name	SSN	DOB
XXSTUDENT , ZZFIRSTNAME	868-23- 5563	04/28/2005

* Indicates Required Field

> Next

If a VG-PNP application has already been submitted by another institution, when you click the Next button, you will get a red error message at the top of the screen: "VG-PNP application has already been

submitted by another institution. Contact HEAB for assistance.” Contact HEAB if you need to have the VG-PNP application updated to your institution.

If the student’s record cannot be found because the student has not submitted an ISIR which contains the institution’s school, an error message will display “Student has not submitted an ISIR for your institution. Please contact HEAB or have the student submit a corrected ISIR with your institution and then try again.”

If the VG-PNP application for this student has already been renewed for the academic year, when you click on the Next button, you will get a red error message at the top of the screen: “Student has already been renewed for the VG-PNP program.”

The next screen collects information about the Enrollment Information.

Student’s grade level for the 2024-2025 academic year: Select the student’s grade level for the academic year from the drop-down list.

Student’s planned enrollment status for the 2024-2025 academic year: Select the student’s planned enrollment status for the academic year from the drop-down list.

Student’s degree level for the 2024-2025 academic year: Select the student’s degree level for the academic year from the drop-down list.

Student’s anticipated graduation date: Enter the student’s anticipated graduation date. Must be in mm/dd/yyyy format and must be a future date.

Student’s planned major: Enter the student’s planned major.

Student’s planned minor: Enter the student’s planned minor.

Enter the Enrollment information and then click on Next at the bottom of the screen.

The next screen collects information about the Term Award Information.

Institution student will attend: Your institution’s college/university name will prefill and be greyed out.

Terms to award student: Select the terms to award the student. Institutions that disburse awards over Fall and Spring can choose Fall and Spring, Fall Only, or Spring Only. Institutions that disburse awards over Fall, Winter, and Spring can choose Fall, Winter, and Spring; Winter and Spring; Fall Only; Winter Only, or Spring Only.

Annual Award Amount Requested: Must be a whole number, no decimals, and not more than the VG-PNP Annual Award Amount set by HEAB for the year. The Annual Award Amount Requested will be spread over the terms selected to award the student.

Enter the Term Award information and then click on Next at the bottom of the screen.

The next screen allows you to submit the application and view and print the application information.

If you need to make corrections, prior to submitting you can use the "Previous" button to return to the appropriate section of the application.

You must click on the Submit button to finish the application.

Wisconsin Veteran's Grant for Private Non-Profit Schools Program Application - 2024-2025
For: ZZFIRSTNAME XXSTUDENT

<input checked="" type="checkbox"/> Applicant Information	<p>This application was submitted On 10/24/2024</p> <p>The application has been submitted.</p> <p>If you have made changes to this application, you <u>must</u> click "Re-submit" to process the new information.</p> <p>To review the submitted application, click "View Summary" or click "Print Summary" to download a printable version.</p> <p style="text-align: center;"> <input type="button" value="Re-Submit"/> <input type="button" value="View Summary"/> <input type="button" value="Print Summary"/> <input type="button" value="Finished"/> </p> <p style="text-align: center;">Download Adobe Acrobat Reader</p>
<input checked="" type="checkbox"/> Enrollment Information	
<input checked="" type="checkbox"/> Term Award Information	
<input type="button" value="Previous"/>	

You can review your information by clicking on "View Summary".

To download a printable version to save for your records, click on "Print Summary".

Once the application has been submitted, you may return to edit the application until the application period is closed. To edit the application, click on Application Entry on the main menu screen. Then enter the social security number of the student and the application information that you previously entered will prefill on the screen. You can update any of the information on the Applicant Information screen, the Enrollment Information screen, and the Term Award Information screen and the submit the application again to update the information on the student's record.

It is possible that after you enter the application, the student may be put in an ineligible status for VG-PNP and not awarded. To see the student's record after the application is submitted, you can enter the student's social security or name in the top menu tool bar to search for the student's record. Then follow the instructions for Edit Student>Application Period Information listed in the Table of Contents in this manual. If the student does not have any ineligible reasons, then the student will be in an incomplete application program status for VG-PNP and will be ready to be reviewed by HEAB for selection and awarding.

Incomplete Applications

To find incomplete applications which may have been started and not completed, select Incomplete Applications from the main menu.

Filter By

Incomplete Applications ▼

Date From: Date To:

Go

Applications

Application	Status	Date Received	Entered By	Date Entered	Student	View	Edit	Delete
Indian Student Assistance Grant Program Application	On Hold	07/10/2024	emcclain14@yahoo.com	07/10/2024	CAFIRSTNAME AASTUDENT			

Set filters and click on Go to see the Incomplete applications.

Incomplete Application filter can be updated to select an application type.

Date From and Date To can be set to select incomplete applications that were started within the date range set.

Incomplete applications are put in a status of On Hold.

To view an incomplete application click on the View icon.

To edit an incomplete application, click on the Edit button of the incomplete application. Then review and enter the remaining application information. Once the application is submitted, it will be taken out of On Hold status.

Data File Transfer

Institutions can use the Data File Transfer process to upload files for certification processing for all programs and for uploading files of credit and GPA information for the AES, TES, and VG-PNP programs.

File Certification Process

Institutions can automate the Certification roster process by uploading files in .csv format. There are two types of file certification processes: Download/Upload and Institution-Initiated.

Download/Upload File Processing

The Download/Upload File Processing allows institutions to download a certification file, update the file information, and then upload the updated certification file for processing without having to match the student's file data to the student's record in the GLASS system. The matching process is not needed because the student's key information fields are contained in the downloaded certification file.

You are currently working with the **2024-2025** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: ▾

Term: ▾

SSN:

First Name:

Last Name:

Student ID:

Certification Rosters - Action Required

		View and Print (PDF)	Certify Online	Download File (CSV)
	Certification	PDF	Online	Download
	Credits and GPA	PDF	Online	Download

Click on the [Download](#) link of the Certification roster to download a CSV file of students that are awarded and ready to be certified. Rosters are dynamic; they will reflect the data as it exists in the system as of the date and time the roster is downloaded.

An Institution can download their rosters in csv format, update certain data, save the file in csv format and upload it to GLASS. The file will have one row for each program and term. If the roster is run for All Programs or All Terms, there may be multiple rows in the file for a student.

Institution should update the file with the required data for the students on the roster. See Appendix A Roster File Layouts (Institutional Download/Upload Certification .CSV File Fields and Descriptions) for information on the fields to update.

- To update the file manually:
 - Open the downloaded file in Microsoft Excel™ or a similar software application.
 - Save the file in .CSV format (file can be renamed). Note: the files contain Social Security Numbers.
 - For each student on the roster, update as applicable the fields that are shaded and described in the file layout as updateable fields, (see Appendix A Roster File Layouts (Institutional Download/Upload Certification .CSV File Fields and Descriptions)).
 - Most of the updateable fields will be pre-populated with student data as it exists in the system.
- To automate the process, schools will need to work with their IT Departments
 - As a comma delimited file, each field will be double-quoted so actual commas in the field are treated as commas. For example:

```
"Entity ID","Academic Year","Term Description","School Code","School Name","SSN",  
"Value 1 without comma inside","Value 2 with a , 'comma' inside","Value 3 without comma inside"
```
 - Save the updated file in .CSV format.
- Records with missing or invalid data will not prevent accurate records in the same file from processing.
- If a record is not processed due to missing or invalid data, the student will continue to be selected for subsequent rosters until their information is updated, either through another file upload or manually online.
- Identifiers in the last columns of the downloaded file match to the student record. These fields are added to the file so that uploads do not need to go through the record matching process. If the file is sorted without selecting all columns and rows, the data will be out of sync and all the records on the file will be exceptions.

Once the downloaded CSV file has been updated by the Institution, it is ready to upload into the GLASS system to be processed using the Send Roster File process.

Institution-Initiated File Processing

The Institution-Initiated File Processing allows institutions to upload a file created from their system directly into the GLASS system for processing. Since the institution's certification file will not have the

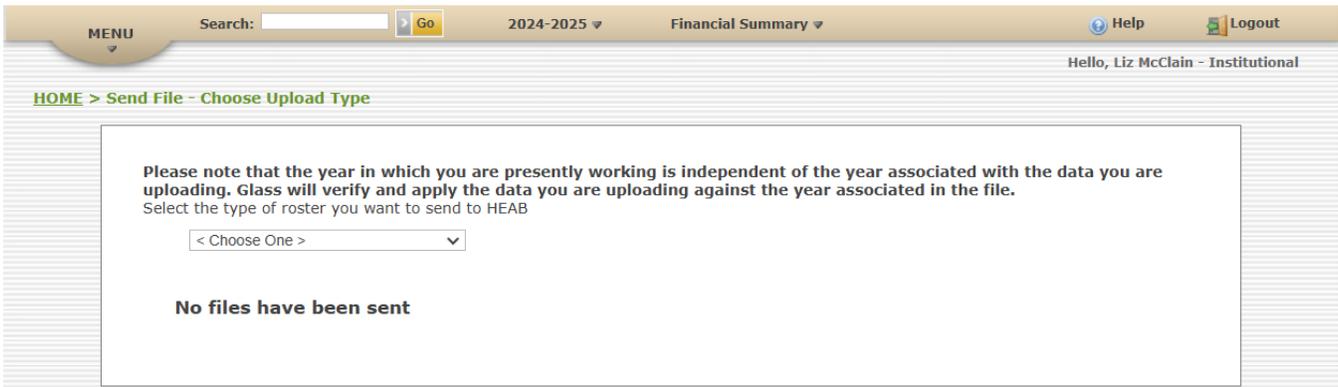
GLASS system key fields, it must go through the GLASS record matching process to match each institution certification record with a student record in the GLASS system. See Appendix A Roster File Layouts (Institution-initiated Certification .CSV File Fields and Descriptions) for information on the format of the file to be created by the institution's system.

The institution-initiated certification file can be uploaded into the GLASS system using the Send Roster File process for certification.

Send Roster File for Certification



The Send Roster File processed is used by the institution to upload Certification files and Credit and GPA files. Select the Send Roster File menu item under Data File Transfer on the main menu and the following screen will display:



When using the Download/Upload File certification process, choose Certification for the File Type:

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. Glass will verify and apply the data you are uploading against the year associated in the file.
Select the type of roster you want to send to HEAB

Certification 

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

No file chosen

No files have been sent

When using the Institution-Initiated File certification process, choose Certification – Institution-initiated:

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. Glass will verify and apply the data you are uploading against the year associated in the file.
Select the type of roster you want to send to HEAB

Certification - Institution-initiated 

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

No file chosen

You have sent 1 actual data file(s) to HEAB for 2024-2025

Date/Time	Roster Type	File Name
11/26/2024 2:31:57 PM	Certification Roster	2024-2025 Fall Certification Carroll University Download File for processing 11.26.24.1.csv

Click Choose File and select the file. Then click on the Upload File button. Only files in .CSV format will upload.

Some file formatting errors will prevent the complete validation of the file; it cannot be uploaded until the errors are corrected. Messages on the screen will help to identify the errors.

Roster Type: Certification
 File Info: 2024-2025 Fall Certification Carroll University Download File for processing 11.26.24.1.csv - 6 Records

Does the file format look correct?

As a precaution, you are required to **confirm the file format** of the file you just uploaded. Only the first 25 records will be displayed.

Entity ID	Academic Year	Term Description	School Code	School Name	Program Short Name	SSN	Last Name	First Name	Middle Name	Date of Birth	Program Status	Annual Award Amount	Term Award Amount	Paid Amount	Type of Leave	Campus Student ID	Certification Code	New Amount	Enrollment Status	SAP	Certified SAI
214	2024-2025	Fall	3838	CARROLL UNIVERSITY	WG-PNP	822222223	LASTUDENT	LAFIRSTNAME	B	4/28/2005 12:00:00 AM	Awarded	4400	2200	0	0		A		F	Y	7354
214	2024-2025	Fall	3838	CARROLL UNIVERSITY	AES	822222223	LASTUDENT	LAFIRSTNAME	B	4/28/2005 12:00:00 AM	Awarded	1125	563	0	0		A		F	Y	7354
199	2024-2025	Fall	3838	CARROLL UNIVERSITY	WG-PNP	886234563	TXSTUDENT	BZFIRSTNAME	B	4/28/2006 12:00:00 AM	Awarded	4400	2200	0	0		B	1000	F	Y	7354
203	2024-2025	Fall	3838	CARROLL UNIVERSITY	WG-PNP	868235563	XXSTUDENT	ZZFIRSTNAME	Z	4/28/2005 12:00:00 AM	Awarded	4400	2200	0	0		O		F	Y	7354
203	2024-2025	Fall	3838	CARROLL UNIVERSITY	WIG	868235563	XXSTUDENT	ZZFIRSTNAME	Z	4/28/2005 12:00:00 AM	Awarded	1100	550	0	0				Z	Y	7354
203	2024-2025	Fall	3838	CARROLL UNIVERSITY	VG-PNP	868235563	XXSTUDENT	ZZFIRSTNAME	Z	4/28/2005 12:00:00 AM	Awarded	1100	550	0	0		1		F	Y	7354

The first 25 records are displayed so that the file can be viewed and confirmed. Click on the Confirm File Format & Process button to process the file or click on Cancel File to cancel the file upload.

File Sent for Processing

Your file has been sent to Glass for processing. Your result files should be available for download within 24 hours.

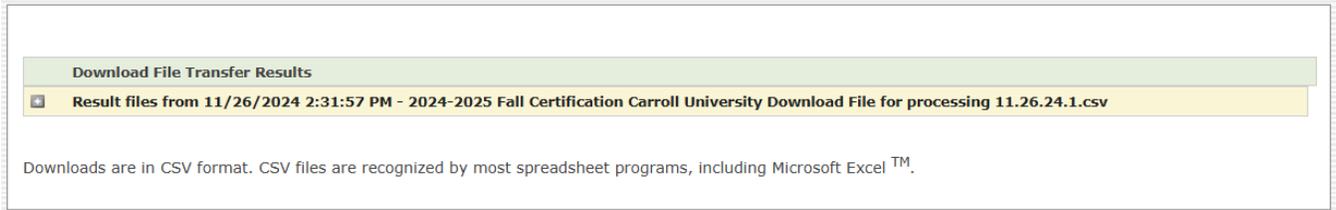
A message will display that the file has been sent to GLASS for processing. Smaller files will process within minutes. Larger files will take longer. To see the file processing results, go to the File Transfer Results menu option.

File Transfer Results for Certification

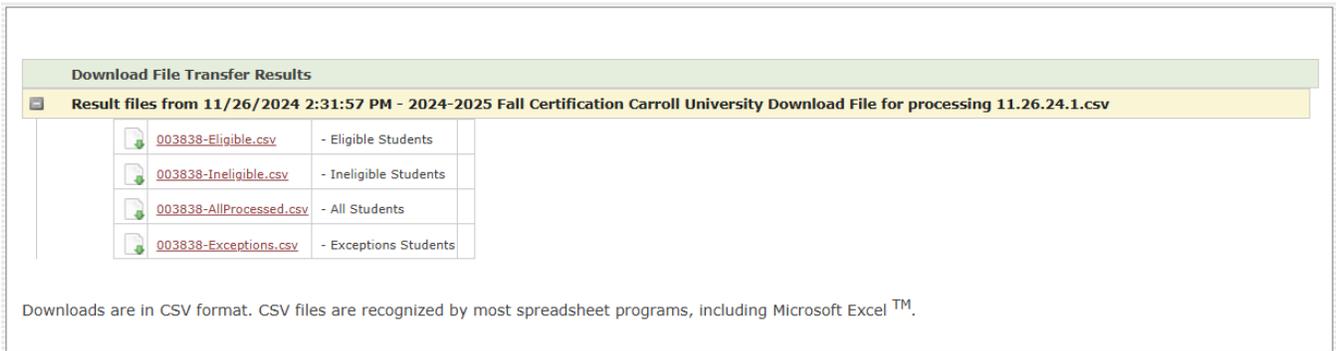
 **Data File Transfer**

-  Send Roster File
-  File Transfer Results

File Transfer Results is used by the institution to view the results of the uploaded Certification files and Credit and GPA files. Select the File Transfer Results menu item under Data File Transfer on the main menu and a screen will display containing a yellow region bar for each file uploaded for the academic year.



Click on the yellow region bar to display the results for the file.



Transfer result files are CSV files, in same format as the uploaded file. Exceptions Students files include the exception reason(s).

Eligible Students	Records processed successfully; students are eligible.
Ineligible Students	Records processed successfully; students are not eligible. A system-generated cancellation code may be assigned.
All Students	All records that processed successfully (eligible and ineligible)
Exceptions	Records that did not process. The reason the record did not process is displayed in the last column of the file. Records that did not process will remain on the roster until they process successfully.

Exceptions for Certification File Types - Records in the uploaded file will not be processed for the following reasons:

- Certification Roster file upload: if the file was sorted without selecting all columns and rows, the data will be out of sync and all the records on the file will be exceptions.
- Certification Roster file with added rows: added rows will be exceptions. Institution must either upload an institution-initiated file if adding students to their roster or add the students online and either certify online or download a new Certification roster file.
- Institution-initiated File upload: Partial match - if the record was not a full match with an existing record. Partial match includes records with a missing SSN if first name, last name and DOB on the file match an existing record. Institution may research by searching for the student in GLASS and comparing identifiers. If data on file is incorrect,

Institution uploads a new file with the corrected information for the student. If data on the file is correct and GLASS record is incorrect, Institution must contact HEAB.

- Institution-initiated File upload: No match - if there is no matching record in GLASS for the academic year and it is not a partial match. Records are not created from the Institution file upload. Institution may research by searching for the student in GLASS. If data on file is incorrect, Institution uploads a new file with the corrected information for the student. If data on the file is correct and there is no record of the student in GLASS for the selected academic year, Institution must contact HEAB.
- Institution-Initiated File upload: Institution is not associated to the student in GLASS for the selected academic year (Institution cannot add their institution to a student record).
- Both file types - Enrollment status invalid (valid values are F, H, L and N).
- Both file types:
 - Certification/Cancellation code invalid
 - SAP invalid
 - New Amount must be less than or equal to Award Amount Allowed for Program for the Term
 - Certified SAI invalid (must be numeric with maximum length of 6; no commas or decimals, cannot be blank)
 - Certified SAI does not match an SAI on an ISIR transaction in GLASS
 - For Herzing University and the WG-PNP program, Terms To Disburse must be FWS, FS, FW, or WS.

Exceptions file will include all records not processed and the reason.

Exceptions can be resolved online (if students were on the Not Yet Certified roster they will remain on the roster until they are certified) or the Institution can upload a file with the corrected information.

File Credits and GPA Process

Institutions can automate the Credits and GPA roster reporting process by uploading files in .csv format. There are two types of file processes: Download/Upload and Institution-Initiated.

Download/Upload File Processing

The Download/Upload File Processing allows institutions to download a Credits and GPA roster file, update the file information, and then upload the updated Credits and GPA file for processing without having to match the student's file data to the student's record in the GLASS system. The matching process is not needed because the student's key information fields are contained in the downloaded Credits and GPA roster file.

You are currently working with the **2024-2025** Academic Year.

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: ▾

Term: ▾

SSN:

First Name:

Last Name:

Student ID:

Certification Rosters - Action Required

		View and Print (PDF)	Certify Online	Download File (CSV)
	Certification	PDF	Online	Download
	Credits and GPA	PDF	Online	Download



Click on the [Download](#) link of the Credits and GPA roster to download a CSV file of students that need to have the credits and GPA reported. Rosters are dynamic; they will reflect the data as it exists in the system as of the date and time the roster is downloaded.

An Institution can download their rosters in csv format, update certain data, save the file in csv format and upload it to GLASS. The file will have one row for each program and term. If the roster is run for All Programs and All Terms, there may be multiple rows in the file for a student.

Institution should update the file with the required data for the students on the roster. See Appendix A Roster File Layouts (Institutional Download/Upload Credits and GPA .CSV File Fields and Descriptions) for information on the fields to update.

- To update the file manually:
 - Open the downloaded file in Microsoft Excel™ or a similar software application.
 - Save the file in .CSV format (file can be renamed). Note: the files contain Social Security Numbers.
 - For each student on the roster, update as applicable the fields that are shaded and described in the file layout as updateable fields, (see Appendix A Roster File Layouts (Institutional Download/Upload Credits and GPA .CSV File Fields and Descriptions)).

- Most of the updateable fields will be pre-populated with student data as it exists in the system.
- To automate the process, schools will need to work with their IT Departments
 - As a comma delimited file, each field will be double-quoted so actual commas in the field are treated as commas. For example:
"Entity ID","Academic Year","Term Description","School Code","School Name","SSN",
"Value 1 without comma inside","Value 2 with a , 'comma' inside","Value 3 without comma inside"
 - Save the updated file in .CSV format.
- Records with missing or invalid data will not prevent accurate records in the same file from processing.
- If a record is not processed due to missing or invalid data, the student will continue to be selected for subsequent rosters until their information is updated, either through another file upload or manually online.
- Identifiers in the last columns of the downloaded file match to the student record. These fields are added to the file so that uploads do not need to go through the record matching process. If the file is sorted without selecting all columns and rows, the data will be out of sync and all the records on the file will be exceptions.

Once the downloaded CSV file has been updated by the Institution, it is ready to upload into the GLASS system to be processed using the Send Roster File process.

Institution-Initiated File Processing

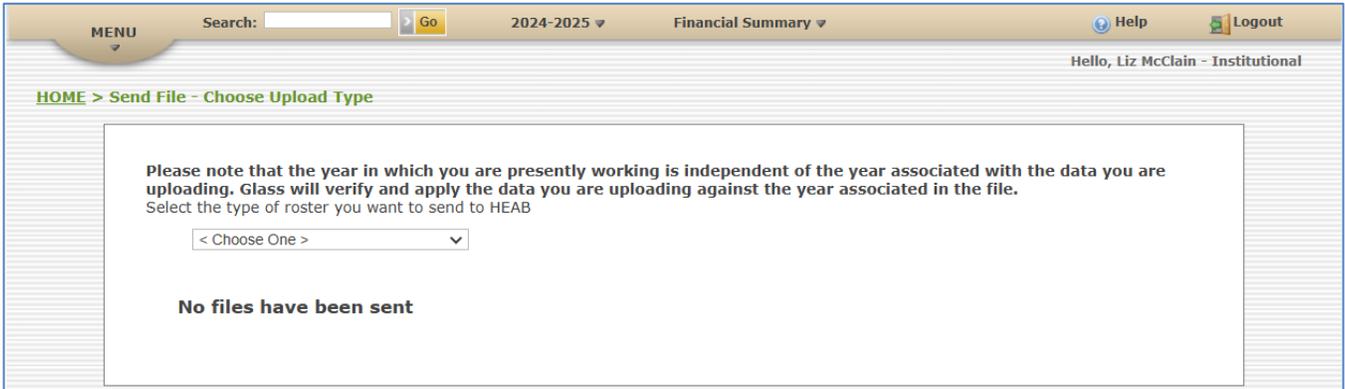
The Institution-Initiated File Processing allows institutions to upload a file created from their system directly into the GLASS system for processing. Since the institution's Credits and GPA file will not have the GLASS system key fields, it must go through the GLASS record matching process to match each institution Credits and GPA record with a student record in the GLASS system. See Appendix A Roster File Layouts (Institution-initiated Credits and GPA .CSV File Fields and Descriptions) for information on the format of the file to be created by the institution's system.

The institution-initiated Credits and GPA file can be uploaded into the GLASS system using the Send Roster File process for certification.

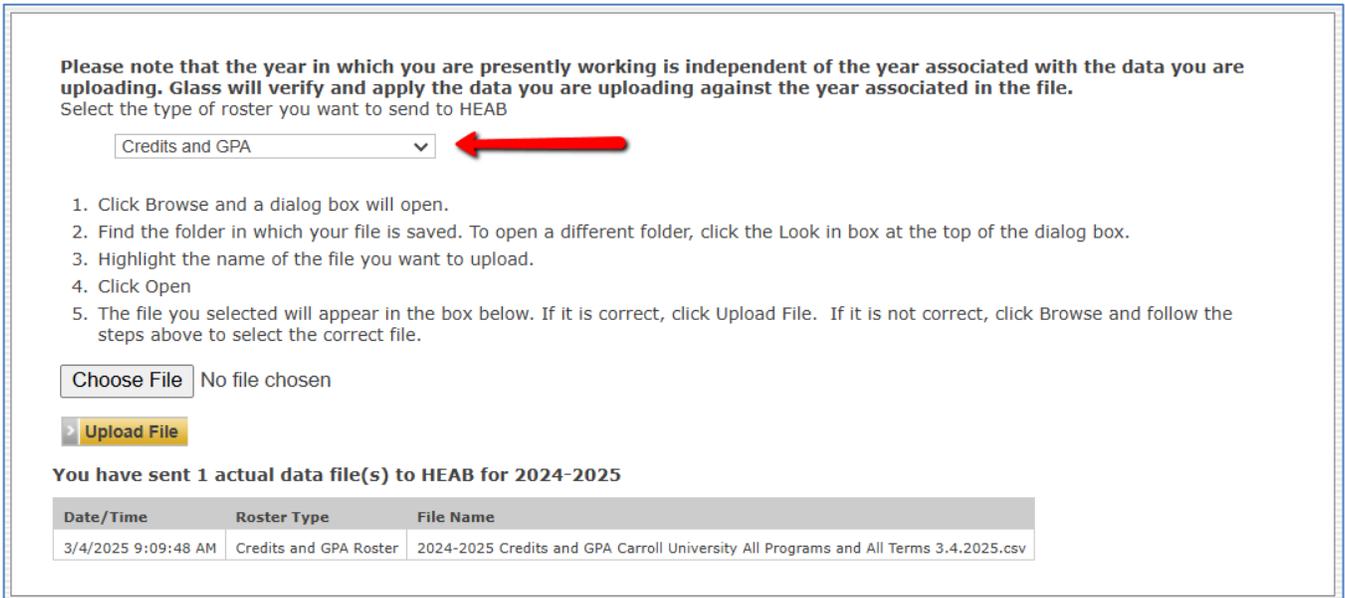
Send Roster File for Credits and GPA



The Send Roster File processed is used by the institution to upload Certification files and Credit and GPA files. Select the Send Roster File menu item under Data File Transfer on the main menu and the following screen will display:



When using the Download/Upload File Credits and GPA process, choose Credits and GPA for the File Type:



When using the Institution-Initiated File certification process, choose Credits and GPA – Institution-initiated:

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. Glass will verify and apply the data you are uploading against the year associated in the file.
 Select the type of roster you want to send to HEAB

Credits and GPA - Institution-initiated 

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

No file chosen

You have sent 1 actual data file(s) to HEAB for 2024-2025

Date/Time	Roster Type	File Name
3/4/2025 9:09:48 AM	Credits and GPA Roster	2024-2025 Credits and GPA Carroll University All Programs and All Terms 3.4.2025.csv

Click Choose File and select the file. Then click on the Upload File button. Only files in .CSV format will upload.

Some file formatting errors will prevent the complete validation of the file; it cannot be uploaded until the errors are corrected. Messages on the screen will help to identify the errors.

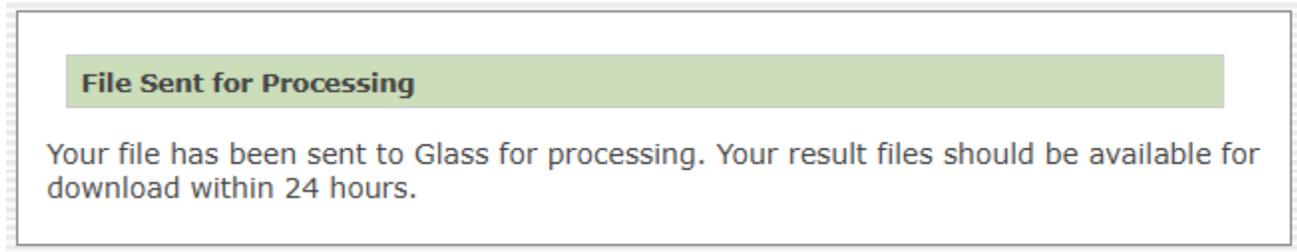
Roster Type: Credits and GPA
 File Info: 2024-2025 Credits and GPA Carroll University All Programs and All Terms 3.4.2025.csv - 15 Records

Does the file format look correct?

As a precaution, you are required to confirm the file format of the file you just uploaded. Only the first 25 records will be displayed.

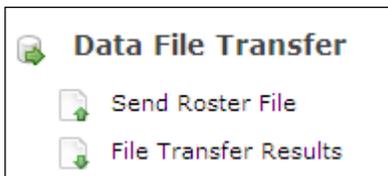
Entity ID	Academic Year	Term Description	School Code	School Name	Program Short Name	SSN	Last Name	First Name	Middle Name	Date of Birth	Term Credits	Term GPA	Campus ID	Academic Year ID	Term ID	ChecksumId
700468	2024-2025	Fall	3838	CARROLL UNIVERSITY	VG-PNP	888700468	BASTUDENT	XAFIRSTNAME	G	9/15/2004 12:00:00 AM	12	3.5	19	125	4	3496331
700468	2024-2025	Spring	3838	CARROLL UNIVERSITY	VG-PNP	888700468	BASTUDENT	XAFIRSTNAME	G	9/15/2004 12:00:00 AM	15	3	19	125	5	3491182
59178	2024-2025	Fall	3838	CARROLL UNIVERSITY	VG-PNP	888859178	CASTUDENT	LAFIRSTNAME	S	7/19/2005 12:00:00 AM	18	4.5	19	125	4	3487526
59178	2024-2025	Spring	3838	CARROLL UNIVERSITY	VG-PNP	888859178	CASTUDENT	LAFIRSTNAME	S	7/19/2005 12:00:00 AM	20	4.6	19	125	5	3488140
468763	2024-2025	Fall	3838	CARROLL UNIVERSITY	VG-PNP	888468763	EASTUDENT	OAFIRSTNAME	A	6/6/2006 12:00:00 AM	0	0	19	125	4	3488739
468763	2024-2025	Spring	3838	CARROLL UNIVERSITY	VG-PNP	888468763	EASTUDENT	OAFIRSTNAME	A	6/6/2006 12:00:00 AM	15	3	19	125	5	3488795
289598	2024-2025	Fall	3838	CARROLL UNIVERSITY	VG-PNP	888289598	FASTUDENT	CAFIRSTNAME	M	11/30/2005 12:00:00 AM	41	5	19	125	4	3493035
289598	2024-2025	Spring	3838	CARROLL UNIVERSITY	VG-PNP	888289598	FASTUDENT	CAFIRSTNAME	M	11/30/2005 12:00:00 AM	24	3	19	125	5	3999260

The first 25 records are displayed so that the file can be viewed and confirmed. Click on the Confirm File Format & Process button to process the file or click on Cancel File to cancel the file upload.

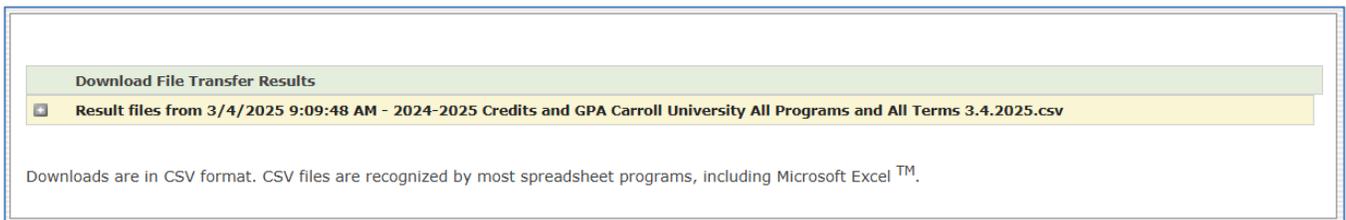


A message will display that the file has been sent to GLASS for processing. Smaller files will process within minutes. Larger files will take longer. To see the file processing results, go to the File Transfer Results menu option.

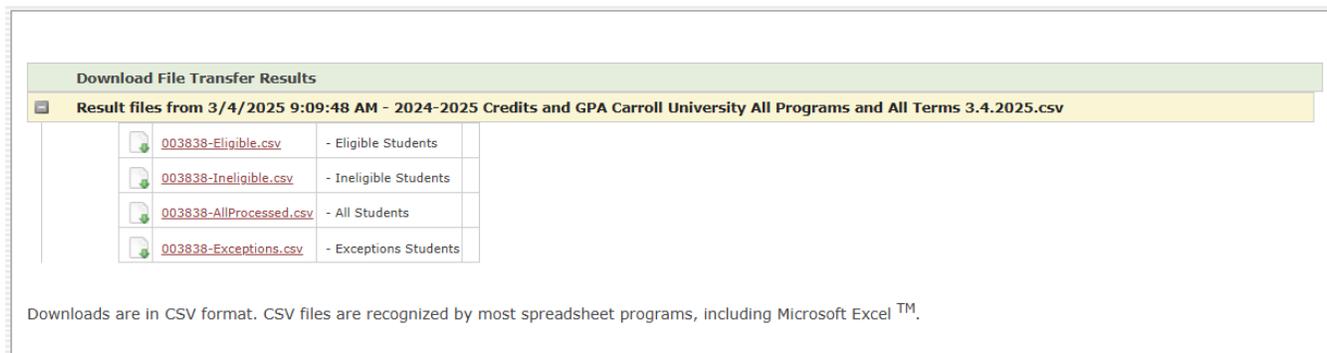
File Transfer Results for Credits and GPA



File Transfer Results is used by the institution to view the results of the uploaded Certification files and Credit and GPA files. Select the File Transfer Results menu item under Data File Transfer on the main menu and a screen will display containing a yellow region bar for each file uploaded for the academic year.



Click on the yellow region bar to display the results for the file.



Transfer result files are CSV files, in same format as the uploaded file. Exceptions Students files include the exception reason(s).

Eligible Students	Records processed successfully; students are eligible.
Ineligible Students	Records processed successfully; students are not eligible. A system-generated cancellation code may be assigned.
All Students	All records that processed successfully (eligible and ineligible)
Exceptions	Records that did not process. The reason the record did not process is displayed in the last column of the file. Records that did not process will remain on the roster until they process successfully.

Exceptions for Certification File Types - Records in the uploaded file will not be processed for the following reasons:

- Credits and GPA Roster file upload: if the file was sorted without selecting all columns and rows, the data will be out of sync and all the records on the file will be exceptions.
- Credits and GPA Roster file with added rows: added rows will be exceptions. Institution must either upload an institution-initiated file if adding students to their roster or add the students online and either certify online or download a new Credits and GPA roster file.
- Institution-initiated File upload: Partial match - if the record was not a full match with an existing record. Partial match includes records with a missing SSN if first name, last name and DOB on the file match an existing record. Institution may research by searching for the student in GLASS and comparing identifiers. If data on file is incorrect, Institution uploads a new file with the corrected information for the student. If data on the file is correct and GLASS record is incorrect, Institution must contact HEAB.
- Institution-initiated File upload: No match - if there is no matching record in GLASS for the academic year and it is not a partial match. Records are not created from the Institution file upload. Institution may research by searching for the student in GLASS. If data on file is incorrect, Institution uploads a new file with the corrected information for the student. If data on the file is correct and there is no record of the student in GLASS for the selected academic year, Institution must contact HEAB.

- Institution-Initiated File upload: Institution is not associated to the student in GLASS for the selected academic year (Institution cannot add their institution to a student record).
- Both file types:
 - Term Credits must be between 0 and 40
 - Term GPA must be between 0 and 4.999

Exceptions file will include all records not processed and the reason.

Exceptions can be resolved online (if students were on the Credits and GPA roster they will remain on the roster until the credits and GPA are reported) or the Institution can upload a file with the corrected information.

Awarding

Wisconsin Grant – UW Awarding

Upon ISIR import when the student record is created on the GLASS system, the Wisconsin Grant – UW program will be added to each institution on the student’s ISIR record which participates in the program. The recalculation will run to determine the student’s eligibility for the Wisconsin Grant – UW program. If no ineligible reasons are found on the student’s record, the Wisconsin Grant – UW program will be put in a status of Awarded and the award amount will be calculated and displayed in the student’s Edit Student Academic Period Information region.

Edit Student Academic Period Information Region

AASTUDENT, AAFIRSTNAME Don - ###-##-#711 **KENOSHA, WI**

GLASS ID: 2711

General Information DOB: 3/13/2002

Academic Period Information

On Hold No [Expand All](#)

105 UNIVERSITY OF WISCONSIN-MILWAUKEE [Contract All](#)

Annual Award Summary:

Program	Annual Award	Certified to Date	Paid to Date
WG-UW	\$3,150.00	\$0.00	\$0.00

Fall of 2024-2025 Academic Year

Enrollment Status: SAP: SAI: Campus ID: Terms To Award:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	WG-UW	<input type="text"/>	\$1,575.00	\$0.00

Wisconsin Grant – TC Awarding

Upon ISIR import when the student record is created on the GLASS system, the Wisconsin Grant – TC program will be added to each institution on the student’s ISIR record which participates in the program. The recalculation will run to determine the student’s eligibility for the Wisconsin Grant – TC program.

Students that are eligible for the Wisconsin Grant – TC program will be awarded in order of their FAFSA Receipt Date up to the Appropriation Overaward Level amount for the program.

If no ineligible reasons are found on the student’s record and the student’s award amount is within the Appropriations Overaward Level cutoff, the Wisconsin Grant – TC program will be put in a status of Awarded and the award amount will be calculated and displayed in the student’s Edit Student Academic Period Information region. If the program funds have been expended, the Wisconsin Grant – TC program will be put in a status of Eligible and the award mount will remain as zero.

Edit Student Academic Period Information Region

dASTUDENT, sAFIRSTNAME R - ###-##-#779
MONROE, WI

GLASS ID: 14779

General Information DOB: 7/13/1996

Academic Period Information

On Hold [Contract All](#)

330 BLACKHAWK TECHNICAL COLLEGE [Contract All](#)

Annual Award Summary:

Program	Annual Award	Certified to Date	Paid to Date
WG-TC	\$1,752.00	\$0.00	\$0.00

Fall of 2024-2025 Academic Year

Enrollment Status: SAP: SAI: Campus ID: Terms To Award:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	WG-TC	<input type="text"/>	\$876.00	\$0.00

Wisconsin Grant – TR Awarding

Upon ISIR import when the student record is created on the GLASS system, the Wisconsin Grant – TR program will be added to each institution on the student’s ISIR record which participates in the program. The recalculation will run to determine the student’s eligibility for the Wisconsin Grant – TR program.

Students that are eligible for the Wisconsin Grant – TR program will be awarded in order of their FAFSA Receipt Date up to the Appropriation Overaward Level amount for the program.

If no ineligible reasons are found on the student’s record and the student’s award amount is within the Appropriation Overaward Level cutoff, the Wisconsin Grant – TR program will be put in a status of Awarded and the award amount will be calculated and displayed in the student’s Edit Student Academic Period Information region. If the program funds have been expended, the Wisconsin Grant – TR program will be put in a status of Eligible and the award mount will remain as zero.

Edit Student Academic Period Information Region

CASTUDENT, MAFIRSTNAME K - ###-##-#239 **NEOPIT, WI**

GLASS ID: 74239

General Information DOB: 10/2/1992

Academic Period Information

On Hold [Contract All](#)

262 COLLEGE OF MENOMINEE NATION [Contract All](#)

Annual Award Summary:

Program	Annual Award	Certified to Date	Paid to Date
WG-TR	\$2,197.00	\$0.00	\$0.00

Fall of 2024-2025 Academic Year

Enrollment Status: SAP: SAI: Campus ID: Terms To Award:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	WG-TR	<input type="text"/>	\$1,099.00	\$0.00

Wisconsin Grant – PNP Awarding

Upon ISIR import when the student record is created on the GLASS system, the Wisconsin Grant – PNP program will be added to each institution on the student’s ISIR record which participates in the program. The recalculation will run to determine the student’s eligibility for the Wisconsin Grant – PNP program.

Students that are eligible for the Wisconsin Grant – PNP program will be awarded in order of their FAFSA Receipt Date up to the Appropriation Overaward Level amount for the program.

If no ineligible reasons are found on the student’s record and the student’s award amount is within the Appropriation Overaward Level cutoff, the Wisconsin Grant – PNP program will be put in a status of Awarded and the award amount will be calculated and displayed in the student’s Edit Student

Academic Period Information region. If the program funds have been expended, the Wisconsin Grant – PNP program will be put in a status of Eligible and the award mount will remain as zero.

Edit Student Academic Period Information Region

CASTUDENT, MAFIRSTNAME M - ###-##-#781 **WAUWATOSA, WI**

GLASS ID: 84781

General Information DOB: 11/9/2002

Academic Period Information

On Hold [Contract All](#)

206 CARROLL UNIVERSITY [Contract All](#)

Annual Award Summary:

Program	Annual Award	Certified to Date	Paid to Date
WG-PNP	\$4,400.00	\$0.00	\$0.00

Fall of 2024-2025 Academic Year

Enrollment Status: SAP: SAI: Campus ID: Terms To Award:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	WG-PNP	<input type="text"/>	\$2,200.00	\$0.00

Minority Undergraduate Retention Grant Awarding

Once a MURG application is submitted, the MURG-PNP or MURG-TC program will be added to the student’s record. The recalculation will run to determine the student’s eligibility for the MURG-PNP or MURG-TC program.

Students that are eligible for the MURG-PNP or MURG-TC program will be awarded by the agency up to the institution’s MURG allocation for the academic year. The MURG-PNP or MURG-TC program will be put in a status of Awarded and the award amount will be calculated and displayed in the student’s Edit Student Academic Period Information region. If the program funds have been expended, the MURG-PNP or MURG-TC program will remain in a status of Eligible and the award mount will remain as zero.

Edit Student Academic Period Information Region

DASTUDENT, SAFIRSTNAME D - ###-##-#709 **BOWLER, WI**

GLASS ID: 83709

General Information DOB: 7/9/1999

Academic Period Information

On Hold No

[Contract All](#)

262 COLLEGE OF MENOMINEE NATION

[Contract All](#)

Annual Award Summary:

Program	Annual Award	Certified to Date	Paid to Date
MURG-PNP	\$2,500.00	\$0.00	\$0.00
WG-TR	\$2,197.00	\$0.00	\$0.00
TOTAL Awards	\$4,697.00	\$0.00	\$0.00

Fall of 2024-2025 Academic Year

Enrollment Status: SAP: SAI: Campus ID: Terms To Award:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	MURG-PNP	\$1,250.00	\$1,250.00	\$0.00
	<input type="text"/>	WG-TR	<input type="text"/>	\$1,099.00	\$0.00

Talent Incentive Program Grant Awarding

Once a TIP application is submitted, the TIP program will be added to the student’s record. The recalculation will run to determine the student’s eligibility for the TIP program.

Students that are eligible for the TIP program will be awarded by the agency up to the institution’s TIP allocation for the academic year. The TIP program will be put in a status of Awarded and the award amount will be calculated and displayed in the student’s Edit Student Academic Period Information region. If the program funds have been expended, the TIP program will remain in a status of Eligible and the award mount will remain as zero.

Edit Student Academic Period Information Region

LASTUDENT, DAFIRSTNAME Mary - ###-##-#226 **Sturgeon Bay, WI**

GLASS ID: 257226

General Information DOB: 10/10/2005

Academic Period Information

[Add Campus](#) > [Add Program](#) > [Award Student](#) > [Override Student Award](#) > [Eligibility Override](#)

On Hold No [Save Hold Status](#)

[Contract All](#)

140 UNIVERSITY OF WISCONSIN-OSHKOSH

[Contract All](#)

[Add Term...](#)

Annual Award Summary:

Program	Annual Award	Certified to Date	Paid to Date
TIP	\$1,800.00	\$0.00	\$0.00
WG-UW	\$3,150.00	\$0.00	\$0.00
TOTAL Awards	\$4,950.00	\$0.00	\$0.00

Fall of 2024-2025 Academic Year

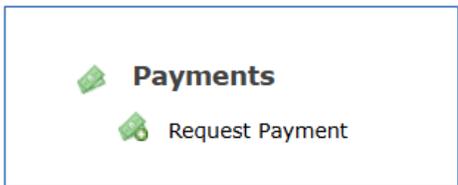
Enrollment Status: SAP: SAI: Campus ID: Terms To Award:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	TIP	<input type="text" value="\$900.00"/>	\$900.00	\$0.00
	<input type="text"/>	WG-UW	<input type="text"/>	\$1,575.00	\$0.00

[Save](#)

Payments

Request Payment



Once awards are certified by your institution for a program, an institution user must select Request Payment from the Main menu in order for the agency to disburse the awards.

Payment Verification						Requested but Not Paid: \$0.00 - Not Yet Requested: \$2,762.00
<input type="checkbox"/>	Program	Term	Certified Amount	Request Date	Status	View Details
<input type="checkbox"/>	WG-PNP	Spring	\$2,200.00		Not Yet Requested	Details
<input type="checkbox"/>	AES	Spring	\$562.00		Not Yet Requested	Details

Selected Payments

Total of payments currently selected for this request: \$0.00

[Request Payment](#)

Program	Allocation	Disbursed	Requested	Allocation Remaining
WG-PNP	\$2,000,000	\$1,393,959		\$606,041

[Return to Main Menu](#)

Click on the box to select the Program and Term to request payment and the Request Payment button will be highlighted.

Click on the Request Payment button to request payment for the programs and terms that are checked.

Payment Verification						Requested but Not Paid: \$0.00 - Not Yet Requested: \$2,762.00
<input type="checkbox"/>	Program	Term	Certified Amount	Request Date	Status	View Details
<input checked="" type="checkbox"/>	WG-PNP	Spring	\$2,200.00		Not Yet Requested	Details
<input type="checkbox"/>	AES	Spring	\$562.00		Not Yet Requested	Details

Selected Payments

Total of payments currently selected for this request: \$2,200.00

[Request Payment](#)

Program	Allocation	Disbursed	Requested	Allocation Remaining
WG-PNP	\$2,000,000	\$1,393,959		\$606,041

[Return to Main Menu](#)

Requested but Not Paid: Total of payments previously requested but not yet paid.

Not Yet Requested: Total of payments certified but not yet requested to be paid.

Program: Program which has certified awards to be paid.

Term: Term for the program which has certified awards to be paid.

Certified Amount: Amount certified by the institution for the program and term.

Request Date: Date that the institution requested payment for the program and term. Blank if payments for the program and term have not been requested by the institution.

Status: Not Yet Requested – institution has not requested payments for the program and term.
Requested – institution has requested payments for the program and term.

Details: Clicking on the details link displays a list of the students that have payments to be requested for the program and term.

The table at the bottom of the screen displays programs that have an allocation amount which does not allow for payments to be requested once disbursements have been made to the institution for the allocation amount. This table displays the program, allocation amount set by the agency, disbursements that have been made to date for the academic year, the requested amount, and the allocation remaining.

Refunds

A student’s program record is put in a refund due status after it is paid when an institution or agency user makes an update to the student’s record that causes the student to become ineligible for an award or when the term award amount is reduced. When the term award amount becomes less than the term paid amount for the program, the program is put in a refund due status for that term and academic year. Following is an example of what the student’s account will look like in the Edit Student Academic Period Information region. The red circle icon with the curved arrow indicates the program is in a refund due status.

Academic Period Information

On Hold [Contract All](#)

206 CARROLL UNIVERSITY [Contract All](#)

Annual Award Summary:

Program	Annual Award	Certified to Date	Paid to Date
VG-PNP	\$0.00	\$0.00	\$1,000.00
WG-PNP	\$0.00	\$0.00	\$0.00
TOTAL Awards	\$0.00	\$0.00	\$1,000.00

Fall of 2024-2025 Academic Year

Enrollment Status: SAP: SAI: Campus ID: Terms To Disburse: Type of Leave:

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
	<input type="text"/>	VG-PNP	<input type="text"/>	\$0.00	\$1,000.00
	<input type="text"/>	WG-PNP	<input type="text"/>	\$0.00	\$0.00

Viewing Payments and Refunds

There are different ways to view disbursements and refunds.

Select Disbursements / Refunds from the main menu to see a list of all of the disbursements and refunds that have been processed.

Select Institution Information from the main menu and click on the Payment History region. Payment History displays disbursements and refunds by date for the academic year.

Run a disbursement or a refund roster by selecting rosters from the main menu and then selecting the Paid roster or the Refund Due roster.

Run the standard report “Award Payment Report to Institutions Detail” which provides detail on students for whom payments were processed during a date range you select.

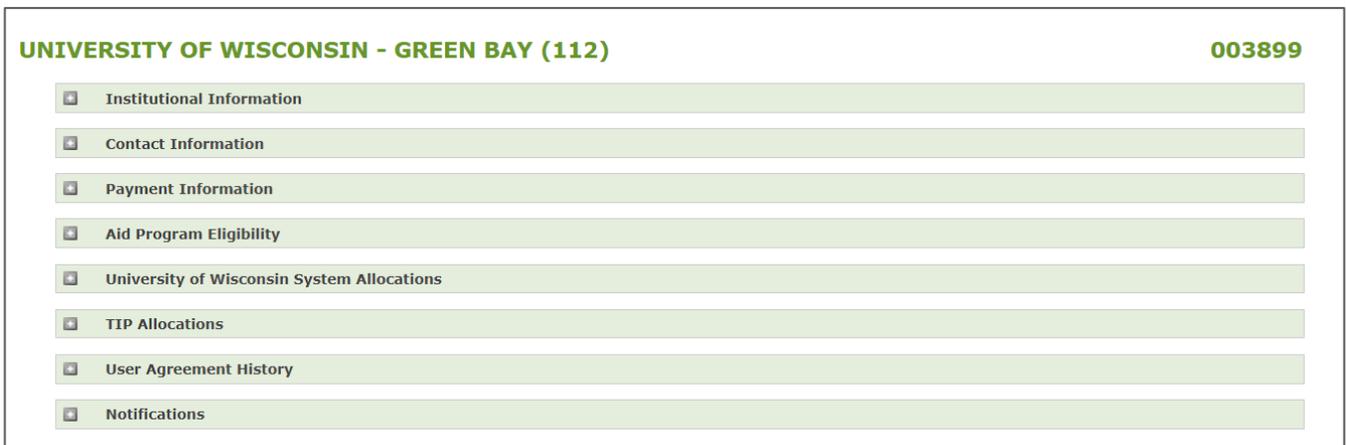
Run the standard report “Award Payment to Institution Summary Report” which provides summary data on payments that were processed during a date range you select. The selection criteria are the same as the Award Payment Report to Institution Detail.

Institution Information



This section displays your institutional information in GLASS for the academic year displayed on the top toolbar. To view information for a different year, select the year from the dropdown.

The Institutional Information, Contact Information and Payment Information sections are updated by HEAB. Information must be complete in order to certify students.



Institutional Information

RIPON COLLEGE (236)
003884

[-] Institutional Information

Institution Name: *

Financial Aid Office Address

Address: *

City: *

State: *

Zip: *

Institution Details

Institution Type: ▼

Principal Location State: ▼

Operational Schedule: ▼

Clock Hours to complete program:

of Terms:

Max. # of Terms to be Awarded:

Academic Period Setup:

	Fall	Spring	Summer
Begin	<input style="width: 60px;" type="text" value="8/1/2023"/>	<input style="width: 60px;" type="text" value="1/2/2024"/>	<input style="width: 60px;" type="text" value="6/1/2024"/>
End	<input style="width: 60px;" type="text" value="12/31/2023"/>	<input style="width: 60px;" type="text" value="5/31/2024"/>	<input style="width: 60px;" type="text" value="6/30/2024"/>
Eligible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Title IV/Program Eligibility: ▼

Financial Aid Management System

Your FAMS: ▼

Save

* Indicates a Required Field

Institution Name: Institution name is not academic year-specific. Changing it in one year will change it for all years.

- School Type** values are:
- University of Wisconsin System
 - Independent Colleges and Universities
 - Technical Colleges
 - Tribal Colleges
 - Out-of-State
 - For Profit Colleges
 - MN Colleges

Operational Schedule values are:

- Semesters Opt X 3 – Fall and Spring with optional Leading Summer Term or Trailing Summer Term for some programs

of Terms

- Cannot be greater than 3

Max. # of Terms to be Awarded

- Cannot be greater than 3

Academic Period Setup

- Values can only be entered for terms applicable to the institution based on the # of Terms value
- Start date for the first term must be on or after July 1 of the academic year
- End date for the last term
- Term start and end dates cannot overlap

Eligible check box

- Read-only for Institution. Term must be eligible in order to request payment.

Title IV/Program Eligibility values are:

- Eligible
- Ineligible

Federal Employer ID (FEIN):

Institution's federal employer id

All the above fields must have valid values before certification is allowed.

Your FAMS values are

- Banner
- Colleague
- EDEExpress
- Jenzabar
- PeopleSoft
- PowerFAIDS
- WorkDay
- Other

New Year Process and Institutional Information

When a new Academic Year is created, all values in the Institutional Information region are carried forward to the new year. For Term Dates, one year (365 days) is added to each prior year date.

Contact Information

Contact Information

Contact Information For Students

Phone Number: Email Address:

Contact Information For HEAB
(This information will not be shared with students)

Director of Financial Aid

First Name: Last Name:
 Phone Number: Phone Extension:
 Fax Number: Email Address:

Primary Contact for HEAB

First Name: Last Name: Title:
 Phone Number: Phone Extension:
 Fax Number: Email Address:

Notifications (separate multiple email addresses with a semicolon)

Institutional:	<input type="text"/>
Wisconsin Grant:	<input type="text"/>
Talent Incentive Program Grant:	<input type="text"/>
Indian Student Assistance Grant:	<input type="text"/>
Minority Undergraduate Retention Grant:	<input type="text"/>
Hearing/Visually Impaired Student Grant:	<input type="text"/>
Wisconsin Veteran's Grant for Private Non-Profit School:	<input type="text"/>
Academic Excellence Scholarship:	<input type="text"/>
Technical Excellence Scholarship:	<input type="text"/>
Disbursement:	<input type="text"/>
Refund:	<input type="text"/>
Bursar:	<input type="text"/>
Chancellor/President:	<input type="text"/>
Directors:	<input type="text"/>
Grants Notification:	<input type="text"/>
HEAB Loans:	<input type="text"/>
Monthly Memo:	<input type="text"/>

If any of the information on the Contact Information screen is incomplete or incorrect, update it and click Save. The information in the Contact Information for HEAB section is for use by HEAB staff when they need to contact individuals at the institution with questions regarding grants and scholarships.

Institutional notifications can be sent to the email addresses in the Notifications Section. The category email address box will accept multiple institution user email addresses which are separated by semi-colons so that the institution notification will go to multiple users at the institution for that category selected in the notification.

Payment Information

Payment Information

Payment Information

Disbursement Method: <Choose One> ▼

Mailing Address for Checks:

Office:

Street:

City:

State: <Choose One> ▼

Zip:

Vendor Code:

> Save

This region displays the disbursement method.

Aid Program Eligibility

This screen is used by the agency to indicate the programs in which the school participates. Expand the program bar to display the details or click the [expand all](#) link at the top of the screen to expand all programs.

Aid Program Eligibility

Program Name	Institution Participates	Signed Participation Agreement
expand all	<input type="checkbox"/> check group	<input type="checkbox"/> check group

IMPAIRED

Program Name	Institution Participates	Signed Participation Agreement
	<input checked="" type="checkbox"/> uncheck group	<input type="checkbox"/> check group
IMPAIRED - Hearing/Visually Impaired Student Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>

> Save

MURG

Program Name	Institution Participates	Signed Participation Agreement
	<input type="checkbox"/> check group	<input type="checkbox"/> check group
MURG-PNP - Minority Undergraduate Retention Grant for Private Colleges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MURG-TC - Minority Undergraduate Retention Grant for Technical Colleges	<input type="checkbox"/>	<input type="checkbox"/>

> Save

Institution Participates: This box is checked if the institution is eligible to participate in the program.

Signed Participation Agreement: this box can be used to indicate if the institution has a signed participation agreement on file. It is informational only; it has no functionality.

MURG Allocations

This screen is used by the agency to enter the fund appropriation amounts for the institutions which participate in the Minority Undergraduate Retention Grant program. Institution user can view this information to see the amount of awards that have been made for the academic year for their institution.

Original Appropriation: Initial amount appropriated for the program.

Supplemental Appropriation: Funds added to the program.

Total Appropriation: Total Appropriation is a system-calculated field; sum of Original Appropriation plus Supplemental Appropriation.

Total Awarded: Total dollars awarded to date.

Initial Students Awarded: Total of initial student awards made for the program for the award year to date.

Renewal Students Awarded: Total of renewal student awards made for the program for the award year to date.

Adjusted Appropriation Available: Total Appropriation minus Total Awarded. This number will be negative if the total awards made to date exceed the Total Appropriation.

Comment: Comment entered by agency.

TIP Allocations

This screen is used by the agency to enter the fund appropriation amounts for the institutions which participate in the Talent Incentive Grant program. Institution user can view this information to see the amount of awards that have been made for the academic year for their institution.

The screenshot shows a web form titled "TIP Allocations". It is divided into two main sections: "Program Setup" and "Fund Management".

Program Setup:

- Program Long Name: Talent Incentive Program Grant
- Program Short Name: TIP

Fund Management:

- Original Appropriation: \$ 400000
- Supplemental Appropriation: \$ 10000
- Total Appropriation: \$ 410000
- Total Awarded: \$ 3600
- Adjusted Appropriation Available: \$ 406400

Below the fund management section is a "Comment:" field with the text "TIP Allocations Comment" and a "Save" button at the bottom left.

Original Appropriation: Initial amount appropriated for the program.

Supplemental Appropriation: Funds added to the program.

Total Appropriation: Total Appropriation is a system-calculated field; sum of Original Appropriation plus Supplemental Appropriation.

Total Awarded: Total dollars awarded to date.

Adjusted Appropriation Available: Total Appropriation minus Total Awarded. This number will be negative if the total awards made to date exceed the Total Appropriation.

Comment: Comment entered by agency.

User Agreement History

User Agreement Text:
 (Version 8, updated on 2/20/2020 12:54:16 PM)
 not limited to personally identifiable information (PII as defined in NIST 800-53) accessed from HESAA on-line systems is confidential.
 By accepting this agreement, I agree not to disclose or permit use of this information other than for the purposes for which HESAA disclosed the information in accordance with applicable state and federal privacy regulations, 16 CFR Part 313.
 I (School Administrator) certify, as an authorized Financial Aid Officer at the school submitting changes and student/parent information updates, that these changes, determinations and judgements are true, complete, and in accordance with all applicable statutes, regulations and policies. I authorize this information to be used to calculate eligibility, for State student financial aid. Supporting documentation has been reviewed and will be maintained in the students school file.

[Print PDF](#)

Acceptance History:

Lowe	Jose	jlowe1	5	3/12/2018 11:35:25 AM
Lowe	Jose	jlowe1	5	12/12/2017 9:47:22 AM
Matos	Shaniqua	smatos	5	3/13/2018 9:06:35 AM
Matos	Shaniqua	smatos	5	12/11/2017 2:33:36 PM
Mendoza	Sylvia	smendoza	5	3/12/2018 12:26:51 PM
Mendoza	Sylvia	smendoza	5	12/12/2017 11:16:39 AM
Mendoza	Sylvia	smendoza1	5	1/3/2018 4:06:01 PM
Morales	Julio	imorales	5	3/13/2018 12:38:38 PM

The text of the current institutional Participation Agreement displays in this region. All Institutional users must read and accept the agreement in order to access the system for the first time and any time the agreement is changed. Acceptance History provides a list of all active users and their agreement time and date.

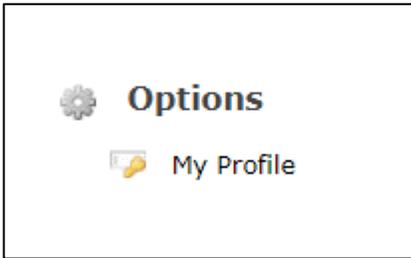
Notifications

Institution Notifications displays notifications sent to the institution users.

Payment History

Payment History displays disbursements and refunds by date for the academic year.

Options



My Profile

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

To cancel, click Return to the Main Menu.

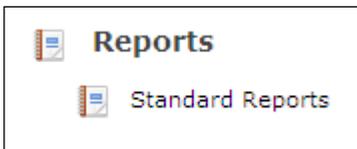
 A screenshot of a form with the following fields:

- First Name: Liz
- Last Name: McClain
- Email Address: Imclain@gbpi.net
- Confirm Email Address: (empty)
- User Name: Imclain@gbpi.net

 At the bottom are two buttons: "> Save" and "> Return to Main Menu".

Institution 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.

Reports



There are Standard Reports available for institutions. Each report has selection criteria that allow you to filter the report.

The screenshot shows a web interface titled "Standard Reports". Below the title is a dropdown menu labeled "Report:" with the text "<Choose One>". Below the dropdown are three buttons: "View Report", "Export to PDF", and "Export to CSV".

You have three options for retrieving your report and viewing the data:

1. View Report: select this option to view results on your screen. You have the ability to sort the results in the view.
2. Export to PDF: select this option to view and print the report in PDF format.
3. Export to CSV: select this option to retrieve the results in a file in CSV format.

Select a standard report from the dropdown.

Award Payment Report to Institutions Detail

This report provides detail on students for whom payments were processed during a date range you select.

The screenshot shows a web interface titled "Standard Reports". Below the title is a dropdown menu labeled "Report:" with the text "Award Payment Report to Institutions Detail (HE)". Below this is a section titled "Selection Criteria" which contains two fields: "Payment Processed Date Range:" with sub-fields for "From (mm/dd/yyyy):" and "To (mm/dd/yyyy):", and a "Program:" dropdown menu with "All" selected. Below the selection criteria are three buttons: "View Report", "Export to PDF", and "Export to CSV".

Selection Criteria

Payment Processed Date Range (From/To): This is the date the payment was processed in GLASS.

To view payments for one payment date, enter the same date in the 'From' and 'To' date fields.

Program Category: "All" will return results for all programs. To view a specific program, select it from the dropdown.

Payments processed for any academic year in the date range you select will display. The academic year in your top toolbar does not affect it.

Award Payment to Institution Summary Report

This report provides summary data on payments were processed during a date range you select. The selection criteria are the same as the Award Payment Report to Institution Detail.

Payments processed for any academic year in the date range you select will be included in the summary. The academic year in your top toolbar does not affect it.

Renewals

Certain programs are set up to create a renewal award for the next year for a student based on the following rules:

- For the TIP and IMPAIRED programs the following conditions must be met to automatically renew an award into the next academic year:
 - An ISIR should be received from the student for the academic year,
 - The student has payments in ANY prior academic year for any term that have not been fully refunded OR the student has the E non-funded certification code in any term,
 - The student has not already been paid the maximum points for the program,
 - Note: TIP can also be renewed even if payments have not been made when the TIP program Renewal Student in prior year is “Y”.
- For the AES and TES programs the following conditions must be met to automatically renew an award into the next academic year:
 - The student has been paid in the prior academic year or the program has the E non-funded certification code in the prior year,
 - The program is ineligible for the prior year due to an invalid GPA.
 - The program is ineligible for the prior year due to invalid credits,
 - The program has a Leave of Absence in the prior year,
 - The student has not already been paid the maximum points for the program.

When a renewal record is created for a student, the program is put in a status of awarded.

Appendix A Roster File Layouts

Institutional Download/Upload Certification .CSV File Fields and Descriptions

Shaded fields are updateable by the institution. Non-shaded fields are informational/system use fields.

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Entity ID	ID assigned to student by system	12345678	10
Academic Year	Academic year description	2021-2022	9
Term Description	Term description	Fall, Spring, Summer	30
School Code	6-digit Federal School Code	123456	6
School Name	Institution name	Name as it appears in the system	100
Program Short Name	Short name for the award program	WG-UW, WG-PNP, TIP, etc.	25
SSN	Student's SSN	123456789 (no hyphens)	9
Last Name	Student's last name		35
First Name	Student's first name		35
Middle Name	Student's middle initial	Blank if none	30
Date of Birth	Student's date of birth	MM/DD/YYYY	10
Program Status	Current status for the program	Qualified, Awarded, Certified, Paid, Refund Due, Ineligible	25
Annual Award Amount	Award amount for the year	0, 1000	Decimal(19,2)
Term Award Amount	Award amount for the term	0, 2000	Decimal(19,2)
Paid Amount	Amount disbursed (net of refunds) for the term	0, 3000	Decimal(19,2)
Type of Leave	Type of Leave for the term for the AES or TES program.	0 = None 1 = Military Leave 2 = Family Leave 3 = Medical Leave 4 = Internship/Co-op 5 = Educational Opportunity	1
Campus Student ID	ID assigned to student by the institution. Field will be blank unless the ID was provided previously.	Optional	15
Certification Code	This field will always be blank on the downloaded Certification roster. Code entered by the institution to certify student's eligibility for the program or reason for cancellation.	See Certification/Cancellation Codes following this layout. Blank if updates to enrollment status or SAP will make the student Ineligible.	2

INSTITUTION USER MANUAL FOR GLASS

Column	Description	Values/Sample Data/Comments	Maximum Field Length
	Leave blank if changes to certain data fields will make the student ineligible for the program.		
New Amount	Term payment amount, if less than Award Amount. Cannot be greater than award amount.	1500, blank (no commas) Leave blank when certifying the full award amount with the A Certification Code or if the student is not eligible. Enter a value in New Amount only when the student should be paid less than the Term Award Amount calculated by HEAB when student has financial need less than award offer or when the student withdrew but is eligible for reduced award. If student not eligible, update applicable data field for enrollment status or SAP or enter a Certification Code for cancellation due to another ineligible reason.	Decimal(19,2)
Enrollment Status	Enrollment status for the term. Field will default to value from the program application or reported to HEAB unless the Institution has saved a different enrollment status to the student's term record.	F = Full-time H = Half-time L = Less-than-half-time N = Not enrolled	1
SAP	Satisfactory Academic Progress One character fields; default value = Y (making SAP)	Y, N	1
Certified SAI	SAI the institution is using to calculate State need-based financial aid eligibility. Populated with the SAI on the active ISIR transaction or a previously certified SAI at the institution. It must match an ISIR transaction SAI	999999 (no commas), no decimals or cents	Integer (10)
Terms to Disburse	For Herzing University only. All other schools can leave blank. For the WG-PNP program only; indicates the terms over with to redistribute the annual award amount.	FWS = Fall, Winter, Spring FS = Fall, Spring FW = Fall, Winter WS = Winter, Spring	3
Campus ID	ID assigned to institution by System	123	10

INSTITUTION USER MANUAL FOR GLASS

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Program Group ID	ID assigned to program group by System		5
Program ID	ID assigned to program by System		5
Academic Year ID	ID assigned to academic year by System	Last 4-digit year in the academic year minus 1900. e.g., academic year 2015-2016 = 116 (2016 minus 1900)	3
Term ID	ID assigned to the term by System		4
ChecksumId		System Use Only	10
Last Change Date	Date last change was made to the award amount for this program	MM/DD/YYYY 01/31/2015	10

Institution-initiated Certification .CSV File Fields and Descriptions

Shaded fields are updateable by the institution. Non-shaded fields are informational/system use fields.

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Academic Year	Academic year description	2021-2022	9
Term Description	Term description	Fall, Spring, Summer	30
School Code	6-digit Federal School Code	123456	6
School Name	Institution name	Name as it appears in the system	100
Program Short Name	Short name for the award program	ALBS, GLSP, FELS, etc.	25
SSN	Student's SSN	123456789 (no hyphens)	9
Last Name	Student's last name		35
First Name	Student's first name		35
Middle Name	Student's middle initial	Blank if none	30
Date of Birth	Student's date of birth	MM/DD/YYYY	10
Campus Student ID	ID assigned to student by the institution. Field will be blank unless the ID was provided previously.	Optional	15
Certification Code	This field will always be blank on the downloaded Certification roster.	See Certification/Cancellation Codes following this layout.	2

INSTITUTION USER MANUAL FOR GLASS

	Code entered by the institution to certify student's eligibility for the program or reason for cancellation. Leave blank if changes to certain data fields will make the student ineligible for the program.	Blank if updates to enrollment status or SAP will make the student Ineligible.	
New Amount	Term payment amount, if less than Award Amount. Cannot be greater than award amount	1500, blank (no commas) Leave blank when certifying the full award amount with the A Certification Code or if the student is not eligible. Enter a value in New Amount only when the student should be paid less than the Term Award Amount calculated by HEAB when student has financial need less than award offer or when the student withdrew but is eligible for reduced award. If student not eligible, update applicable data field for enrollment status or SAP or enter a Certification Code for cancellation due to another ineligible reason.	Decimal(19,2)
Enrollment Status	Enrollment status for the term. Field will default to value from the program application or reported to HEAB unless the Institution has saved a different enrollment status to the student's term record.	F = Full-time H = Half-time L = Less-than-half-time N = Not enrolled	1
SAP	Satisfactory Academic Progress One character fields; default value = Y (making SAP)	Y, N	1
Certified SAI	SAI the institution is using to calculate the State need-based financial aid eligibility. It must match an ISIR transaction SAI.	999999 (no commas), no decimals or cents	Integer (10)
Terms to Disburse	For Herzing University only. All other schools can leave blank. For the WG-PNP program only; indicates the terms over with to redistribute the annual award amount.	FWS = Fall, Winter, Spring FS = Fall, Spring FW = Fall, Winter WS = Winter, Spring	3

Institutional Download/Upload Credits and GPA .CSV File Fields and Descriptions

Shaded fields are updateable by the institution. Non-shaded fields are informational/system use fields.

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Entity ID	ID assigned to student by system	12345678	10
Academic Year	Academic year description	2021-2022	9
Term Description	Term description	Fall, Spring, Summer	30
School Code	6-digit Federal School Code	123456	6
School Name	Institution name	Name as it appears in the system	100
Program Short Name	Short name for the award program	WG-UW, WG-PNP, TIP, etc.	25
SSN	Student's SSN	123456789 (no hyphens)	9
Last Name	Student's last name		35
First Name	Student's first name		35
Middle Name	Student's middle initial	Blank if none	30
Date of Birth	Student's date of birth	MM/DD/YYYY	10
Term Credits	Number of credits student earned for the term for the academic year reported	0 to 40	2
Term GPA	Student's grade point average for the term of the academic year.	1 to 4.999	Decimal(4,3)
Campus ID	ID assigned to institution by System	123	10
Academic Year ID	ID assigned to academic year by System	Last 4-digit year in the academic year minus 1900. e.g., academic year 2015-2016 = 116 (2016 minus 1900)	3
Term ID	ID assigned to the term by System		4
ChecksumId		System Use Only	10

Institution-initiated Credits and GPA .CSV File Fields and Descriptions

Shaded fields are updateable by the institution. Non-shaded fields are informational/system use fields.

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Academic Year	Academic year description	2021-2022	9
Term Description	Term description	Fall, Spring, Summer	30
School Code	6-digit Federal School Code	123456	6
School Name	Institution name	Name as it appears in the system	100
Program Short Name	Short name for the award program	ALBS, GLSP, FELS, etc.	25
SSN	Student's SSN	123456789 (no hyphens)	9
Last Name	Student's last name		35
First Name	Student's first name		35
Middle Name	Student's middle initial	Blank if none	30
Date of Birth	Student's date of birth	MM/DD/YYYY	10
Term Credits	Number of credits student earned for the term for the academic year reported	0 to 40	2
Term GPA	Student's grade point average for the term of the academic year.	1 to 4.999	Decimal(4,3)