

Certifications (C)



Certification Processes Include:

1. (C-**DU**) Download-Upload
2. (C-**II**) Institution Initiated
3. (C-**O**) Online



To Start a Certification

Navigate to GLASS System

Go to <https://glass.wisconsin.gov/WI/index>



(C-DU) Download-Upload Certification



(C-DU) Download-Upload Certification – Step 1

Choose values for fields indicated below. Then click [Download](#) link.

State of Wisconsin
Higher Educational Aids Board (HEAB)
Grants, Loans, and Scholarship System (GLASS)

MENU Search: Go 2025-2026 Financial Summary Help Logout

Hello, **Your Name Appears Here**

HOME > Roster Selection

You are currently working with the 2025-2026 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



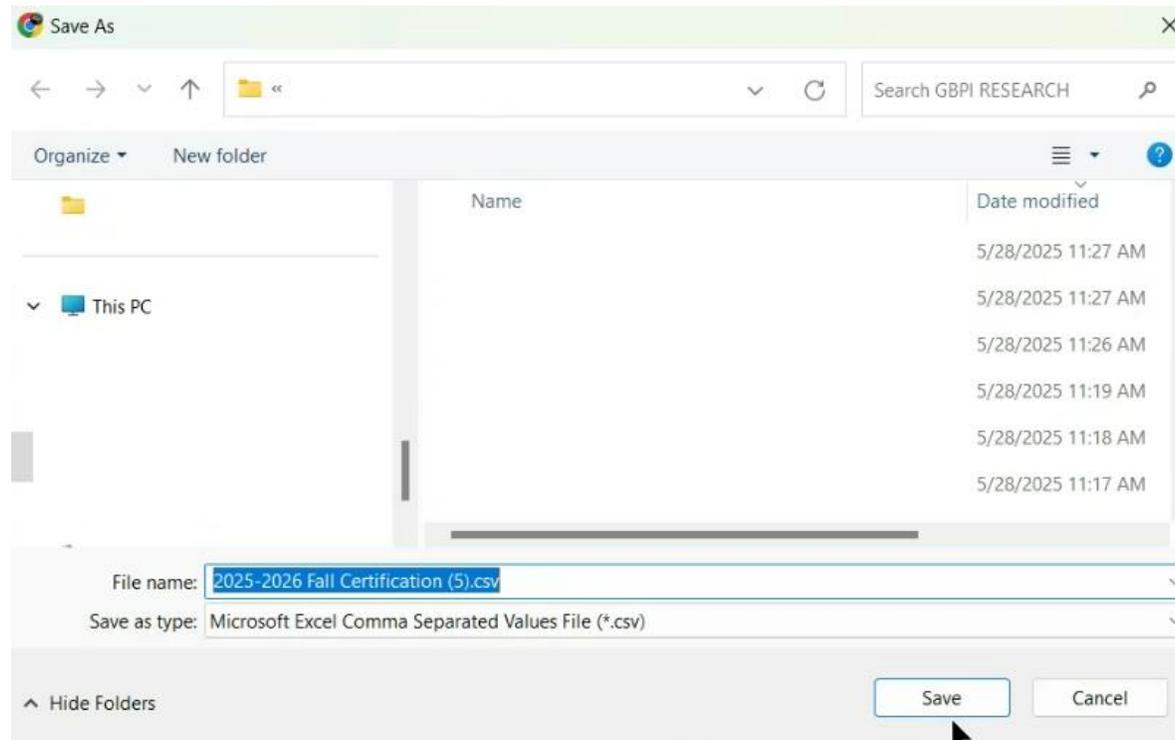
Choose Values for Program and Term Fields

Then Choose Download Link



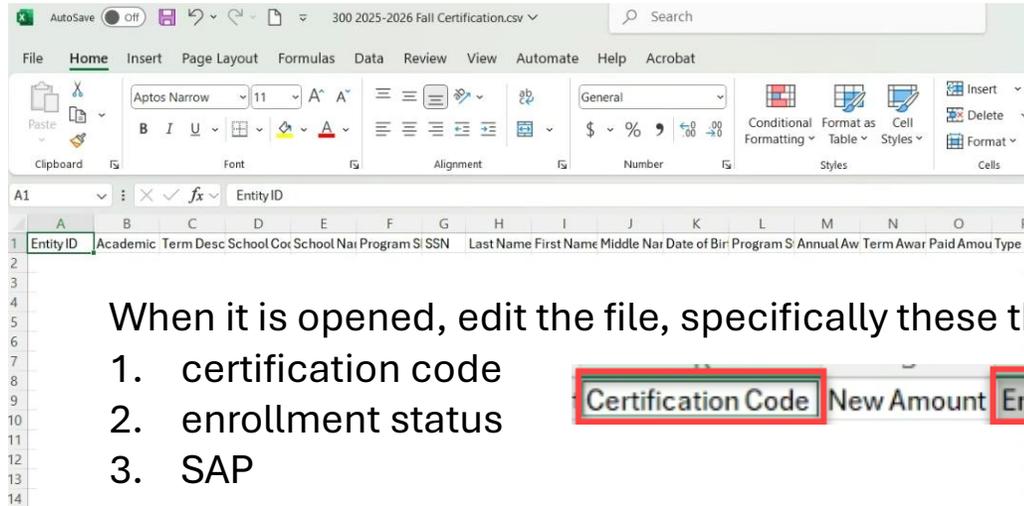
(C-DU) Download-Upload Certification – Step 2

From the dialog box that appears, choose a location and file name for the file download. Then click *Save* button.



(C-DU) Download-Upload Certification – Step 3

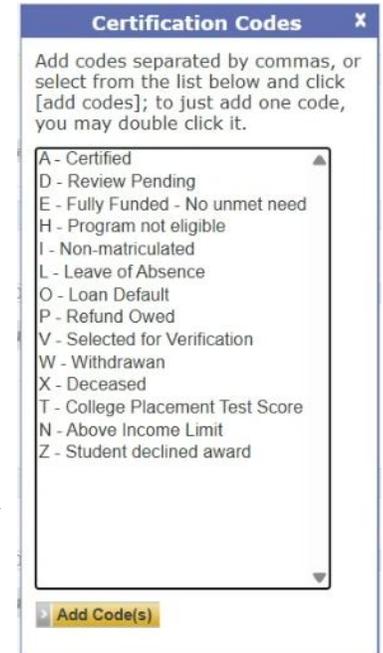
Using your File Explorer, navigate to the file that you saved in Step 3. Open it up. It should appear similar to the below:



When it is opened, edit the file, specifically these three fields:

1. certification code
2. enrollment status
3. SAP

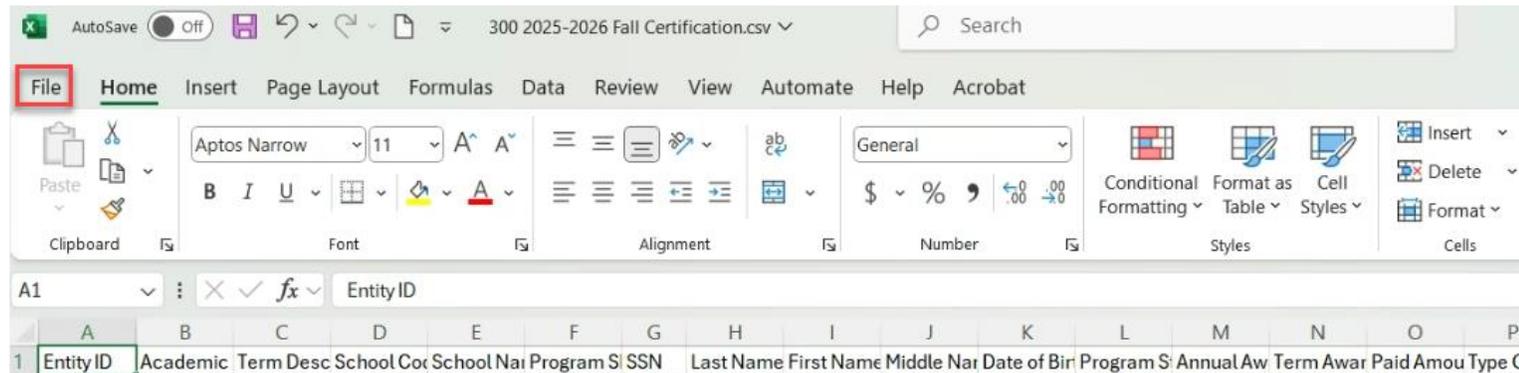
The enrollment status and SAP fields are defaulted to F (full time) and Y (yes). You will need to edit the default values as applicable. You also need to enter a certification code for each of the records (rows).



(C–DU) Download-Upload Certification – Step 3 - continued

The possible values for enrollment status will be known soon. You do not need to enter anything into the New Amount column because the system will calculate the prorated amount.

Then, *File* save. After saving the *File*, *File* exit.



(C-DU) Download-Upload Certification – Step 4

Go back to the Home Page and select *Send Roster File*.

State of Wisconsin
Higher Educational Aids Board (HEAB)
Grants, Loans, and Scholarship System (GLASS)

MENU Search: [] Go 2025-2026 Financial Summary Help Logout

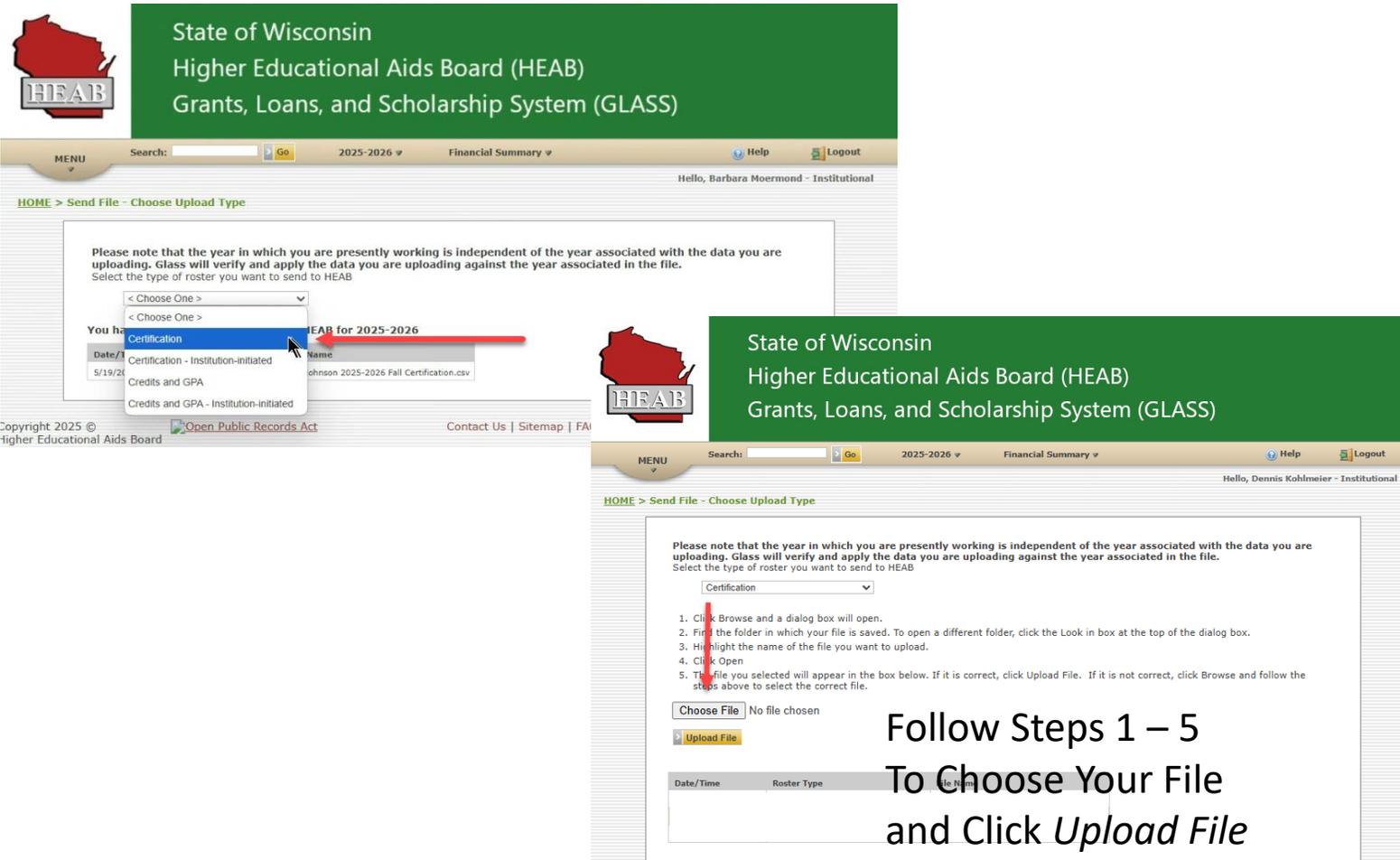
Your Name Appears Here → Hello,

- Institution**
 - Institution Information
- Students**
 - Search For Student
 - Rosters
- Reports**
 - Standard Reports
- Documents**
 - Application Entry
 - Incomplete Applications
- Payments**
 - Request Payment
 - Disbursements/Refunds
- Data File Transfer**
 - Send Roster File
 - File Transfer Results



(C-DU) Download-Upload Certification – Step 5

Select **Certification**. Then click **Choose File**.



The image shows two screenshots of the HEAB GLASS system interface. The top screenshot shows the 'Send File - Choose Upload Type' page with a dropdown menu open, highlighting 'Certification'. A red arrow points to this option. The bottom screenshot shows the 'Choose File' dialog box with instructions and an 'Upload File' button. A red arrow points to the 'Upload File' button.

State of Wisconsin
Higher Educational Aids Board (HEAB)
Grants, Loans, and Scholarship System (GLASS)

HOME > Send File - Choose Upload 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

< Choose One >
< Choose One >
Certification
Certification - Institution-initiated
Credits and GPA
Credits and GPA - Institution-initiated

HEAB for 2025-2026

Choose File No file chosen

Upload File

Follow Steps 1 – 5
To Choose Your File
and Click *Upload File*



(C-DU) Download-Upload Certification – Step 6

After Choosing Upload File (Step 6), you will see:



HOME > Send File - Choose Upload Type > Send File - Confirm File Format

Roster Type: Certification
File Info: 300 2025-2026 Fall Certification.csv - 974 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.

Confirm File Format & Process Cancel File

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
206226	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC						Awarded	1752	876	0	0		A
237381	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC						Awarded	1752	876	0	0		A
411961	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC						Awarded	1752	876	0	0		A
661470	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC						Awarded	1752	876	0	0		A
735428	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC						Awarded	1752	876	0	0		A
345730	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC						Awarded	1752	876	0	0		A
652901	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC						Awarded	1752	876	0	0		A

Click *Confirm File Format & Process*



(C-DU) Download-Upload Certification – Step 7

After choosing *Confirm File Format & Process* (step 7), you will see:

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
206226	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC					05/00					
237381	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC					1995/00	Awarded				
411961	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC				M	12:00:00 AM	Awarded				
661470	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC				A	6/25/2000 12:00:00 AM	Awarded				
735428	2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC				k	7/29/1990 12:00:00 AM	Awarded				

Uploading File
Your file is currently being imported into the Glass system.

Then you will see:

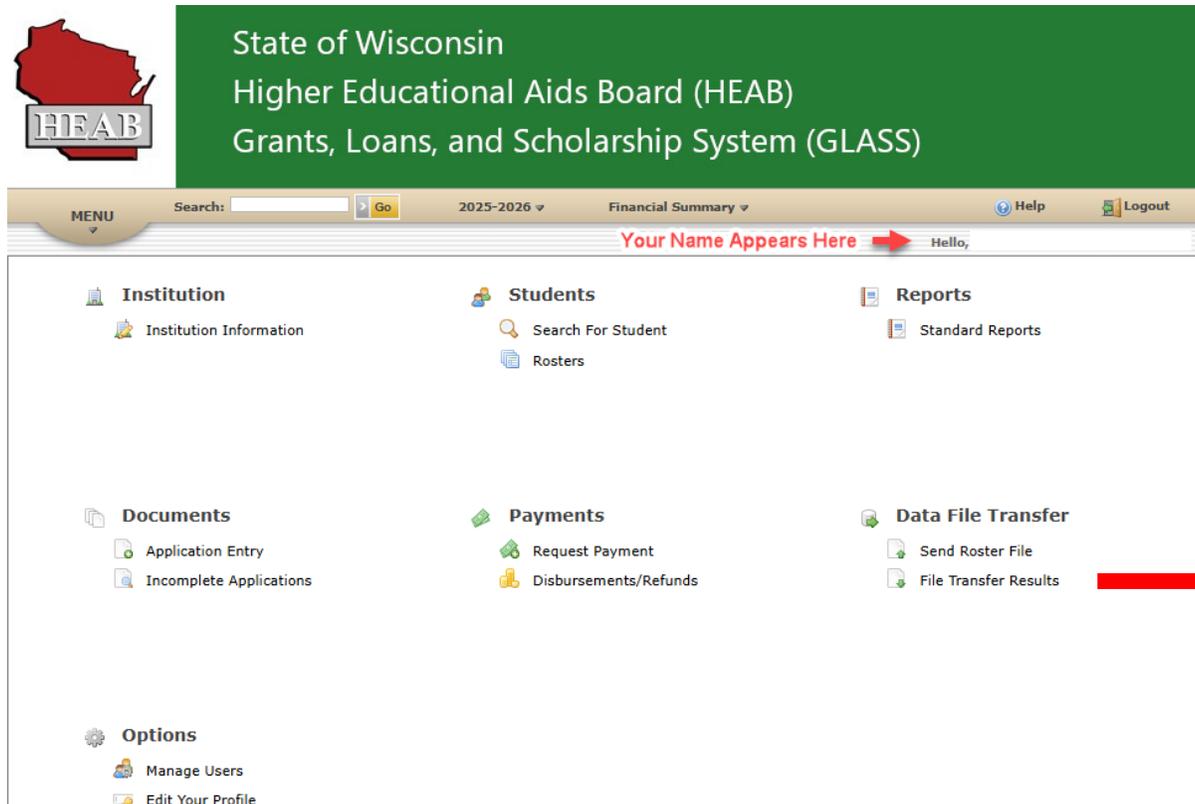
State of Wisconsin
Higher Educational Aids Board (HEAB)
Grants, Loans, and Scholarship System (GLASS)

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



(C-DU) Download-Upload Certification – Step 8

Go back to the main menu:



Click on file transfer results link and you will see a list of everything that has been completed. If you don't see a recently uploaded file, it isn't done processing yet. It may take up to 24 hours processing time, however typically it is significantly less and may be as short as 10-15 minutes.



(C-DU) Download-Upload Certification – Step 9

When the file processing is done, you will see a File Transfer Results similar to the below:
(Eligible, Ineligible, All Students and Exception Students)

The screenshot shows the HEAB GLASS system interface. At the top left is the HEAB logo (a red outline of Wisconsin with 'HEAB' in a blue box). To its right is a green header with the text: 'State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS)'. Below this is a navigation bar with 'MENU', a search box, 'Go', '2025-2026', 'Financial Summary', 'Help', and 'Logout'. The user is logged in as 'Hello, Barbara Moermond - Institutional'. The main content area is titled 'HOME > File Transfer Results'. A green bar says 'Download File Transfer Results'. Below it, a yellow bar indicates 'Result files from 5/19/2025 5:15:14 PM - 300 Johnson 2025-2026 Fall Certification.csv'. A table lists four CSV files for download:

009744-Eligible.csv	- Eligible Students
009744-Ineligible.csv	- Ineligible Students
009744-AllProcessed.csv	- All Students
009744-Exceptions.csv	- Exceptions Students

Below the table, a note states: 'Downloads are in CSV format. CSV files are recognized by most spreadsheet programs, including Microsoft Excel™.'

You should go into each of the files to review. Exceptions are records that have errors and prevent processing. There are various reasons for errors, and an example is a bad|SAI.

For the exceptions file, typically it will be empty, but you still need to check. Overall, check all the files.

If there are exceptions, contact HEAB for assistance.



(C-**II**) Institution Initiated Certification



(C-II) Institution Initiated Certification – Step 1

Click on **Send Roster File** (shown below):

Higher Educational Aids Board (HEAB)
Grants, Loans, and Scholarship System (GLASS)

Search: [] Go 2025-2026 Financial Summary Help Logout

Hello, Barbara Moermond - Institutional

- Institution**
 - Institution Information
- Students**
 - Search For Student
 - Rosters
- Reports**
 - Standard Reports
- Documents**
 - Application Entry
 - Incomplete Applications
- Payments**
 - Request Payment
 - Disbursements/Refunds
- Data File Transfer**
 - Send Roster File
 - File Transfer Results
- Options**
 - Manage Users
 - Edit Your Profile

From the screen that appears as shown below, choose Certification – Institution Initiated

State of Wisconsin
Higher Educational Aids Board (HEAB)
Grants, Loans, and Scholarship System (GLASS)

HOME > Send File - Choose Upload 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 - Institution-initiated
< Choose One >

1. C Certification
2. F Credits and GPA
3. H Certification - Institution-initiated
4. C Credits and GPA
5. T Credits and GPA - Institution-initiated

Choose File | No file chosen

Upload File

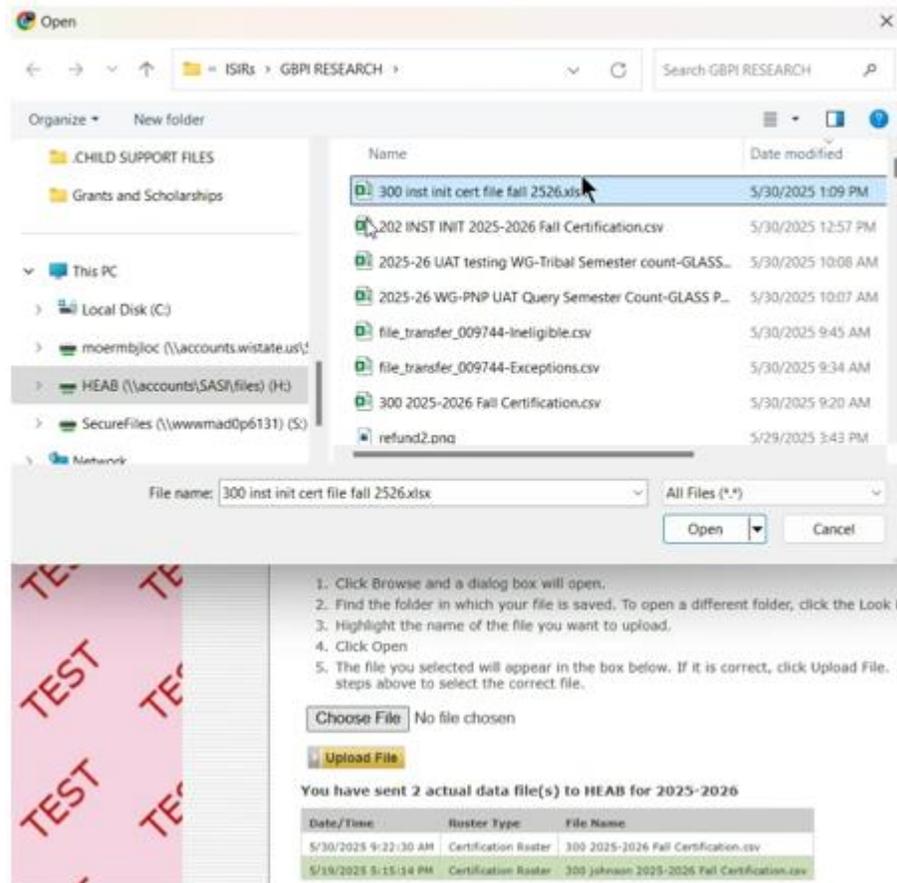
You have sent 2 actual data file(s) to HEAB for 2025-2026

Date/Time	Roster Type	File Name
5/30/2025 9:22:30 AM	Certification Roster	300 2025-2026 Fall Certification.csv
5/19/2025 5:15:14 PM	Certification Roster	300 Johnson 2025-2026 Fall Certification.csv



(C-II) Institution Initiated Certification – Step 2

Choose a File, then Click Open.



File name: 300 inst init cert file fall 2526.xlsx

File Name | Date modified

File Name	Date modified
300 inst init cert file fall 2526.xlsx	5/30/2025 1:09 PM
202 INST INIT 2025-2026 Fall Certification.csv	5/30/2025 12:57 PM
2025-26 UAT testing WG-Tribal Semester count-GLASS...	5/30/2025 10:08 AM
2025-26 WG-PNP UAT Query Semester Count-GLASS P...	5/30/2025 10:07 AM
file_transfer_009744-ineligible.csv	5/30/2025 9:45 AM
file_transfer_009744-Exceptions.csv	5/30/2025 9:34 AM
300 2025-2026 Fall Certification.csv	5/30/2025 9:20 AM
refund2.png	5/29/2025 3:43 PM

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
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
steps above to select the correct file.

Choose File No file chosen

Upload File

You have sent 2 actual data file(s) to HEAB for 2025-2026

Date/Time	Roster Type	File Name
5/30/2025 9:22:30 AM	Certification Roster	300 2025-2026 Fall Certification.csv
5/30/2025 5:15:14 PM	Certification Roster	300 Johnson 2025-2026 Fall Certification.csv



(C-II) Institution Initiated Certification – Step 3

Click on Upload File

State of Wisconsin
Higher Educational Aids Board (HEAB)
Grants, Loans, and Scholarship System (GLASS)

MENU Search: [] Go 2025-2026 Financial Summary Help Logout

Hello, Barbara Moermond - Institutional

HOME > Send File - Choose Upload 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 - 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.

Choose File 300 inst init ... fall 2526.xlsx

Upload File

You have sent 2 actual data file(s) to HEAB for 2025-2026

Date/Time	Roster Type	File Name
5/30/2025 9:22:30 AM	Certification Roster	300 2025-2026 Fall Certification.csv
5/19/2025 5:15:14 PM	Certification Roster	300 johnson 2025-2026 Fall Certification.csv



(C-II) Institution Initiated Certification – Step 4

After you choose Upload File:

Academic Year	Term Description	School Code	School Name	Program Short Name	SSN	Last Name	First Name	Middle Name	Date of Birth	Campus Student ID	Certification Code	New Amount	Enrollment Status	SAP	Certified SAI	Terms to Disburse
2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC	391296608	Abel	Alexa	H	6/22/2007 12:00:00 AM		a		F	Y	-1500	
2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC	393156851	Abel	Hope	E	5/8/1996 12:00:00 AM				F	n	-1500	
2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC	398276874	Adams	Cole	J	10/5/2006 12:00:00 AM		a		F	Y	-1500	
2025-2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC	390212876	Aeby	isaiah	T	12/26/2000 12:00:00 AM		a		F	Y	-1374	

Click on Confirm Format and Process

When it completes it, go back to [main](#) menu.

When the process upload is completed, check the file called all process that number processed was the number submitted. If it isn't, then check [exceptions](#). The sum of the exceptions and all processed in this case should equal the number submitted.

Download File Transfer Results

- Result files from 5/30/2025 1:17:58 PM - 300 inst init cert file fall 2526.csv
 - 009744-Eligible.csv - Eligible Students
 - 009744-Ineligible.csv - Ineligible Students
 - 009744-AllProcessed.csv - All Students
 - 009744-Exceptions.csv - Exceptions Students
- Result files from 5/30/2025 9:22:30 AM - 300 2025-2026 Fall Certification.csv
- Result files from 5/19/2025 5:15:14 PM - 300 johnson 2025-2026 Fall Certification.csv

Downloads are in CSV format. CSV files are recognized by most spreadsheet programs, including Microsoft Excel™.

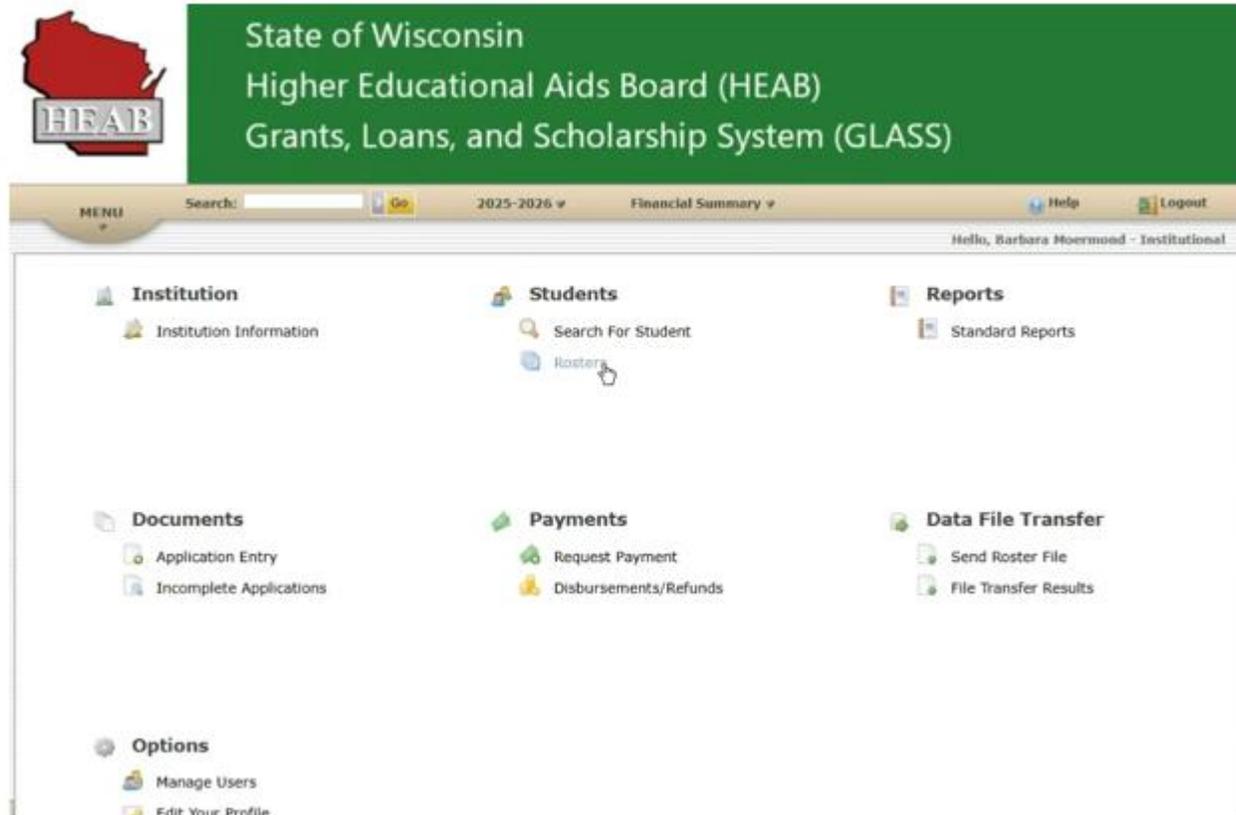


(C-O) Online Certification



(C O) Certification – Online - Step 1

Click on **Rosters** (shown below):



(C O) Certification – Online - Step 2

You are currently working with the **2025-2026** 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

When you click on certify|online you will see the screen below



(C O) Certification – Online - Step 3 – Option A

HOME > Roster Selection > Roster

Roster: Certification
Campus: FOX VALLEY TECHNICAL COLLEGE
Program: All Programs
Academic Year: 2025-2026
Term: Fall

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

<input type="checkbox"/>	(SSN)	Student Name	(Fall)
<input type="checkbox"/>	(SSN)	Student Name	(Fall)

Click on [expand all](#)

For each individual, enter a certification code. If you are doing multiples, you don't need to save individually, you can save all at the end.

HOME > Roster Selection > Roster

Roster: Certification
Campus: FOX VALLEY TECHNICAL COLLEGE
Program: All Programs
Academic Year: 2025-2026
Term: Fall

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

<input type="checkbox"/>	SSN	Student Name	(Fall)	(view)	
Enrollment Status: Full-time SAP: Yes SAI: -59 Campus ID: Terms To Disburse: Choose One Type of Leave: Choose One					
Status	Certification Codes	Program	New Term Amount	Term Award	Paid
		WG-TC		\$876.00	\$0.00
<input type="button" value="Save"/>					

<input type="checkbox"/>	SSN	Student Name	(Fall)	(view)	
Enrollment Status: Full-time SAP: Yes SAI: -1500 Campus ID: Terms To Disburse: Choose One Type of Leave: Choose One					
Status	Certification Codes	Program	New Term Amount	Term Award	Paid
		TPP	\$860.00	\$900.00	\$0.00
<input type="button" value="Save"/>					

Then it will save everything and then those students will drop off the online certification list because they are certified.

Alternatively you can do this at the edit student level for roster selection



(C O) Certification – Online - Step 3 – Option B

HOME > Roster Selection > Roster

Roster: Certification
 Campus: FOX VALLEY TECHNICAL COLLEGE
 Program: All Programs
 Academic Year: 2025-2026
 Term: Fall

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

SSN	Student Name	(Fall)
(SSN)	Student Name	(Fall)

Click on View for the student you want to certify, and you will see the page below .

Click on [expand all](#)

For each individual, enter a certification code. If you are doing multiples, you don't need to save individually, you can save all at the end.

HOME > Roster Selection > Roster

Roster: Certification
 Campus: FOX VALLEY TECHNICAL COLLEGE
 Program: All Programs
 Academic Year: 2025-2026
 Term: Fall

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

SSN	Student Name	(Fall)	View
(SSN)	Student Name	(Fall)	View

Enrollment Status: Full-time SAP: Yes SAI: -49 Campus ID: Terms To Disburse: Type of Leave: <Choose One>

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
		WG-TC	\$876.00	\$8.00	

Save

Then it will save everything and then those students will drop off the online certification list because they are certified.

Alternatively you can do this at the edit student level for roster selection

State of Wisconsin
 Higher Educational Aids Board (HEAB)
 Grants, Loans, and Scholarship System (GLASS)

2025-2026 Financial Summary

HOME > Roster Selection > Roster > Edit Student

###-##-#813

GLASS ID:

General Information DOB: 9/6/1987

Academic Period Information

On Hold No Enter a certification code

Expand All

300 FOX VALLEY TECHNICAL COLLEGE

Expand All

Annual Award Summary:

Program	Annual Award	Certified to Date	Paid to Date
TIP	\$1,700.00	\$0.00	\$0.00
WG-TC	\$0.00	\$0.00	\$0.00
TOTAL Awards	\$1,700.00	\$0.00	\$0.00

Fall of 2025-2026 Academic Year

Enrollment Status: Full-time SAP: Yes SAI: -1500 Campus ID: Terms To Disburse: Type of Leave: Nursing Degree Program: <Choose One>

Status	Certification Codes	Program	New Term Amount	Term Award	Paid
		TIP	\$850.00	\$0.00	
		WG-TC	\$0.00	\$0.00	

Save Then click on save button

