# Certifications (C)

1



# **Certification Processes Include:**

# (C-DU) Download-Upload (C-II) Institution Initiated (C-O) Online



To Start a Certification ....

Navigate to GLASS System

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



## (C-DU) Download-Upload

# Certification



Choose values for fields indicated below. Then click *Download* link.





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





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



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.





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





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

HEAD	State of W Higher Edu Grants, Lo	isconsin ucational Aids ans, and Scho	s Board (HEAB) Iarship System	LASS)		
MENU	search:	2025-2026 ♥	Financial Summary V	Hello, Barbara Moermond - Institutional		
Please upload Select	note that the year in which ing. Glass will verify and a he type of roster you want to c Choose One >	you are presently workin ply the data you are uplo send to HEAB	ig is independent of the year ading against the year assoc	oclated with the data you are I in the file.		
You ha	Choose One >	IEAB for 2025-2026	_	State of Wisconsin		
5/19/20	Pertification - Institution-initiated Credits and GPA	ohnson 2025-2026 Fall Certifi		Higher Educational Ai	ds Board (HEAB)	
Copyright 2025 ©	redits and GPA - Institution-Initiate	ed	Contact Us   Sitemap   FA	Grants, Loans, and Sch	nolarship System (GLASS)	
ligher Educational Aids	Board			MENU Search: 50 2025-2026 ¥	Financial Summary 🛛	🕢 Help 🖉 Logout
				)ME > Send File - Choose Upload Type	He	llo, Dennis Kohlmeier - Institutional
				Please note that the year in which you are presently wu uploading. Glass will verify and apply the data you are u Select the type of roster you want to send to HEAB Certification 1. Clic Korows and a dialog box will open. 2. First the folder in which your file is saved. To open a differ 3. Hin hight the name of the file you want to upload. 4. Cli k Open 5. Te file you selected will appear in the box below. If it is of stops above os select the correct file.	rking is independent of the year associated with th ploading against the year associated in the file. ent folder, click the Look in box at the top of the dialog b correct, click Upload File. If it is not correct, click Browse	ie data you are
				Choose File No file chosen	w Steps 1 – 5	
				Date/Time Roster Type TO Ge N	noose Your File	



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

Roster File Inf	Type: Cer o: 300 20	tification 25-2026 Fal	l Certifi	cation.csv	- 974 Rec	ords											
Does	the file fo	ormat look	correc	t?													
1	As a preca	iution, you a	are requ	ired to <b>co</b>	nfirm the	file for	rmat of the fil	e you jus	t upload	ed. Only t	he first 25	records	will be di	splayed.			
Conf	irm File Foi	mat & Proce	ss >	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	Certificatio Code
206226	2025- 2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC						Awarded	1752	876	0	0		A
237381	2025- 2026	ick C	9744 On		File	ρ					Awarded	1752	876	0	0		A
411961	<sup>2025</sup> <sup>2026</sup> <b>F</b> C	orma	t*8	FOX VALLEY TECHIC	oces	s					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	WG-TC						Awarded	1752	876	0	0		A





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

										Hello,	
E > Se Roster File Info Does	Type: Cert o: 300 20: the file fo As a preca	Choose Up tification 25-2026 Fai ormat look	l Certifi correc	ype > Ser cation.csv t? uired to cor	- 974 Rec	Confirm File Format ords e file format of the file you just	t uploa	ded. Only th	e first 25	records will be display	yed.
Entity ID	Academic Year 2025-	Term Description	School Code	School Name FOX VALLEY	Program Short Name	SSN Last Name First Uploading Fi	Middl Name	e Date of Birth	Program Status	Annual Term Paid Award Award Amo Amount Amount	Then you will see:
237381	2026 2025- 2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC	Your file is currently bein into the Glass sys	ng imp stem.	orted 1995	Awarded		State of Wisconsin
411961	2025- 2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC		м	90 12:00:00 AM	Awarded		Higher Educational Aids Board (HEAB)
561470	2025- 2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC		A	6/25/2000 12:00:00 AM	Awarded		Grants, Loans, and Scholarship System (GLASS)
735428	2025- 2026	Fall	9744	FOX VALLEY TECHNICAL	WG-TC		k	7/29/1990 12:00:00 AM	Awarded	MENU	Search: Go 2025-2026 V Financial Summary V O Help G Logout





#### Go back to the main menu:

State of Wis Higher Edu Grants, Loa	sconsin cational Aids Board (HEAB) ns, and Scholarship System 2025-2026 y Financial Summary y	(GLASS)
	Your Name Appear	's Here Hello,
🚊 Institution	🛃 Students	Reports
🗋 Institution Information	Search For Student	Standard Reports
Documents	Payments	🔒 Data File Transfer
Application Entry	🙈 Request Payment	Send Roster File
Incomplete Applications	🔥 Disbursements/Refunds	G File Transfer Results
Options		
🍰 Manage Users 📨 Edit Your Profile		





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 a short as 10-15 minutes.

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

	HEAB	Stat Hig Gra	te of Wisco her Educat nts, Loans,	onsin tional Aid: and Scho	s Board (HEAB) blarship System (C	GLASS)	
	MENU	Search:	2 60	2025-2026 ≠	Financial Summary 🕫	💽 Help	Logout
						Hello, Barbara Moermond	Institutional
HO	ME > File Tran	sfer Results					
	Download Fil	le Transfer Results					
	Result files f	rom 5/19/2025 5:	15:14 PM - 300 johns	on 2025-2026 Fall Ce	ertification.csv		
	20	9744-Elipible.csv	- Eligible Students				
	20	9744-Ineligible.cov	- Ineligible Students				
	20	9744-AlProcessed.csv	- All Students	•			
	20	9744-Exceptions.csv	- Exceptions Students	7			
Dov	vnloads are in C	SV format. CSV file	es are recognized by r	nost spreadsheet pro	ograms, including Microsoft Excel TM		

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



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

<ul> <li>Institution</li> <li>Institution Information</li> <li>Students</li> <li>Reserts</li> <li>Rosters</li> <li>Documents</li> <li>Application Entry</li> <li>Incomplete Applications</li> <li>Options</li> <li>Options</li> <li>Manage Users</li> </ul>	Institution Information Students Students Students State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS) Cocuments Request Payments Request Payment Request Payment Disbursements/Refunds Paiments Request Payment Request Pay	ENU Search:	o 2025-2026 ♥ Financial Summary ♥	😥 Help 🖉 Logout Hello, Barbara Moermond - Institutional	From the screen that appears as shown below, choose Certification – I
Institution Information   Search For Student Image Users     Institution Information     Rosters     Documents     Payments   Application Entry   Incomplete Applications   Incomplete Applications     Disbursements/Refunds     Pile Transfer Results        Pile Transfer Results </td <td>Institution Information Search For Student Rosters Documents Payments Applications Payments Search For Student (HEAB) Conserve (Incomplete Applications) Disbursements/Refunds Payment File Transfer Results File Transfer Results State of Wisconsin Higher Educational Aids Board (HEAB) Crants, Loans, and Scholarship System (GLASS) Uncomplete Applications Disbursements/Refunds Payment File Transfer Results Options Manage Users Edit Your Profile Options Manage Users Edit Your Profile Diverse Intermediation State Office Choose Upload Type File transfer Results Options Manage Users Edit Your Profile Diverse Intermediation State Office Choose Upload Type To the south of the Look in boa at the top of the date office Choose Upload Type To the south of the Look in boa at the top of the date of the update Type To the south of the top of the date office Choose Upload Type To the south of the Update Type To the south of the Update Type To the south of the top of the date office Choose Upload Type To the south of the Update Type To the south of the top of the date office Choose Upload Type To the south of the top of the date office Choose Upload Type To the south of the top of the date office Choose Upload Type To the south of the top of the date office Choose Upload Type To the south of the top of the date office Choose Upload Type To the south of the top office Choose Upload Type To the south of the top of the date office Choose Upload Type<!--</td--><td>institution</td><td>🝰 Students</td><td>Reports</td><td></td></td>	Institution Information Search For Student Rosters Documents Payments Applications Payments Search For Student (HEAB) Conserve (Incomplete Applications) Disbursements/Refunds Payment File Transfer Results File Transfer Results State of Wisconsin Higher Educational Aids Board (HEAB) Crants, Loans, and Scholarship System (GLASS) Uncomplete Applications Disbursements/Refunds Payment File Transfer Results Options Manage Users Edit Your Profile Options Manage Users Edit Your Profile Diverse Intermediation State Office Choose Upload Type File transfer Results Options Manage Users Edit Your Profile Diverse Intermediation State Office Choose Upload Type To the south of the Look in boa at the top of the date office Choose Upload Type To the south of the Look in boa at the top of the date of the update Type To the south of the top of the date office Choose Upload Type To the south of the Update Type To the south of the Update Type To the south of the top of the date office Choose Upload Type To the south of the Update Type To the south of the top of the date office Choose Upload Type To the south of the top of the date office Choose Upload Type To the south of the top of the date office Choose Upload Type To the south of the top of the date office Choose Upload Type To the south of the top of the date office Choose Upload Type To the south of the top office Choose Upload Type To the south of the top of the date office Choose Upload Type </td <td>institution</td> <td>🝰 Students</td> <td>Reports</td> <td></td>	institution	🝰 Students	Reports	
Documents Application Entry Applications Payments Encomplete Applications Options Options Manage Users Manage Users State of Wisconsin Higher Educational Aids Board (HEA Grants, Loans, and Scholarship System Incomplete Applications Software in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in which you are presently working is independent of the splead tige of rotary ou ware in the ord to Hall.	Documents Application Entry Applications Payments Bend Roster Ne Data File Transfer Results Disbursements/Refunds Entransfer Results Disbursements/Refunds Send Roster Ne File Transfer Results Send Riser Ne File Transfer Results Send Riser Ne File Transfer Results Send Riser Ne Send R	違 Institution Information	Search For Student	Standard Reports	
Documents   Application Entry   Applications   Incomplete Applications	Documents       Payments       Data File Transfer         Application Entry       Request Payment       Send Roster file         Incomplete Applications       Disbursements/Refunds       File Transfer Results		Rosters		
Documents   Application Entry   Applications   Incomplete Applications     Disbursements/Refunds     File Transfer Results     HINU     Hindper Educational Aids Board (HEA Grants, Loans, and Scholarship System     Incomplete Applications     Disbursements/Refunds     File Transfer Results     HINU     Hindper Educational Aids Board (HEA Grants, Loans, and Scholarship System     Incomplete Applications     Disbursements/Refunds     Plane Tele Transfer Results     HINU     Hindper Educational Aids Board (HEA Grants, Loans, and Scholarship System     Incomplete Applications     Disbursements/Refunds     Plane Tele Transfer Results     HINU     Hindper Educational Aids Board (HEA Grants, Loans, and Scholarship System     Incomplete Applications     Plane Tele Transfer Results     HINU     Hindper Educational Aids Board (HEA Grants, Loans, and Scholarship System     Incomplete Applications     Plane Tele Transfer Results     HINU     Send File - Choose Upload Type     Plane Tele Transfer Results     Intervent     Intervent     Intervent     Intervent     Intervent <td>Documents Payments   Application Entry   Incomplete Applications     Disbursements/Refunds     File Transfer Results     Manage Users   Edit Your Profile     Incomplete Application Entry     Manage Users     Edit Your Profile     Incomplete Applications     Disbursements/Refunds        Incomplete Applications     Disbursements/Refunds        Incomplete Applications</td> <td></td> <td></td> <td></td> <td>State of Wisconsin</td>	Documents Payments   Application Entry   Incomplete Applications     Disbursements/Refunds     File Transfer Results     Manage Users   Edit Your Profile     Incomplete Application Entry     Manage Users     Edit Your Profile     Incomplete Applications     Disbursements/Refunds        Incomplete Applications     Disbursements/Refunds        Incomplete Applications				State of Wisconsin
Documents Payments   Application Entry   Applications   Incomplete Applications   Disbursements/Refunds File Transfer Results Options Manage Users Manage Users	Documents Payments   Application Entry Request Payment   Incomplete Applications Disbursements/Refunds     Prior make Users   Edit Your Profile     Indiange Users   Edit Your Profile				Higher Educational Aids Board (HEAB)
Documents Payments   Application Entry   Application Entry   Incomplete Applications   Disbursements/Refunds File Transfer Results Options Options Manage Users Manage Users	Documents   Application Entry   Incomplete Applications     Disbursements/Refunds     File Transfer Results     Namage Users   Edit Your Profile     Edit Your Profile     Incomplete Applications     Disbursements/Refunds     Disbursements/Refunds     File Transfer Results     Incomplete Applications     Disbursements/Refunds     File Transfer Results     Incomplete Applications     Disbursements/Refunds     File Transfer Results     Incomplete Applications     Disbursements/Refunds     Incomplete Applications     Send Roster File     File Transfer Results     Incomplete Applications     Disbursements/Refunds     Incomplete Applications     Disbursements/Refunds     Incomplete Applications     Disbursements/Refunds     Incomplete Applications     Disbursements/Refunds     Incomplete Applications     Incomplete Applications     Incomplete Applications     Disbursements/Refunds     Incomplete Applications     Incomplete Applications     Incomplete Applications     Incomplete Applications     Incom				HIRAB Grants Loans and Scholarshin System (GLASS)
<ul> <li>Application Entry</li> <li>Application Entry</li> <li>Applications</li> <li>Applications</li></ul>	Application Entry   Application Entry   Incomplete Applications   Disbursements/Refunds File Transfer Results Heater and State Tile File Transfer Results Hote Search:	Documents	Payments	😝 Data File Transfer	
Incomplete Applications          Incomplete Applications       File Transfer Results         File Transfer Results       HOME > Send File - Choose Upload Type         Incomplete Applications       Please note that the year in which you are presently working is independent of the uploading. Glass will verify and apply the data you are uploading against the year in which you are presently working is independent of the Select the type of roster you want to send to HEAB         Options       Centration - institution-institution-institution - institution - i	Incomplete Applications Incomplete Applications Disbursements/Refunds File Transfer Results HOME > Send File - Choose Upload Type Home > Send File - Choose Upload Type Please note that the year in which you are presently working is independent of the year associated with generation - Institution-Instituted - Institution-Instited - Institution-Insti	Application Entry	📣 Request Payment	Send Roster File	MENU Search: 100 2025-2026 # Financial Summary #
Options       Please note that the year in which you are presently working is independent of the uploading. Glass will verify and apply the data you are uploading against the year in which you are presently working is independent of the Select the type of rotater you want to send to HEAB         Options       Certification - institution-institution-institution - institution - institutio	Dptions       Please note that the year in which you are presently working is independent of the year associated with uploading. Glass will verify and apply the data you are uploading against the year associated with select the type of roster you want to send to HEAB         Dytions       Manage Users         Edit Your Profile       I contraction - Institution-Instated (Consee One)         I contraction - Institution-Instated (Consee One)       n.         I contraction - Institution-Instated (Consee One)       I is correct, click Upload File. If it is not correct, click Brow         I consee File No file chosen       Choose File No file chosen	Incomplete Applications	👶 Disbursements/Refunds	File Transfer Results	He
Options     Manage Users     Manage Users	Dptions       Please note that the year in which you are presently working is independent of the year associated with 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         Manage Users       I. of Centration - Institution-Initiated        I. of Centration - Institution-Initiated          I. of Centration - Institution-Initiated        I. of Centration - Institution-Initiated        I. of Centration - Institution-Initiated          I. of Centration - Institution-Initiated        I. of Centration - Institution-Initiated        I. of Centration - Institution-Initiated          I. of Centration - Institution-Initiated        I. of Centration - Institution-Initiated        I. of Centration - Institution-Initiated          I. of Centration - Institution-Initiated        I. of Centration - Institution-Initiated        I. of Centration - Institution-Initiated          I. of Creatis and GPA       I. of Creatis and GPA - Institution-Initiated        I. of Choose File No file chosen				HOME > Send File - Choose Upload Type
Options	Options       < Choose One > </td <td></td> <td></td> <td></td> <td>Please note that the year in which you are presently working is independent of the year associated with t uploading. Glass will verify and apply the data you are uploading against the year associated in the file. Select the type of roter you want to send to HAB</td>				Please note that the year in which you are presently working is independent of the year associated with t uploading. Glass will verify and apply the data you are uploading against the year associated in the file. Select the type of roter you want to send to HAB
Anage Users 1- Centration 1-	Manage Users     I. Cl. Clenitication     I. Cleniticatication     I. Cleniticatication     I. Cleniticatication     I. C	Options			< Choose One >
<ol> <li>Fit Jed. To open a different folder, click the Look in bo</li> </ol>	Edit Your Profile      A. Cl. Creats and GPA      S. Ti     St. Creats and GPA      S. Ti     St. Creats and GPA      St. Ti     St. Ti     St. Creats and GPA      St. Ti     St. Ti     St. Creats and GPA      St. Ti	🍰 Manage Users			Centrication     R.     Reference of the dialog     R
Edit Your Profile           3. Hi         Certification - Institution-initiated         To the production of the produ	S. Ti S. Ti S. Ti Credits and GPA     S. Ti S. Ti	🦻 Edit Your Profile			3. H Certification - Institution-initiated to upload.
4. U Credits and Other State and CRA - Institutions instrume in the State Stat	St. October 211 Choose File No file chosen				<ol> <li>G Credits and GPA</li> <li>The Credits and GPA</li></ol>
	Choose Hiel No file chosen				St change and on a support of the support
CROUSE File INC CRUSEN					You have sent 2 actual data file(s) to HEAB for 2025-2026
Upload File You have sent 2 actual data (liefs) to HEAB for 2025-2026	You have sent 2 actual data file/s) to HEAB for 2025-2026				Date/Time Roxter Type File Name
Upload File Vou have sent 2 actual data file(s) to HEAB for 2025-2026	You have sent 2 actual data file(s) to HEAB for 2025-2026 Date/Time Roster Type File Name				

s shown below, choose Certification - Institution Initiated

Hello, Barbara Hoermond - Institutiona

5 Logout



5/19/2025 5:15:14 PH Certification Roster 300 johnson 2025-2026 Fall Certification

#### Choose a File, then Click Open.





Click on Upload File





After you choose Upload File:

<u>IEA</u>	B	S' H G	tate o ighei rants	of Wi r Edu , Loa	scon Icatic Ins, a	sin nal <i>i</i> nd S	Aids chol	Boai arshi	rd (Hl ip Sys	EAB) tem	(GLA	SS)				
MENU	Sea	rch:		Go	2	025-2026	i v	Financi	al Summary	v				Help	<u>e</u>	Logout
E > Sen	d File - Che	ose Ur	load Type	> Send	File - Cor	firm File	Format					He	llo, Barbara	Moer	nond - In	stitutional
Confirm As Academic Year	e file forma a precautio File Format Term Description	at look n, you a <u>&amp; Proce</u> School Code	correct? re require ss 2 Can School Name	d to confi cel File Program Short Name	Irm the fil	e formal Last Name	t of the file First Name	e you jus Niddle Name	t uploaded. Date of Birth	Campus Student	e first 25 rec Certification Code	ords will New Amount	be displaye	sap	Certified	Terms
										10					SAI	Disburse
2025- 2026	Fall	9744	FOX VALLEY TECHNICAL COLLEGE	WG-TC	391296608	Abel	Alexa	н	6/22/2007 12:00:00 AM		a		r	Y	-1500	Disburse
2025- 2026 2025- 2026	Fell Fell	9744 9744	FOX VALLEY TECHNICAL COLLEGE FOX VALLEY TECHNICAL COLLEGE	WG-TC	391296608 393156851	Abel	Alexa Hope	Е	6/22/2007 12:00:00 AM 5/8/1996 12:00:00 AM	10	a		r r	Y n	-1500 -1500	to Disburse
1025- 1026 1025- 1026	Fol Fol	9744 9744 9744	FOX VALLEY TECHNICAL COLLEGE FOX VALLEY TECHNICAL COLLEGE FOXLEY	WG-TC WG-TC WG-TC	391296608 393156851 398276874	Abel Abel Adams	Alexa Hope Cole	н с ј	6/22/2007 12:00100 5/8/1996 12:00:00 AM 10/5/2006 12:00:00 AM		•		F F	Y n Y	-1500 -1500 -1500	Disburse

Click on Confirm Format and Process

When it completes it, go back to main menu.





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



# (C-O) Online

# Certification



## (CO) Certification – Online - Step 1

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





21

## (CO) 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.



#### **Certification Rosters - Action Required**

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

#### **Informational Rosters**

		View and Print (PDF)	View Online	Download File (CSV)
•	Offered Roster	PDF	<u>Online</u>	Download
0	Offered and Certified	PDF	<u>Online</u>	Download
в	Certified and Not Paid	PDF	<u>Online</u>	Download
0	Paid	PDF	Online	Download
0	Refund Due	PDF	Online	Download



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



## (CO) Certification – Online - Step 3 – Option A

HOME > Roster Selection > Roster

Program: All Programs Academic Year: 2025-2026 Term: Fall Previous Page 1 V Next (expand all) (contract all)	Campus:	FOX VALLEY TECHNICAL COLLEGE	
Academic Year: 2025-2026 Term: Fall Previous Page 1 V Next (expand all) (contract all) ( SSN ) Student Name (Fall)	Program:	All Programs	
Term: Fall Previous Page 1 → Next (expand all) (contract all) (	Academic Year:	2025-2026	
Previous Page 1 V Next (expand all) (contract all)	Term:	Fall	

#### Click on expand all

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

ME > Roster Selection > Ro	oster							
oster: Certification ampus: FOX VALLEY TE rogram: All Programs cademic Year: 2025-2026 erm: Fall revious Page 1 V Next (ex	CHNICAL COLLEG	E t.all)						
SSN j Stude	nt Name		Fall)					(view)
Enrollment Status: Full-time	SAP: Yes V	5AI Ca -59 Inv Term Amount	Term Award \$876.00	Terms To Disburse: «Choose One» Paid 50.00	×	Type of Leave:	*	
CSSN Studen	t Name		Fall)					(view)
Enrollment Status: Full-time	SAP: Yes 🗸	SAI Ca -1500	mpus ID:	Terms To Disburse: Choose One>	v	Type of Leave:	*	
Status Certification Code	s Program Ne	w Term Amount	Term Award	Paid				
Save	172							

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

## (CO) Certification – Online - Step 3 – Option B

C ( SSN	Student Name	(Fall
C (SSN	) Student Name	(Fall
Previous Page	1 ✓ <u>Next (expand all)</u> (contract all)	).
Term:	Fall	
Academic Year:	2025-2026	
Program:	All Programs	
Campus:	FOX VALLEY TECHNICAL COLLEGE	
Roster:	Certification	



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

npus: gram: demic Yei n:	Certificatio FOX VALLE All Program ar: 2025-2026 Fall	in Y TECHNICAL COL Is	LEGE					
vious P	age 1 v Next	(exc) (con ident Name	tract.all)	(Fall)				(view)
Enrolime Full-time	ent Status:	SAP: Yes v	SAI -59	Campus ID:	Terms To Disburse:	×	Type of Leave: +Choose One>	- 1/
Support States		P WO.TC		\$876.00	\$5.00			
() Save	Cu Stud	ent Name			1000			-
() Save ( S	SN Stud	ent Name		(Fail)				(siew)
() Save ( S Enrolime	SN Stud	ent Name	SAI 1500	(Fall) Campus ID:	Terms To Disburse:	×	Type of Leave: -Choose One-	(xiew)

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

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

)de				Hello,	
yde					
) de					
ode					
nde and					
ode					
ode					
ode					DOB: 9/6/
ode					
to Date					
\$0.00					
and and a second s					
\$0.00					
\$0.00					
\$0.00					
\$0.00	Dishurse Tv	when of Leaves	Nursi	ing Degree Prog	am'
<b>i to D</b> \$0.00	late	ate	ate	ate	ate

