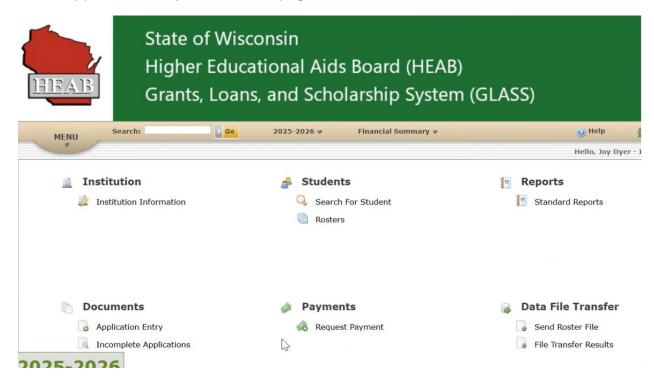
## **Applies to Tech, PNP and Tribal**

## **MURG Application**

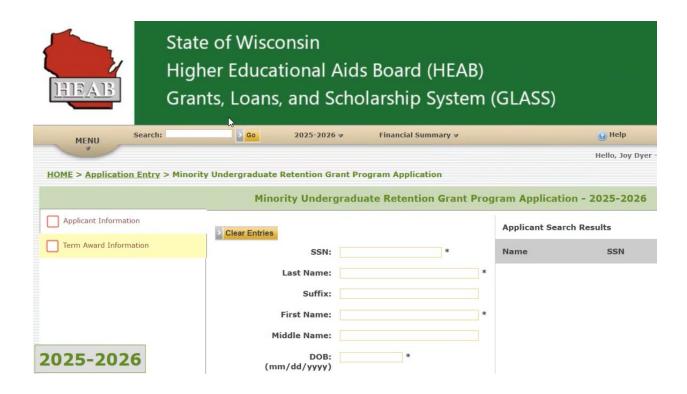
Select Application Entry from the web page shown below:



You will then see the web page shown below. Select MURG (Minority Undergraduate Retention Grant) Program Application.



You will then see the web page shown below. Type a SSN into the box of the 'middle section'. After entering an SSN, select from the Applicant Search Results (on the right side of the page). After selecting an applicant, the fields will populate in the boxes on the center of the form. Note: Be sure to review the Academic Year and fields for accuracy/completeness.



Other information, Minority Group, choose from one in the drop down menu:

## Other Information:

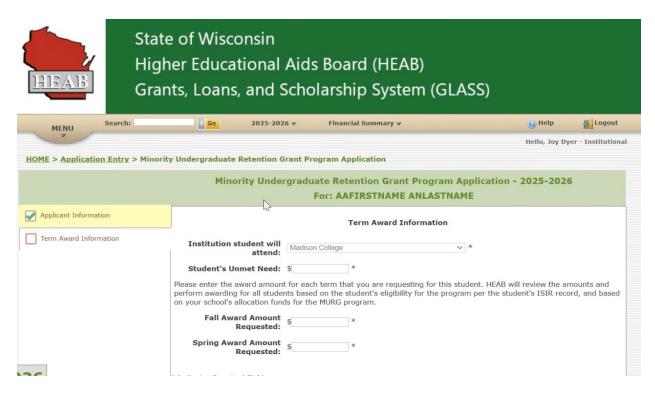


Then click on next.

You will then see the web page shown below.

- 1. Your institution will automatically fill in.
- 2. Fill in the other fields.
- 3. Put in applicable amounts for Fall and Spring.

Note for #3: It must be at least \$250 for the entire academic year combined or no more than \$2,500 for the academic year.



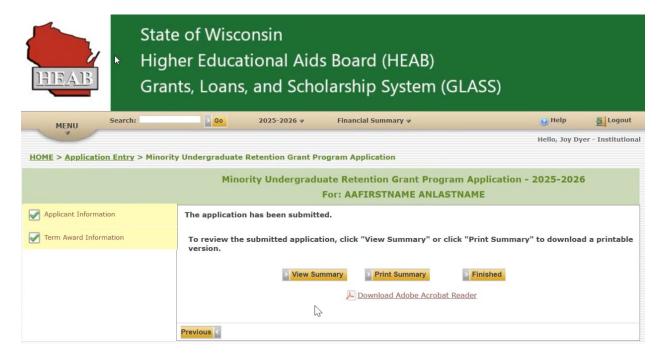
Then click next.

You will then see the web page shown below.

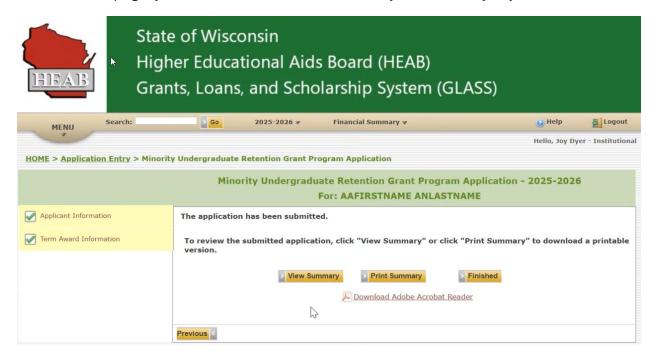


Click Submit on the page.

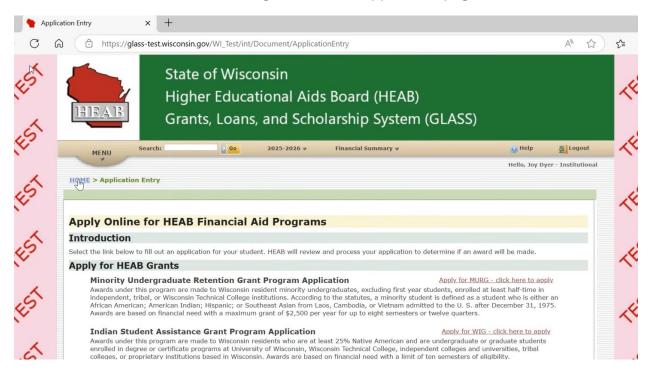
After clicking Submit, you will then see a message (refer to web page below) that your application has been submitted.



From the web page, you can click on the View Summary to see what you just submitted.



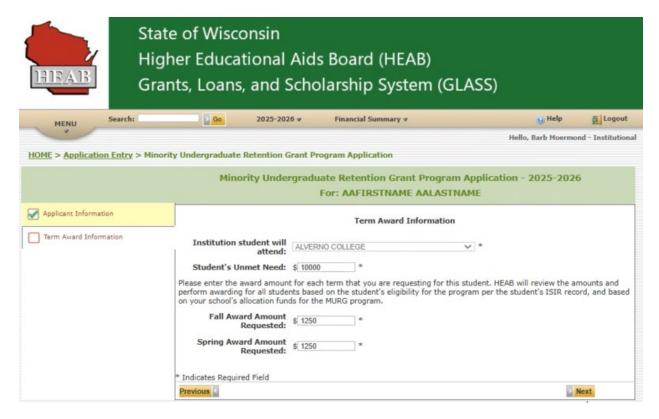
Then click on Finished button. It will go back to the Application page.



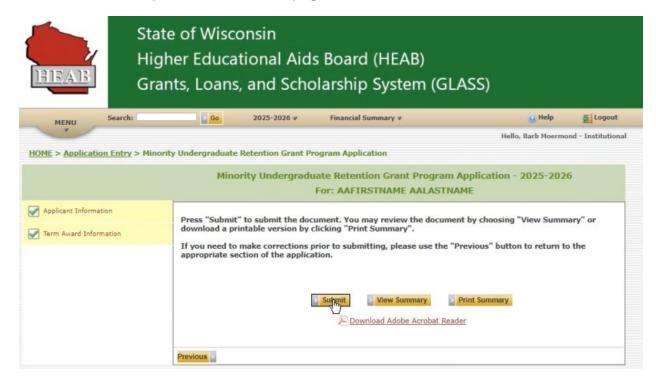
You will not see it awarded on your school's student MURG roster right away/real time. HEAB will need to first review the Applications through the Selection and Awarding process.

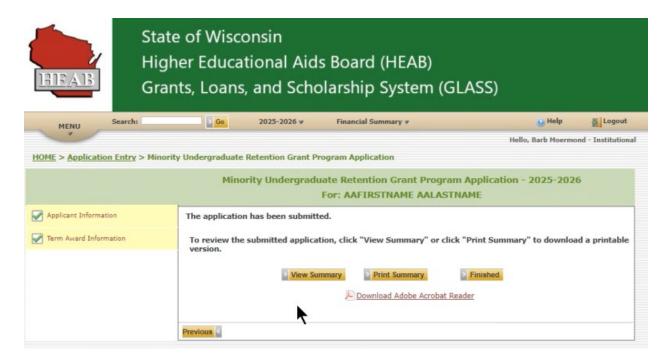
For a **Freshman** (**Year in School 1**) student that you may nominate for a MURG Application in GLASS, you may enter their full **MURG Application**. Please note, however, since the MURG Program is only for students who are **Year in School "2" or higher**, GLASS will make this student **ineligible for the MURG Program unless you also correct their Year in School on their FAFSA to be a "2" or higher**. Please see screenshots below for this scenario:

Minority Undergraduate Retention Grant Program Application - 2025-2026  For: AAFIRSTNAME AALASTNAME			
Applicant Information		Applicant Search R	esults
Term Award Information SSN:	888888887 *	Name	SSN DOB
Last Name:	AALASTNAME *		
Suffix:			
First Name:	AAFIRSTNAME *		
Middle Name:			
DOB:	01/13/2007 *		
(mm/dd/yyyy)	was and wall if		
Permanent Address:			
Street:	3412 n 38th ST *		
City:	milwaukee *		
State:			
Zip:	* <b>(a)</b> 53216 *		
Mailing Address:			
Same as Permanent Address:			
Street/P.O. Box:			
City:	milwaukee *		
State:			
Zip:	* 9		
Contact Information:			
Home Phone:	4148888888 *		
Mobile Phone:			
Email Address:	malto@gbpi.net *		
Other Information:	Hispania		
Minority Group:	Hispanic V *		

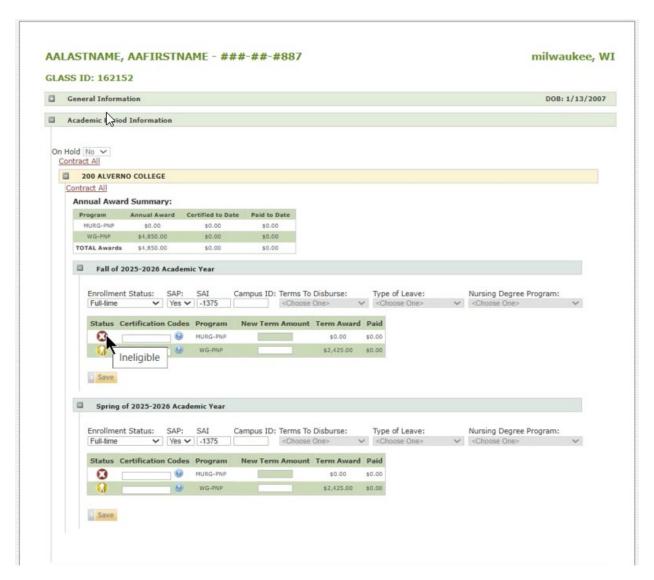


Then click on Next, you will see the web page below. Then click on Submit.

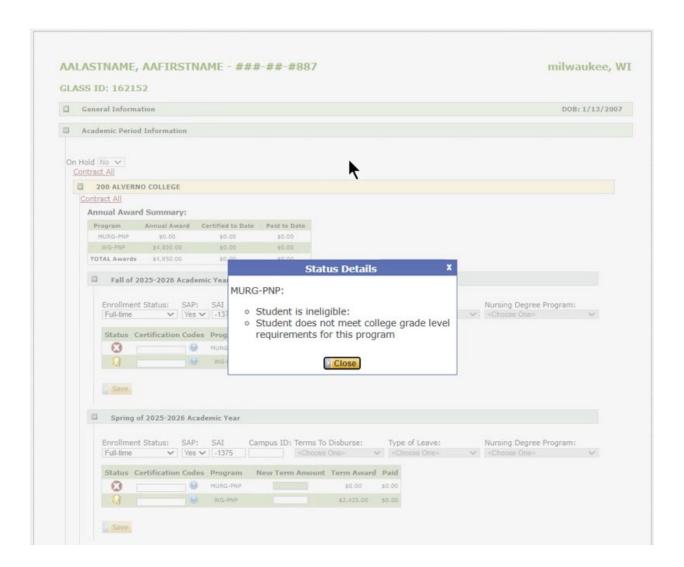




Then go to the Edit Student screen from the Main Menu, and bring up the student that you just submitted a MURG Application for. You will see that the student is Ineligible due to their Freshman year in school:



Then click on the X shown above and you will see the following Status Details window, which indicates the reason for the ineligibility:



If the student's Year in School is in error, please submit a corrected FAFSA to correct the student's Year in School.