Student Financial Aid System Modernization (SFASM)

GLASS System/Application Training

Training Agenda

HEAB Staff Introductions

D GLASS Timeline, Resources & Environments

D Training Participant Questions

B Training Scope: Grants **(UW, Tech, Tribal, PNP)**

B Training Topic 1: Access & IT Support

D Training Topic 2: Financial Aid

D Next Steps

HEAB Staff Introductions

Staff Names and Roles	
Dennis Kohlmeier	Project Manager
Tammie DeVooght-Blaney	Executive Secretary
Sherrie Nelson	Policy Advisor
Barb Moermond	IS Operations Support Tech-Senior
Joy Dyer	Grants Specialist
Jody Gennrich	Grants Specialist
Peter Zammuto	Grants Specialist
Cassie Weisensel	Grants Specialist
Elizabeth Misel	Administrative Financial Program Coordinator

Timeline

Grants Beta Environment Ready
March 31, 2025

Scholarships Beta Environment Ready
April 30, 2025

Grants and Scholarships Go-Live
June 30, 2025

Loans Beta Environment Ready
Jul 30, 2025

Loans Go-Live
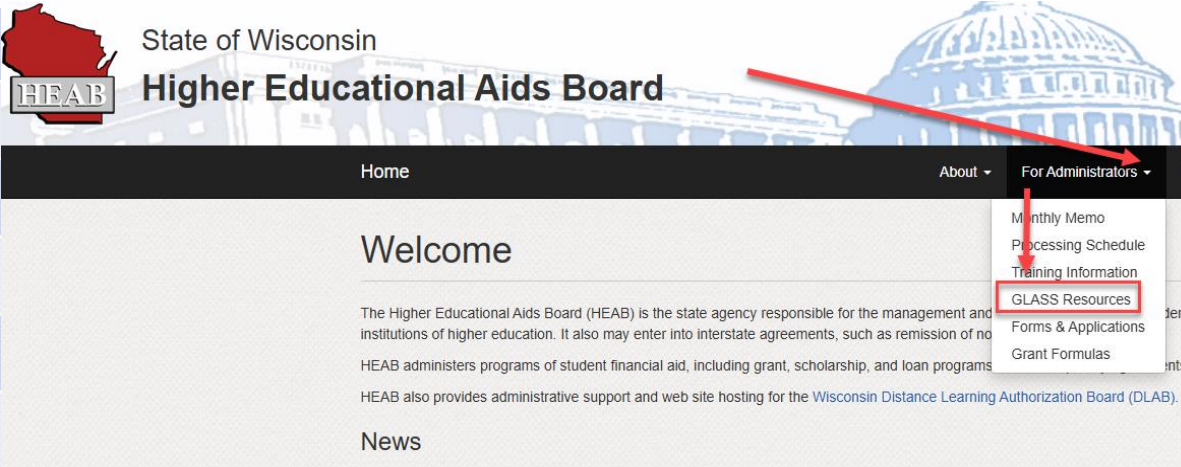August 29, 2025

2025 | Mar | Apr | May | Jun | Jul | Aug | 2025

Note: Beta is an environment where the GLASS application is ready to use without significant bugs. In this environment, all features of the GLASS application have been designed, coded, and tested through multiple test cycles. There are no known bugs that prevent functionality of the GLASS application.

Reference Resources

Reference Item	Location *
Creating a MyWisconsinID	
Logging into Glass	
Grants Training Presentation	
Training Video(s) *	
FAQ *	
User Manual *	

* **Updated on a regular basis. Please check back regularly for possible updates.**

* **HEAB Website (GLASS Resources):** WI Higher Educational Aids Board - GLASS Resources

Environments

Environment	Availability	Purpose
Test / UAT	Now	This is a read only environment for schools to get familiar with GLASS before the Beta environment.
Beta	Refer to Timeline; Grants, Scholarships and Loans deployed into Beta on different dates.	This is an environment for schools to use full functionality on a daily basis before the production go-lives.

Training Participants Questions

- Please put your questions in the chat.

- Staff will verbally answer the question during the call.

- The questions and answers will go into the FAQs, which will be posted on the HEAB site.

- This session is not recorded.
  - HEAB is working on a general recording for training which will be available on the HEAB site by mid-March.
  - HEAB will communicate when the general recording for training is available.

Training Scope

Grants

Wisconsin Grant - UW, Tech & Tribal
The Wisconsin Grant (WG) Program provides grant assistance to undergraduate, Wisconsin residents enrolled at least half-time in degree or certificate programs at University of Wisconsin, Wisconsin Technical College, and Tribal institutions.

Wisconsin Grant - Private Non-Profit
The Wisconsin Grant (WG-PNP) Program provides grant assistance to undergraduate, Wisconsin residents enrolled at least half-time in degree or certificate programs at non-profit, independent colleges or universities based in Wisconsin. Awards are based on financial need and partially based on that portion of tuition in excess of UW - Madison tuition.

Training Topic 1: IT Support

- **Roster File Layouts**

Training Topic 2: Financial Aid

- **Creating a User Profile**
  - **MyWisconsinID: Test vs Production (Refer to Addendum A)**
  - **Log In (Refer to Addendum B)**
    - **Until Beta available (~3/31), please use/bookmark https://glass-test.wisconsin.gov/WI_Test/index.**
- **Overview of GLASS**
- **Student Search**
- **Edit Student**
- **Certification Process**
- **Payment Requests**
- **Reports and Rosters**
- **Institution Information (incl Payment History Region)**

Next Steps

- **(2 min) FAQs**
  - **Prepared from questions received during meetings, received from emails and calls to HEAB office**
  - **Shared on HEAB site**

- **(2 min) School's To-Do's**
  - **Create Wisconsin ID / Log into GLASS (if you haven't already; see addendum)**
  - **When beta ready (~3/31), please use GLASS <u>at least</u> a few times a week to do your work.**

- **(2 min) Upcoming Meetings**
  - **Come to mandatory scheduled meetings in April, May and June (2025). Attendance taken. Watch your inbox for an invite.**
  - **Please bring questions to the meetings.**

- **(1 min) Feedback**
  - **Please take the survey (via SurveyMonkey) which will be emailed to you soon after this meeting.**
  - **Please email HEAB with any questions. (HEABmail@wisconsin.gov)**

Final Questions

Addendum A: MyWisconsinID

MyWisconsinID – Step 1

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

Welcome to GLASS!

Welcome to the GLASS system. GLASS is used by HEAB to administer grants, loans, and scholarships to Wisconsin students. FAOs at Wisconsin Colleges and Universities and High School Counselors may login to the system using a My Wisconsin ID.

Please create a My Wisconsin ID before attempting to login for the first time. Once you login with your My Wisconsin ID for the first time, HEAB will need to link up your account to an account in the GLASS system.

Click the Login button to get started!

Login

MyWisconsinID – Steps 2 and 3

MyWisconsinID – Steps 4 and 5

WISCONSIN

Set up security methods

Your email address from previous screen displayed here.

Security methods help protect your State of Wisconsin - (UAT) account by ensuring only you have access.

Preferably choose Set up for Email below.

Required now

Email
Verify with a link or code sent to your email
Used for recovery

Set up

Password
Choose a password for your account
Used for access

Set up

Back to sign in

WISCONSIN

Verify with your email

Your email address from previous screen displayed here.

We sent an email to **Your email address displayed here.**
Click the verification link in your email to continue or enter the code below.

Enter a verification code instead

Choose Enter a verification code instead

Return to authenticato **New screen will appear to enter your phone number and a verification code will be sent to it.**

Back to sign in

16

MyWisconsinID – Steps 6 and 7

17

MyWisconsinID – Steps 8 and 9

18

MyWisconsinID – Step 10

WISCONSIN

Set up phone authentication

aaron.d.kohlmeier@gmail.com

A code was sent to your phone. Enter the code
below to verify.
Carrier messaging charges may apply

Enter Code

Enter the code sent to phone number
entered in prior screen.

Verify

Return to authenticator list

Back to sign in   Click on verify and you are setup.

19

Addendum B: GLASS Login

GLASS Login – Step 1

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

Welcome to GLASS!

Welcome to the GLASS system. GLASS is used by HEAB to administer grants, loans, and scholarships to Wisconsin students. FAOs at Wisconsin Colleges and Universities and High School Counselors may login to the system using a My Wisconsin ID.

Please create a My Wisconsin ID before attempting to login for the first time. Once you login with your My Wisconsin ID for the first time, HEAB will need to link up your account to an account in the GLASS system.

Click the Login button to get started!

> Login ← CLICK HERE TO BEGIN LOGIN

GLASS Login – Steps 2 and 3

GLASS Login – Steps 4 and 5

GLASS Login – Steps 6 and 7