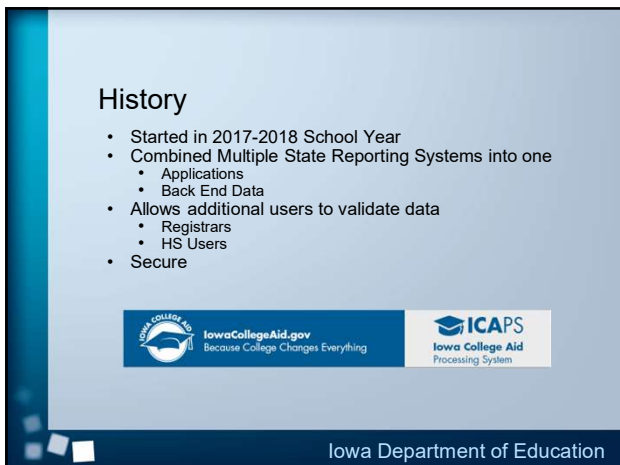


1



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Primary User

- One User on Campus
- Validate Other Users Annually
- Create New Users
 - Establish Permissions
- Edit Institution
 - Update Institutional Information
 - Update Contact Information
 - Institutional
 - Business Officer
 - National Guard
 - Registrar
 - E-Sign Certification Forms Annually

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ICAPS User Screens

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Eligibility Status

- Finite List Programs
 - Iowa National Guard Service Scholarship
 - All Iowa Opportunity Scholarship
 - Education & Training Voucher
 - GEAR UP Iowa Scholarship
 - Future Ready Iowa Grant
 - Future Ready Iowa Last Dollar Scholarship Program
- Awarding Parameter Programs
 - Iowa Tuition Grant – Not-for-Profit
 - Iowa Tuition Grant – For-Profit
 - Kibbie Grant
 - Iowa Vocational Technical Tuition Grant
 - Workforce Grant and Incentive Payment Program

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Eligibility Status

- Qualified:** application received; student meets all eligibility requirements
- Incomplete:** student has submitted a DCYF application, ISIR not received, Agency or External user added a campus to the student record.
- Ineligible:** student does not meet one or more eligibility requirements.
- Selected:** student is qualified and has been selected for an award
- Designated:** student has been designated
- Paid:** Award has been paid
- Refund Due:** Award was reduced or canceled after it was paid; funds have not yet been returned or netted against a payment.
- Certified:** Student has been certified.

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Ineligibility Reasons

- Student Record
 - Academic Period Information
 - Click Status Icon
- Ineligible Students by Reason Report

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Grant History

- Student Record

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Reconciliation

- Pull Certified Roster
- Compare to your Financial Aid Management System
- Once balanced request payment
 - Any reductions will net out
 - No need to send mid year refunds
- Roster Reconciliation Guide Available
- Iowa College Aid validates data after each reporting deadline and will ask about discrepancies

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Reports

- Payment Reconciliation
 - Payments made to your institution
 - Business Officer
- Award Disbursement Summary
 - Total fund paid within a specified date range
- Financial Summary by Institution
 - Awarded
 - Certified
 - Pending Payment
 - Pending Refund
 - Paid
 - Match Amounts

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Reports

- Ineligible Students by Reason
- NSLDS Default or Overpayment
- Grant History
 - Paid this year
 - Applied this year
 - Applied Next Year
 - Fund
 - Points
- NGEAP Grant History (INGSS)
- Student Aid Index
- Undergraduate Iowa Resident Filers

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Rosters

You are currently working with the 2023-2024 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

Certification Rosters - Action Required

	View and Print (PDF)	Download (CSV)
Not Yet Certified	PDF	Download

Informational Rosters

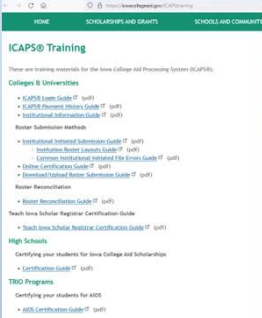
	View and Print (PDF)	Download (CSV)
Certified	PDF	Download
Designated	PDF	Download
All Students	PDF	Download

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Training

- Click Help in ICAPS



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Questions/Discussion

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