

Minnesota Achieve Scholarship Online Institutional Access Instructions

LOGIN INSTRUCTIONS

Step 1: Go to <https://www.ohe.state.mn.us/SSL/FAApp/default.aspx>

CAUTION: Web address is case-sensitive, type carefully

CAUTION: Be sure to use **https://** and not **http://**

Step 2: Click on 'Login for Institutions'

Step 3: Select 'Achieve Scholarship' from the drop down list

Step 4: Select your institutional code from the drop down list

Step 5: Enter your User Name and Password and click on 'Log In' button

2008 HIGH SCHOOL GRADUATES

View Roster of Eligible Students and Confirm Eligibility

❖ This tool will only generate a roster of eligible students who have acknowledged their award for the term indicated and listed your institution.

View Roster:

Step 1: Select 'Schools'

Step 2: Select 'Student Eligibility Confirmation Roster'

Step 3: Select specific term from drop-down menu (Aid Year and Institution will be pre-populated)

Step 4: Click on 'Get Roster'

- ❖ Be sure to check all terms
- ❖ If a student appears on a roster for a term they are not attending but they are attending for a different term, please have student contact MOHE to adjust the record
- ❖ There may be multiple pages of students – To prevent missing a student, change the number of records per page from the drop-down menu or check to see if there are multiple pages at the bottom of the roster
- ❖ If you wish to view in an Excel spreadsheet:
 - Select ('Click and Drag') the desired information
 - Copy then Paste into an open spreadsheet, then you can sort the information as desired

Confirm Eligibility:

Step 1: Click on 'Edit' button associated with each student's record

Step 2: Select School Status from list provided to confirm students eligibility status

Step 3: Click on 'Update' button associated with student's record (school status should appear on roster)

- ❖ Students attending or are expected to attend at least 3 credits in the specified term mark as 'Eligible'
- ❖ Students not attending or not expected to attend at least 3 credits in the specified term mark as 'Ineligible'
- ❖ If student does not meet income requirements, the student should be marked as 'Income Ineligible'
- ❖ Students who do not meet other unspecified eligibility requirements should be marked as 'Other Ineligible'
 - Please contact MOHE if you feel you need to mark a student 'Other Ineligible'
- ❖ Under the 'Terms Paid' column, students with a 1 listed have received the first half of scholarship and are only eligible for 1 additional payment
 - If it is blank, student is eligible for 2 payments
- ❖ To mark all students as 'Eligible', click on 'Set all students to eligible' button at top of page

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Confirm Term Completion Status:

Step 1: Select 'Schools'

Step 2: Select 'Student Term Completion Roster'

Step 3: Select specific term from drop-down menu (Aid Year and Institution will be pre-populated)

Step 4: Click on 'Get Roster'

Step 5: Click on 'Edit' button associated with each student's record

Step 6: Select 'Completed' or 'Not Completed' to indicate if student successfully completed term

Step 7: Click on 'Update' button associated with student's record (completion status should appear on roster)

- ❖ Be sure to check all terms
- ❖ There may be multiple pages of students – To prevent missing a student, change the number of records per page from the drop-down menu or check to see if there are multiple pages at the bottom of the roster
- ❖ If you wish to view in an Excel spreadsheet:
 - Select ('Click and Drag') the desired information
 - Copy then Paste into an open spreadsheet, then you can sort the information as desired
- ❖ For the purposes of this program, successful completion of the first term means:
 - A student has completed all of the courses in the term with a letter grade; or
 - A student has completed the semester/quarter with a term (not cumulative) GPA of 2.0 or higher;
 - See manual for more information at www.ohe.state.mn.us
- ❖ Awards for second half of the scholarship for students who have successfully completed the term will be automatically scheduled for the next available term in the academic year
 - Return to the 'Student Eligibility Status Roster' for the following term to ensure eligible students receive the remainder of their scholarship
- ❖ To mark all students as 'Completed', click on 'Set all students to Term Completed' button at top of page

View Payment Rosters:

Step 1: Select 'Schools'

Step 2: Select 'Student Payment Roster'

Step 3: Select specific term from drop-down menu (Aid Year and Institution will be pre-populated)

Step 4: Click on 'Get Roster'

- ❖ If you wish to print the payment roster, select 'Print' from the 'File' menu
- ❖ If you wish to view in an Excel spreadsheet:
 - Select ('Click and Drag') the desired information
 - Copy then Paste into an open spreadsheet, then you can sort the information as desired

Update Institutional Contact Information:

Step 1: Select 'School'

Step 2: Select 'Update Institution Contact Information'

Step 3: Click on 'Get Data' to retrieve current

Step 4: Change primary contact information and/or add information for up to 2 other contacts

Step 5: Click on 'Save Changes'

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2010 HIGH SCHOOL GRADUATES

Login Instructions:

Step 1: Once logged in, click on '2009 and Later High School Grads' button

- ❖ **IMPORTANT:** To return to view 2008 high school graduates, you may need to login again from the main login screen at <https://www.ohe.state.mn.us/SSL/FAApp/default.aspx>

View List of Submitted Applications:

Step 1: Select 'View Submitted Apps'

Step 2: Click on 'Go' button

Step 3: Search using Date Range, Aid Year, Last Name and/or SSN

Step 4: Click on 'Go' button

- ❖ To get full list of all submitted applications, indicate a date range from Jan 1 to current date and select current aid year
- ❖ List generated will provide the name, SSN, DOB, Institution for each student as well as the 'Date Added' or the date the application was received by the Office
- ❖ List will also indicate the 'Rigorous Program Status' for each application from the list below:
 - Pending: High school transcript and possibly other documentation has either not been received, not yet been reviewed or documentation is not sufficient to determine whether or not student meets the academic requirements to be eligible
 - Not Eligible: Documentation including high school transcript has been received and reviewed but review indicated student does not meet academic requirements to be eligible
 - Eligible: Documentation including high school transcript has been received and reviewed and review indicated student does meet academic requirements to be eligible

View Individual Student Biographical Information:

Step 1: When viewing a list of students, select what individual information you would like to view or a student by selecting 'bio' from the drop down list next to the student's name

Step 2: Click the 'go' button next to the drop down list

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View and Approve Student Award Rosters:

Step 1: At main screen, select 'Award Roster'

Step 2: Click on 'Go' button

Step 3: Select desired parameters for Award Roster

Step 4: Click on 'Go' button

Step 5: Confirm student eligibility by selecting 'Yes' or 'No (select reason)' and select from drop down

- ❖ This tool will generate a list of awarded students that listed your institution on their application
 - The roster includes for each awarded student the SSN, term, current PC and EFC on file at the Office, the term award amount, the total award for the award year
 - In addition, the roster indicates whether or not the student received the Foreign Language Waiver in order to meet the academic requirements and whether or not the student received an Online Course Completion Bonus of \$150 in addition to the annual base scholarship award

- ❖ Select 'Yes' only if:
 - Student is enrolled or expected to enroll in 15 credits or more in the term indicated and
 - EFC and PC listed match what is currently on file at institution
- ❖ Select 'No' only if:
 - Student is not enrolled and has never registered or
 - Student is enrolled or expected to enroll in less than 15 credits or
 - EFC or PC listed on roster does not match what is on file at institution
- ❖ School may be contacted by scholarship staff to resolve PC/EFC issues
- ❖ To indicate any other reason for ineligibility, please contact the scholarship staff
- ❖ Once you have indicated a status, the system will automatically save and submit and set the 'Date Entered'
- ❖ Roster can be sorted by the 'Date Entered' by clicking on the link at the top of the 'Date Entered' column
- ❖ To disregard awards for students that you have already submitted statuses for check the 'Show only new records' box from the Award Roster menu
- ❖ If you make a mistake or need to change a student's eligibility status before payment has been made, you can do so by clicking on the 'Reset' button or just changing the status
- ❖ Once payment has been made you will no longer be able to change a student's eligibility status
- ❖ **IMPORTANT:** Students may appear on an Award Roster at any time therefore it is important to continue to check award rosters on a regular basis.
- ❖ Scholarship staff may contact you if there are additional awards to be confirmed