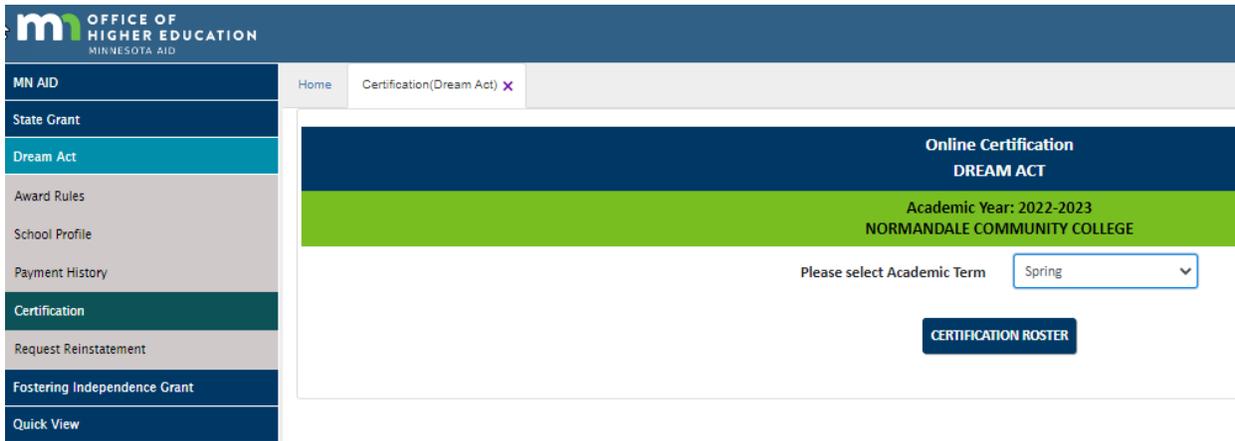
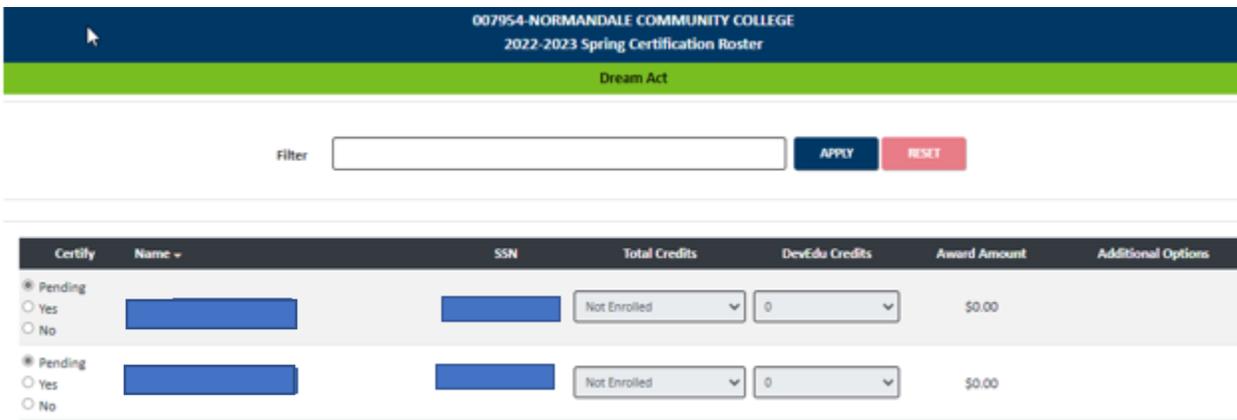


Log into MNAid –

- Using the Left Menu – navigate to Dream Act and select Certification – Certification and then select which Academic term you’ll be selecting



- After selecting the term, you will be presented with a list of students who have been awarded MN Dream Act, awaiting your school certification:



- For each student you will select either “Yes” or “No” to Certify and then the Total Credits and Developmental Education Credits the student is registered for in the term you’re certifying. For example, if a student is registered for 15 credits, of which 3 are developmental, the certification would look like this:

Filter

Certify	Name	SSN	Total Credits	DevEdu Credits	Award Amount	Additional Options
<input type="radio"/> Pending <input checked="" type="radio"/> Yes <input type="radio"/> No	[Redacted]	[Redacted]	15+ <input type="button" value="v"/>	3 <input type="button" value="v"/>	\$3,765.00	<input type="checkbox"/> Reduce Award <input type="button" value="v"/> <input type="button" value="v"/>

4. The Dream Act award amount will calculate based upon the Total Credits. You can now go onto certify other students in your term list and once complete, hit **Save** at the bottom of the page. The students who you recently certified will be removed from your certification list and will be ready for MN OHE staff to make payment. Recently certified students will be viewable on the MN Aid report – Ready to Pay Roster.

MNAID Report Options

Activity Reports **Rosters**

Certification Roster
Payment Roster
Ready To Pay Roster

Academic Year:

Program:

School:

Term:

Display: Alphabetical By Last Name
 Numerical By SSN
 Include Only Students With Adjustments
 Include Hyphens From SSNs:

5. In some cases (uncommon), there is a need to reduce the award amount that was calculated and you can do so by selecting reduce award amount and then selecting the reason for the reduced award. Feel free to contact Shawn Reynolds at shawn.reynolds@state.mn.us or 651.355.0615 with questions about reduced awards.

007954-NORMANDEALE COMMUNITY COLLEGE							
2022-2023 Spring Certification Roster							
Dream Act							
Filter		<input type="text"/>	<input type="button" value="APPLY"/>	<input type="button" value="RESET"/>			
Certify	Name	SSN	Total Credits	DevEdu Credits	Award Amount	Additional Options	
<input type="radio"/> Pending			15+	3	\$3,765.00	<input checked="" type="checkbox"/> Reduce Award	Overaward
<input checked="" type="radio"/> Yes							2000
<input type="radio"/> No							