## OFFICE OF HIGHER EDUCATION

Log into MNAid -

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

OFFICE OF HIGHER EDUCATION									
MN AID	Home	Certification(Dream Act) 🗙	¢						
State Grant									
Dream Act							Online Cer	tification 1 ACT	
Award Rules						Ac	ademic Yea	r: 2022-2023	
School Profile						NORMA	NDALE CON	IMUNITY COLLEG	E
Payment History					Please s	elect Acade	emic Term	Spring	
Certification									
Request Reinstatement							CERTIFICATIO	ON ROSTER	
Fostering Independence Grant									
Quick View									

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

k	007954-NORMANDALE COMMUNITY COLLEGE 2022-2023 Spring Certification Roster							
			Dream Act					
	Filter			AFRY	SIT			
Certify	Name +	SSN	Total Credits	DevEdu Credits	Award Amount	Additional Options		
<ul> <li>Pending</li> <li>Yes</li> <li>No</li> </ul>			Not Enrolled V	• •	\$0.00			
<ul> <li>Pending</li> <li>Yes</li> <li>No</li> </ul>			Not Enrolled V	• •	\$0.00			

3. 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:

	007954-NORMANDALE COMMUNITY COLLEGE 2022-2023 Spring Certification Roster								
	Dream Act								
<u>∑</u> s	Filte	er 🗌			APPLY	RESET			
Certify	Name +	SSN	Total Credits	DevEdu Credits	Award Amount		Additional Options		
○ Pending ● Yes ○ No			15*	<b>y</b> 3 <b>y</b>	\$3,765.00	Reduce Award	~		

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	
	2022.2022
Academic Year:	2022-2025
Program:	Dream Act
School:	
Term:	Spring
Display:	Iphabetical 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 <u>shawn.reynolds@state.mn.us</u> or 651.355.0615 with questions about reduced awards.

	007954-NORMANDALE COMMUNITY COLLEGE 2022-2023 Spring Certification Roster							
				t	Dream Act			
		Filter				APPLY	RESET	
Certify	Name +		SSN	Total Credits	DevEdu Credits	Award Amount	Additional Options	
<ul> <li>○ Pending</li> <li>● Yes</li> <li>○ No</li> </ul>				15+ ~	3 🗸	\$3,765.00	Reduce Award Overaward 🗸 2000	