

Review, Update, and Certify Recipients for the Student Teacher Grants Program

Certification is when Aid Administrators request for payment for the awarded students.

Prior to certifying, Aid Administrators must review the accuracy of the financial data entered for each recipient and make any necessary updates. Any certified recipients with missing School/District information will be declined. The following are instructions for completing the “Certification” section in MNAid.

Please note: Certification will open at different times for each term (*please see award rules in the Student Teacher Grants menu*). A Certification Roster can be generated or use the Search function to view the “ready to certify” students at any time.

1. In the Student Teacher Grants menu, go to Certification.
2. Select the Academic Term you will be reviewing and then click on CERTIFICATION ROSTER.

The screenshot shows the MNAid web application interface. At the top left is the logo for the Office of Higher Education, Minnesota Aid. Below the logo is a navigation menu with the following items: MN AID, Student Teacher Grants, Award Rules, School Profile, Payment History, Enter Application, Submit Financial Data, Certification (highlighted), and Quick View. The main content area is titled 'Online Certification STUDENT TEACHER GRANTS' and includes a green banner for 'UNIVERSITY OF MINNESOTA - TWIN CITIES'. Below the banner, there are two dropdown menus: 'Please select the Academic Year' with '2024-2025' selected, and 'Please select Academic Term' with 'Fall' selected. A dark blue button labeled 'CERTIFICATION ROSTER' is positioned at the bottom right of the form area.

Certify	Name	SSN	Program	Financial Data	Award Amount	Additional Options
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No	Alia		USTG	View	\$7,500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No	Tenzin		USTG	View	\$7,500.00	

3. Select VIEW to pull up the entered financial data for each recipient for review. If there are no changes to the financial data, skip to step #6 (page 5).

Financial Data
✕

Tenzin

FALL 2024-2025

Degree Seeking	Bachelors
Cost of Attendance (COA)	\$18,200.00
Student Aid Index (SAI)	\$0.00
PELL Grant	\$3,498.00
Minnesota State Grant	\$4,218.00
Federal SEOG	\$0.00
Tribal Scholarships/Grants	\$0.00
Other State/Federal Aid	\$0.00
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	\$0.00
Institutional Grants, Scholarships, and Waivers	\$2,500.00

If any of the Financial Data is incorrect, please access the student's Student Teacher Grants record to make updates.

- If there are changes to the entered financial data and/or missing School/District information, click on the recipient's name on the roster to pull up the recipient in Quick View. Select their "STG 2024-2025" record.

- Financial data can be updated in the Financial Data section of the STG record. Select UPDATE FINANCIAL DATA to make the necessary changes and then hit SAVE.

	Fall
Degree Seeking	Bachelors
Cost Of Attendance (COA)	18200
Student Aid Index (SAI)	0
PELL Grant	3498
Minnesota State Grant	4218
Federal SEOG	0
Tribal Scholarships/Grants	0
Other State/Federal Aid	0
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	1200
Institutional Grants, Scholarships, and Waivers	2500
Remaining Need (calculated)	6784

UPDATE FINANCIAL DATA

- b. School/District information can be added in the Application Information section of the STG record. Select UPDATE APPLICATION to add and then hit SAVE.

STG Program	USTG	Award Status	n/a
Student Teaching Term	Fall	Application Date	4/26/2024
Hispanic or Latino	No	Application Complete Date	4/26/2024
Race	Asian	Teacher Licensure Field	Elementary Education
MN Residency	Yes	School/District	Brimhall Elementary/Roseville Area Schools
Meets SAP Requirements	Yes	Intend to Teach in Rural District in MN	No
Eligible for Teacher Prep Program	Yes	SELF Default Holds	n/a

[UPDATE APPLICATION](#)

- 5. Go back to the Certification Roster and close it to refresh. Re-enter the Certification Roster and review the changes.

Certify	Name	SSN	Program	Financial Data	Award Amount	Additional Options
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No	Alia J Bicbic	318-02-6134	USTG	View	\$7,500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No	Tenzin Dhondup	476-41-1745	USTG	View	\$6,784.00	

[CANCEL](#)
[SAVE](#)

- a. Select VIEW to make sure the updated financial data is accurate.
- b. Check the award amount shown – *it may have adjusted based on the updated financial data.*

Please note: If the award amount was added to the student’s financial aid package prior to certification, make sure to update the financial aid package with the new award amount.

6. To certify, click on the “Yes” option located next to the recipient’s name then hit SAVE. The recipient will be removed from the Certification Roster.

Certify	Name ▾	SSN	Program	Financial Data	Award Amount	Additional Options
<input checked="" type="radio"/> Pending						
<input type="radio"/> Yes	Alia		USTG	View	\$7,500.00	
<input type="radio"/> No						
<input type="radio"/> Pending						
<input checked="" type="radio"/> Yes	Tenzin		USTG	View	\$6,784.00	
<input type="radio"/> No						

- If a student is not ready to be certified, leave the student as “Pending”. The student will remain on the Certification Roster.
- If the student is no longer eligible, you can select the “No” option, but you must update the student’s Application Information and/or Financial Data in their STG Record based on the reasoning.

Certify	Name ▾	SSN	Program	Financial Data	Award Amount	Additional Options
<input type="radio"/> Pending						
<input type="radio"/> Yes	Alia		USTG	View	\$7,500.00	<i>If student is not eligible for the award displayed, you must update the STG record and/or Financial Data</i>
<input checked="" type="radio"/> No						
<input checked="" type="radio"/> Pending	Tenzin					
<input type="radio"/> Yes			USTG	View	\$6,784.00	
<input type="radio"/> No						

Please note: If there are new changes after certifying a student, please contact the Office of Higher Education Program Administrator.