

Minnesota GI Bill Program 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 'GI Bill' 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

SUBMIT, VIEW AND EDIT/UPDATE APPLICATIONS RECEIVED

Submit Applications for Students:

- Step 1: Select 'Student Application'
- Step 2: Click on 'GI Bill Application'
- Step 3: Complete required fields and submit

View List of Applications:

- Step 1: Select 'Schools'
- Step 2: Select 'List of Applications'
- Step 3: Select Aid Year and Type (Current Aid Year, Institution and All will be pre-populated)
- Step 4: Click on 'Get the List'

- This list will only generate students who have completed an application and listed your institution
- If you wish to view only applications with or without completed checklists
 - Select 'With Checklists' or 'Without Checklist' from the drop down menu for Type
- There may be multiple pages of students. To prevent missing a student's record, change the number of records per page from the drop-down menu and check to see if there are multiple pages at the bottom
- 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

Edit/Update Applications:

- Step 1: Click on 'Edit Application' button associated with student's record
- Step 2: Make changes, if desired, to any data element on application form
- Step 3: Click on 'Submit' button

- To search for and update an individual application
 - Select 'Schools'
 - Select 'Update Student Application'
 - Enter SSN for student and click on 'Get Student Record'
 - Make changes, if desired, to any data element on application form
 - Click on 'Submit' button

VIEW, COMPLETE AND UPDATE CHECKLIST CALCULATORS

View Checklist Calculators:

- Step 1: Select 'Schools'
- Step 2: Select 'Checklist Calculator for a Student'

- Step 3: Enter student's SSN
Step 4: Select desired term for which you would like to view, complete or update a checklist calculator
Step 5: Click on 'Get Data' button

- You can also view, complete and update checklist calculators from the list of applications by:
 - Click on 'Edit Application' button associated with student's record from list of applications
 - At bottom of application form click on 'Calculator' button
 - Select desired term for which you would like to view, complete or update a checklist calculator (Aid Year, Student SSN and Institution will be pre-populated)

Complete or Update Checklist Calculators:

- Step 1: Once viewing Checklist Calculator for desired student and term, review pre-populated information from student application listed under 'Student Information' and 'Service Member Information' for accuracy based on DD214 and other documentation provided by student
- Step 2: Edit, in needed, any pre-populated information from student application listed under 'Student Information' and 'Service Member Information'
- Step 3: Complete all required 'Benefit Amount Calculator' fields marked with '*'
- Step 4: Click on 'Calculate' button to calculate Student Term MN GI Bill Award Amount
- Step 5: If benefit amount has been disbursed to student, list amount disbursed in field provided
- Step 6: Click on 'Save' button

- All required fields are marked with an '*'
- Choose 'Withdrawn' under Enrollment Status, if student is not enrolled, was never enrolled, or was enrolled but has since withdrawn.
- Some calculator information will pre-populate from application however it must still be verified with documentation provided by student or held at the institution
- Some fields on Checklist and Calculator are not editable by school and will populate when benefit amount is calculated
- Click on pop-up links for help on specific fields

UPDATE DISBURSED AMOUNT

View List of Awarded Students by Term:

- Step 1: Select 'Schools'
- Step 2: Select 'View and Update Student Disbursements by Term'
- Step 3: Select desired term (Aid Year and Institution will be pre-populated)
- Step 4: Click on 'Get Data' button

Edit Disbursed Amount:

- Step 1: Click on 'Edit' button associated with each student's record
- Step 2: Enter or change disbursed amount
- Step 3: Click on 'Update' button associated with student's record (Disbursed Amount should now be listed)

- Disbursed amounts can also be updated when viewing a student's Checklist and Calculator

UPDATE INSTITUTIONAL CONTACT INFORMATION

- Step 1: Select 'School'
- Step 2: Select 'Update Institution Contact Information'
- Step 3: Click on 'Get Data' to retrieve current

- Current primary contact information will pre-populate as well as other institutional data.

- Step 4: Change primary contact information and/or add information for up to 2 other contacts
- Step 5: Click on 'Save Changes'