

# Minnesota Indian Scholarship 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 'Indian 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

## **VIEW LIST OF SUBMITTED STUDENT APPLICATIONS**

- This list will only generate a list of student applications that list your institution
- 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  
To get full list of all submitted applications indicate a date range from Jan 1 to current date and select current Aid Year
- Step 4: Click on 'Go' button

## **VIEW INDIVIDUAL STUDENT INFORMATION**

- Step 1: When viewing a list of students, select what individual information you would like to view or a student by selecting 'bio', 'app' or 'budget' from the drop down list next to the student's name
- Step 2: Click the 'go' button next to the drop down list

## **SUBMIT APPLICATIONS ON BEHALF OF STUDENT**

- If you attempt to submit an application for a student that already has an application on file with another institution, you will receive a submission error message and will be directed to contact the MISP staff
- MISP staff are able to make school corrections to submitted applications
- Step 1: At main screen, select 'Enter Apps'
- Step 2: Click on 'Go' button
- Step 3: Enter information from paper student application
- Step 4: Click on 'Submit' button

## **VIEW AND SUBMIT SCHOOL BUDGETS**

Step 1: At main screen, select 'View Budgets'

Step 2: Click on 'Go' button

Step 3: Search for individual students by entering last name or SSN  
To get list of all students, simply click 'Go' button

- List will be generated of all students with submitted applications that list your institution
- Students without a school budget will be listed at the top under the heading 'New Budgets'
- Students with submitted school budgets will be listed at the bottom with the heading 'Completed Budgets'
- If student does not have a budget submitted and you wish to submit a budget
  - Click on the 'enter' button next to the student's name
  - Enter budget information into form
  - Click on 'Save' button
  - Click on 'Printable View' button if you wish to print for records
- If student does have a budget submitted and you wish to view or revise the current budget
  - Click on the 'View' button next to the student's name
  - If you wish to revise the information click on 'Edit This Information' button
  - Enter budget information into form
  - Click on 'Save' button
  - Click on 'Printable View' button if you wish to print for records

### **OR**

Step 1: When viewing a list of students select 'budget' from the drop down list next to an individual student's name

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

- If the individual student does not have a school budget submitted, you will be taken directly to the budget form
- If you wish to submit a budget for this student
  - Enter budget information into form
  - Click on 'Save' button
  - Click on 'Printable View' button if you wish to print for records
- If the individual student does have a school budget submitted, you will be taken directly to view the most current submitted budget
- If you wish to revise the current budget
  - Click on 'Edit This Information' button
  - Enter budget information into form
  - Click on 'Save' button
  - Click on 'Printable View' button if you wish to print for records

## 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

➤ If you wish to view a complete award roster for a specific aid year

- Select desired aid year
- Click on 'Go' button

➤ If you wish to see all awards for a specific term and aid year

- Select desired aid year and term and click on 'Go'

➤ If you wish to search by student SSN or last name

- Enter student SSN or name in required field
- Click on 'Go' button

Step 5: To confirm student eligibility for the current term award, click on 'Yes' button or choose from the 'No (select reason)' drop down menu.

➤ If student is attending or expected to attend term in which the award is scheduled and student is eligible for payment, click the 'Yes' button

➤ If student is not attending, not expected to attend or does not meet a payment eligibility requirement, select from the 'No (select reason)' drop down menu to indicate the reason

➤ Once you have indicated yes or no, the system will automatically save the information

➤ 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

### **Important information:**

➤ **Schools must confirm eligibility before payments will be scheduled or sent**

➤ Roster generated will include all awards within the selected parameters for your institution

➤ Awards for the current term will be displayed for schools to confirm student eligibility

➤ Awards not scheduled for the current term will be listed for information purposes

➤ Once a student's status has been indicated on the award rosters, schools will no longer have the ability to modify the student's budget for that term

- If a student's financial aid information has changed after eligibility is confirmed or after payment, please contact scholarship staff

➤ Once payment has been scheduled, schools will no longer have the ability to change student eligibility statuses for that term

## **VIEW AND PRINT PAYMENT ROSTERS**

- Step 1: At main screen, select 'Payment Roster'
- Step 2: Click on 'Go' button
- Step 3: Select desired parameters for Payment Roster
- Step 4: Click on 'Go' button

- If you wish to view all payments made during a specific date range
  - Select desired date range
  - Click on 'Go' button
- If you wish to view all payments made during a specific aid year or term regardless of date
  - Select desired aid year or term
  - Click on 'Go' button
- If you wish to search for all payments made to a specific student
  - Enter student SSN or last name
  - Click on 'Go' button

### **Important Information:**

- Roster generated will list all payments and refunds made within selected parameters
- To print, select print from the file menu
- To view in a Excel spreadsheet
  - Select (click and drag) desired section
  - Copy and paste into spreadsheet

## **ADD/EDIT/DELETE CONTACTS**

- Step 1: At main screen, select 'Add/Edit/Delete Contact'
- Step 2: Click on 'Go' button

- If you wish to add a new contact
  - Click on 'add contact' link
  - Enter required contact information including a unique username and password that is different from any other contact
  - Click on 'Save' button
- If you wish to edit current contact information
  - Click on the 'edit' button associated with the desired contact
  - Update necessary information
  - Click on 'Save' button
- If you wish to delete a current contact
  - Click on 'delete' button
  - Confirm the desire to delete contact by clicking 'OK'
  - **NOTE:** a primary contact cannot be deleted to ensure that scholarship staff has at least one contact at institution