

# SG Web Access Screen

<https://www.ohe.state.mn.us/SSL/SG/index.cfm>

The SG Web Access screen is a secure, non-public web site which allows schools participating in the Minnesota State Grant program to:

- Access individual student records for the aid years currently being processed
- View, download or print the State Grant on-line hold report
- Upload State Grant DDS or award calculation batches to the Office of Higher Education (OHE)
- Download State Grant DDS batch output reports or award calculation return files
- Request State Grant funds

## Logging In

Each participating school is assigned a username and password to enter the SG Web Access screen. The school's **username** is always the 6-digit school federal school code used by students on the Free Application for Federal Student Aid (FAFSA). If a school is not participating in federal financial aid programs, the school is assigned a 6-digit state school code by OHE. Each school's password is initially assigned by OHE. Schools then have the option of changing the password after they log in. Passwords expire every 60 days, but can be reset by the user when logging in.

For security purposes, only school staff with direct administrative responsibilities for the State Grant program should have access to the school's password. When setting a password, schools should select a combination of upper and lower case letters, symbols and numbers for maximum security. One suggestion is to use the first letter of each word in a line of a favorite song and use symbols/numbers like @ for 'at,' + for 'and,' 4 for 'for,' etc.

If a school forgets its password, staff can contact OHE's grant staff via telephone or email at (651) 642-0567, Option #1, or [Brenda.Larter@state.mn.us](mailto:Brenda.Larter@state.mn.us) or [Nancy.A.Johnson@state.mn.us](mailto:Nancy.A.Johnson@state.mn.us). If OHE sends a password via email, it will be sent through the state's secure email hub, whereby the recipient is notified of an email and instructed to log into the hub to release the email.

A screen print of the log in page (Figure 1) and main menu (Figure 2) are provided at the end of this document.

## SG Student Web Access Screen

This feature allows schools to look up individual student records for the aid years currently being processed. On the main menu of the SG Web Access screen (Figure 2), the school should select the 'SG Student Web Access Screen' option and click on the 'Go' button to proceed to that page. The school selects the applicable aid year and enters the student's social security number on the screen (Figure 3). In order to access the student's record, the school must

either be listed as a school on the student's FAFSA or the school must have already submitted that student's record to OHE in a State Grant DDS batch for the aid year in question. The school will receive an error message if these conditions are not met and will not be able to access the student's arrears or SELF loan default holds on the top of the screen, a listing of all previous State Grant payment units by aid year and school in the middle of the screen, and any awards or payments submitted by schools for the current aid year at the bottom of the screen. A screen print of a student's screen (Figure 4) is provided at the end of this document.

Please note that the State Grant database only tracks units of State Grant *payments* received by the student. Any postsecondary attendance for which the student did not receive a State Grant payment will not be displayed. Thus, schools are required to review academic transcripts submitted by the student to determine the amount of previous postsecondary attendance.

## **State Grant On-Line Hold Report**

### **Overview**

The purpose of the State Grant On-Line Hold Report is to inform schools when students are placed on or released from child support arrears and/or SELF loan default holds. The report also informs schools when a student's previous State Grant payments exceed 72 units, which is the equivalent of three full-time academic years. The units appearing on the on-line hold database only represent units of State Grant *paid* to the student and do not eliminate the school's responsibility for reviewing student academic transcripts to determine the amount of postsecondary *attendance* the student has completed to date.

The State Grant on-line hold database is updated each night when OHE downloads Institutional Student Information Records (ISIRs) to the State Grant database. The Agency will load ISIR records to the State Grant database each night from the federal Central Processing System. Between January and July, the Agency will download ISIRs for two consecutive aid years. After July, the Agency will only download ISIRs for the current aid year.

### **Email Notification**

The school's designated State Grant contact will be notified, via an automated email from OHE, when any of the student hold data changes for that school. The email will contain a link to the SG Web Access Screen. Email notification will occur when:

- An ISIR or DDS record is loaded to the State Grant database for a student who has a hold problem and has not yet had hold information written to the State Grant on-line hold database for that school; or
- Hold information changes after hold information has already been written to the State Grant on-line hold database for that school (e.g., hold is released) regardless of whether or not a new ISIR or DDS record has been received.

**It will be the school's responsibility to notify OHE's grant unit about any changes to the email address for the designated State Grant contact at the school.**

## **Viewing the SG On-Line Hold Report**

To view the SG On-Line Hold report, schools should log onto the SG Web Access Screen and choose the menu option for 'State Grant On-Line Hold Report' and click on the 'Go' button to proceed to the next page. See Figure 2 at the end of this document for a screen shot of the main menu page.

### **Date Range**

Once the school is logged onto the State Grant On-Line Hold report, the school will choose the date range for the hold report. The default date range will be the first date the on-line hold database was created for the current aid year through the current date, producing a comprehensive cumulative report for the year. If the school would like to produce a report for a narrower date range, the school can adjust the dates accordingly. When the on-line hold report is first operational, schools will want to select a report using the default date range. After that point, schools may want to choose shorter date intervals and review only the most recent information loaded to the on-line hold database. See Figure 5 at the end of this document for a screen shot of the date range page of the report.

### **Sorting and Printing**

After the date range is selected, a hold report will be generated displaying all hold data updated during that period. The default sort option produces an alphabetical report by student last name. A school has the option of changing the sort option to SSN, Aid Year, DDS/ISIR rank or Last Transaction date by clicking on those column headings. If a school would like to sort by any other field appearing on the report, the data can be copied from the on-line report and pasted into any spreadsheet software for sorting. Once the data is sorted by the chosen field, the school can print the entire report, or select a portion of the report and print that selection. Schools should print using landscape option for all fields to appear on one page. If printed directly from the on-line report, headers will only appear on the first page. However, schools can copy the data to spreadsheet software, which allows headers on every page.

Because the State Grant On-Line Hold Report is generated from a cumulative on-line hold database, there will be no need for schools to maintain paper printouts of the report throughout the aid year, since the data will be available on-line. Once a student appears in the on-line hold database, the student's record will remain on the report. See Figure 6 at the end of this document for a screen shot of a sample report.

### **College Code Storage and Position**

The OHE will store the college codes from the student's four most recent ISIR records for the aid year on the State Grant database, as well as the college's position (college choice one through six) on the ISIR. If a school's code appears in any location on the four most recent ISIRs for the student, or if the school has already reported a State Grant DDS record for the student to OHE for the current aid year, the school will be notified of any holds for that student on the State Grant database.

If the school has not yet submitted a DDS record for the student for the aid year, the 'DDS/ISIR rank' column on the report will reflect on which ISIR record the college code was listed, and the position, with the first digit of the code representing which of the three most recent ISIRs contains the college code, and the second digit representing the college choice position. For example:

14 = 1<sup>st</sup> most recent ISIR, 4<sup>th</sup> position

23 = 2<sup>nd</sup> most recent ISIR, 3<sup>rd</sup> position

31 = 3<sup>rd</sup> most recent ISIR, 1<sup>st</sup> position

46 = 4<sup>th</sup> most recent ISIR, 6<sup>th</sup> position

If the school has submitted a DDS record for the student for the aid year, a code of 'DDS' will appear in the 'DDS/ISIR rank' column and ISIR rank data will not be displayed. The 'DDS/ISIR rank' column was designed to help schools prioritize students. Schools may wish to spend more time reviewing hold data for students with a 'DDS' code in this column, since those students are presumably attending the current institution. With respect to ISIR rank codes, the higher the value, the less likelihood there is the student will actually attend the institution.

### **Hold Start Date vs Hold Notification Date**

The hold fields appearing on the report will have a 'help' pop-up box at the very top of the column providing a description of the data in that field. It is important to note the distinction between the hold *start* date and the hold *notification* date appearing on the report. The hold *start* date is the date the student becomes ineligible. The *notification* date is the date the hold data was first written to the on-line hold database. For example, a student could have been placed on a child support hold in January 2003 (hold start date), but the hold would not be written to the on-line hold database until the first ISIR or DDS record was received for the current aid year (notification date). In such cases, the school must collect all State Grant payments made after the hold start date from the student, but the school is not liable for repaying the first term payment made after the hold start date from its own funds if it was made before the hold notification date.

The hold start date and hold end date will continue to appear on the report regardless of the student's hold status and will represent the most recent date the student was placed on or released from a hold. The hold notification date will always represent the date the student's most recent hold was written to the on-line hold database.

### **Units of State Grant Paid**

Units appearing in the 'Units' column represent units of State Grant *paid* to the student through the current aid year, including the current school, rather than units of State Grant paid during previous aid years. Though the units appearing on the on-line report may change throughout the aid year, the school will only be notified via email when the units exceed or fall below 72 units, which is the equivalent of three full-time academic years. If a school wants to view more detailed units information for a particular student (units by aid year and campus), the school can click on the student's name and toggle to the SG Student Web Access Screen and then hit the 'Back' key to go back to the hold report.

## **Multiple Aid Years**

It will be common for a student to appear twice on the on-line hold report if the State Grant database has a DDS or ISIR record for the student for both aid years. In most cases, the hold data appearing for the student will be identical for both years, but the amount of units appearing in the 'Units' column may differ by aid year.

## **Upload/Download State Grant Data Files**

### **Uploading State Grant Files**

This feature of the SG Web Access Screen is most commonly used by schools to upload the required monthly State Grant DDS batches to OHE for processing. This feature is also used by a small number of schools who submit need analysis/award calculation batches to OHE to have OHE calculate need analysis and State Grant award and pass back a return file containing results. To access this feature, chose 'Upload/Download State Grant Data Files' and click the 'Go' button on the main menu page shown in Figure 2 at the end of this document.

Once logged into the screen, schools should select the correct aid year from the drop down box at the top of the page to make sure the batch is submitted for the correct aid year and then hit the 'Continue' button to get to the next screen. A screen shot is provided as Figure 7 at the end of this document.

Next, the school should enter the name of the file being uploaded to OHE. A browse button on this page allows schools to browse their system to find and select the file they wish to upload, whereby the name of the selected file automatically populates the file name field. See Figure 8 for a screen shot of this page.

Note: The small number of schools who submit batches to OHE to have need analysis and State Grant awards calculated will need to specify whether they are submitting a 'State Grant need analysis award calc batch' or 'State Grant DDS Batch' in the 'Select File Type' drop down box at the top of the screen. This box does not appear for other campuses.

Once you indicate the file you wish to upload, click on the 'Upload and/or Submit' button and the file will be uploaded to OHE. Any file transmitted before 6:00 p.m. will be processed that evening unless there are problems with the data contained in the file. The Upload Results page should display a 'YES' after 'File was Saved.'" Users can then exit the page or click on 'Back to Main' page if they need to request State Grant funds. See Figure 9 for a screen shot of this page.

### **Downloading State Grant Files/Reports**

After monthly State Grant DDS batches are submitted to OHE, OHE processes the batch that evening and produces a set of batch output reports in the school's web directory available for viewing, printing or downloading the next morning. If there are no output reports the following morning, it means the batch was submitted after 6:00 p.m. the previous day or there were problems when the batch was run the previous evening.

To view, print or download DDS batch output reports, the school should log into the SG Web Access screen and choose the 'Upload/Download State Grant Data Files' option from the main

menu page (Figure 2 at the end of this document) and click on the 'Go' button to proceed to the next screen. Once in the upload/download screen (Figure 7), any files or reports available for viewing, printing or downloading will appear under the heading 'Files Available for Download.' Files shown should reflect the date the file was generated by OHE. Files remain in the download directory until they are overwritten by a more recent output file for the aid year in question. To download or open a file, the school should click on the 'Download' button to the right of the file name. A pop-up box will then appear giving the school the option of opening or saving the file. If the school opts to open and view/print the report, the school should click the 'Open' button. If the school opts to download the file to its own system, it should click the 'Save' file, at which point, another pop-up box appears for designation of the file name and location on the school's system. Once a file is opened or saved, the school can exit the screen or return to the main menu by clicking the applicable button on the bottom of the page

## **State Grant Funds Request**

After a school has submitted its monthly State Grant DDS batch, the school may want to request any additional funds needed to disburse State Grant awards to students. On the main menu of the SG Web Access screen (Figure 2), the school should select the 'State Grant Funds Request' option and click on the 'Go' button to proceed to the next page.

Once on the funds request screen (Figure 10), the school should select the correct aid year from the drop down box at the top of the page and then enter the amount of funds requested for each term in the boxes below. When entering dollar amounts, schools should not enter commas or cents. Note that funds cannot be requested more than 14 days before the term starts. Once entered, the school should click on the 'Send Request' button at the bottom of the screen to submit the request to OHE. The school should then see a screen with the message 'Your request has been sent.' The school can then return to the main menu or exit by clicking on either button at the bottom of the page (Figure 11).

**FIGURE 1**  
**SG Web Access Log-In Screen**

**State Grant Web Access**

Username:

Password:

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**FIGURE 2**  
**SG Web Access Log-In Screen**

**State Grant Web Access**

**Choose action:**

- State Grant Student Web Access Screen** (to view/print detailed units information on individual students)
- State Grant On-line Hold Report** (to view/print report of all students with hold problems)
- Upload/Download State Grant Data Files**
- State Grant Funds Request**
- GI Bill**

[Change password](#)

## FIGURE 3 SG Student Record Search Screen

### State Grant Student Record Search

Current Aid Year

Student's SSN (no hyphens)

## FIGURE 4 SG Student Record Search Results

State Grant Student Record Search - Windows Internet Explorer

File Edit View Favorites Tools Help

https://www.che.state.mn.us/SSL/SGLtdDisplay/stateGrant2.cfm?c=658469881137954&aidYear=2008&orig=h&1534-D83A\_1933715A=437080ab52b49f7d

The Exchange HealthPartners - Member or ... State Grant Student Rec...

### State Grant Student Record Search Results

4/29/2008

CXXXXX / CXXXXX X 469-xx-xxxx

| Hold Data |            |           |
|-----------|------------|-----------|
| Code      | Begin Date | End Date  |
| CS        | 8/15/2006  | 8/15/2006 |
| CS        | 2/10/2008  |           |

← Hold Data

| Units of Past State Grant Paid |                          |       |       |         |
|--------------------------------|--------------------------|-------|-------|---------|
| Aid Year                       | School Name              | Units | Award | Payment |
| 2005-2006                      | DUNWOODY COLLEGE OF TECH | 15.5  | 1440  | 1440    |
| 2004-2005                      | DUNWOODY COLLEGE OF TECH | 23.5  | 3032  | 2347    |
| 1996-1997                      | ANOKA TECH COLLEGE       | 24    | 628   | 628     |
| 1995-1996                      | ANOKA TECH COLLEGE       | 24    | 751   | 750     |

← Units Paid

| Current Year Enrollment |            |          |      |         |      |         |      |         |      |           |      |
|-------------------------|------------|----------|------|---------|------|---------|------|---------|------|-----------|------|
| 2007-2008               |            |          |      |         |      |         |      |         |      |           |      |
| School                  | Units Paid | Summer I |      | Fall    |      | Winter  |      | Spring  |      | Summer II |      |
|                         |            | Credits  | Paid | Credits | Paid | Credits | Paid | Credits | Paid | Credits   | Paid |
|                         |            |          |      |         |      |         |      |         |      |           |      |

← Current Awards

[Back](#) [Log Out](#)

## FIGURE 5 SG On-Line Hold Report Date Range Page

### State Grant Holds

Show records with last transaction date between

April 23 2005

and

November 19 2008

Go

## FIGURE 6 Sample SG On-Line Hold Report

| SSN         | Aid Year | Student  | DDS/<br>ISIR<br>rank | SELF hold | SELF hold start date | SELF hold end date | SELF Notification date | Child Support hold | Child Support hold start date | Child Support hold end date | Child Support Notification date | Units | Units > 72 date | Units < 72 date | Last Transaction |
|-------------|----------|----------|----------------------|-----------|----------------------|--------------------|------------------------|--------------------|-------------------------------|-----------------------------|---------------------------------|-------|-----------------|-----------------|------------------|
| 617-xx-xxxx | 2007     | Axxxxxxx | DDS                  |           |                      |                    |                        |                    |                               |                             |                                 | 73.6  | 9/15/2006       |                 | 9/15/2006        |
| 553-xx-xxxx | 2008     | Axxxxxxx | 12                   |           |                      |                    |                        |                    |                               |                             |                                 | 72.8  | 4/19/2007       |                 | 4/19/2007        |
| 553-xx-xxxx | 2007     | Axxxxxxx | DDS                  |           |                      |                    |                        |                    |                               |                             |                                 | 72.8  | 8/31/2006       |                 | 8/31/2006        |
| 476-xx-xxxx | 2008     | Axxxxxxx | 15                   |           |                      |                    |                        |                    |                               |                             |                                 | 96.0  | 9/5/2007        |                 | 9/5/2007         |
| 476-xx-xxxx | 2007     | Axxxxxxx | 12                   |           |                      |                    |                        |                    |                               |                             |                                 | 96.0  | 9/21/2006       |                 | 9/21/2006        |
| 469-xx-xxxx | 2008     | Axxxxxxx | 13                   |           |                      |                    |                        |                    |                               |                             |                                 | 101.6 | 8/7/2007        | 6/6/2007        | 8/7/2007         |
| 472-xx-xxxx | 2007     | Axxxxxxx | 12                   |           |                      |                    |                        |                    |                               |                             |                                 | 78.4  | 6/1/2007        |                 | 6/1/2007         |
| 615-xx-xxxx | 2008     | Axxxxxxx | 11                   |           |                      |                    |                        | Y                  | Feb 2008                      |                             | 2/10/2008                       |       |                 |                 | 2/10/2008        |
| 504-xx-xxxx | 2008     | Axxxxxxx | 14                   |           |                      |                    |                        |                    |                               |                             |                                 | 75.2  | 1/25/2008       | 1/24/2008       | 1/25/2008        |
| 475-xx-xxxx | 2008     | Axxxxxxx | 13                   |           |                      |                    |                        |                    |                               |                             |                                 | 80.0  | 2/6/2008        |                 | 2/6/2008         |
| 225-xx-xxxx | 2007     | Axxxxxxx | 12                   |           |                      |                    |                        |                    |                               |                             |                                 | 92.0  | 9/22/2006       |                 | 9/22/2006        |
| 228-xx-xxxx | 2008     | Axxxxxxx | 11                   |           |                      |                    |                        | Y                  | Aug 2005                      |                             | 4/19/2007                       |       |                 |                 | 4/19/2007        |
| 228-xx-xxxx | 2007     | Axxxxxxx | 11                   |           |                      |                    |                        | Y                  | Aug 2005                      |                             | 7/9/2006                        |       |                 |                 | 7/9/2006         |
| 640-xx-xxxx | 2007     | Axxxxxxx | DDS                  |           |                      |                    |                        |                    |                               |                             |                                 | 76.8  | 6/14/2007       |                 | 6/14/2007        |
| 225-xx-xxxx | 2007     | Axxxxxxx | 13                   |           |                      |                    |                        | Y                  | Sep 2007                      | 2/27/2007                   | 9/12/2007                       |       |                 |                 | 9/12/2007        |
| 472-xx-xxxx | 2007     | Axxxxxxx | 11                   |           |                      |                    |                        |                    |                               |                             |                                 | 88.8  | 12/28/2006      |                 | 12/28/2006       |
| 469-xx-xxxx | 2008     | Axxxxxxx | 12                   |           |                      |                    |                        |                    |                               |                             |                                 | 96.0  | 4/19/2007       |                 | 4/19/2007        |
| 469-xx-xxxx | 2007     | Axxxxxxx | DDS                  |           |                      |                    |                        |                    |                               |                             |                                 | 73.6  | 1/31/2007       |                 | 1/31/2007        |
| 339-xx-xxxx | 2007     | Axxxxxxx | 11                   |           |                      |                    |                        |                    |                               |                             |                                 | 83.7  | 6/27/2006       |                 | 6/27/2006        |
| 619-xx-xxxx | 2008     | Axxxxxxx | DDS                  |           |                      |                    |                        | Y                  | Jan 2004                      |                             | 8/14/2007                       |       |                 |                 | 8/14/2007        |
| 636-xx-xxxx | 2007     | Axxxxxxx | 12                   |           |                      |                    |                        |                    |                               |                             |                                 | 82.4  | 1/11/2007       |                 | 1/11/2007        |
| 610-xx-xxxx | 2007     | Axxxxxxx | 31                   |           |                      |                    |                        |                    | May 2006                      | 3/20/2007                   | 6/3/2006                        |       |                 |                 | 3/20/2007        |
| 474-xx-xxxx | 2007     | Axxxxxxx | 13                   |           |                      |                    |                        |                    |                               |                             |                                 | 100.8 | 7/6/2006        |                 | 7/6/2006         |
| 474-xx-xxxx | 2007     | Axxxxxxx | 11                   | Y         | Feb 2006             |                    | 7/26/2006              |                    |                               |                             |                                 |       |                 |                 | 7/26/2006        |
| 647-xx-xxxx | 2007     | Axxxxxxx | DDS                  | Y         | Jan 2005             |                    | 8/6/2006               |                    |                               |                             |                                 |       |                 |                 | 8/6/2006         |
| 648-xx-xxxx | 2008     | Axxxxxxx | DDS                  |           |                      |                    |                        |                    |                               |                             |                                 | 76.8  | 1/29/2008       |                 | 1/29/2008        |

# FIGURE 7

## SG File Upload/Download Screen

### ABC University

#### Upload Data File

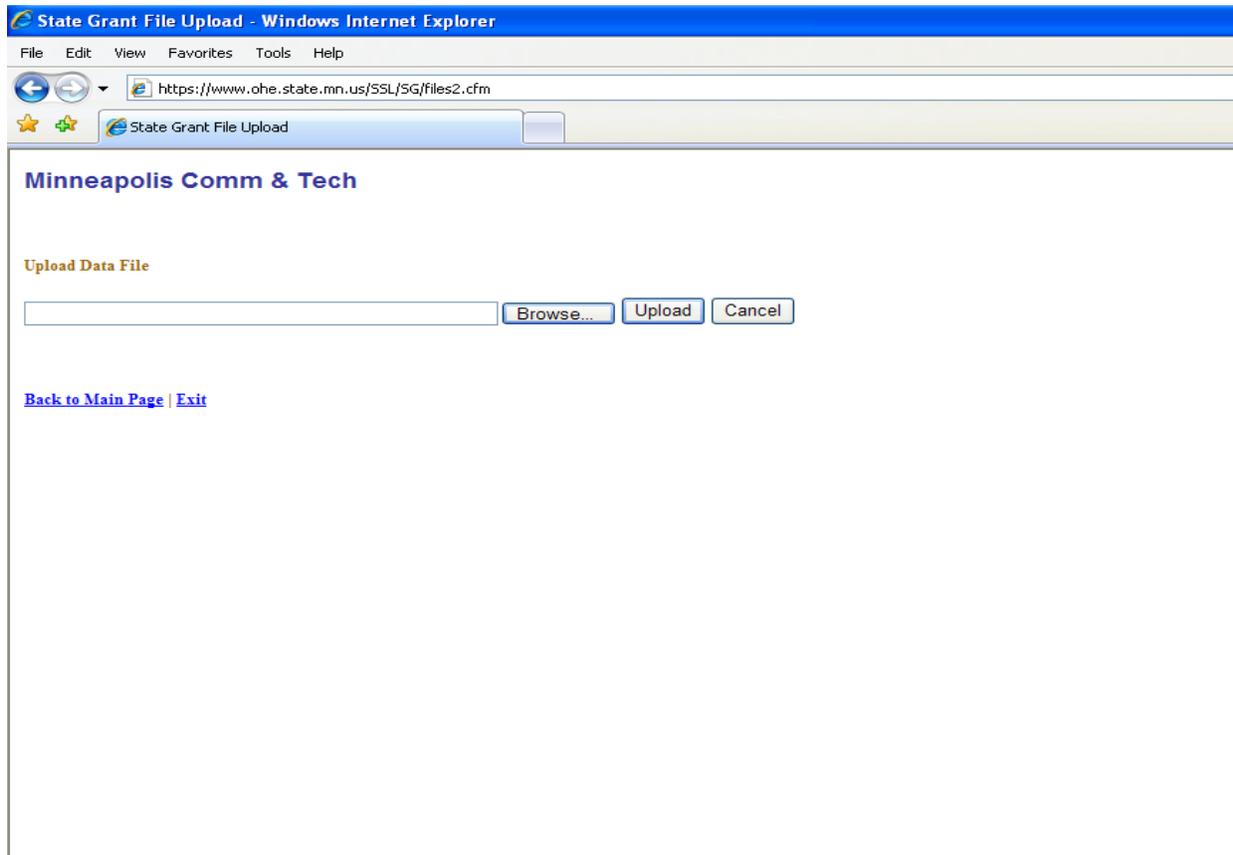
Select Aid Year:

#### Files Available for Download:

| File                                 | Date/Time              |   |
|--------------------------------------|------------------------|---|
| <a href="#">08SGReport002349.htm</a> | 08/01/2008 01:31:37 AM | <input type="button" value="Download"/> |
| <a href="#">09SGReport002349.htm</a> | 08/13/2009 12:40:01 AM | <input type="button" value="Download"/> |
| <a href="#">10SGReport002349.htm</a> | 08/31/2010 02:46:46 AM | <input type="button" value="Download"/> |
| <a href="#">11SGReport002349.htm</a> | 07/25/2011 12:41:52 AM | <input type="button" value="Download"/> |
| <a href="#">SGReport002349.htm</a>   | 06/26/2008 02:35:49 AM | <input type="button" value="Download"/> |

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**FIGURE 8**  
**SG File Upload Screen**



**FIGURE 9**  
**SG File Upload Screen**  
**Post-Submission**

**Upload Results**

|                 |                        |
|-----------------|------------------------|
| File            | DDS09_005544.awd       |
| File Size       | 961598 bytes           |
| File Was Saved  | YES                    |
| Date/Time Saved | 11/19/2008, 08:19:41AM |

[Back to Files page](#) | [Back to Main page](#) | [Exit](#)

# FIGURE 10 SG Funds Request Screen

## ABC University

### State Grant Funds Request

Aid Year for which funds are requested

2011-2012

Note: Schools cannot request funds for a future term more than 21 days prior to the term start date.

Amount Requested (no commas)

Leading Summer Term

\$ .00

Fall Sem/Qtr

\$ .00

Winter Sem/Qtr

\$ .00

Spring Sem/Qtr

\$ .00

Trailing Summer Term

\$ .00

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