



# ICAPS® Update

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# Access and User Permissions

Resource	Full Access	Read Only	No Access
<b>All Screens</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>User Setup</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Usertype - Institutional	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Institution</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Institution Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Edit Student</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic Period Info	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Payment History (Read Only)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Reports</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard Reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rosters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Payments</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request Payment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>File Transfers</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Send Roster File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
File Transfer Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Options</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit Your Profile	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Users	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sent Email	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Taskpad</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
View Tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create Task	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- Primary User
  - Create additional users and update permissions
  - All notifications sent through primary user
- Institutional Information is not available to schools at this time
- One account per person, not per school



**IowaCollegeAid.gov**  
Because College Changes Everything

**ICAPS**  
**Iowa College Aid**  
Processing System

MENU  
▼

Search:

Go

2017-2018 ▼

Financial Summary ▼



Email Us

Help

Logout

Hello, Tristan Lynn - Institutional


 **Students**

-  Search For Student
-  Rosters



 **Reports**

-  Standard Reports


 **Payments**

-  Request Payment

 **Data File Transfer**

-  Send Roster File
-  File Transfer Results

 **Options**

-  Edit Your Profile



# Search for Student

- Search for Student
  - Any data element
- Search bar
  - On every page
  - SSN, ICSAC ID, or Name

The screenshot shows the ICAPS website header with the Iowa College Aid logo and the text "IowaCollegeAid.gov Because College Changes Everything". The ICAPS logo is also present. Below the header is a navigation bar with a search bar, a "MENU" button, and links for "2017-2018", "Financial Summary", "Email Us", "Help", and "Logout". The main content area is titled "HOME > Search for Student" and contains a search form. The form includes a search bar at the top, a "Search" button, and a "Clear" button. Below the search bar are radio buttons for "Active Year" (selected) and "All Years". The form fields are: Last Name, First Name, MI, SSN, DOB, Student ID, City, State (dropdown menu set to "All States"), Zip, Email, and Campus ID. A "Search" button is located at the bottom left of the form.

# Rosters

ICAPS  
Iowa College Aid  
Processing System

lowaCollegeAid.gov  
Because College Changes Everything

2017-2018  
Financial Summary

HOME > Roster Selection

You are currently working with the 2017-2018 Academic Year

There is action you must take for the rosters in the Certification Rosters section. The rosters in the Informational Rosters section are for reference and reporting purposes.

Program: All Programs  
Term: All Terms

**Certification Rosters - Action Required**

	View and Print (PDF)	Certify Online	Download File (CSV)
Not Yet Certified	PDF	Online	Download

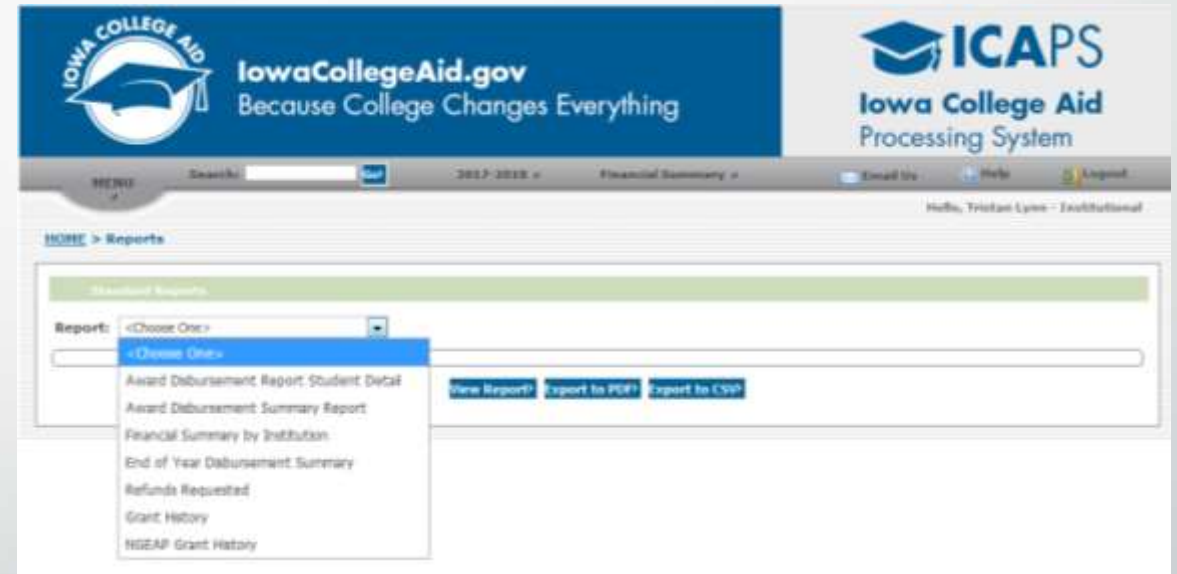
**Informational Rosters**

	View and Print (PDF)	View Online	Download File (CSV)
Certified	PDF	Online	Download
Designated	PDF	Online	Download
All Students	PDF	Online	Download

- Not Yet Certified
  - Roster of all students awaiting college/university certification with pre-populated, full-time awards calculated
- Certified
  - Roster of all students certified by the institution with a payment amount reported
- Designated
  - Roster of students eligible for the following programs
    - All Iowa Opportunity Scholarship
    - Education & Training Voucher Program
    - GEAR UP Scholarship
    - Iowa National Guard Educational Assistance Program
    - Governor Terry E. Branstad Iowa State Fair Scholarship
- All Students
  - Roster of all students on the Not Yet Certified, Certified, and Designated rosters

# Reports

- Award Disbursement Report Student Detail
  - Disbursements at the Student Detail Level
- Award Disbursement Summary Report
  - Disbursements at the Macro Level
- Financial Summary by Institution
  - Number of students and dollar amount per status
    - Awarded
    - Certified
    - Payment Pending
    - Refund Pending
    - Paid
    - Refund Submitted
    - Match Amounts
- End of Year Disbursement Summary
  - Awarded and Disbursed Amounts
- Refunds Requested
- Grant History
- NGEAP History



# Grant History

MAXIMUM PROGRAM POINT TOTALS	
Program	Maximum Total Points
All Iowa Opportunity Scholarship (AIOS)	4
GEAR UP Iowa Scholarship (GUS)	No Maximum
Education & Training Voucher (ETV)	No Maximum
Iowa National Guard Education Assistance Program (NGEAP)	No Maximum Points (120 max credits)
Iowa Tuition Grant (ITG, ITGFP)	4 (2 points for Barber/Cosmetology Schools)
Iowa Vocational Technical Tuition Grant (IVTG)	2.5 per program*
Kibbie Grant (KG)	2.5 per program*

\*May gain additional 2.5 points of eligibility upon reentering a new program major after two-year absence.

POINTS ESTABLISHED BY ENROLLMENT STATUS		
Enrollment Status	Semester Points	Quarter Points
Full-time (F)	.5	.333
Three-quarter time (P)	.375	.25
Half-time (H)	.25	.167
Less-than-half-time (L)	.125	.083

The screenshot shows the Iowa College Aid Processing System (ICAPS) interface. At the top, there is a blue header with the Iowa College Aid logo and the text "IowaCollegeAid.gov Because College Changes Everything". To the right is the ICAPS logo and "Iowa College Aid Processing System". Below the header is a navigation bar with a search box, a "Go" button, and links for "2017-2018", "Financial Summary", "Email Us", "Help", and "Logout". A user greeting "Hello, Tristan Lynn - Institutional" is visible on the right.


The main content area is titled "HOME > Reports". Under "Standard Reports", the "Report:" dropdown is set to "Grant History". The "Selection Criteria" section includes:

- Program Group: All
- Points Above: 0.5 Points - 1 FT Semester
- Show students who [were]:
  - Paid This Year (2017-2018)
  - Applied This Year (2017-2018)
  - Applied Next Year (2018-2019)


At the bottom of the selection criteria, there are three buttons: "View Report?", "Export to PDF", and "Export to CSV".



# Request Payment



**IowaCollegeAid.gov**  
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**ICAPS**  
Iowa College Aid  
Processing System

MENU Search:  Go 2017-2018 Financial Summary Email Us Help Logout

Hello, Tristan Lynn - Institutional

[HOME](#) > Institutional Request Payment

**Payment Verification** Requested but Not Paid: \$0.00 - Not Yet Requested: \$18,563.00

<input type="checkbox"/>	Program	Term	Certified Amount	Refunds Pending	Net Payment Due	Request Date	Status	View Details
<input type="checkbox"/>	ITG	Term 3	\$6,828.00	\$390.00	\$6,438.00		Not Yet Requested	<a href="#">Details</a>
<input type="checkbox"/>	NGEAP	Term 4	\$9,335.00	\$0.00	\$9,335.00		Not Yet Requested	<a href="#">Details</a>
<input type="checkbox"/>	GUS	Term 4	\$2,400.00	\$0.00	\$2,400.00		Not Yet Requested	<a href="#">Details</a>

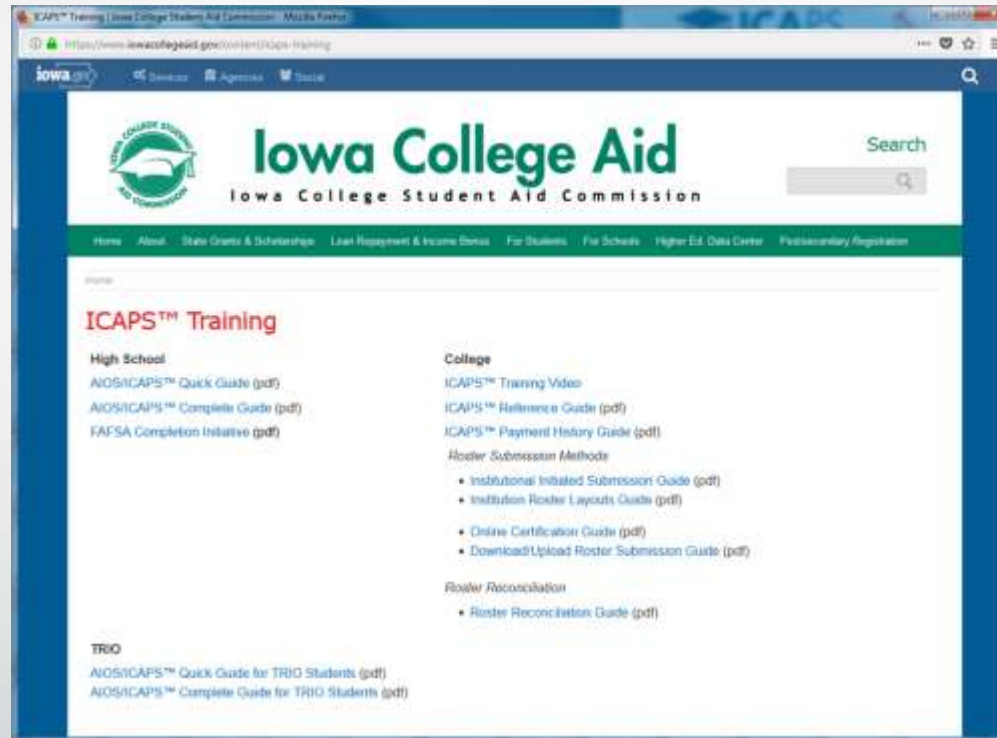
**Selected Payments**  
Total of payments currently selected for this request: \$0.00 [Request Payment](#)

[Return to Main Menu](#)



# Reporting Options

- Institutional Initiated
- Online Certification
- Download/Upload



# Common Reporting Errors

- Certified EFC value must match an EFC on a student ISIR in the academic year
  - The EFC used must match one in ICAPS®, ISIRs are pulled into ICAPS® daily delays may happen. Notify ICA if close to the final filing deadline
- Invalid Enrollment Status
  - Make sure the correct enrollment status was entered (F, P, H, L, N)
- Payment Amount Above Maximum Term Award Amount (\$)
  - Award amount is above the maximum term award amount or check for correct enrollment status
- Student is a Partial Match
  - Call Iowa College Aid
- Student is a No Match
  - Call Iowa College Aid
- Campus/program/academic Year/term is not valid for this student
  - Generally missing data element or incorrect data element in file (i.e. missing leading zeroes, missing header column, incorrect formatting)

# Common Reporting Errors (con't )

- Institution not associated to the student in ICAPS for the academic Year/Term
  - Student does not have institution tied to their ICAPS® record, call Iowa College Aid to add
- Student Certified at Another Institution
  - Call Iowa College Aid to Assist
- Invalid NG Credit Hours - must not cause total NGEAP cumulative credits to exceed 120
  - Check credit hours (may need to reduce award)
- Student has exceeded maximum points
  - Check grant history
- NGEAP Term is awaiting National Guard approval
  - National Guard has yet to approve this term
- CIP is not valid CIP code on the list of approved programs for Kibbie Grant
  - Check CIP code to ensure it was entered properly and is on the approved list

# ICAPS® Tips & Tricks

- Everything is based on the enrollment status
- Use ICSAC ID when contacting us to protect student information
- If need to send us information with PII we can send you a secure email to use
- Use the reconciliation guide every time you submit a file or update roster
  - Save the files for your records when you are reconciled
- Utilize the help icon
- Report 1 term at a time
- Update your procedures

# Future Enhancements

- Payment ledgers available through ICAPS®
- Option to send notifications to multiple users within a college/university
- Will only be allowed to reduce term information once the final filing deadline passes
- More reports – Let us know your needs

Questions?

