GAPACCESS

ISAC Gift Assistance Programs

User Guide:

Monetary Award Program (MAP)

❑   Access and Navigation

☑   **<u>Student Eligibility</u>**

❑   Payment Processing

ISAC

Introduction to MAP Processing

The Monetary Award Program (MAP) is administered by schools using the MAP system, which is available through ISAC's Gift Assistance Programs (GAP) Access portal at https://isacportal.isac.org. MAP information is accessed by selecting the MAP tab near the top of the screen once the school user has successfully logged into GAP Access. Student eligibility information is accessed via the Student tab, and payment processing, when it becomes available for an award year, is accessed via the Payment tab.

Quick links to ISAC contact information, the FAA section of ISAC's website and MAP program information can be found at the bottom of all MAP system screens, as seen below:

Please note that the MAP system will time out after prolonged inactivity. The following message will appear to allow you to save your data:

Warning! Due to inactivity, your session has expired. Please save any data you may have entered before refreshing the page.

Student List Eligibility: View Screen

The Student List Eligibility: View screen is accessed from the Student tab. On the Student List Eligibility: View screen, schools are able to view students who have listed their school as one of the school choices on the *Free Application for Federal Student Aid* (FAFSA).
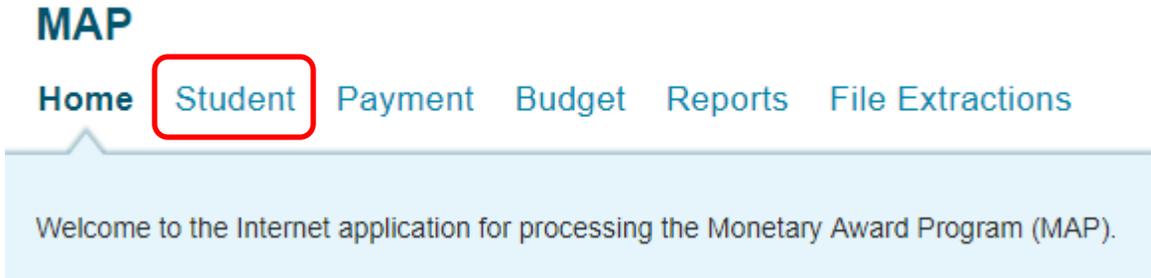
This provides the entry point to other MAP functions such as: viewing detailed student information, viewing student information history, creating reports, and associating MAP codes with selected students.

The initial loading of the Student List Eligibility: View page will result in a default view with the following columns:

- Sel (Select)
- Current SSN (last four digits display)
- Last Name
- First Name
- Transaction #
- Original Yearly Eligible Amount
- Disqualify
- ISAC Default
- Late

- MAP Suspense
- Shutdown
- EFC
- CPS Process Date
- Date of Birth
- Academic Level
- MAP Paid Credit Hours
- Continuing Student
- EFC Change

Student List Eligibility: View Screen

The screen shots below illustrate the type of data that is provided on the Student List Eligibility: View screen. To help identify why a student may not be eligible to receive an award, the Disqualify, ISAC Default, Late, MAP suspense and Shutdown flags will all be displayed just to the right of the Original Yearly Eligible Amount in the default view.

The icon provides a link to more detailed information about the student, and the $ icon provides a link to the enrollment calculator and payment information for the student. In the column next to the $ icon, a light bulb icon - - will be displayed if any flags are on that could cause the student to be ineligible for an award. Keep in mind that not all flags make a student totally ineligible for an award. It is up to the school to determine the meaning of the flag and to what extent it affects the student's potential award.

MAP 2018-2019: Student List Eligibility: View

Home **Student** Payment Budget Reports File Extractions

| List | Filter | Sort | Columns |

Entries displayed [100 ▼]

#	Pay MAP	Sel	Current SSN	Last Name	First Name	Trans#	Original Yearly Elig	Disq	ISAC Dflt
1	🔍 $	☐	XXX-XX-			01	$0.00		N
2	🔍 $	☐	XXX-XX-			02	$0.00		N
3	🔍 $	☐	XXX-XX-			03	$0.00		N
4	🔍 $	☐	XXX-XX-			01	$1,764.00		N
5	🔍 $ 💡	☐	XXX-XX-			01	$1,764.00		N

MAP Susp	EFC	CPS Proc Date	Date of Birth	Academic Level	MAP Paid Credit Hrs	ContStu	EFC Change	ING Certified
	$8,769	10/26/2017		1- Freshman	050	Y		
	$8,769	02/08/2018		1- Freshman	050	Y		
	$8,769	05/24/2018		1- Freshman	050	Y		
	$0	10/03/2017		2- Sophomore	022	Y		
S	$0	04/25/2018		1- Freshman	053	N		

Student List Eligibility: View Instructions

The Student List Eligibility: View screen displays a maximum of one hundred student records. To view more records, click on the Previous Page, Pages 1-10, or Last Page tabs. To view additional columns, scroll to the right. Other suggestions for viewing the eligibility screen are listed below.

- To select students enrolled in or attending your institution, select them by clicking on the box in the "Sel" column.

- To view the student's MAP eligibility data on the Student Detail: Eligibility screen, click on the magnifying glass icon that is on the same line as the student's last name.

- To use the enrollment calculator, click on the dollar sign icon.

- To filter your view, displaying only those student records that you want to see, click on the Filter Tab. The Student List Eligibility: Filter screen will be displayed with the various filter options.

- To sort the student records, click on the Sort tab. The Student List Eligibility: Sort screen will be displayed.

- To view a report of a Student List Eligibility: View screen, click on the "View Report" button located at the bottom of the screen. A copy of the report can be created in .PDF format by clicking on the "View Report" tab or in MS Excel by clicking on "Excel Report."

Showing 1 to 100 of 5034 entries

|◄ ◄ **1** ► ►|

View Report **Excel Report** **Save Selected**

Student List Eligibility: Filter Screen

The Student List Eligibility: Filter screen allows you to designate student records that you want to view on the Student List Eligibility: View screen by selecting parameters for the records that you want to see. After selecting your filtering criteria, click on the View tab to see your customized list.

For example, if you want to view only those students with a last name of Smith, go to the Last Name field, select the "=" sign from the drop down menu and enter Smith in the text box next to the "=" sign. When you return to the Student List View by clicking on the View tab, you will see only those students with a last name of Smith.

The Filter screen allows you to filter on more than one option, and it can also be used in conjunction with the options available through the Sort and Columns tabs.

Note: If multiple "ineligible" boxes are checked, records will appear on the View screen only if all of the conditions are met.

Check boxes on the right side of the screen allow you to filter your lists even further. For example, to view just your undergraduate students, check the "Undergraduates Only" box. In addition, the eligibility status of records can be viewed by selecting the ineligible conditions.

In addition to viewing the customized list in the MAP system, you can also view and save the report as a .PDF file by clicking on the View Report tab located at the bottom of the Student List Eligibility: View screen, or you can view and save the customized list as an Excel file. You can save your selected view in the MAP system by clicking on the Save Selected tab, however, once you log out, the settings will be cleared, and the defaulted list will appear the next time you log in.

Student List Eligibility: Sort Screen

The Student List Eligibility: Sort screen allows the user to designate the order in which the records will appear on the Student List: View screen. The default view of the Student List View is Last Name, First Name, Trans#. By using the Sort function, you can change the order in which records are sorted, which can be helpful when trying to compare records to your institutional reports that may be sorted in a different order. The Sort screen can be accessed from the Student List Eligibility: View screen by clicking on the Sort tab.

To select Sort categories: highlight the item in the Unselected list and click on the arrow icon to move it to the Selected list. To select more than one item at a time, hold down the Ctrl key while highlighting the items, then click on the arrow icon.

To remove an item from the Selected list: highlight the item in the Selected column and click on the arrow icon to move it to the Unselected list. To select more than one item at a time, hold down the Ctrl key while highlighting the items, then click on arrow icon.

Moves the highlighted item from the Unselected list to the Selected list.
Moves all of the items in the Unselected list to the Selected list.
Moves the highlighted item from the Selected list to the Unselected list.
Moves all of the items in the Selected list to the Unselected list.

To rearrange the items once they are selected, highlight the column title by clicking on it, then click on the ↑ Move Column Up or the ↓ Move Column Down button until the items are positioned in the order in which you want them to sort.

To sort in descending order, select the appropriate checkboxes. Unchecked checkboxes will be sorted in ascending order.

Student List Eligibility: Columns Screen

The Student List Eligibility: Columns Screen allows the user to select columns to display on the Student List Eligibility: View screen. Clicking on the Columns tab on the Student List Eligibility: View screen will access the Student List Eligibility: Columns screen.

MAP 2018-2019: Student List Eligibility: Columns

Home **Student** Payment Budget Reports File Extractions

List   Filter   Sort   **Columns**

Unselected	Selected
Application Receipt Date	Current SSN
Dependency Code	Last Name
MAP Code	First Name
Original SSN	Trans#
SSN Match Flag	Original Yearly Elig
Term Award	Disq
	ISAC Dflt
	MAP Susp
	EFC
	CPS Proc Date
	Date of Birth
	Academic Level
	MAP Paid Credit Hrs
	ContStu
	EFC Change
	ING Certified

To add a Column: highlight the item in the Unselected list and click on the arrow icon to move it to the Selected list. To select more than one item at a time, hold down the Ctrl key while highlighting the items, then click on the arrow icon.

To remove a Column: highlight the item in the Selected list and click on the arrow icon to move it to the Unselected list. To select more than one item at a time, hold down the Ctrl key while highlighting the items, then click on arrow icon.

- Moves the highlighted item from the Unselected list to the Selected list.
- Moves all of the items in the Unselected list to the Selected list.
- Moves the highlighted item from the Selected list to the Unselected list.
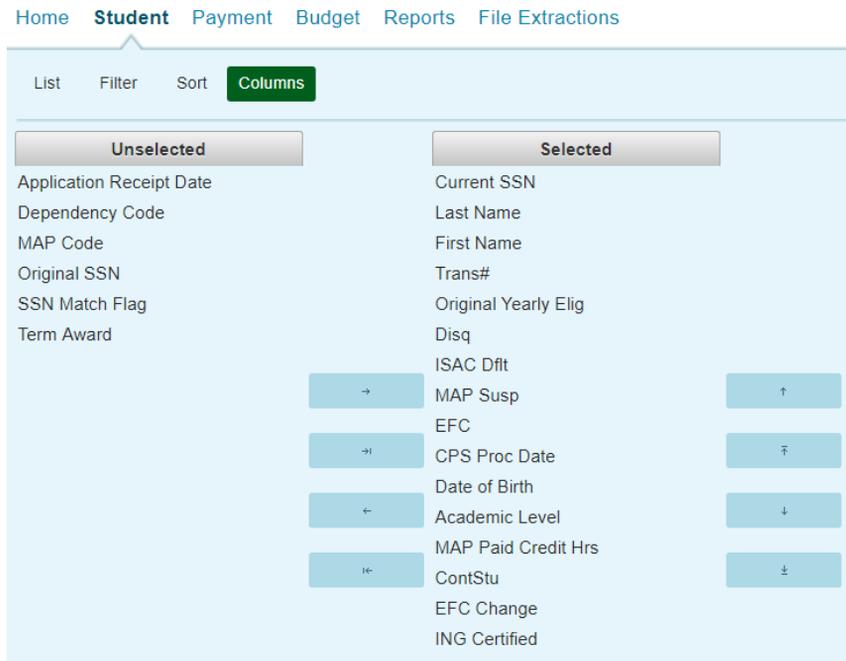- Moves all of the items in the Selected list to the Unselected list.

If you want to rearrange the columns once they are selected, select the column you want to change by clicking on it. When the column is highlighted, click on the ⬆ Move Column Up button, or click on the ⬇ Move Column Down button until the column is in the correct place.

Suggestions for Using Filter, Sort and Columns Functions

To Create a Report of Suspended Student Records Using the Suspense Flag

Follow the steps below to create a report of suspended student records in "Application Receipt Date" order:

- Access the Student tab from the GAP Access MAP menu.
- Access the Filter screen by clicking on the Filter tab.
- Check the box labeled "MAP Suspend" (lower right section of screen).
- Access the Columns screen by clicking on the Columns tab.
- Locate "Application Receipt Date" under Unselected Columns; double click on it to move it to the bottom of the Selected Columns list.
- Highlight "Application Receipt Date" and click on the up arrow to move this column to its desired screen location.
- Click the Sort tab.
- Locate "Application Receipt Date" under the Unselected Columns; double click on it to move it to the bottom of the Selected Columns list.
- Highlight "Application Receipt Date" and click on the up arrow to move it to the top of the list.
- Click the View tab.
- The Eligibility List View now displays a listing of the students with suspended records, in Application Receipt Date order.
- To review a printable listing of these student records, click the View Report or Excel Report buttons at the bottom of the screen,
- To print this report, click on the print icon on your browser's tool bar.

To Identify Records Released from Suspension

When records are released from suspense, ISAC will create an Eligibility Status File (ESF) update that will remove the "S" from the "MAP Susp" field. There is no indicator in the MAP system that identifies which student records were released. Following are instructions for identifying student records that have been released from suspension:

- After the release of suspended records, use the initial "Application Receipt Date" filter to create a list of student records using a date range of released records. For example, by using the 2012-13 release from suspension dates (March 20, 2012 - April 2, 2012), a report can be created that will identify students by application receipt date (initial FAFSA receipt date). Schools may then use their standard procedure to request payment for eligible students.

Student Detail: Eligibility Screen

The Student Detail: Eligibility screen displays information from the student's selected ISIR transaction as well as eligibility status information for MAP. The purpose of this screen is to allow authorized users the ability to view the MAP eligibility details of an individual student record beginning with the most recent ISIR transaction. The Student Detail: Eligibility screen is accessed by clicking on the magnifying glass icon - 🔍 - on the Student List Eligibility: View screen.

To view another ISIR transaction, select the desired ISIR number in the Transaction/Name ID drop down box and click on the Go button. To select another student's Detail screen, enter a new Social Security Number in the Current SSN field and click on the Go button.

MAP 2018-2019: Student Detail: Eligibility

Home **Student** Payment Budget Reports File Extractions

List **Eligibility** Payment

LAST NAME, FIRST

Current SSN
[ ] Go

Original SSN

Transaction / Name ID
01 AA ▾ Go

School ID

Base MAP Code

Term	MAP Code	Eligible Amount	MAP Code Paid
1	073	$882.00	
2	073	$882.00	

Original Yearly Eligible Amount
$1,764.00

> Example of semester school award

MAP 2018-2019: Student Detail: Eligibility

Home **Student** Payment Budget Reports File Extractions

List **Eligibility** Payment

LAST NAME, FIRST

Current SSN
[ ] Go

Original SSN

Transaction / Name ID
01 AA ▾ Go

School ID

Base MAP Code

Term	MAP Code	Eligible Amount	MAP Code Paid
1	013	$1,623.00	
2	013	$1,623.00	
3	013	$1,623.00	

Original Yearly Eligible Amount
$4,869.00
Total of all terms not to exceed Maximum annual award amount.

> Example of quarter school award

Student Detail: Eligibility Screen

Here is a comprehensive view of the Student Detail: Eligibility screen, including the student information section, the Details section, and the School Certification Data section.

List   **Eligibility**   Payment

LAST NAME, FIRST

Current SSN

[ ]   Go

Original SSN

Term	MAP Code	Eligible Amount	MAP Code Paid
1	073	$882.00	
2	073	$882.00	

Original Yearly Eligible Amount
$1,764.00

Total of all terms not to exceed Maximum annual award amount.

Transaction / Name ID
[01 AB ▼]   Go

School ID

Base MAP Code

> Student records flagged with the "light bulb" icon on the Student List: Eligibility View screen, may also include yellow highlighting on the Student Detail: Eligibility screen on the fields that may be impacting the student's eligibility.

Details

Depend Code
I

Academic Level
1-Freshman

Living Allowance
$4,875

EFC Change Flag

Primary EFC
$0

Adjusted EFC
$1,800

Estimated Pell
$5,350

Adjusted Pell
$4,280

Student Contribution
$1,800

Student Change Flag

SSN Match Flag
4

Update Type
U

As Of Date
06/05/2018

Disqualify

MAP Suspend
S

ISAC Default
N

MAP Paid Credit Hours
053

Paid Previous
0

Continuing
N

ING Certified

School Certification Data

Citizenship Fields

  Citizenship Status
  1

  Alien Registration #

  DHS Match Flag

  Secondary DHS Match Flag

  SSA Citizenship Flag
  A

Residence Fields

  Student's State Residence Date
  IL -

  Parent's State Residence Date
  -

Selective Service Fields

  Are you Male or Female
  F

  Selective Service to Register

  Selective Service Match Flag

  Selective Service Reg Flag

NSLDS Default Fields

  NSLDS Match Flag
  1

  NSLDS DB Results Flag
  4

Verification Fields

  Selected for Verification
  N

Address

Date of Birth

Appl Receipt Date
04/24/2018

CPS Processing Date
04/25/2018

Last Update
06/05/2018

Student Detail: Eligibility Screen

Details

Depend Code
I

Academic Level
1-Freshman

Living Allowance
$4,875

EFC Change Flag

Primary EFC
$0

Adjusted EFC
$1,800

Estimated Pell
$5,350

Adjusted Pell
$4,280

Student Contribution
$1,800

Student Change Flag

SSN Match Flag
4

Value	Description of Dependency Codes
D	Dependent
I	Independent
X	Dependency could not be determined.
Y	Dependency could not be determined.

Choices for EFC Change Flag Field
Decrease
Increase
All EFC
Changes
Blank

Calculation of ISAC Adjusted EFC

Dependent Students	Independent Students
1) Federal *EFC* = Parent contribution (PC) + Student Contribution (SC) • Separate Parent Contribution (PC) • Separate Student Contribution (SC)	1) Federal EFC
2) Adjust Parent Contribution (ADJPC) • Calculate *ISAC* Adjustment Factor (IAF)IAF = [PC/11,000] + 1.10(Round to 2 decimal places} • Calculate Adjusted Parent Contribution ADJPC = PC x IAF {Round to nearest whole number}	2) Adjust EFC • Calculate ISAC Adjustment Factor (IAF)IAF = [EFC/11,000] + 1.10 {Round to 2 decimal places} • Calculate Adjusted EFC. ADJEFC = EFC x IAF {Round to nearest whole number} • Apply $1,800 minimum contribution to EFC. If ADJEFC < 1800 then set to 1800
3) Adjust Student Contribution (ADJSC) • Apply $1,800 minimum contribution to SC. Set ADJSC = SC, If ADJSC < 1800 then set to 1800	
4) ISAC Adjusted EFC = Adjusted Parent Contribution (ADJPC) + Adjusted Student Contribution (ADJSC)	

Student Detail: Eligibility Screen

Details

Depend Code
I

Academic Level
1-Freshman

Living Allowance
$4,875

EFC Change Flag

Primary EFC
$0

Adjusted EFC
$1,800

Estimated Pell
$5,350

Adjusted Pell
$4,280

Student Contribution
$1,800

Student Change Flag

SSN Match Flag
4

Value	Description of Student Change Flag Codes
N	Last Name change
S	Social Security Number change
B	Social Security Number and Last Name change
Blank	No change

Value	Description of SSN Match Flag Codes
1	No match on SSN
2	SSN and Name match, no match on date of birth
3	SSN match, no match on Name.
4	SSN, Name, and date of birth match
5	SSN, Name, date of birth match with date of death
6	Record not sent to Social Security Administration

As Of Date is the date on which the eligibility status information was gathered from the ISAC database.

Code	Definition of Update Type
I	Indicates an initial eligibility status data population. This means that the fields that follow were all populated for the first time.
U	Indicates that the data has been updated.

Code	Definition of Disqualify Code
1	Dependent student, parents NOT Illinois residents.
2	Independent student NOT an Illinois resident.
4	Invalid (or blank) class level, such as graduate student.
6	Loan default is overridden; payment is allowed
7	MAP Paid Credit Hours exceed 134.
8	Student is in default on a Stafford loan.
9	Other ISAC disqualify.
Blank	Not disqualified.

Update Type
I

As Of Date
10/20/2017

Disqualify

MAP Suspend

ISAC Default
N

MAP Paid Credit Hours
022

Paid Previous
0

Continuing
Y

ING Certified

September 2018

Student Detail: Eligibility Screen

Code	Definition of MAP Suspense Code
S	New application received after the suspense date will not be considered for an award this year.
A	Payment request will be processed for full year.
Q	Payment request will be processed for 2nd Semester/Quarter as well as 3rd Quarter.

Update Type
I

As Of Date
10/20/2017

Disqualify

→ **MAP Suspend**

ISAC Default
N

MAP Paid Credit Hours
022

Paid Previous
0

Continuing
Y

ING Certified

Student Detail: Eligibility Screen

Code	Definition of Default Code
Y	Student is currently in default on an ISAC student loan.
N	Student is not currently in default on an ISAC student loan.

Code	Definition of Paid Previously Code
0	Student was not paid in the previous year.
1	Student was paid the 1st Semester of the previous year.
2	Student was paid the 2nd Semester of the previous year.
3	Student was paid the 1st Quarter of the previous year.
4	Student was paid the 2nd Quarter of the previous year.
5	Student was paid the 3rd Quarter of the previous year.

Code	Definition of Continuing Code
Y	Student filed a FAFSA for the previous year.
N	Student did not file a FAFSA for the previous year.

Update Type
I
As Of Date
10/20/2017
Disqualify

MAP Suspend

ISAC Default
N
MAP Paid Credit Hours
022
Paid Previous
0
Continuing
Y
ING Certified

This field reports the number of MAP Paid Credit Hours that the student has used. The values that will appear in this field will range from 000 to 135.

If this field is blank, it may be an indication that there is a conflict on the applicant's record. If that is the case, a "conflict" message will appear on the student's Detail Screen, and the school should contact ISAC's School Services Department for resolution.

MAP 2018-2019: Student Detail: Eligibility

Home   **Student**   Payment   Budget   Reports   File Extractions

List   Eligibility   Edit MAP Code   Payment

Person Details

ISAC Conflict Transaction

Current SSN
[   ] Go

Transaction / Name ID
[   ] Go
School ID
00
Base MAP Code
[   ] Go

Original SSN
[   ]

Term	MAP Code	Eligible Amount	MAP Code Paid	Request Mode
1		$808.50		
2		$808.50		

Original Yearly Eligible Amount
$1,617.00
Total of all terms not to exceed Maximum annual award amount.

Student Detail: Eligibility Screen

Near the bottom of the Student Detail: Eligibility screen is the School Certification Data section. The flag codes are the same as those found on the student's ISIR and are defined in the U.S. Department of Education's ISIR Guide, which can be accessed at www.ifap.ed.gov.

School Certification Data

Citizenship Fields	Selective Service Fields	Verification Fields
Citizenship Status	Are you Male or Female	Selected for Verification
1	F	N
Alien Registration #	Selective Service to Register	
DHS Match Flag	Selective Service Match Flag	
Secondary DHS Match Flag	Selective Service Reg Flag	
SSA Citizenship Flag		
A	**NSLDS Default Fields**	
	NSLDS Match Flag	
Residence Fields	1	
Student's State Residence Date	NSLDS DB Results Flag	
IL -	3	
Parent's State Residence Date		
-		

Also at the bottom of Student Detail Screen is the student's address as reported on the FAFSA, as well the student's Date of Birth and various FAFSA processing dates.

The Application Receipt Date is the date that the student's first FAFSA was received by the Central Processing System. (This is the date used by ISAC when determining if a student is eligible for a MAP grant.)

The CPS Processing Date is the date that the transaction was processed by the Central Processing System.

Last Update is the date that the student's record was last updated.

Address

Date of Birth

Appl Receipt Date
06/19/2018

CPS Processing Date
06/20/2018

Last Update

MAP Eligibility Report

The MAP Eligibility Report displays students that may be eligible for the Monetary Award Program (MAP) grant. The Reports screen is accessed from the Reports tab. To generate a report, first click the Create New Report button in the upper right-hand corner of the screen. Then, select the report type from the Select Report drop down menu and click on the Request Report button.

MAP 2018-2019 : Reports: Eligibility Reports

Home Student Payment Budget **Reports** File Extractions

Refresh Create New Report

Entries displayed 10 ▾   Filter

Status	Report Type	Date	File Size(kb)	User Name

Showing 1-1 of 1 entries |◀ ◀ **1** ▶ ▶|

MAP 2018-2019: Reports: Eligibility Reports: Create New Report

Home Student Payment Budget **Reports** File Extractions

Select Report

MAP Eligibility Report ▾

MAP Eligibility Report
MAP Paid Credit Hours
MAP Payment Requests on Hold
MAP Payment Requests Not Submitted
MAP Payment Requests Submitted Without Results
MAP Payment Results
MAP Payment Exceptions
MAP Cumulative Payment Results

Request Report

Requested reports will be listed as shown below and accessible in Word and Excel formats.

MAP 2018-2019 : Reports: Eligibility Reports

Home Student Payment Budget **Reports** File Extractions

Refresh Create New Report

Entries displayed 10 ▾   Filter

	Status	Report Type	Date	File Size(kb)	User Name
⊗ 🗎🗎	Completed	MAP Eligibility Report	09/19/2018		

Showing 1-1 of 1 entries |◀ ◀ **1** ▶ ▶|

File Extractions: Eligibility Status Files Screen

The File Extractions: Eligibility Status Files screen is accessed from the File Extractions tab. To run an extract, first click the Create New File Extraction button in the upper right-hand corner of the screen. Then, select the extraction type from the Select Report drop down menu and click on the Request Report button.

The Eligibility Status File (ESF) extraction list provides schools with a list of their previously extracted ESF files. The ESF extraction can be performed on a variable range of records. The actual amount of time to perform the extraction could vary dramatically between small ESF requests containing 100-200 records, and large ones containing 20,000-30,000 records.

MAP 2018-2019: File Extractions: Eligibility Status Files

Home   Student   Payment   Budget   Reports   **File Extractions**

Refresh   Create New File Extraction

Entries displayed 10

Filter

Status	Report Type	Start Date	End Date	Date Extracted	File Size(kb)	User Name

Showing 1-1 of 1 entries

|◄ ◄   **1**   ► ►|

MAP 2018-2019: File Extractions: Eligibility Status Files: Create New

Home   Student   Payment   Budget   Reports   File Extractions

Select Report

MAP Eligibility File

Start Date Range

End Date Range

Request Report

Once a request has been completed, an entry for this extraction will appear in a list, as shown below. From this list, the user will be able to: download an ESF file extraction; delete any previously extracted ESF files; and/or create a new ESF extraction request.

MAP 2018-2019: File Extractions: Eligibility Status Files

Home   Student   Payment   Budget   Reports   **File Extractions**

Refresh   Create New File Extraction

Entries displayed 10

Filter

	Status	Report Type	Start Date	End Date	Date Extracted	File Size(kb)	User Name
⊗ ▣ ▣	Completed	MAP Eligibility File			09/19/2018		

Showing 1-1 of 1 entries

|◄ ◄   **1**   ► ►|