User Guide:

Golden Apple Scholars of Illinois Program

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Golden Apple Scholars of Illinois (GA) Program

Application, Certification and Award Determination

Applications for the Golden Apple Scholars of Illinois Program are accepted and processed by the Golden Apple Foundation, and the program is administered in GAP Access in partnership with the Foundation and the participating colleges that Scholars are attending.

Once the Foundation has evaluated applicants and determined who may be eligible to receive benefits of the GA program, the Foundation provides applicant data to ISAC which is uploaded to GAP Access.

The Foundation then completes the certification process in GAP Access and identifies which applicants are currently meeting eligibility criteria for the program. Colleges do not need to complete the certification process for GA, as is done for the Minority Teachers of Illinois (MTI) Scholarship Program.

For applicants certified as not eligible by the Foundation in GAP Access, one of these indicators will be provided:
- Probation
- Exits
- Not Reporting.

As the Foundation completes the certification process, program awarding is automatically determined based on grade level, applicant category, etc., and the Foundation has the ability to override and adjust an award amount in GAP Access, as needed.

Any changes to certification data after awarding has taken place are made by the Foundation or ISAC.

After the certification and awarding process has been completed, payment functionality will be made available in GAP Access so that colleges can complete the payment request process for awarded students who are enrolled and continuing to meet eligibility requirements at their institution.

The total number of scholarships awarded each year is contingent upon the funds appropriated by the Illinois General Assembly, and the awarding process does not occur until after a final appropriation has been approved by the General Assembly and the Governor.
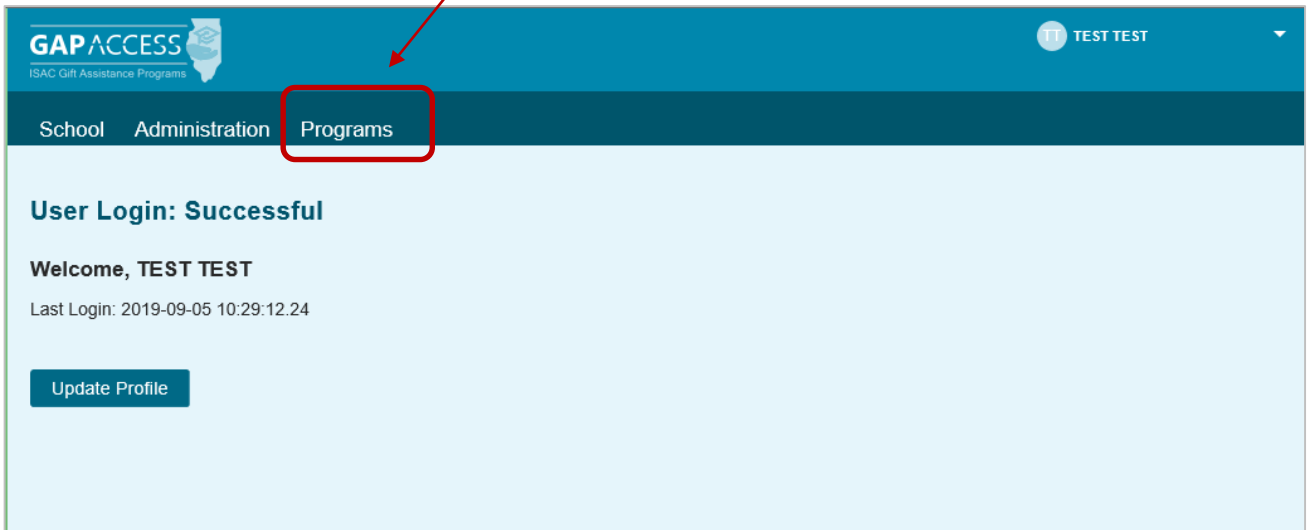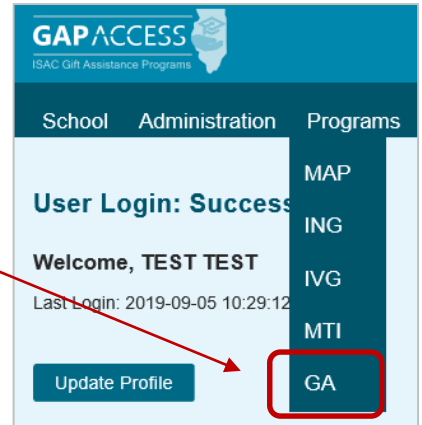
Access and Navigation

Beginning with the 2019-20 award year, the system to administer the Golden Apple Scholars of Illinois (GA) Program will be available through ISAC's Gift Assistance Programs (GAP) Access portal at https://isacportal.isac.org.

All users need a valid GAP Access ID and password to access the system.

ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each ISAC program.

Once a school user has successfully logged in to GAP Access, the GA information can be accessed by selecting the GA program from the Program list.

Please note that the GAP Access system will time out after prolonged inactivity.

GA Student List Eligibility: View

Once you have navigated to the GA Program in GAP Access, you can view the list of applicants provided by the Golden Apple Foundation who may be eligible to receive benefits of the GA program. The list will initially appear in alphabetical order, however, you may use the Filter, Sort and Columns functionality to customize your view as needed.

In addition to the applicant data, the Student List Eligibility: View screen includes the application date, applicant category, certified status, certification date, and award amount. An indicator is also provided if the applicant has been awarded the Minority Teachers of Illinois (MTI) Scholarship Program. (A student cannot receive benefits from both programs in the same academic year.)

Applicants with eligibility or conflict issues will be identified by icons in the List view, and more information can be obtained on the applicant's Student Detail screen by selecting the magnifying icon in the first column of the student record.

A yellow lightbulb 💡 is an indicator of student eligibility issues, and a red triangle ⚠️ is an indicator of a conflict issue.

#		Sel	Current SSN	Last Name	First Name	DOB	Default	Total Units	Application Date	Applicant Category	School Code	Academic Level
1	🔍💲	☐	xxx-xx-4950	HWDEDGHJT	CWSDDFFF	07/19/2001	N	0	08/27/2019	Timely New	001692	Freshman
2	🔍💲	☐	xxx-xx-4966	HWDFEWEEE	CWDFDDDD	08/19/2001	N	0	08/27/2019	Timely New	001692	Freshman
3	🔍💲	☐	xxx-xx-4969	KQAWEFVGVVBBB	BQWERDDFFFF	08/22/2001	N	0	08/27/2019	Timely New	001692	Senior
4	🔍💲	☐	xxx-xx-4952	KSDFDGHH	SEDFGGRFFFF	07/20/2001	N	0	08/27/2019	Timely New	001692	Sophomore
5	🔍💲	☐	xxx-xx-4956	KWAUTYIII	BTTFFGGGRE	07/22/2001	N	0	08/27/2019	Timely New	001692	Senior
6	🔍💲	☐	xxx-xx-4967	KWSDFGDDWWW	SWERTQQQQ	08/20/2001	N	0	08/27/2019	Timely New	001692	Sophomore
7	🔍💲	☐	xxx-xx-4968	LSDFGFGTTTTT	PSDFFFFF	08/21/2001	N	0	08/27/2019	Timely New	001692	Junior
8	🔍💲	☐	xxx-xx-4951	LWASFFGJJJK	PGHHFGGG	07/21/2001	N	0	08/27/2019	Timely New	001692	Junior
9	🔍💲	☐	xxx-xx-4970	NEDDFDDDFOOPP	CEDFGGDDDDD	08/23/2001	N	0	08/27/2019	Timely New	001692	Freshman

GA Student List Eligibility: View

Initial default view:

View when scrolled to the far right, which includes the award amount column:

GA Student List Eligibility: View, continued

GA 2019-2020: Student List Eligibility: View

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Home **Student** Payment

List | Filter | Sort | Columns

Entries displayed 20 ▽

st Name	DOB	Default	Total Units	Application Date	Applicant Category	School Code	Academic Level	Certified Eligible	Certified Date	Ineligible Reason	Annual Award Amount	Awarded MTI
SDDFFF	07/19/2001	N	0	08/27/2019	Timely New	001692	Freshman					
DFDDDD	08/19/2001	N	0	08/27/2019	Timely New	001692	Freshman					
WERDDFFFF	08/22/2001	N	0	08/27/2019	Timely New	001692	Senior					
OFGGRFFFF	07/20/2001	N	0	08/27/2019	Timely New	001692	Sophomore					
TFFGGGRE	07/22/2001	N	0	08/27/2019	Timely New	001692	Senior					
ERTQQQQ	08/20/2001	N	0	08/27/2019	Timely New	001692	Sophomore					
OFFFFF	08/21/2001	N	0	08/27/2019	Timely New	001692	Junior					
HHFGGG	07/21/2001	N	0	08/27/2019	Timely New	001692	Junior					
OFGGDDDDD	08/23/2001	N	0	08/27/2019	Timely New	001692	Freshman					

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

One of the following indicators will be provided for students who have been certified by the Foundation as not eligible:
- Probation
- Exits
- Not Reporting

The award amount will be automatically populated once the Foundation certifies the student as eligible, and the Foundation has the ability to override and change the award amount, as needed.

Depending on your computer, monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see these columns on the Student List Eligibility: View screen.

FGGHNFFDFF	07/23/2001	N	0	08/27/2019	Timely New	001692	Freshman

‹   ›

Showing 1 to 10 of 10 entries

|◀ ◀ **1** ▶ ▶|

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

Contact ISAC | FAAs | MAP Program | MTI Program | ING Program | IVG Program | GA Program

GA Student Eligibility List: Filter Screen

You may filter student records by selecting specific categories provided on the Student Eligibility List: Filter screen, which can be accessed by selecting the Filter tab.

Once you have selected your criteria from the drop down menus and/or selected the category options on the right side of the screen, select the List tab (located to the left of the Filter tab) to generate your customized view.

A Reset tab is also available to clear multiple selections with one click.

GA Student Eligibility List: Sort Screen

The Student Eligibility List: Sort screen provides you with several options for sorting the student list. This screen is accessed by selecting the Sort tab.

To sort your list, check the box next to the the data element(s) you would like to sort by, then select the Add arrow to add them to the Selected list.

Use the Move Up arrow to put the data elements in the order in which would like the list to be sorted.

You can also drag and drop your selection(s) into the Selected or Unselected column.

Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

Once you've made all of sorting selections, click on the List tab (located to the left of the Filter tab) to generate your customized list.

A Reset tab is available to clear multiple selections with one click.

GA Student Eligibility List: Columns Screen

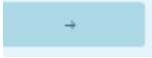The Student Eligibility List: Columns screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the Columns tab.

To select a Column for your customized list, click on the column heading to highlight it and then the Add arrow to add it to the Selected list.

Similarly, to remove a column from the List view, select the Column heading in the Selected list and then click on the Remove arrow to add it to the Unselected list.

Use the Move Up and Move Down arrows to put the columns in the order in which would like them to appear on the List screen.

You can also drag and drop your selection(s) into the Selected or Unselected column.

Once you've made all of selections, click on the List tab (located to the left of the Filter tab) to generate your customized list. A Reset tab is also available to clear multiple selections with one click.
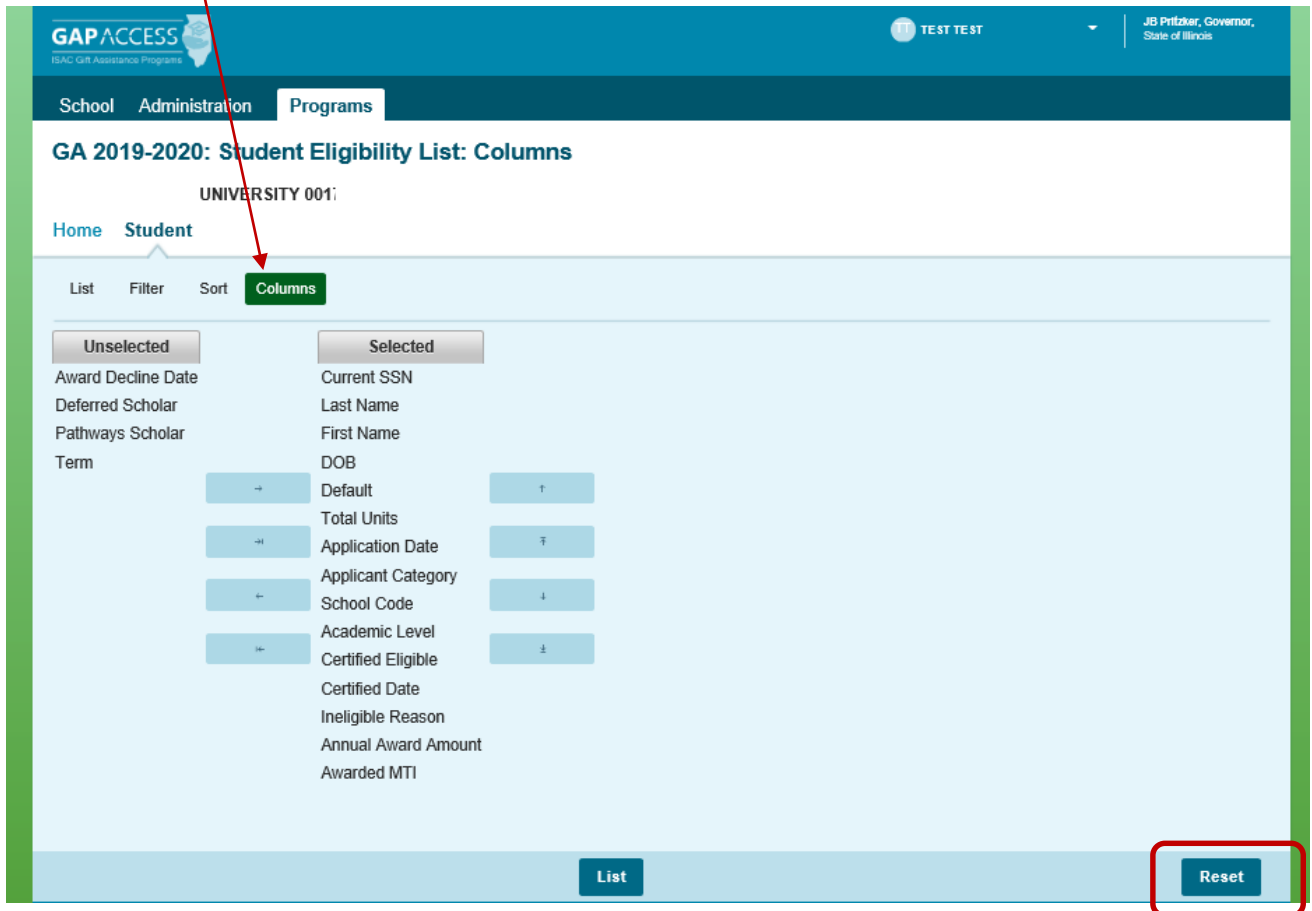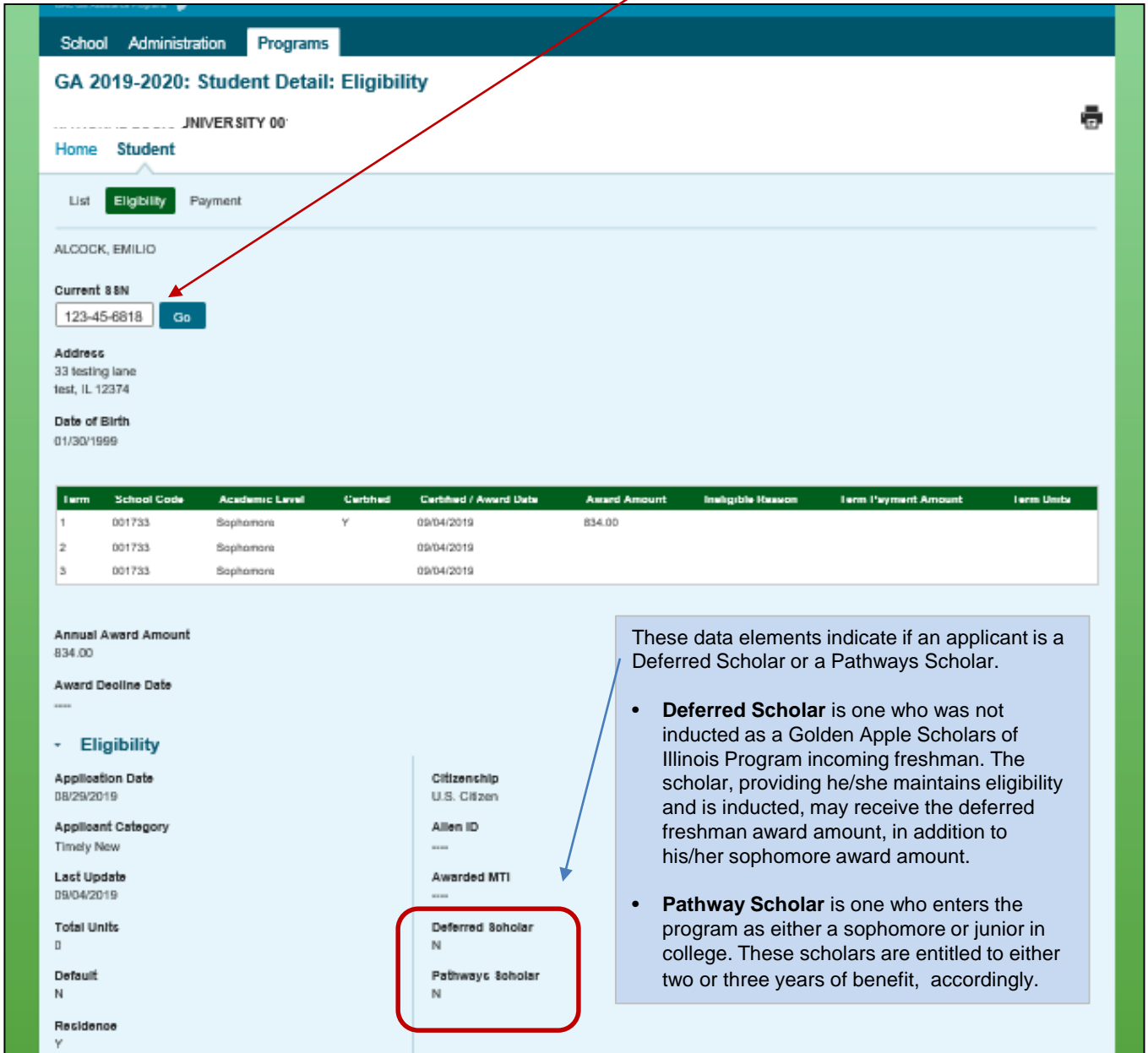
GA Student Detail Eligibility Screen

The Student Detail: Eligibility screen displays information from the student's application as well as certification and eligibility information for the GA program. The purpose of this screen is to allow users the ability to view eligibility details for an individual student record. The Student Detail: Eligibility screen is accessed by clicking on the magnifying glass icon 🔍 in the first column of the student record on the Student List Eligibility: View screen.

To select another student's Detail screen, enter a new Social Security Number in the Current SSN field and click on the Go button.

GA 2019-2020: Student Detail: Eligibility

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Home **Student**

List **Eligibility** Payment

ALCOCK, EMILIO

Current SSN
[123-45-6818] [Go]

Address
33 testing lane
test, IL 12374

Date of Birth
01/30/1999

Term	School Code	Academic Level	Certified	Certified / Award Date	Award Amount	Ineligible Reason	Term Payment Amount	Term Units
1	001733	Sophomore	Y	09/04/2019	834.00			
2	001733	Sophomore		09/04/2019				
3	001733	Sophomore		09/04/2019				

Annual Award Amount
834.00

Award Decline Date

- **Eligibility**

Application Date 08/29/2019	**Citizenship** U.S. Citizen
Applicant Category Timely New	**Alien ID** ------
Last Update 09/04/2019	**Awarded MTI** ------
Total Units 0	**Deferred Scholar** N
Default N	**Pathways Scholar** N
Residence Y	

These data elements indicate if an applicant is a Deferred Scholar or a Pathways Scholar.

- **Deferred Scholar** is one who was not inducted as a Golden Apple Scholars of Illinois Program incoming freshman. The scholar, providing he/she maintains eligibility and is inducted, may receive the deferred freshman award amount, in addition to his/her sophomore award amount.

- **Pathway Scholar** is one who enters the program as either a sophomore or junior in college. These scholars are entitled to either two or three years of benefit, accordingly.