



# User Guide:

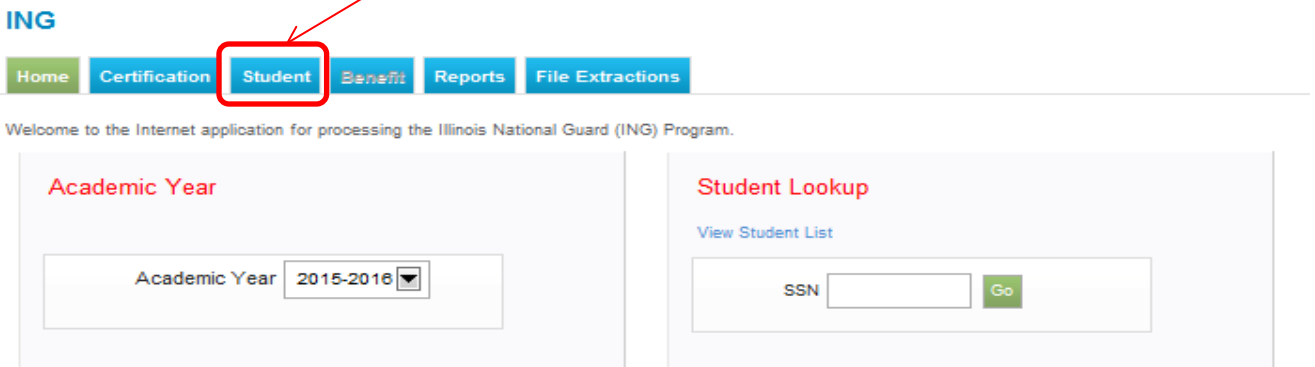
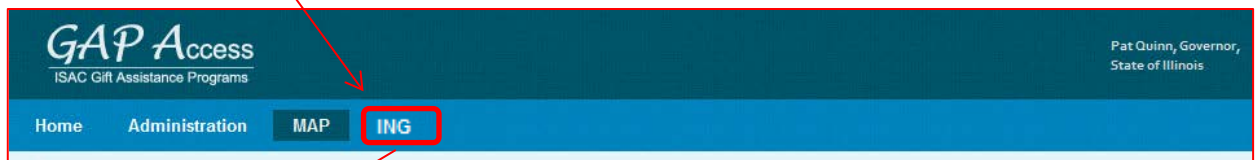
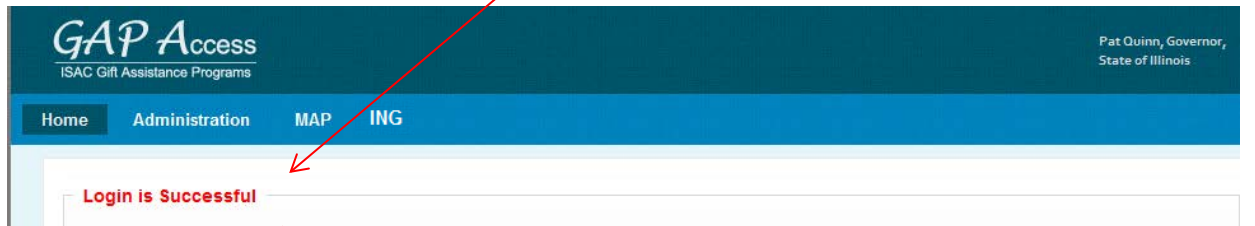
## Illinois National Guard (ING)

- Access and Navigation
- Student Eligibility**
- Payment Processing

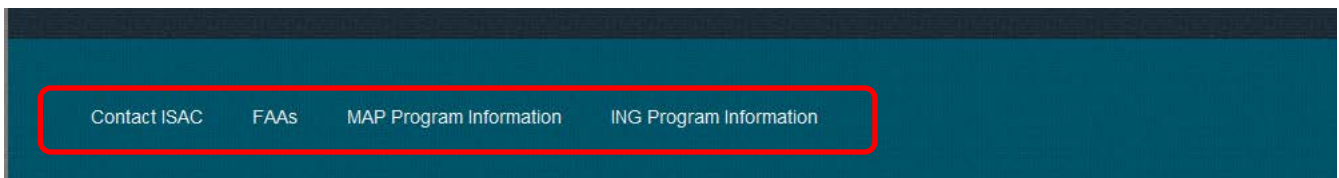


# Introduction to ING Processing

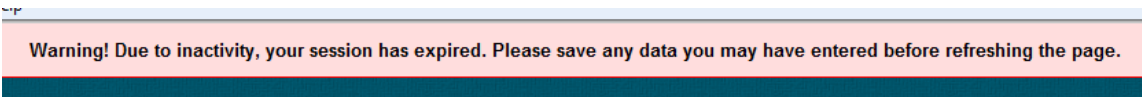
The Illinois National Guard (ING) Program is administered by schools using the ING system, which is available through ISAC's Gift Assistance Programs (GAP) Access portal at <https://isacportal.isac.org>. ING information is accessed by selecting the ING tab near the top of the screen once the school user 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 ING program information can be found at the bottom of all ING system screens, as seen below:



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



# Student List Eligibility: View Screen

The Student List Eligibility: View screen is accessed from the Student tab (See prior page). 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 *ING Application*.

This provides the entry point to other ING functions such as: viewing detailed student information, viewing student information history, creating reports, and associating ING codes with selected students.

**ING 2015-2016: Student List Eligibility: View**

Home Student Benefit Reports File Extractions

View Filter Sort Columns

Show 20 entries



#	Benefits	Sel	Current SSN	Last Name	First Name	Date of Birth	ISAC Dflt	ING Units Used	Application Receipt Date	Certified Date	Certified Eligible
---	----------	-----	-------------	-----------	------------	---------------	-----------	----------------	--------------------------	----------------	--------------------

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

- Benefits
- Sel (Select)
- Current SSN (last four digits display)
- Last Name
- First Name
- Date of Birth
- ISAC Default
- Application Receipt Date
- Certified Date
- Certified Eligible

# Student List Eligibility: View Screen

The screen shots below illustrate the type of data that is provided on the Student List Eligibility: View screen.

The  icon provides a link to more detailed information about the student, and the \$ icon provides a link to the Benefits Usage (Payment) information for the student (Available Fall 2015). 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.







## ING 2015-2016: Student List Eligibility: View

Select School and ING Code

Go

Home Certification Student Benefit Reports File Extractions

View Filter Sort Columns

#		Benefits		Sel	Current SSN	Last Name	First Name	Date of Birth	ISAC Dfit	ING Units Used	Application Receipt Date	Certified Date	Certified Eligible
1		\$		<input type="checkbox"/>	xxx-xx		MIRANDA	11/19/1994	N	12	06/26/2015	07/07/2015	Y
2		\$		<input type="checkbox"/>	xxx-x		BEN	11/18/1989	N	30	06/24/2015		
3		\$		<input type="checkbox"/>	xxx-xx		MICHAEL	08/27/1978	N	9	06/23/2015	07/07/2015	N
4		\$		<input type="checkbox"/>	xxx-x		ANGELISE	06/30/1995	N	0	06/29/2015		
5		\$		<input type="checkbox"/>	xxx-xx		TIMOTHY	11/24/1989	N	18	07/02/2015		
6		\$		<input type="checkbox"/>	xxx-x		STEPHEN	04/27/1987	N	66	06/30/2015		

Showing 1 to 6 of 6 entries

Save Selected

View Report

# 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 ING 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 view the Benefits Usage (Payment) page, 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.

Showing 1 to 28 of 28 entries

Save Selected

View Report

# 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 Love, go to the Last Name field, select the “=” sign from the drop down menu and enter Love 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 Love.

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.

## ING 2015-2016 :Student List Eligibility: Filter

Home Student Benefit Reports File Extractions

View **Filter** Sort Columns

Term

ING Code =

SSN =

Last Name

Certification Start Date  End Date

Application Receipt Date Start Date  End Date

Certified Eligible

Selected Students Only  
 Eligible Students Only  
 10 Year

**Ineligible**

ING Units Used  
 ISAC Default  
 Applied Late

[Reset](#)

Check boxes on the right side of the screen allow you to filter your lists even further. For example, to view just your eligible students, check the “Eligible Students 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 ING 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.

# 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. 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.

## ING 2014-2015: Student List Eligibility: Sort

BLACK HAWK COLLEGE 001638 103

Home Certification Student Benefit Reports File Extractions

View Filter Sort Columns

### Unselected

Date of Birth  
ISAC Dfit  
ING Units Used  
Application Receipt Date  
Certified Date  
Certified Eligible



### Selected





Last Name   
First Name



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



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.

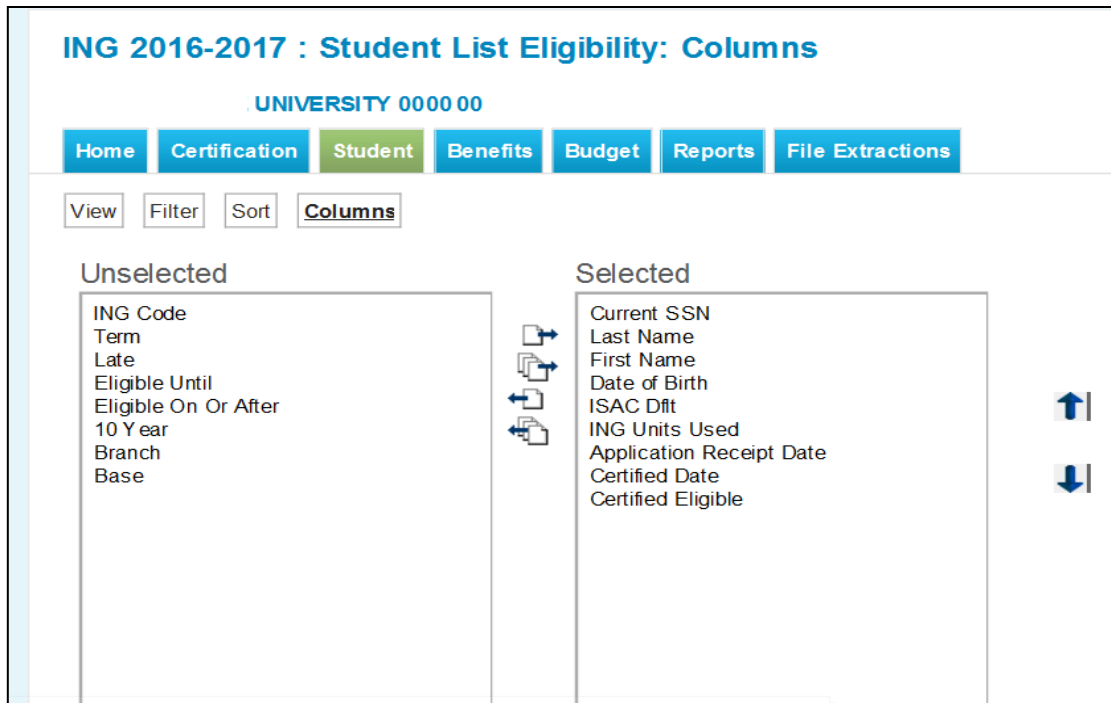
-  Moves the highlighted item from the Unselected list to the Selected list.
-  Moves all of the items in the Unselected list to the Selected list.
-  Moves the highlighted item from the Selected list to the Unselected list.
-  Moves all of the items in the Selected list to the Unselected list.

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.



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.



# Student Detail: Eligibility Screen

The Student Detail: Eligibility screen displays information from the student's ING application as well as certification and eligibility information for ING. The purpose of this screen is to allow authorized users the ability to view the ING eligibility details of an individual student record. The Student Detail: Eligibility screen is accessed by clicking on the magnifying glass icon -  - 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.

## ING 2015-2016 :Student Detail: Eligibility

Home Certification Student Benefit Reports File Extractions

View Eligibility Benefits School Changes Student Update

LASTNAME, FIRSTNAME

Person Details

Current SSN

XXX-XX-XXXX

Go

Term	ING Code	Past Deadline	Term Benefits	Benefits	Request Mode
1	103				
2	066				
3	066				

History

### Details

Branch Army  
Base  
Certified Eligible  
Eligible Until  
Eligible On or After  
10 Year

ING Units Used 12  
ISAC Default N  
Eligibility As Of Date 06/26/2015

Address 603 2ND  
VIS, IL 612

Date of Birth 11/19/19  
Appl Receipt Date 06/26/2015  
Certification Date

Save Changes

Discard Changes

# Student Detail: Eligibility Screen

Here is a closer look at the Student Detail: Eligibility screen, including the student information section, the Details section, and the School Certification Data section.

## Details

Branch **Army**  
 Base  
 Certified Eligible  
 Eligible Until  
 Eligible On or After  
 10 Year

Value	Description of Eligibility Codes
Y	Eligible
N	Not Eligible
Blank	Not Yet Certified

	Value
Eligible Until	Date eligibility ends if restricted
	Blank = No applicable restriction

	Value
Eligible On or After	Date eligibility begins if restricted
	Blank = No applicable restriction

Value	Description of 10-Year Member Codes
Y	10-Year Member
Blank	Less Than 10-Year Member

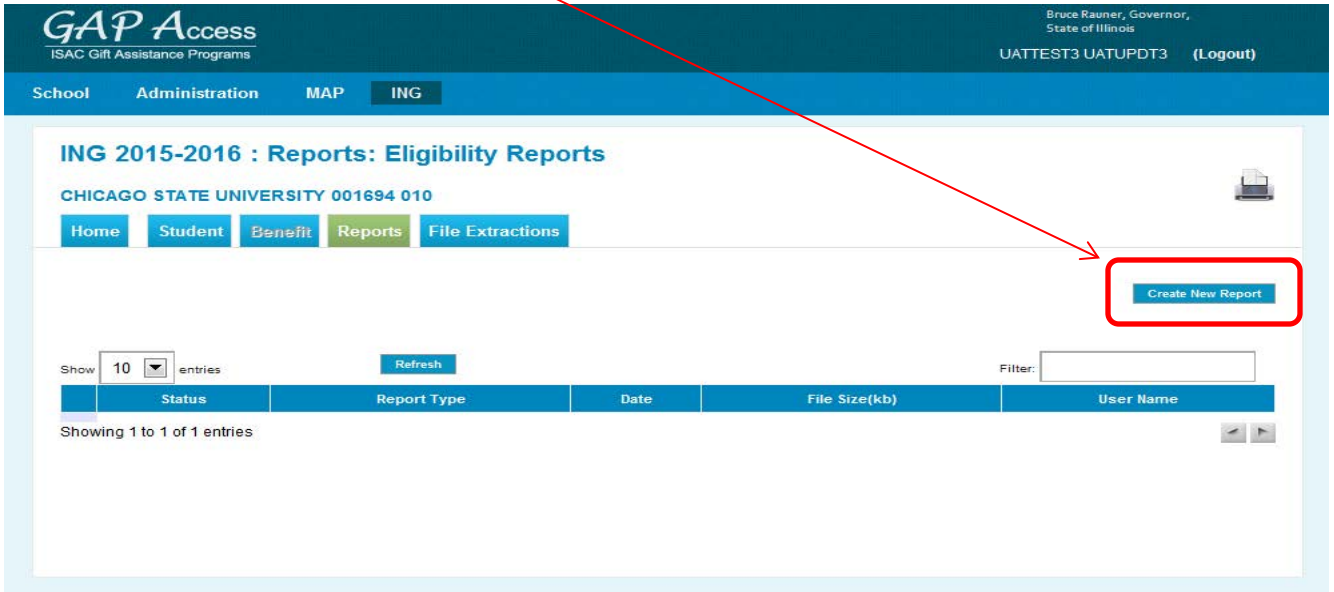
Code	Definition of Default Code
Y	Student is currently in default on an ISAC student loan.
N	Student is not currently in default on an ISAC student loan.

	Value
Eligibility As of Date	Most recent date eligibility was determined
	Blank = Eligibility not yet determined

ING Units Used	<b>12</b>
ISAC Default	<b>N</b>
Eligibility As Of Date	<b>06/26/2015</b>

# ING Eligibility Report: Create New Report

The ING Eligibility Report displays students that may be eligible for the Illinois National Guard (ING) 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.



**GAP Access**  
ISAC Gift Assistance Programs

Bruce Rauner, Governor,  
State of Illinois  
UATTEST3 UATUPDT3 (Logout)

School Administration MAP **ING**

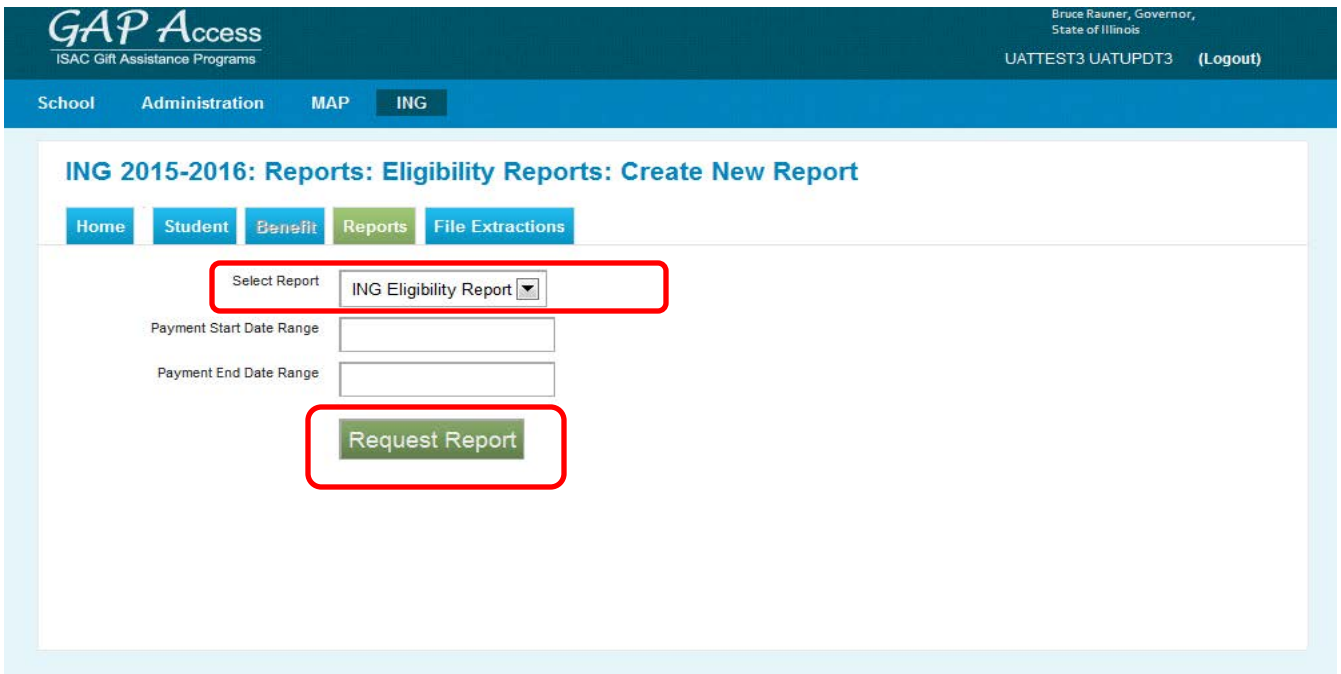
## ING 2015-2016 : Reports: Eligibility Reports

CHICAGO STATE UNIVERSITY 001694 010

Home Student Benefit **Reports** File Extractions

Show 10 entries Refresh Filter:

Status	Report Type	Date	File Size(kb)	User Name
Showing 1 to 1 of 1 entries				



**GAP Access**  
ISAC Gift Assistance Programs

Bruce Rauner, Governor,  
State of Illinois  
UATTEST3 UATUPDT3 (Logout)

School Administration MAP **ING**

## ING 2015-2016: Reports: Eligibility Reports: Create New Report

Home Student Benefit **Reports** File Extractions

Select Report: ING Eligibility Report

Payment Start Date Range:

Payment End Date Range:

**Request Report**

# ING File Extractions

The ING File Extraction lists students that may be eligible for the Illinois National Guard (ING) grant in an electronic format. The Reports screen is accessed from the File Extractions tab. To generate an extraction, first click the Create New File Extraction button in the upper right-hand corner of the screen. Then, select ING Eligibility Status File from the Select Report drop down menu and click on the Request Report button.

**GAP Access**  
ISAC Gift Assistance Programs

Bruce Rauner, Governor,  
State of Illinois  
UATTEST3 UATUPDT3 (Logout)

School Administration MAP **ING**

### ING 2015-2016 : File Extractions: Eligibility Status Files

CHICAGO STATE UNIVERSITY 001694 010

Home Student Benefit Reports **File Extractions**

Create New File Extraction

Show 10 entries Refresh Filter:

Status	Report Type	Start Date	End Date	Date Extracted	File Size(kb)	User Name
Showing 1 to 1 of 1 entries						

**GAP Access**  
ISAC Gift Assistance Programs

Bruce Rauner, Governor,  
State of Illinois  
UATTEST3 UATUPDT3 (Logout)

School Administration MAP **ING**

### ING 2015-2016: File Extractions: Eligibility Status Files: Create New

Home Student Benefit Reports **File Extractions**

Select Report: ING Eligibility Status File

Start Date Range: ?

End Date Range: ?

Request Report