



ISAC's Minority Teachers of Illinois (MTI) Scholarship Program

User Guide



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Overview of the MTI Administration Process

Application

The MTI Scholarship Program application process is completed online in the ISAC Student Portal. After entering and submitting data via the online application, students must follow the on-screen instructions to print the application, sign it, and mail page one to ISAC. In addition, an e-mail reminding them to sign and mail Page One of the application to ISAC is sent as soon as they submit the application data.

If a student indicates on the application that they are not a citizen or eligible noncitizen they will receive an addendum in the mail that must be returned with the Application/Teaching Agreement/Promissory Note. The application is not complete until the Application/Teaching Agreement/Promissory Note with an original ink signature, is received at ISAC. For priority consideration, ISAC must receive a complete application on or before March 1st preceding the academic year for which the applicant is applying.

When an application is received by ISAC, a record is added to the college's database in the MTI system and application information will appear on the Student List Eligibility: View screen as either complete or incomplete. An application will remain incomplete until the Application/Teaching Agreement/Promissory Note is received by ISAC.

ISAC Identification Number

If a student has not applied for the Monetary Award Program (MAP) and when an applicant begins the process of completing an application for the MTI Program and creates a Student Profile a unique ISAC identification number will be assigned to the student applicant.

For applicants who submit an Alternative Application and submit the MTI application simultaneously they will be assigned **the same** unique ISAC identification number.

If the student has applied for MAP and has an ISAC unique ID number, they should use it when applying for the MTI Program.

This unique ISAC identification number is a permanent identifier that will remain the same for a student every year.

Overview of the MTI Administration Process

Certification

The next step in the process is for colleges to complete certification for each MTI applicant listed in GAP Access. A complete application and a complete certification record are required to be considered for an award.

The Student Certification List: View includes all applicants in the three categories listed below:
Renewal Timely Applicants (postmarked on or before March 1)
New Timely Applicants (postmarked on or before March 1);
All Untimely Applicants (postmarked on or after March 2).

All certifications must be completed regardless of whether the school certifies an applicant as eligible or ineligible, and corrections to a certification record can be made in GAP Access.

If a college certifies an applicant as ineligible for an award, a Notice of Ineligibility is sent to the applicant. Copies of ineligible student letters are not sent to the college. If a student subsequently meets the eligibility criteria, the certification can be corrected in GAP Access and resubmitted. If a student becomes ineligible after eligibility has been established, the student will receive a Notice of Disqualification.

Award Determination

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.

Students who apply after the priority application deadline of March 1 will be ranked using the timely criteria listed above and given consideration for the scholarship if funds remain after all qualified timely applicants have been awarded.

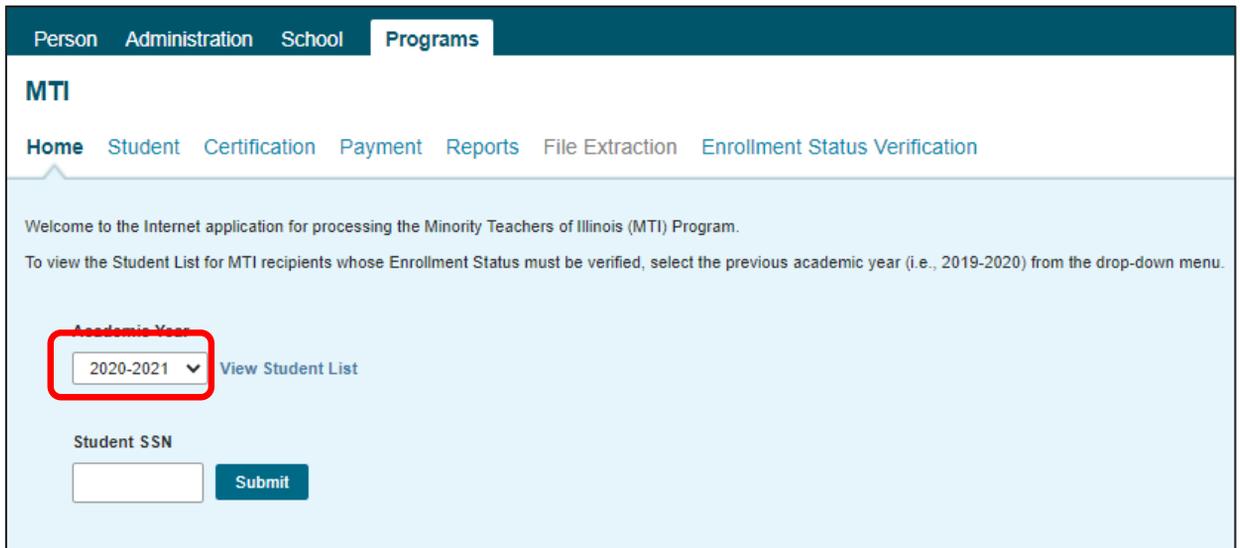
Access and Navigation

The system to administer the Minority Teachers of Illinois (MTI) Scholarship Program is 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 MTI information can be accessed by selecting the MTI program near the top of the screen.



Please note that the GAP Access 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.

MTI Student List Eligibility: View Screen

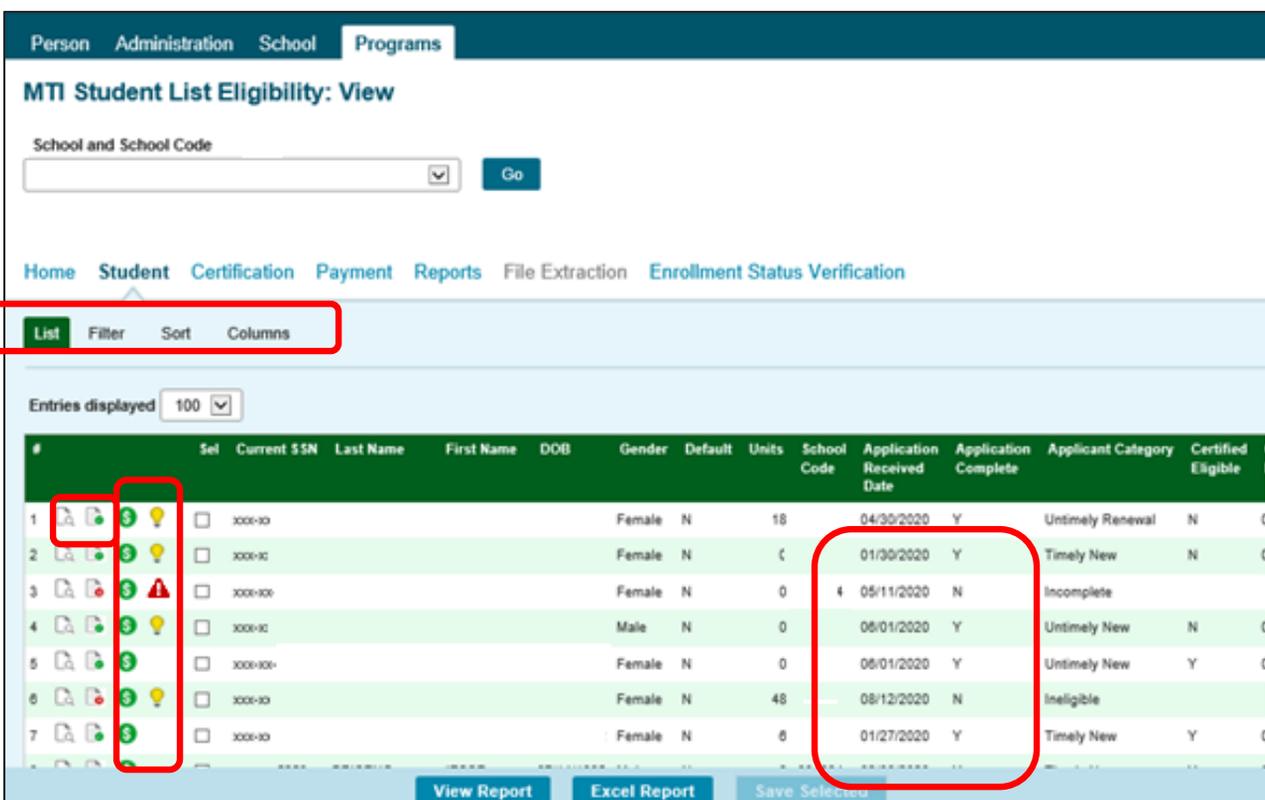
Once you have navigated to the MTI Program in GAP Access, you can view the list of students who have submitted an MTI application to ISAC and listed your school as the college the applicant plans to attend. The list will initially appear in alphabetical order, however, you may use the Filter, Sort and Columns functionality to customize your view as needed.

In addition to the applicant data, the Student List Eligibility: View screen includes the application receipt date, application status, and icons to indicate eligibility issues.

As part of the application process, applicants submit their data online and must also mail a printed and signed copy of the application to ISAC to certify their agreement to the terms and conditions of the MTI teaching agreement/promissory note. Until a signed copy is received by ISAC, the application is not considered complete. The application status will be provided in the Application Complete column.

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 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	Gender	Default	Units	School Code	Application Received Date	Application Complete	Applicant Category	Certified Eligible
1			xxxx-xx			Female	N	18		04/30/2020	Y	Timely Renewal	N
2			xxxx-xx			Female	N	0		01/30/2020	Y	Timely New	N
3			xxxx-xx			Female	N	0	4	05/11/2020	N	Incomplete	
4			xxxx-xx			Male	N	0		06/01/2020	Y	Untimely New	N
5			xxxx-xx			Female	N	0		06/01/2020	Y	Untimely New	Y
6			xxxx-xx			Female	N	48		08/12/2020	N	Ineligible	
7			xxxx-xx			Female	N	6		01/27/2020	Y	Timely New	Y

MTI Student List Eligibility: View Screen

Person Administration School **Programs**

MTI Student List Eligibility: View

School and School Code

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Filter Sort Columns

Entries displayed 100

First Name	DOB	Gender	Default	Units	School Code	Application Received Date	Application Complete	Applicant Category	Certified Eligible	Certified Date	Academic Level	Award Amount	Award Date	Awarded GA
		Female	N	18		04/30/2020	Y	Untimely Renewal	N	06/16/2020				
		Female	N	0	001694	01/30/2020	Y	Timely New	N	06/23/2020		5000.00	08/20/2020	
		Female	N	0		05/11/2020	N	Incomplete						
		Male	N	0		06/01/2020	Y	Untimely New	N	06/16/2020		5000.00	10/30/2020	
		Female	N	0		06/01/2020	Y	Untimely New	Y	06/16/2020	Graduate			
		Female	N	48		08/12/2020	N	Ineligible						
		Female	N	6		01/27/2020	Y	Timely New	Y	05/04/2020	Junior	5000.00	08/20/2020	
		Male	N	6		02/06/2020	Y	Timely New	Y	04/23/2020	Freshman	5000.00	08/20/2020	
		Male	N	12		02/21/2020	Y	Timely New	Y	04/23/2020	Senior	5000.00	08/20/2020	

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 the remaining columns on the Student List Eligibility: View screen.

Showing 1 to 69 of 69 entries

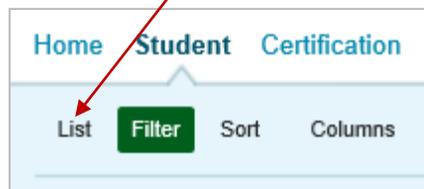
Contact ISAC FAAs MAP Program MTI Program ING Program IVG Program

MTI Student 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.

The screenshot shows the 'MTI Student Eligibility List: Filter' interface. At the top, there are navigation tabs: Person, Administration, School, and Programs. Below that, a secondary set of tabs includes Home, Student, Certification, Payment, Reports, File Extraction, and Enrollment Status Verification. The 'Filter' tab is highlighted with a red box. Below the tabs, there are input fields for SSN, Last Name, First Name, Gender, Academic Level, Term, and Application Received Date. On the right side, there are several checkboxes for selecting categories: Selected, Eligible, Awarded, Eligible Unawarded, Award Declined, Application Withdrawn, Incomplete, Timely New, Timely Renewal, Untimely New, and Untimely Renewal. Below these are checkboxes for 'Ineligible Reasons': Max Units, Default, Ethnicity, Citizenship, Residency, and Certified Ineligible. At the bottom, there are 'List' and 'Reset' buttons, with the 'Reset' button highlighted by a red box.

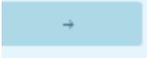
Once you have selected your criteria from the drop down menus and/or selected the category options on the right side of the screen, select the List tab (located to the left of the Filter tab) to generate your customized view.

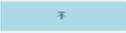


A Reset tab is also available to clear multiple selections with one click.

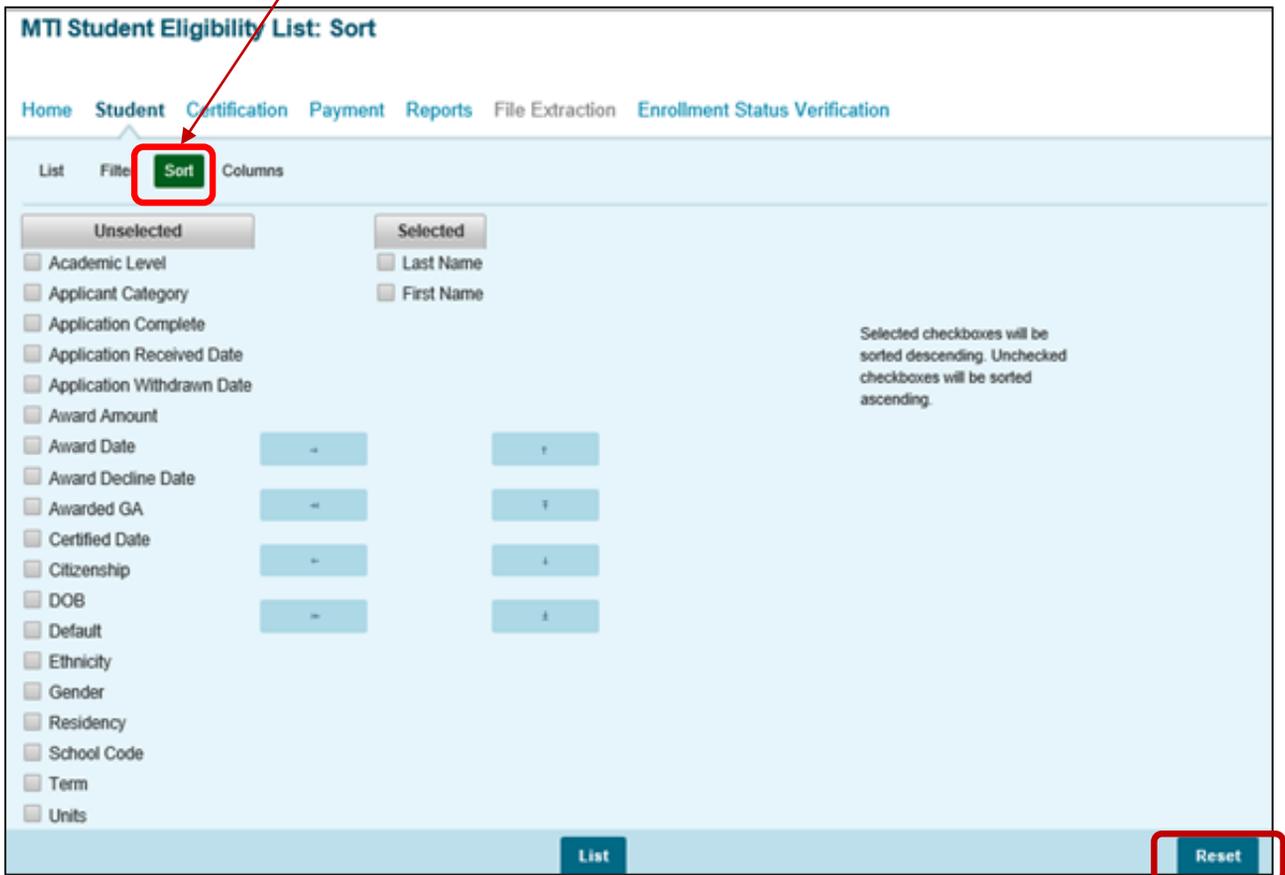
MTI Student List Sort Screen

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.



MTI Student Eligibility List: Sort

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Filter **Sort** Columns

Unselected Selected

Academic Level Last Name

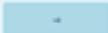
Applicant Category First Name

Application Complete

Application Received Date

Application Withdrawn Date

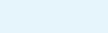
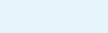
Award Amount

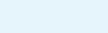
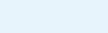
Award Date  

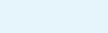
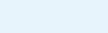
Award Decline Date  

Awarded GA  

Certified Date  

Citizenship  

DOB  

Default  

Ethnicity

Gender

Residency

School Code

Term

Units

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

List **Reset**

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.

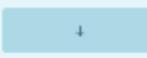
A Reset tab is available to clear multiple selections with one click.

MTI Student List Columns Screen

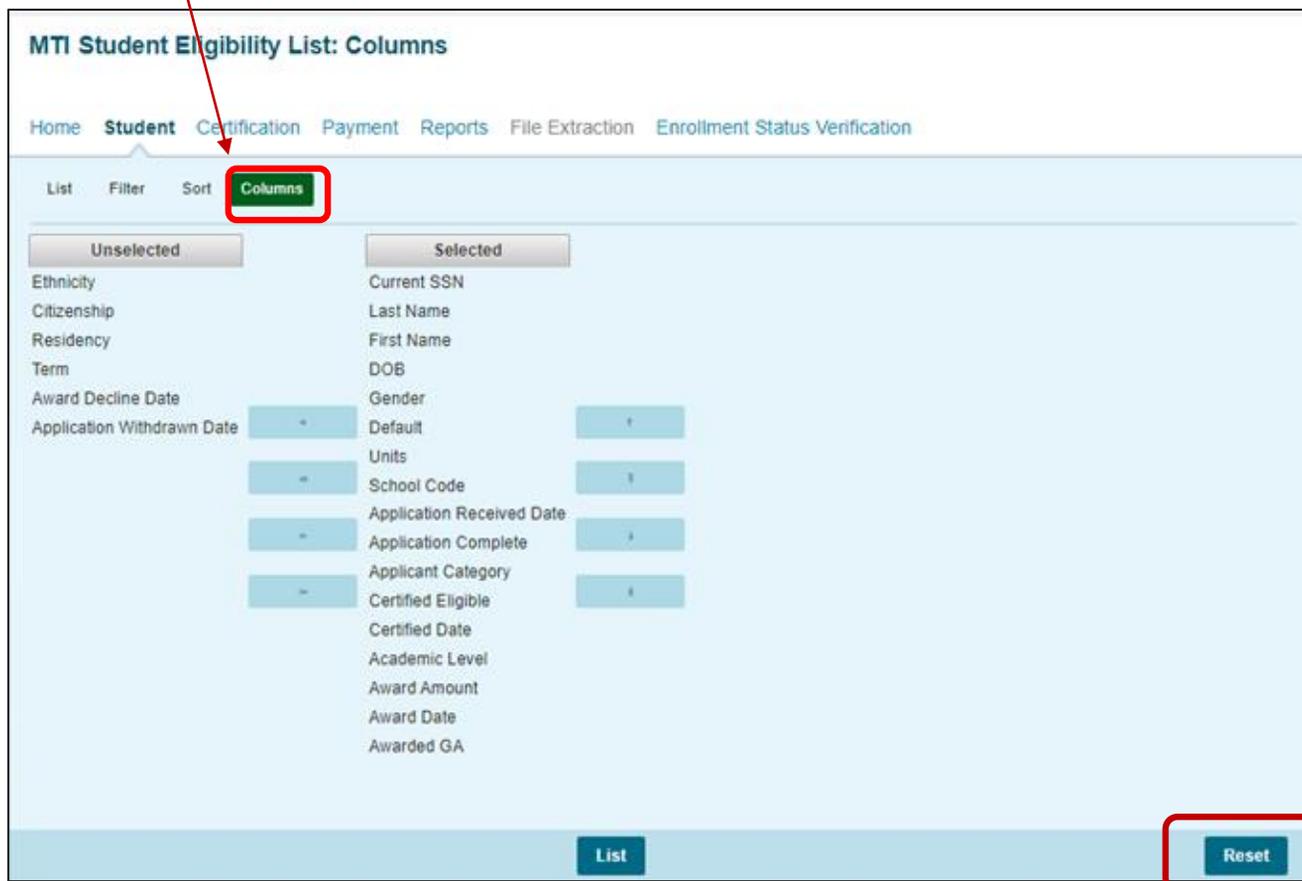
The Student Eligibility List: Columns screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the Columns tab.

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.



MTI Student Eligibility List: Columns

Home **Student** Certification Payment Reports File Extraction Enrollment Status Verification

List Filter Sort **Columns**

Unselected	Selected
Ethnicity	Current SSN
Citizenship	Last Name
Residency	First Name
Term	DOB
Award Decline Date	Gender
Application Withdrawn Date	Default
	Units
	School Code
	Application Received Date
	Application Complete
	Applicant Category
	Certified Eligible
	Certified Date
	Academic Level
	Award Amount
	Award Date
	Awarded GA

List **Reset**

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.

MTI Student Certification

The Certification List: View screen includes all applicants for whom ISAC has received a complete MTI application with your college listed on the application.

Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible. The only way an applicant can be considered for an award and/or receive an MTI notification letter about their ineligibility is if the applicant's certification has been completed by the college in GAP Access.

If something changes with a student's eligibility prior to the awarding process, corrections can be made to the certification record in GAP Access (see Page 13).

Once an applicant's record has been certified and saved, it will be considered complete and will no longer appear on the Certification List: View screen. However, those applicants will continue to appear on the Student List Eligibility: View screen, and the Certified Eligible field will be populated with a Y or an N depending on how the certification was completed.

MTI Certification List: View

School and School Code

Home Student **Certification** Payment Reports File Extraction Enrollment Status Verification

Filter

Entries displayed

#	Current SSN	Last Name	First Name	Date of Birth	School Code	Applicant Category	Eligible	Academic Level	Terms	Ineligible Reason
1	xxxx-xx					Untimely Renewal	N			GPA not at least 2.5 on 4.0 scale (soph or above)
2	xxxx-xx					Timely New	N			Not enrolled
3	xxxx-xx					Untimely New	N			Not enrolled
4	xxxx-xx					Untimely New	Y	Graduate	1 & 2	
5	xxxx-xx					Timely New	Y	Junior	1 & 2	
6	xxxx-xx					Timely New	Y	Freshman	1 & 2	

Below are the certification items that must be completed.

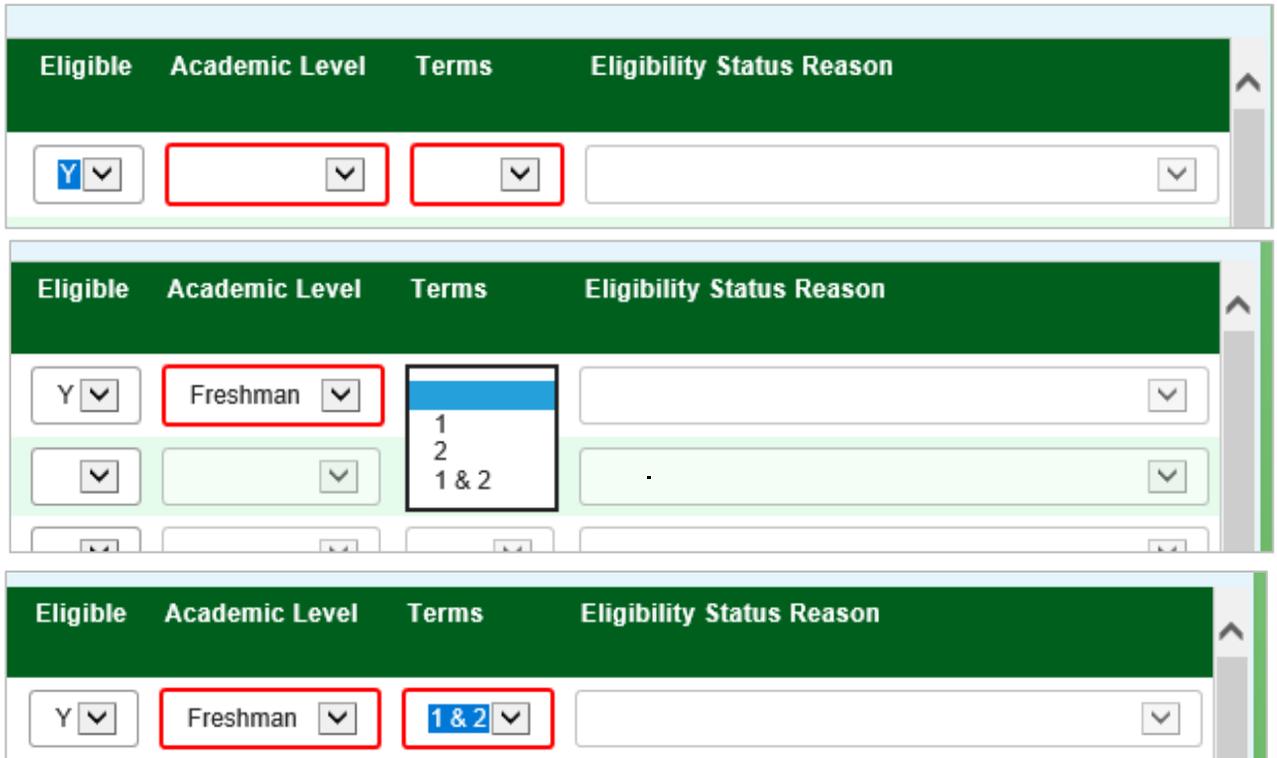
Eligible	Academic Level	Terms	Eligibility Status	Reason
<input type="text"/>				

MTI Student Certification, Eligible

Completing a certification record for an applicant starts with indicating if a student is eligible or ineligible for MTI by selecting either Y (yes) or N (no) in the Eligible column. All other certification items will remain grayed out until a Y or N is selected.



If a Y is selected, the Academic Level and Terms columns will be activated, and you must then select the appropriate options to complete the certification.



The first screenshot shows the 'Eligible' dropdown set to 'Y'. The 'Academic Level' and 'Terms' dropdowns are grayed out. The second screenshot shows 'Freshman' selected in the 'Academic Level' dropdown and a dropdown menu open for 'Terms' with options '1', '2', and '1 & 2'. The third screenshot shows '1 & 2' selected in the 'Terms' dropdown.

After you've made your selections, the information boxes will remain outlined in red until you have saved the information entered on the page, which is done by clicking on the **Save/Submit** button at the bottom of the page. Once you've saved your entries, they are considered submitted and certification is complete.

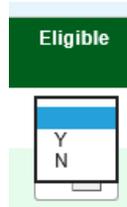


A reminder message also appears at the top of the page to prompt you to Save/Submit before navigating to the next page of entries.

Entries displayed 20
Reminder: You must hit 'Save/Submit' before navigating to any other page.

MTI Student Certification, Ineligible

If an N is selected, the Eligibility Status Reason information box will be activated, and you will need to provide the reason for the student's ineligibility.

A horizontal form header with a green background and white text. It contains four dropdown menus. The first dropdown menu is set to "N" and is highlighted with a red border. The other three dropdown menus are empty.

Choose the option from the drop down menu that best describes the reason that the student is not/will not be eligible for an MTI award.

A dropdown menu titled "Eligibility Status Reason" with a green header. The menu is open, showing a list of reasons for ineligibility. A red arrow points from the text above to the first option in the list. The reasons listed are:

- Reached max number of years allowed
- Not a US citizen/eligible non-citizen
- Student is not accepting MTI
- Not an Illinois resident
- Not a minority
- Not registered with federal Selective Service
- Not a HS grad/no GED
- GPA not at least 2.5 on 4.0 scale (soph or above)
- Defaulted student loan
- Not enrolled in participating school
- Not enrolled
- Not enrolled at least half time
- Conflicting scholarship
- Not enrolled in teacher program
- Not making satisfactory academic progress

After you've made your selection, the information boxes will remain outlined in red until you have saved the information entered on the page, which is done by clicking on the **Save/Submit button** at the bottom of the page. Once you've saved your entries, they are considered submitted and certification is complete.

A horizontal bar containing three buttons: "View Report", "Excel Report", and "Save/Submit". The "Save/Submit" button is highlighted with a red border.

A reminder message also appears at the top of the page to prompt you to Save/Submit before navigating to the next page of entries.

A light blue box containing a reminder message. At the top, it says "Entries displayed" followed by a dropdown menu set to "20". Below this, the text reads: "Reminder: You must hit 'Save/Submit' before navigating to any other page."

MTI Certification List: Filter Screen

A filter functionality is available in the Certification section that will allow you to select certain records for certification if you prefer to complete them in a particular order.

For example, if you prefer to focus on a certain academic level first or on all timely renewals first, you may select those options on the Certification List: Filter screen, and then select List to generate a filtered list.

Once those records have been certified and saved, they will be considered submitted and certification is complete, and they will no longer appear on the Certification List: View screen. However those applicants will still appear on the Student List Eligibility: View and the Certified Eligible field will be populated with a Y or an N depending on how the certification was completed.

Person Administration School **Programs**

MTI Certification List: Filter

Home Student **Certification** Payment Reports File Extraction Enrollment Status Verification

List **Filter**

SSN
[Text Input]

Last Name
[Dropdown] [Text Input]

First Name
[Dropdown] [Text Input]

Academic Level
[Dropdown]

Term
[Dropdown: - All -]

Certified Status
[Dropdown: - All -]

Timely New
 Timely Renewal
 Untimely New
 Untimely Renewal

List **Reset**

Updating/Correcting an MTI Certification Record

If something changes with a student's eligibility prior to the awarding process, corrections can be made to the certification record in GAP Access.

To access the student record to make a change after it's already been certified and submitted, navigate to the Certification List: Filter screen and filter for the student using any of the available options shown below.

Person Administration School **Programs**

MTI Certification List: Filter

Home Student **Certification** Payment Reports File Extraction Enrollment Status Verification

List **Filter**

SSN
[Text Field]

Last Name
= [Dropdown] [Text Field]

First Name
= [Dropdown] [Text Field]

Academic Level
[Dropdown]

Term
- All - [Dropdown]

Certified Status
- All - [Dropdown]

Timely New
 Timely Renewal
 Untimely New
 Untimely Renewal

List Reset

SSN
[Text Field]

Last Name
= [Dropdown] [Text Field]

First Name
= [Dropdown] [Text Field]

Academic Level
[Dropdown]

Term
- All - [Dropdown]

Certified Status
- All -
Eligible
Not Eligible

When using the filter options, be sure to select the appropriate Certified Status for the record(s) you are wanting to access, or simply select **All** for the Certified Status option.

If your filtering options do not initially provide the result you're looking for, check to make sure that an option has been selected for the Certified Status and that it has not been left blank.

Suggestions for Using Filter, Sort and Columns Functions

To Identify Certified Records

- The Certification List View default view is for records that have not been certified. The certified status will show as blank “not yet certified:”. The records that are blank in the certified status are outstanding certifications.
- If you would like to see a different group of students, you can select a different certify status to get the record to display. The options that can be filtered are:
 - All
 - Eligible
 - Not Eligible
- To see the all the students you will have to filter the student by All under the Certified Status

Person Administration School Programs

MTI Certification List: Filter

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List **Filter**

SSN

Last Name

First Name

Academic Level

Term

Certified Status

Timely New

Timely Renewal

Untimely New

Untimely Renewal

List Reset

To filter students by Certified Status:

- Go to the Filter tab.
- Click on All under Certified Status.
- Click on the List tab to view your list of students.

Person Administration School Programs

MTI Certification List: View

School and School Code Go

Home Student Certification Payment Reports File Extraction Enrollment Status Verification

List Filter

Entries displayed 100

13	xxxx-xx	Timely Renewal	Y	Senior	1 & 2	
14	xxxx-xx	Untimely New				
15	xxxx-xx	Untimely New	Y	Sophomore	1 & 2	
16	xxxx-xx	Untimely New	N			Not enrolled in teacher program

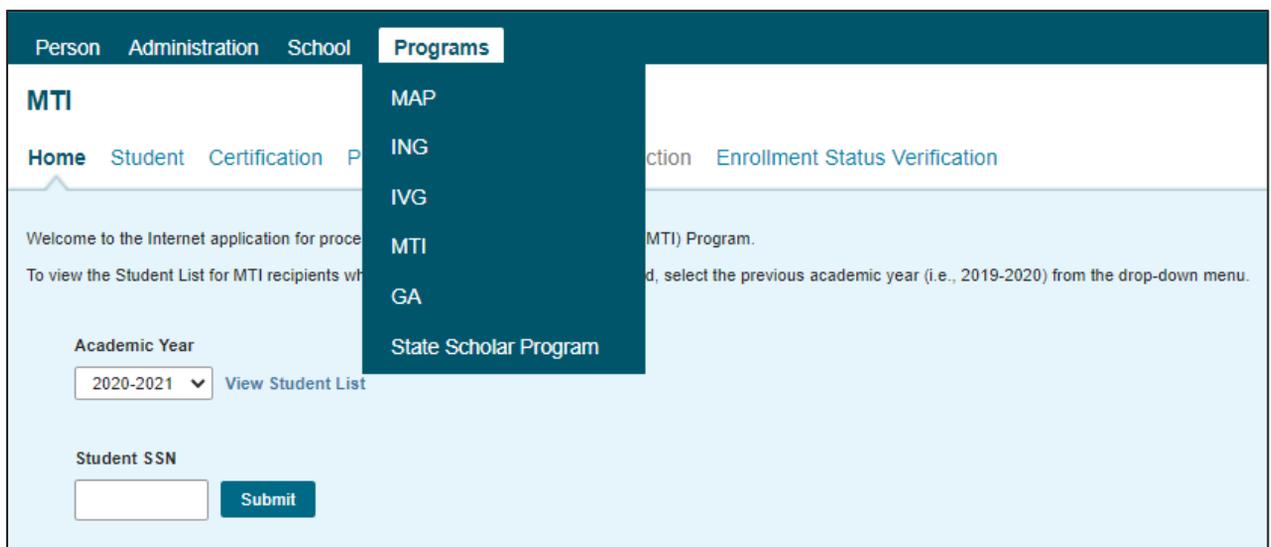
View Report Excel Report Save/Submit

Overview of the MTI Payment Process

MTI payment processing is done using the MTI system available through ISAC's Gift Assistance Programs (GAP) Access portal.

MTI eligibility and payment processing can be accessed by selecting **MTI** under the **Programs** tab near the top of the screen once the school user has successfully logged into GAP Access. Program functions are contingent upon each user program privileges. The administrator must access the User Maintenance area and update the program access and level for each user.

- “None” will grant you zero access to MTI data.
- “Update” will grant you the ability to both edit and view MTI data.
- “View” will grant you the ability to only view MTI data (i.e., no editing ability).



After completing the payment request process in GAP Access, payment is made to colleges through an offset process. As part of this process, new payment requests are compared to outstanding amounts owed to ISAC, and payment is made accordingly. This system was developed to accommodate the many changes in student eligibility that can occur during the awarding and disbursement of financial aid (including decreases, increases to awards, initial requests, and full refunds). Therefore, funds should be returned to ISAC only after a final reconciliation has been completed at the end of the regular school year. All schools with an outstanding amount owed to ISAC at the end of the school year will receive a notice indicating the total amount to be returned.

Information about the payment offset process and reconciliation is located on the Refunds and Unpaid Claims page in the Processes area of the FAA section at isac.org.

MTI Student Payment List: View Screen

The **Student List Payment: View** screen gives the user the ability to easily select students to view payment-related items such as payment request amounts, payment result amounts, and payment result codes at a glance. It operates like the **Student List Eligibility: View** screen, allowing the user to select students who are attending their school and to filter and sort the list according to specific criteria.

The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Req Sel (Req Select)
- Term
- Current SSN
- Last Name
- First Name
- Annual Award
- Requested Amount
- Term Award
- School Code
- Request Code *
- Enrollment Status *
- Ineligible Reason *
- Amount Paid
- Adjusted Amount
- Result Code*
- Expanded Result
- Result Date
- Status Code *
- Invoice Number
- Awarded GA

* All codes can be found at the end of the user guide.

Schools can create a customized **Student List Payment: View** screen by selecting specific columns to be viewed, as well as use data sorting and filtering

The **Student Payment List: View** is accessed by selecting the **Payment** tab. The following functions are available on the **Student List Payment: View** screen: **View**, **Filter**, **Sort**, **Columns**, **Payment Request Entry**, and **Submit Payment Requests**.

MTI Student Payment List: View

School and School Code:

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

List Filter Sort Columns Payment Request Entry Submit Payment Requests

Entries displayed: 100

#	Sel	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Enrollment Status	Ineligible Reason
1	<input type="checkbox"/>	<input type="checkbox"/>	2				5000.00	5000.00	001004			
2	<input type="checkbox"/>	<input type="checkbox"/>	2				5000.00	5000.00	001004			
3	<input type="checkbox"/>	<input type="checkbox"/>	1				5000.00	2500.00	001004	P	Full time	
4	<input type="checkbox"/>	<input type="checkbox"/>	2				5000.00	2500.00	001004			
5	<input type="checkbox"/>	<input type="checkbox"/>	1				5000.00	2500.00	001004	P	Full time	
6	<input type="checkbox"/>	<input type="checkbox"/>	2				5000.00	2500.00	001004			
7	<input type="checkbox"/>	<input type="checkbox"/>	1				5000.00	2500.00	001004	P	Half time	

Save Selected Req Select All Req Unselect All View Report Excel Report

Student Payment List: View Screen

MTI Student Payment List: View

School and School Code:

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

List Filter Sort Columns Payment Request Entry Submit Payment Requests

Entries displayed 100

#	Req Sel	Term Number	SSN	Last Name	First Name	Annual Award Amount	Term Award Amount	School Code	Request Code	Enrollment Status	Ineligible Reason
1	<input type="checkbox"/>	2				5000.00	5000.00	001694			
2	<input type="checkbox"/>	2				5000.00	5000.00	001694			
3	<input type="checkbox"/>	1				5000.00	2500.00	001694	P	Full time	
4	<input type="checkbox"/>	2				5000.00	2500.00	001694			
5	<input type="checkbox"/>	1				5000.00	2500.00	001694	P	Full time	
6	<input type="checkbox"/>	2				5000.00	2500.00	001694			
7	<input type="checkbox"/>	1				5000.00	2500.00	001694	P	Half time	

Check the boxes in the **Req Sel** column to select students for payment.

Save your selections by clicking on the **Save Selected** button at the bottom of the page.

Student Payment Eligibility List: Filter Screen

The Filter screen provides many different options for filtering the **Student List Payment: View** screen. Users can change the records to be viewed on the **Student List Payment: View** screen by setting specific criteria for one or more of the options on the **Filter** screen.

For the **Ineligible** options, if more than one is checked a record must meet all conditions to be included in the filtered view.

Click on the Reset button to reset the data to the default values.

The screenshot shows the 'MTI Payment Eligibility List: Filter' interface. At the top, there are navigation tabs: Home, Student, Certification, Payment, Reports, File Extraction, and Enrollment Status Verification. Below these are sub-tabs: List, Filter (highlighted with a red box), Sort, Columns, Payment Request Entry, and Submit Payment Requests. The main area contains several filter fields: SSN (text input), Last Name (dropdown and text input), First Name (dropdown and text input), Term (dropdown), Academic Level (dropdown), Enrollment Status (dropdown), Status Code (dropdown), and Request Type (dropdown). On the right side, there are checkboxes for 'Selected' and 'Eligible'. Below these is the 'Ineligible Reasons' section with checkboxes for 'Max Units', 'Max Dollars', 'Default', and 'Award Decline'. At the bottom, there are 'List' and 'Reset' buttons.

Student Payment Eligibility List: Sort Screen

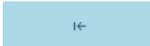
This screen allows the user to sort the designated columns on the **Student List Payment: View** screen by something other than the defaulted view of sorting by last name.

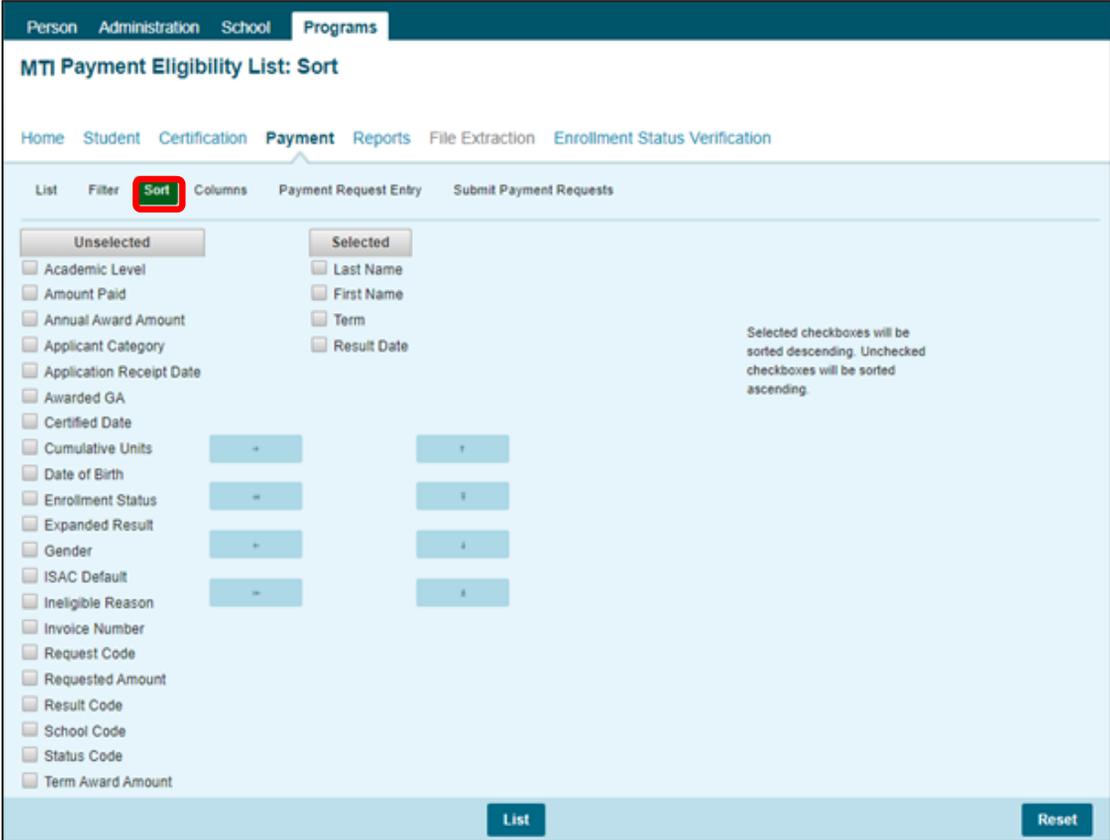
For example, the user may select to sort by *Enrollment Status*. To do so, highlight the column title in the **Unselected** list of options and click on the arrow pointing to the right. 

This will add it to the **Selected** columns. Then, use the up arrow to move *Enrollment Status* to the top of the **Selected** columns. Click on the **View** tab and you will see a list sorted by *Enrollment Status*. If the checkboxes next to the Selected columns are checked, the list will be sorted in descending order. If the boxes are left unchecked, the list will sort in ascending order.

To remove a column from the **Selected** sort list, highlight the column title and then click on the arrow pointing to the left to move it to the **Unselected** list.

To move all **Unselected** columns to the Selected list, click on 

To clear the entire **Selected** list, click on 



The screenshot displays the "MTI Payment Eligibility List: Sort" interface. At the top, there are navigation tabs for "Person", "Administration", "School", and "Programs". Below this is a breadcrumb trail: "Home > Student > Certification > Payment > Reports > File Extraction > Enrollment Status Verification". The main navigation area includes "List", "Filter", "Sort" (highlighted with a red box), "Columns", "Payment Request Entry", and "Submit Payment Requests".

The interface is divided into two main sections: "Unselected" and "Selected".

- Unselected:** A list of 23 fields, each with a checkbox and a right-pointing arrow. The fields are: Academic Level, Amount Paid, Annual Award Amount, Applicant Category, Application Receipt Date, Awarded GA, Certified Date, Cumulative Units, Date of Birth, Enrollment Status, Expanded Result, Gender, ISAC Default, Ineligible Reason, Invoice Number, Request Code, Requested Amount, Result Code, School Code, Status Code, and Term Award Amount.
- Selected:** A list of 4 fields, each with a checkbox and a left-pointing arrow. The fields are: Last Name, First Name, Term, and Result Date.

Instructions on the right side state: "Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending." At the bottom of the screen, there are "List" and "Reset" buttons.

Student Payment Eligibility List: Columns Screen

This screen allows you to select which columns will be displayed on the **Student List Payment: View** screen, and the order in which they will appear.

To add columns to the **Selected** list, highlight the column title in the **Unselected** list and click the right arrow to send it to the **Selected** list. To remove a column from the **Selected** list, highlight it and click the left arrow to move it to the **Unselected** list.

If you want to re-arrange the columns once they are selected, highlight the desired column and move it by clicking on the up or down arrows until it is in the desired location in the list.

When you click on the **View** tab, the columns will display in the order in which they appear in the **Selected** list.

To move all **Unselected** columns to the Selected list, click on



To clear the entire **Selected** list, click on



The screenshot shows the 'MTI Payment Eligibility List: Columns' interface. At the top, there are navigation tabs: 'Person', 'Administration', 'School', and 'Programs'. Below this is a breadcrumb trail: 'Home', 'Student', 'Certification', 'Payment', 'Reports', 'File Extraction', and 'Enrollment Status Verification'. The 'Columns' tab is highlighted with a red box. Below the breadcrumb trail are buttons for 'List', 'Filter', 'Sort', 'Columns', 'Payment Request Entry', and 'Submit Payment Requests'. The main area is divided into two columns: 'Unselected' and 'Selected'. The 'Unselected' column lists various fields like 'Application Receipt Date', 'Applicant Category', 'Academic Level', etc. The 'Selected' column lists fields like 'Term', 'SSN', 'Last Name', 'First Name', 'Annual Award Amount', etc. There are up and down arrows next to the selected items to allow reordering. At the bottom, there are 'List' and 'Reset' buttons.

Student Detail: Payments Screen

Individual Payment Requests

The **Student Detail: Payment** screen is a multi-purpose screen that allows schools to view payment information or to create or make adjustments to payment requests for an individual student record. This screen is accessed by clicking on the **dollar sign** icon that is on the same line as the student's last name on the **Student List Payment: View** screen and by selecting the **Payment** tab from the **Student Detail: Eligibility** screen.

In addition to the **Payment** tab, the **Student Detail: Payment** screen contains the following navigation tabs:

- **List** – to return to the **Student List Payment: View** screen
- **Eligibility** -- to navigate to the **Student Detail: Eligibility** screen

To navigate to another student, enter the student's SSN in the **Current SSN** field and click on the **Go** button.

MTI Student Detail: Payments

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

List Eligibility **Payment**

Student Name

Current SSN **Go**

Annual Award Amount
5000.00

Terms	1-Fall	2-Spring
School Code		
Request	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>
Award Amount		5000.00

Activity Date
Status
Result code
Expanded Result

Invoice #
School Code
Result code
Expanded Result
Amount Paid
Adjusted Amount
Result Date

Student Detail: Payments Screen

When requesting payment from the **Student Detail** screen, there are three required fields:

- **Request**
- **Enrollment Status**
- **Requested Amount** (To adjust the system-calculated annual award amount if necessary)
 - The maximum award amount per regular school year is \$5,000.

Each of these fields must be completed with the appropriate information for payment requests to be processed properly. If the student is ineligible an *Ineligible Reason* must be selected and a zero (\$0) should be entered in the Requested Amount field. Click on the **Save Changes** button to save the payment request, or the **Discard Changes** button to discard the payment request.

Note: The payment request process is not complete until the next step of submitting the payment requests to ISAC has been completed using the **Submit Payment Requests** screen.

MTI Student Detail: Payments

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

List Eligibility **Payment**

Student Name

Current SSN **Go**

Annual Award Amount
5000.00

Terms	1-Fall	2-Spring
School Code		
Request	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>
Award Amount		5000.00

Activity Date

Status

Result code

Expanded Result

Invoice #

School Code

Result code

Expanded Result

Amount Paid

Adjusted Amount

Result Date

Select:

Payment-to request a payment

Cancel-to cancel a previously requested award

Ineligible-to be completed for students who are ineligible

Delete-to remove the payment request before submitting

Student Detail: Payments Screen

MTI Student Detail: Payments

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

List Eligibility **Payment**

Student Name

Current SSN

Annual Award Amount
5000.00

Terms	1-Fall	2-Spring
School Code		
Request	<input type="text"/>	<input type="text"/>
Enrollment Status	<input type="text"/>	<input type="text"/>
Ineligible Reason	<input type="text"/>	<input type="text"/>
Requested Amount	\$ <input type="text"/>	\$ <input type="text"/>
Award Amount		

MTI Ineligible Reason -
Select the appropriate reason that makes the student ineligible.

- Not enrolled *
- Not a US citizen/eligible non-citizen
- Not an Illinois resident
- Not a HS grad/no GED
- Defaulted student loan
- Conflicting scholarship
- Not making satisfactory academic progress
- Reached max number of years allowed
- Not a minority
- GPA not at least 2.5 on 4.0 scale (soph or above)
- Not enrolled at least half-time *
- Student is not accepting MTI
- Not enrolled in a teacher program
- Not registered with Selective Service

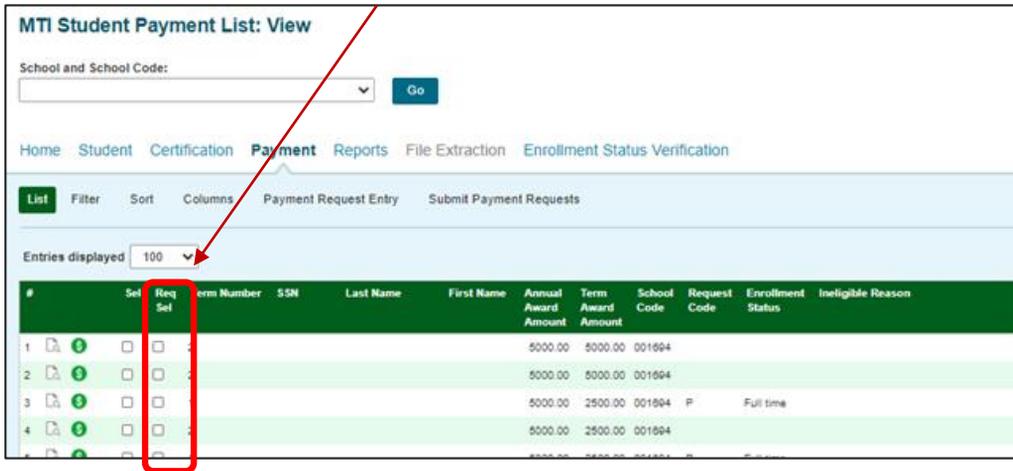
- Not enrolled
- Not a US citizen/eligible non-citizen
- Not an Illinois resident
- Not a HS grad/no GED
- Defaulted student loan
- Conflicting scholarship
- Not making satisfactory academic progress
- Reached max number of years allowed
- Not a minority
- GPA not at least 2.5 on 4.0 scale (soph or above)
- Not enrolled at least half time
- Student is not accepting MTI
- Not enrolled in teacher program
- Not registered with federal Selective Service

* If an Ineligible request is submitted, all payment for the term will be canceled, unless it is for the reason “Not enrolled” or “Not enrolled at least half time” in Semester 1 or Quarter 1 or 2.

Payment Request Entry

Batch Payment Request

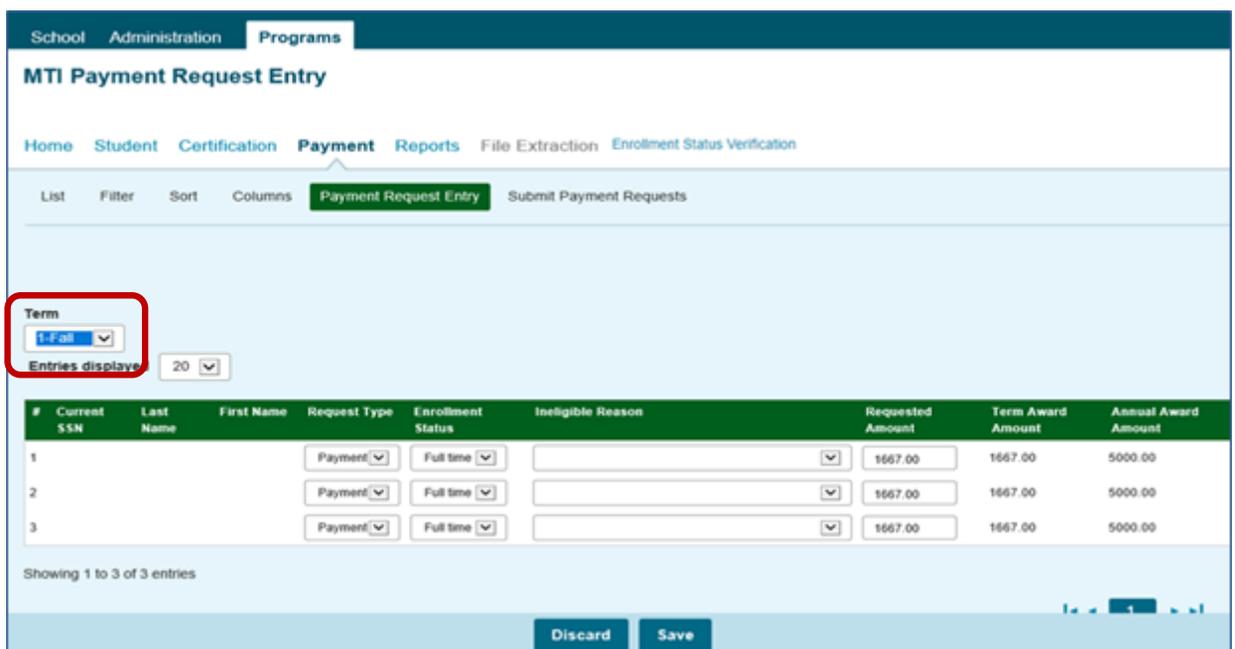
When creating benefit requests for a large number of students, the best option is to do a batch request, which is done by selecting students from the **Student Payment List: View** screen.



The first step on the **Payment Request Entry** screen is to select the appropriate academic term using the drop-down box in the **Term** field (initially blank) for which you will be creating payment requests.

A list of your selected records will not display until you have selected a term.

Once a term has been selected, the list of students you selected on the Student Payment List View for that term will be provided, and you can then begin to enter payment information.



Payment Request Entry

MTI Payment Request Entry

Home Student Certification **Payment** Reports File Extraction Enrollment Status Verification

List Filter Sort Columns **Payment Request Entry** Submit Payment Requests

Term
1-Fall

Entries displayed 20

#	Current SSN	Last Name	First Name	Request Type	Enrollment Status	Ineligible Reason	Requested Amount	Term Award Amount	Annual Award Amount
1				Payment	Full time		1667.00	1667.00	5000.00
2				Payment	Full time		1667.00	1667.00	5000.00
3				Payment	Full time		1667.00	1667.00	5000.00

Showing 1 to 3 of 3 entries

Discard Save

To complete the payment request for each student, enter the required data into the appropriate fields:

- **Request** – Select the appropriate item from the drop-down menu options:
 - “Payment” to create a payment request
 - “Delete” to delete a request that has been created but not yet submitted
 - “Ineligible” to make a student ineligible
 - “Cancel” to cancel a previously requested award
- **Enrollment Status** – Enter full time or half time status
- **Ineligible Reason** - If the student is ineligible an *Ineligible Reason* must be selected and a zero (\$0) should be entered in the Requested Amount field.
 - Note: If an Ineligible request is submitted, all payment for the term will be canceled, unless it is for the reason “Not enrolled” or “Not enrolled at least half time” in Semester 1 or Quarter 1 or 2.
- Click the **Save** button to save your data before navigating to a new page.
- As a reminder, the payment request process is not complete until the next step of submitting the payment requests to ISAC has been completed using the **Submit Payment Requests** screen.

Submit Payment Requests Process

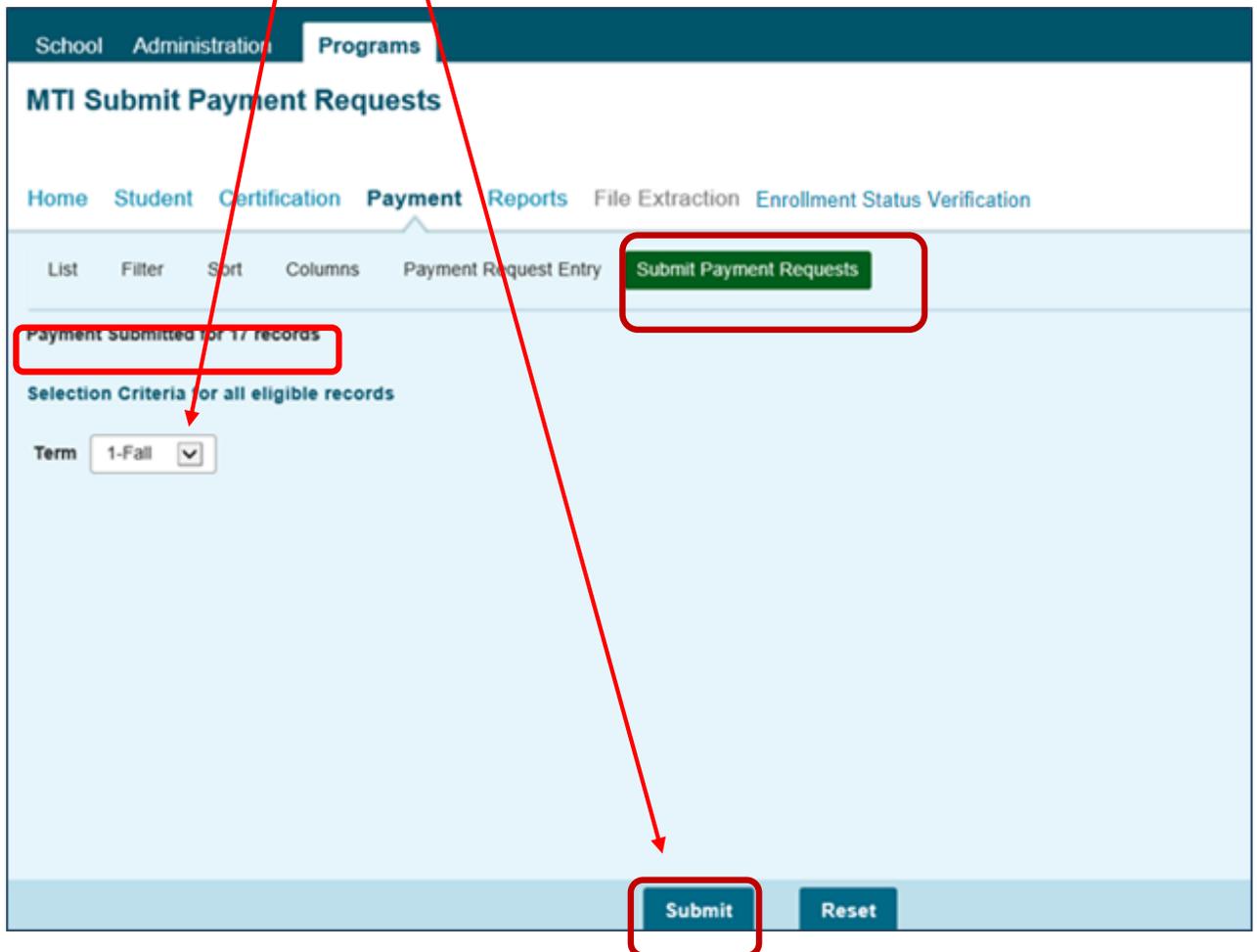
The **Submit Payment Requests** screen allows the user to submit payment requests to ISAC for processing. The user can specify which payment request records will be submitted based on **Term** selected.

This screen is accessed by selecting the **Submit Payment Requests** tab.

After payment requests have been submitted by clicking on the **Submit** button a message will be displayed indicating how many payment requests were submitted

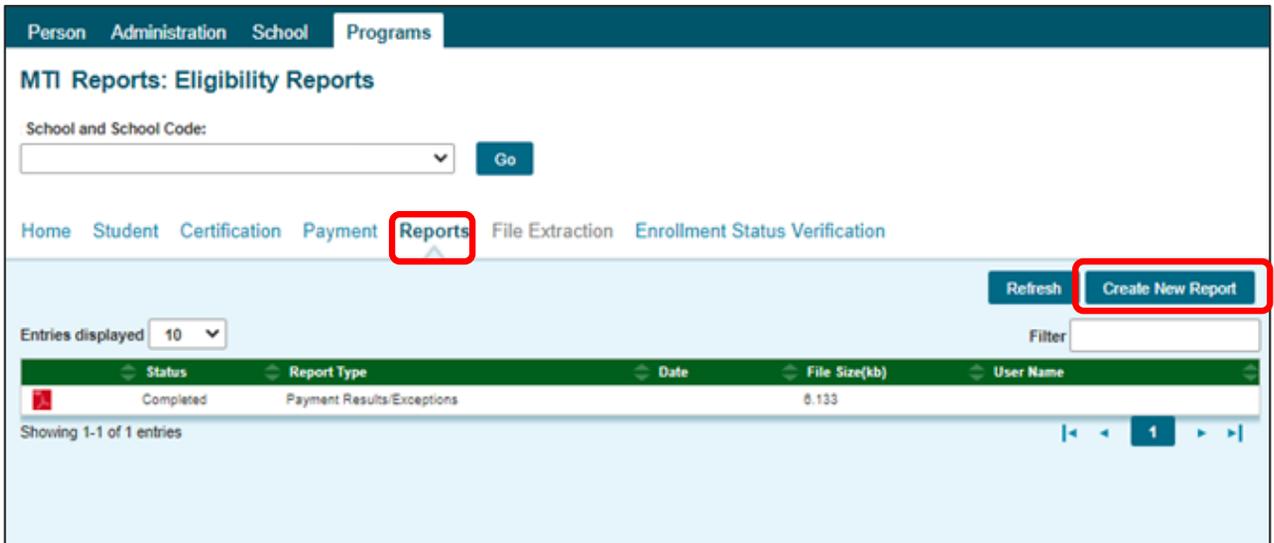
To submit payment requests to ISAC for MTI payment follow these steps:

- Choose the **Term** for which the request is being made from the drop-down menu.
- Click on the **Submit** button to submit the payment request.
- Ensure that a submission message is received and make note of the number of records submitted.

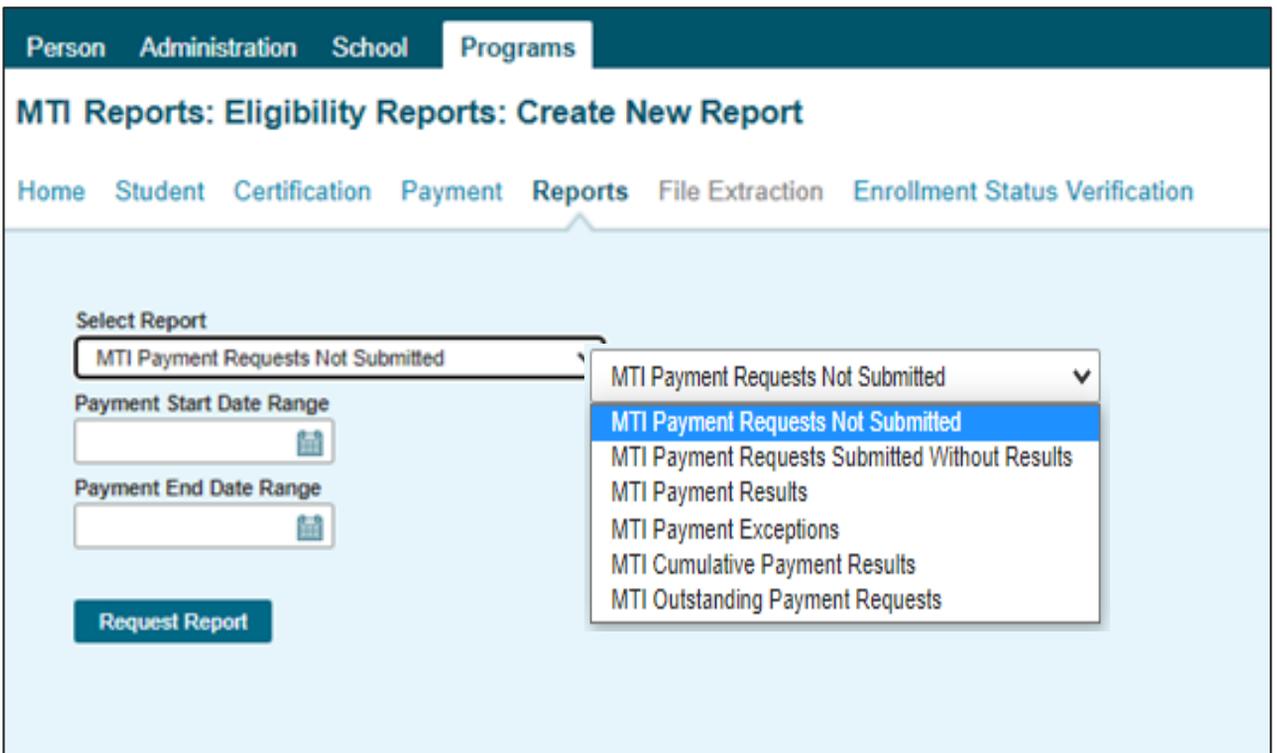


Payment Reports

All payment results can be obtained at various stages in the payment request process through system-generated reports. To create a report, navigate to the **Reports** tab, and then click on the **Create New Report**



The **Select Report** drop down menu is displayed below. To select a report, highlight the title and click on the **Request Report** button. Data range fields will then be provided to allow you to enter start and end dates for the report. The date fields are optional fields, and if left blank, the report will be cumulative.

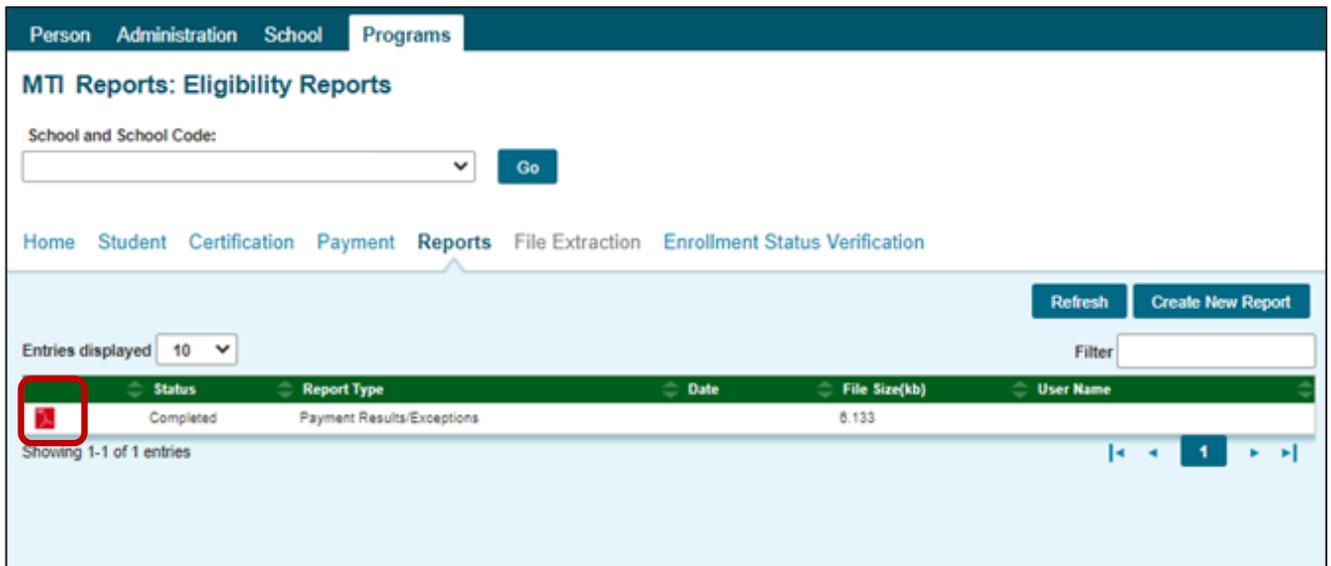


Payment Reports

After requesting a report, you will be returned to the **Reports** screen where a list of reports that have been or are being generated for your school will be provided.

While the report is processing, the status will indicate *In Queue*. The refresh button completes the report. When it is ready, the status will change to *Completed*. To open the report, click on either the Microsoft Word or the Microsoft Excel icon. Additional information about the report, including the date, file size and user name of the person who requested the report will also be listed.

Reports displaying the pdf icon  are ISAC-generated reports and identifiable by the user name *MTIInvoice* in the last column of the report list. Typically, this report is made available on the next business day after your school's payment request has been processed and will remain available if space allows. It is suggested that you save requested and ISAC-generated reports to your systems for future reference.



Person Administration School **Programs**

MTI Reports: Eligibility Reports

School and School Code:

Home Student Certification Payment **Reports** File Extraction Enrollment Status Verification

Refresh Create New Report

Entries displayed 10

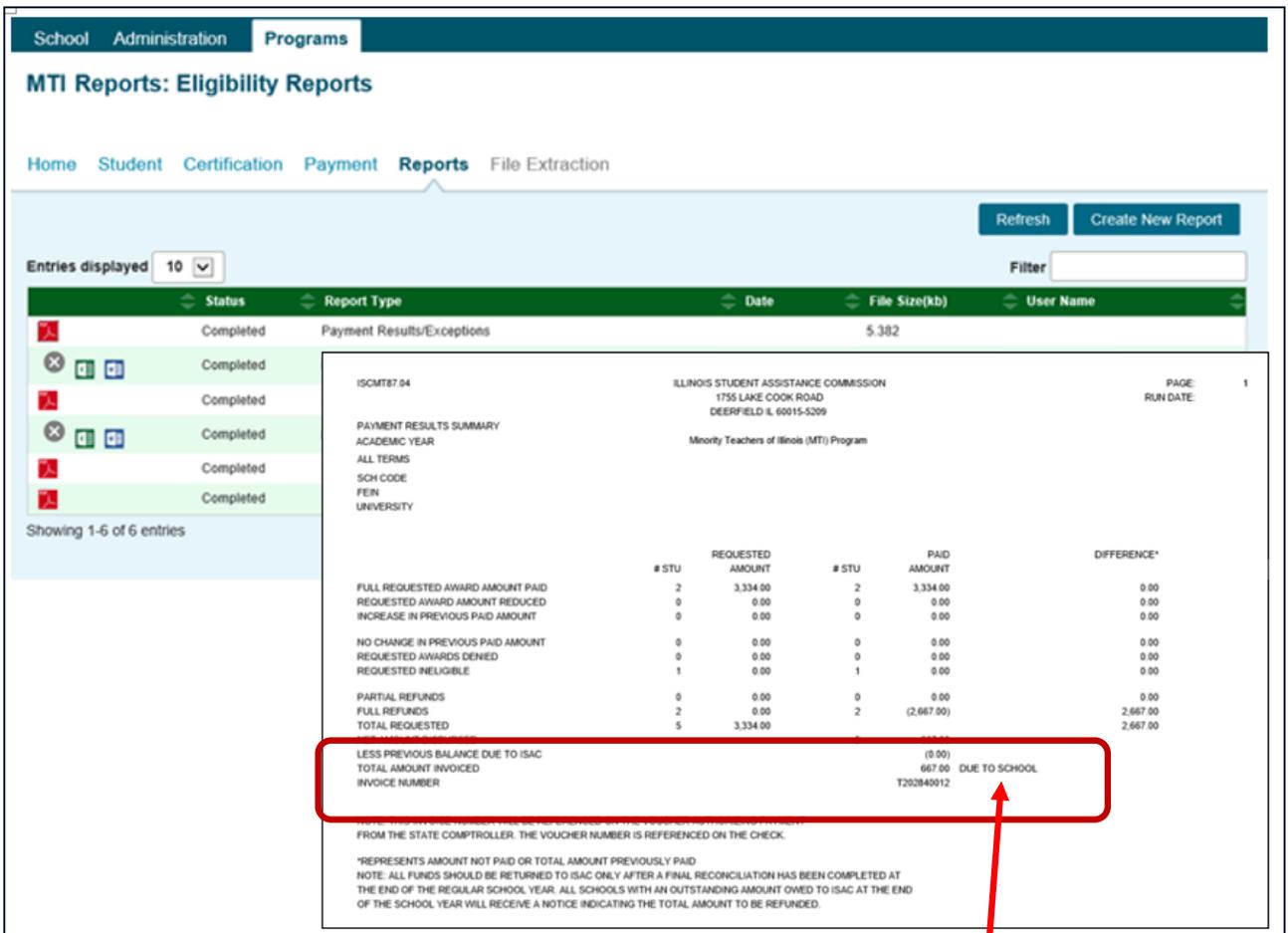
Status	Report Type	Date	File Size(kb)	User Name
 Completed	Payment Results/Exceptions		6.133	

Showing 1-1 of 1 entries

Payment Results Summary/Invoice Detail

A Payment Results Summary and Invoice Detail Report is generated by ISAC after your school's payment request has been processed. It will include a Payment Results Report and a Payment Exceptions Report, as well as Invoice Detail about the payment claim. Typically, the report will be provided in the Reports Section on the next business day after the request has been processed by ISAC. This report is needed to match the voucher/invoice number and payment.

The Payment Results Summary and Invoice Detail will appear on the report list and can be identified by the pdf icon  in the first column and the user name of *MTIInvoice* in the last column.



The screenshot shows the ISAC web application interface. At the top, there are navigation tabs for 'School', 'Administration', and 'Programs'. Below this, the page title is 'MTI Reports: Eligibility Reports'. There are sub-navigation links for 'Home', 'Student', 'Certification', 'Payment', 'Reports', and 'File Extraction'. On the right side, there are buttons for 'Refresh' and 'Create New Report'. Below these, there is a filter input field and a dropdown for 'Entries displayed' set to 10.

The main content area shows a list of reports. The first report is highlighted, showing a PDF icon, a status of 'Completed', a report type of 'Payment Results/Exceptions', a date, a file size of 5.382, and a user name. Below the list, there is a detailed view of the report for ISCM78.04, titled 'PAYMENT RESULTS SUMMARY'. The report includes the following information:

ISCM78.04 ILLINOIS STUDENT ASSISTANCE COMMISSION
1755 LAKE COOK ROAD
DEERFIELD IL 60015-5209
PAGE: 1
RUN DATE:

PAYMENT RESULTS SUMMARY
ACADEMIC YEAR: Minority Teachers of Illinois (MTI) Program
ALL TERMS
SCH CODE
FEN
UNIVERSITY

	# STU	REQUESTED AMOUNT	# STU	PAID AMOUNT	DIFFERENCE*
FULL REQUESTED AWARD AMOUNT PAID	2	3,334.00	2	3,334.00	0.00
REQUESTED AWARD AMOUNT REDUCED	0	0.00	0	0.00	0.00
INCREASE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00	0.00
NO CHANGE IN PREVIOUS PAID AMOUNT	0	0.00	0	0.00	0.00
REQUESTED AWARDS DENIED	0	0.00	0	0.00	0.00
REQUESTED INELIGIBLE	1	0.00	1	0.00	0.00
PARTIAL REFUNDS	0	0.00	0	0.00	0.00
FULL REFUNDS	2	0.00	2	(2,667.00)	2,667.00
TOTAL REQUESTED	5	3,334.00			2,667.00
LESS PREVIOUS BALANCE DUE TO ISAC				(0.00)	
TOTAL AMOUNT INVOICED				667.00	DUE TO SCHOOL
INVOICE NUMBER				T202840012	

FROM THE STATE COMPTROLLER, THE VOUCHER NUMBER IS REFERENCED ON THE CHECK.

*REPRESENTS AMOUNT NOT PAID OR TOTAL AMOUNT PREVIOUSLY PAID
NOTE: ALL FUNDS SHOULD BE RETURNED TO ISAC ONLY AFTER A FINAL RECONCILIATION HAS BEEN COMPLETED AT THE END OF THE REGULAR SCHOOL YEAR. ALL SCHOOLS WITH AN OUTSTANDING AMOUNT OWED TO ISAC AT THE END OF THE SCHOOL YEAR WILL RECEIVE A NOTICE INDICATING THE TOTAL AMOUNT TO BE REFUNDED.

The last page of this report provides invoice information, including amount due to the school and the invoice number. ISAC authorizes a voucher in the amount of the payment invoice and submits it to the State Comptroller's Office which issues payment to the institution. Vouchers are emailed to the Financial Aid Director. The invoice number will be referenced on the voucher authorizing payment from the State Comptroller. Colleges can match the invoice number on the Payment Results/Exceptions report with the voucher.

MTI Codes

Result Code	Expanded Result Code	Reason
K		Ineligible for payment due to due to ISAC Default
F		Full MTI units already used
4		Request superceded by another request
J		Ineligible for payment due to calculated award amount of zero
G	Y	Full annual award amount already used
G	P	Full program award maximum already used
H		Previously paid to your school for requested term
U		Cancel requested; no prior payment has been made for this term
Q	Y	Ineligible reason processed - not eligible for this academic year
Q	T	Ineligible reason processed - not eligible for this term
R	Y	Payment reduced to maintain MTI annual award amount limit
R	P	Payment reduced to maintain MTI program maximum award amount
T		With this payment student attains the maximum number of terms. Student will no longer be eligible for MTI payment
B		Payment increased
C		Payment decreased
*		Payment processed - no reported exception
		Y= Annual maximum
		P = Program maximum
		T = Term maximum

Request Code	Definition
P	Payment
C	Cancel
I	Ineligible
D	Delete

Status Code	Definition
U	Updated
S	Submitted
P	Payment

Enrollment Status Code	Definition
H	Half-time
F	Full-time