User Guide:

Minority Teachers of Illinois (MTI) Scholarship Program

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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. 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.

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

Beginning with the 2019-2020 award year, the system to administer the Minority Teachers of Illinois (MTI) Scholarship Program will be available through ISAC’s Gift Assistance Programs (GAP) Access portal at [https://isacportal.isac.org](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.
MTI Student Eligibility List

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.
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.

<table>
<thead>
<tr>
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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.

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.
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 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 you 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 your 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.

March 2020
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.

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.

Below are the certification items that must be completed.
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.

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.
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.

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.

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 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 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.
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.

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.
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.
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**.
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.
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.
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.
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

![MTI Payment Eligibility List: Columns Screen](image-url)
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.
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.

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
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

* 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.
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.
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.
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 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

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<td>Full MTI units already used</td>
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<td>4</td>
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<td>Request superceded by another request</td>
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