User Guide:

Minority Teachers of Illinois (MTI) Scholarship Program

Contents:

- Access and Navigation
- Student Eligibility List
- Certification Process

ISAC
Illinois Student Assistance Commission

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.

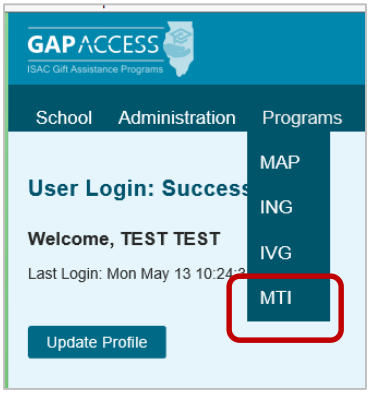
Access and Navigation

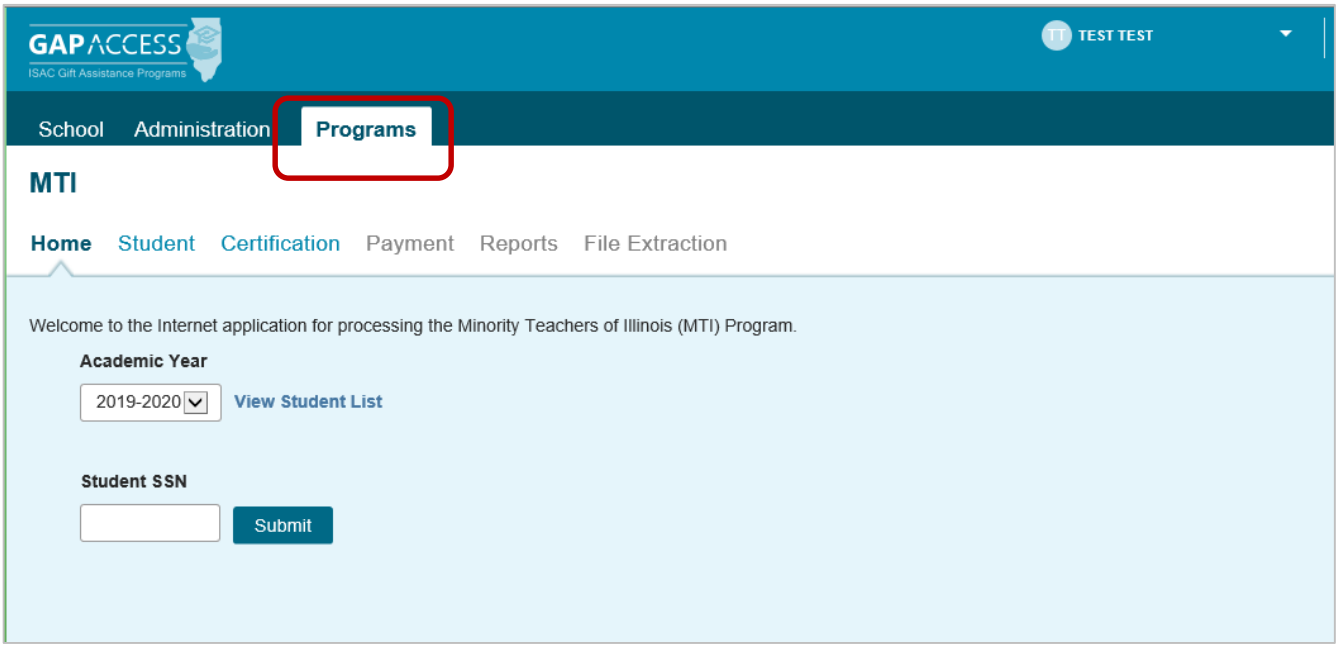
Beginning with the 2019-20 award year, the system to administer the Minority Teachers of Illinois (MTI) Scholarship Program will be available through ISAC's Gift Assistance Programs (GAP) Access portal at https://isacportal.isac.org.

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

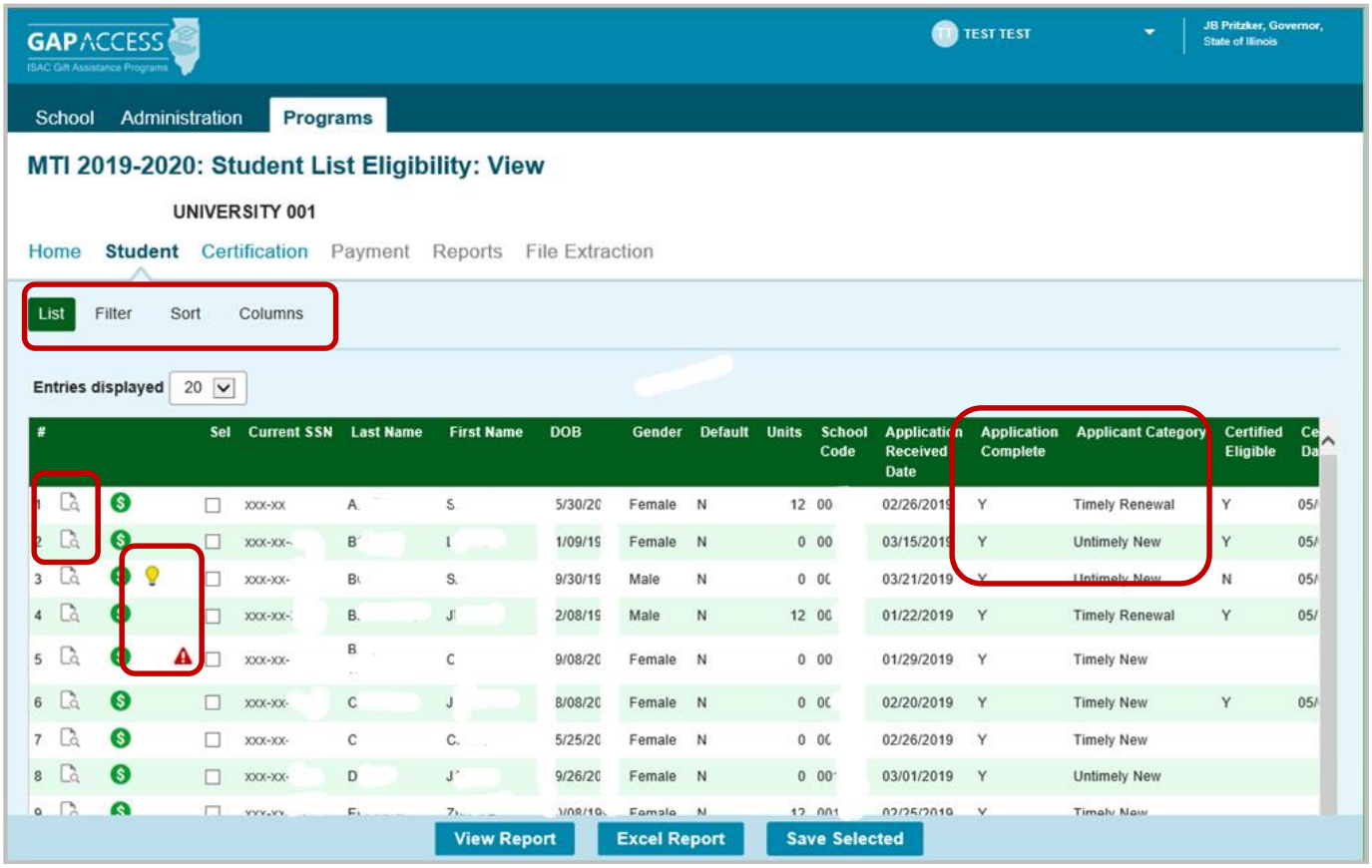
Once you have navigated to the MTI Program in GAP Access, you can view the list of students who have submitted an MTI application to ISAC and listed your school as the college the applicant plans to attend. The list will initially appear in alphabetical order, however, you may use the Filter, Sort and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

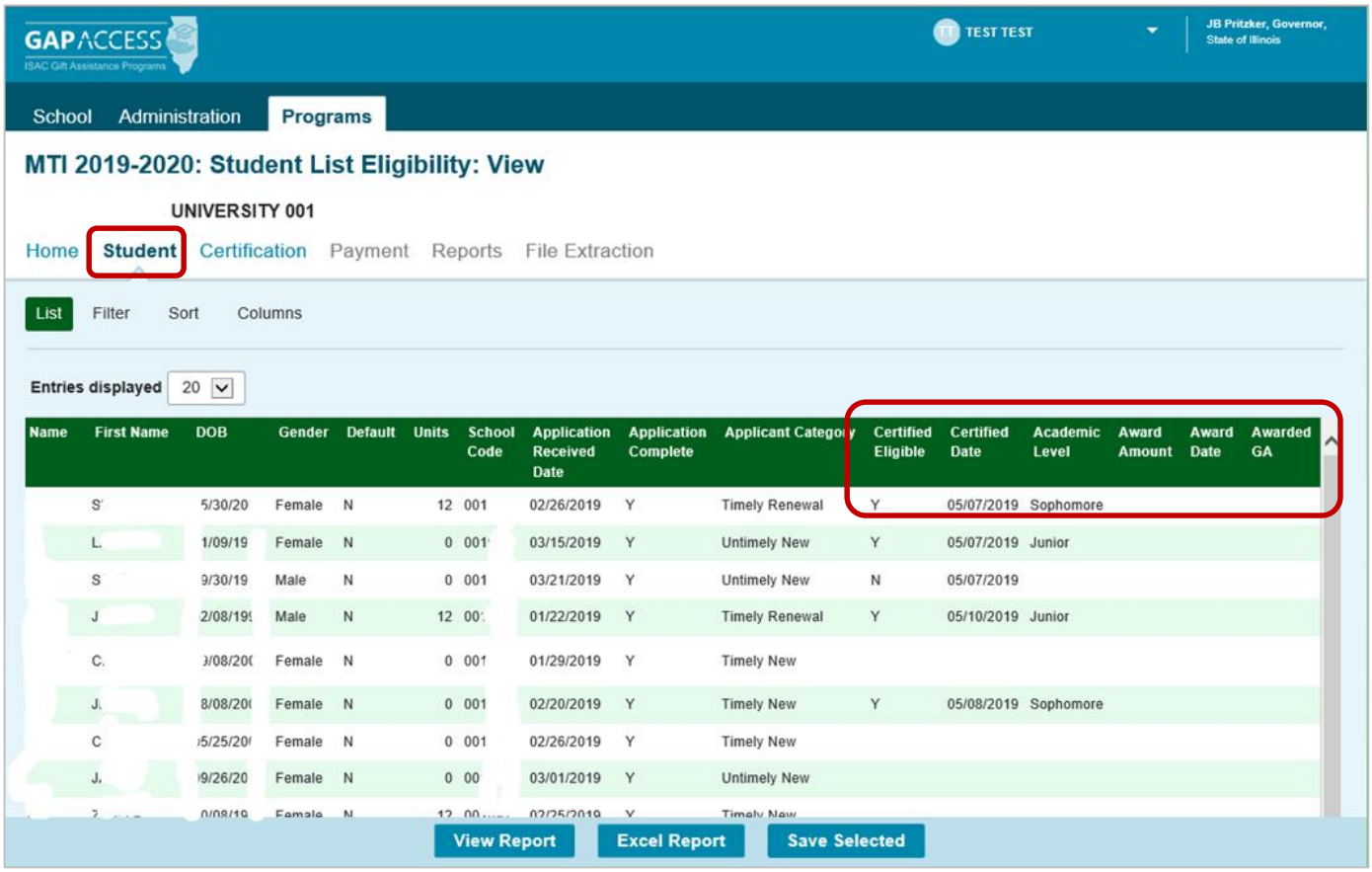
As part of the application process, applicants submit their data online and must also mail a printed and signed copy of the application to ISAC to certify their agreement to the terms and conditions of the MTI teaching agreement/promissory note. Until a signed copy is received by ISAC, the application 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.

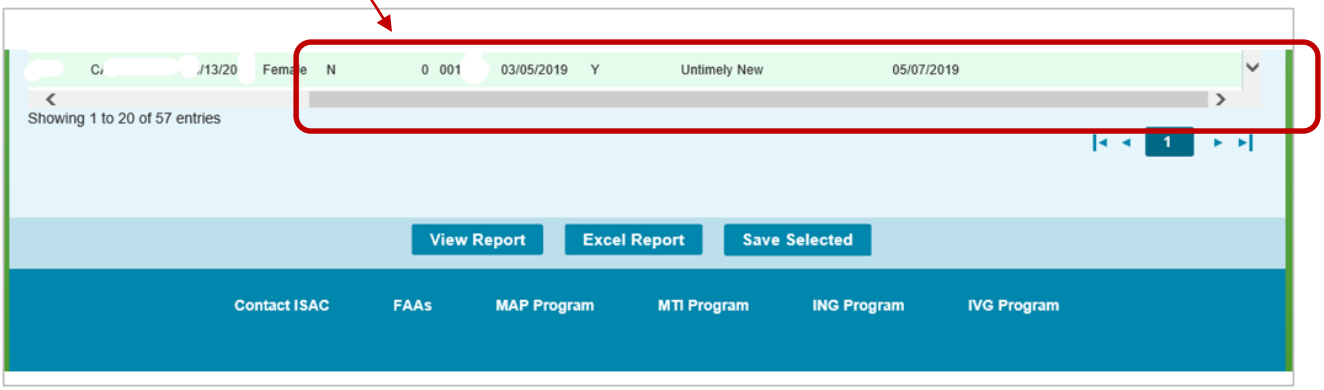
A yellow lightbulb is an indicator of student eligibility issues, and a red triangle is an indicator of a conflict issue.



MTI Student Eligibility List, continued

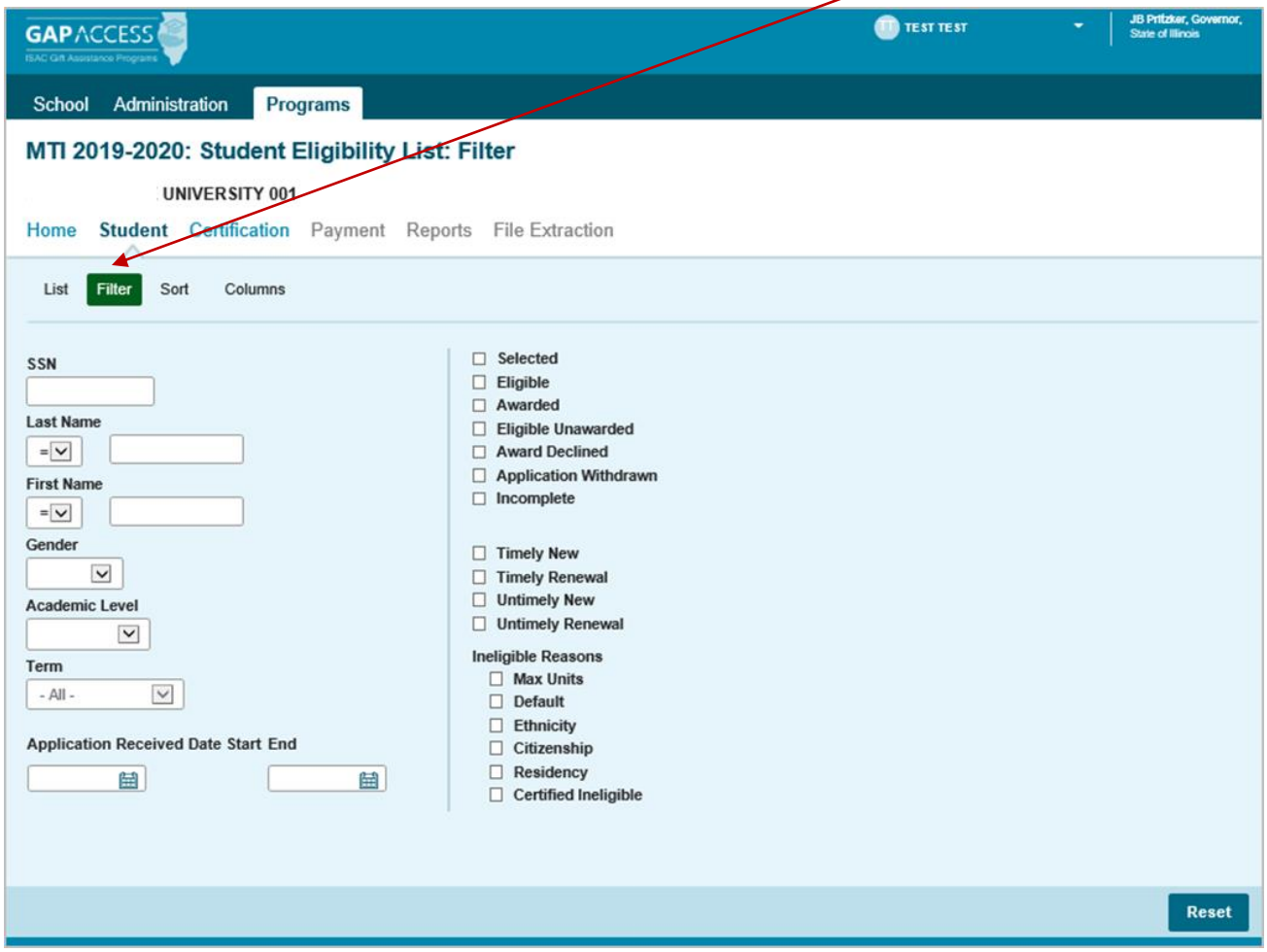


Depending on your computer, monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see the remaining columns on the Student List Eligibility: View screen.

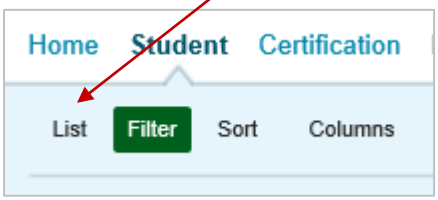


MTI Student List Filter Screen

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.

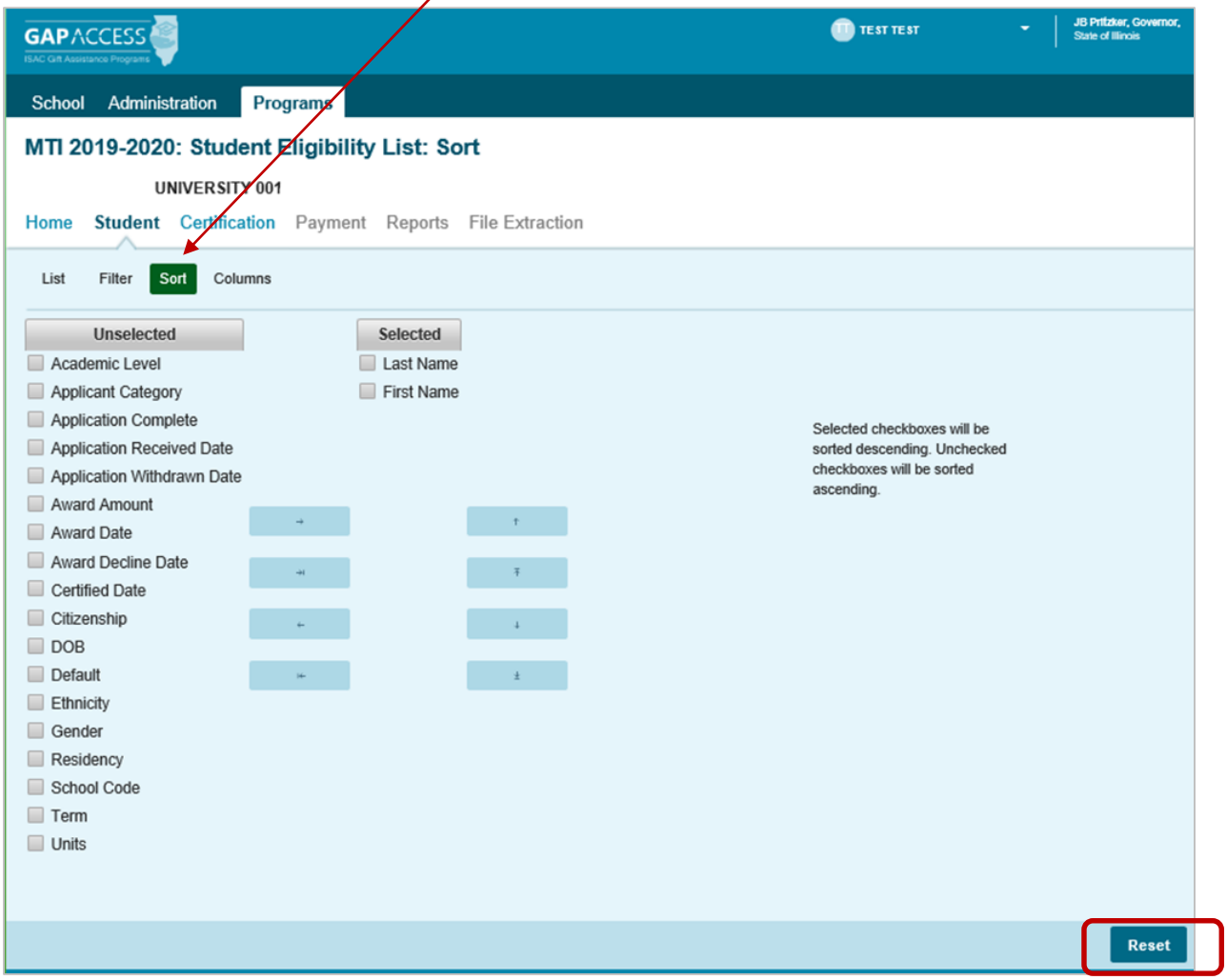
MTI Student List Sort Screen

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.



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

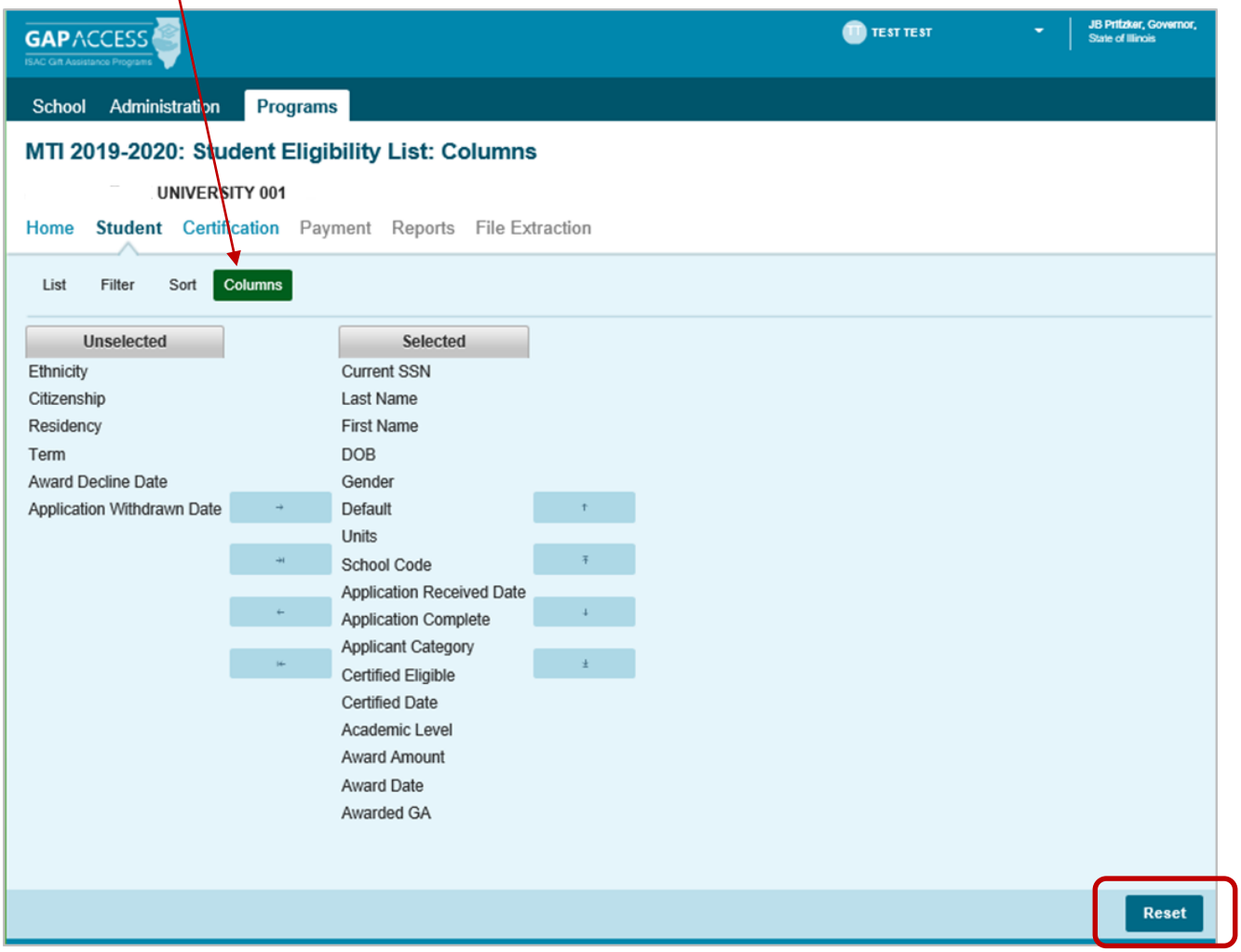
The Student Eligibility List: Columns screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the Columns tab.

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.



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.

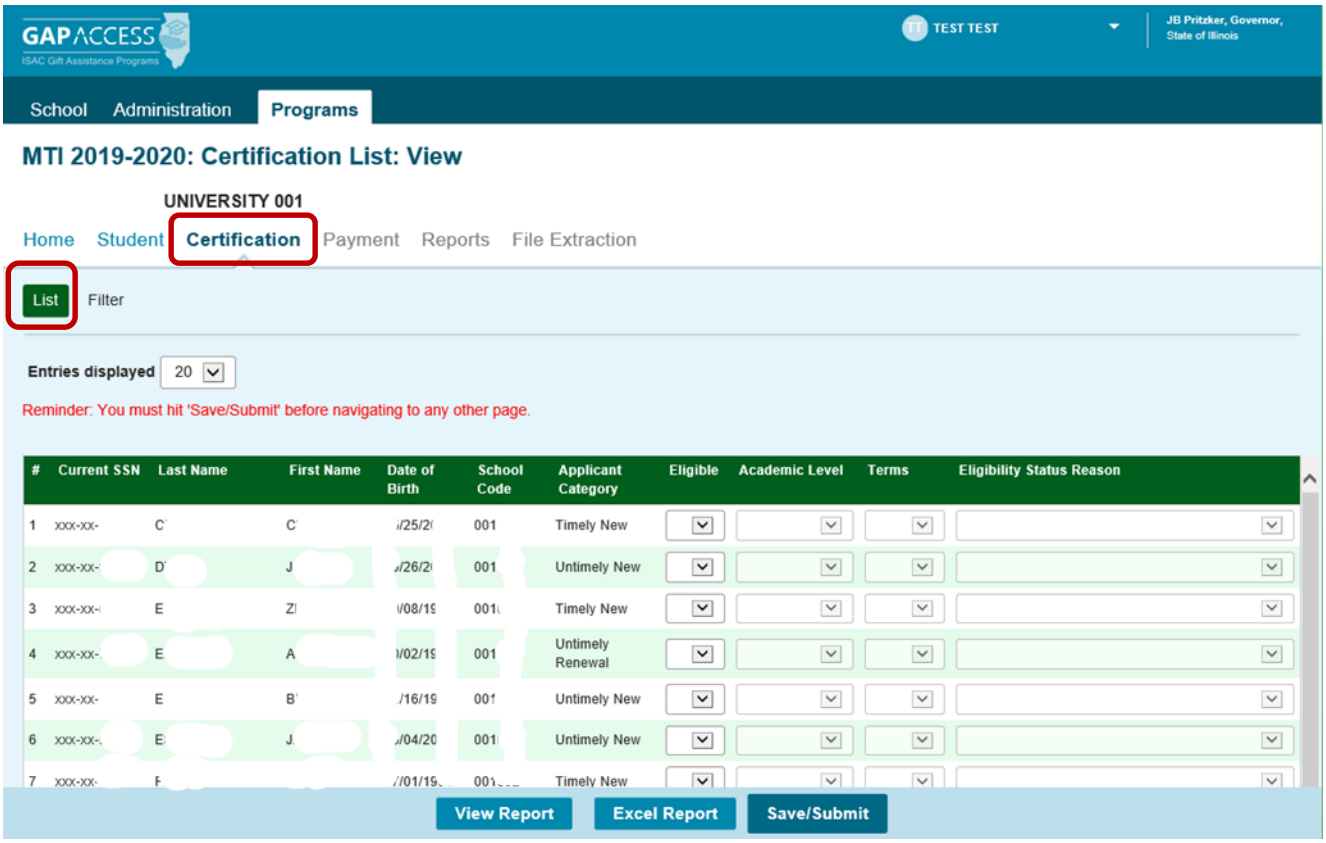
MTI Student Certification

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

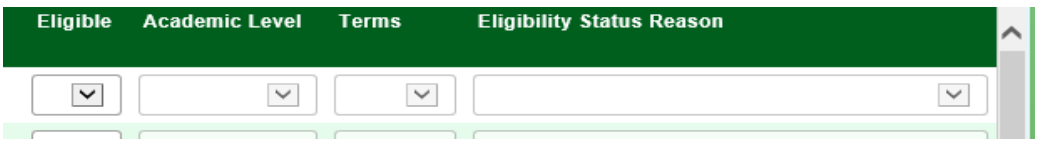
Certification is the first step in the awarding process and requires that colleges complete and submit the certification record for each applicant, regardless of whether the student is eligible or ineligible. The only way an applicant can be considered for an award and/or receive an MTI notification 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.

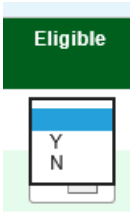


Below are the certification items that must be completed.

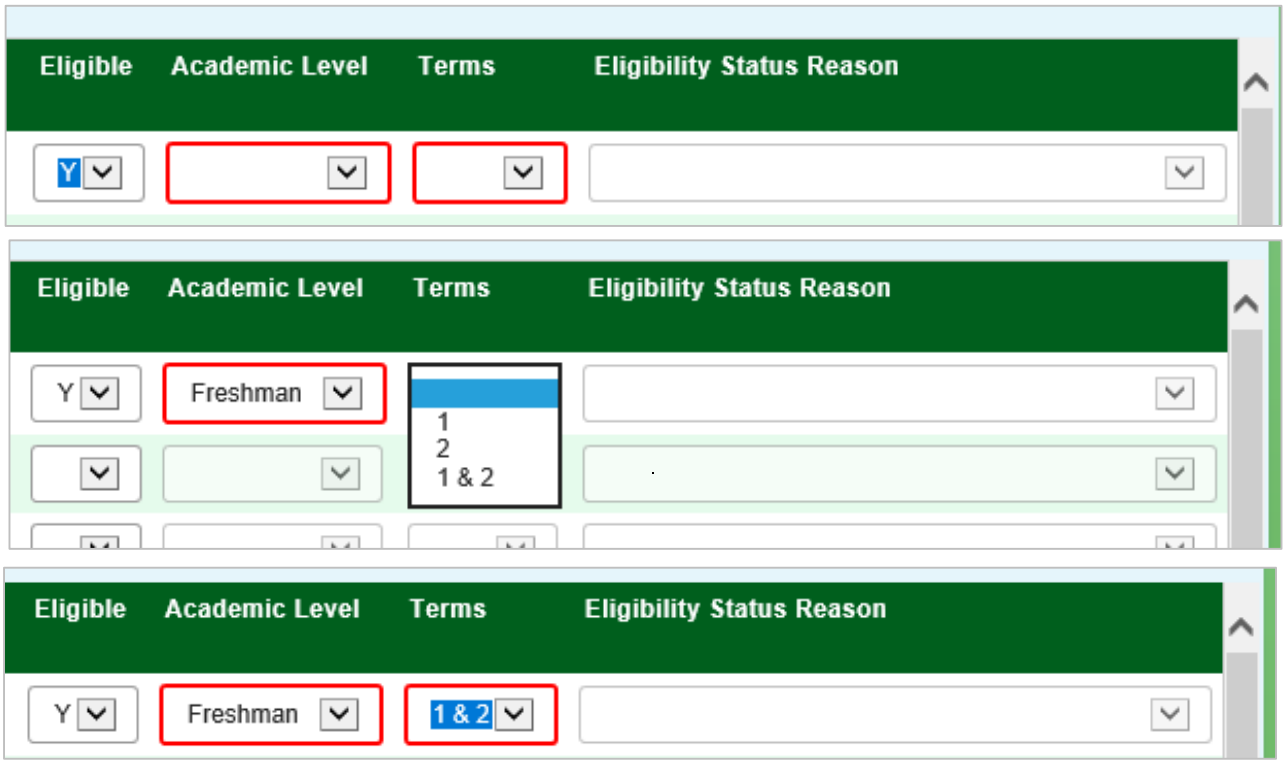


MTI Student Certification, Eligible

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.

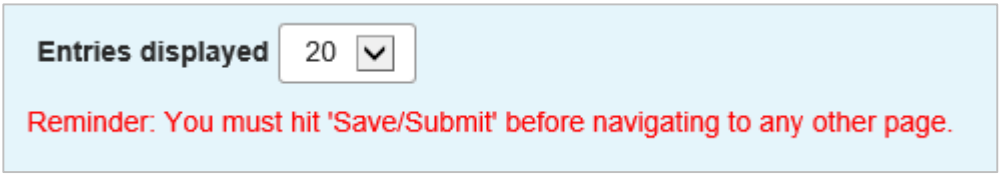


If a Y is selected, the Academic Level and Terms columns will be activated and you must then select the appropriate options to complete the certification.



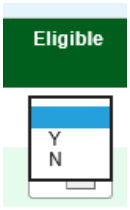
After you've made your selections, the information boxes will remain outlined in red until you have saved the information entered on the page, which is done by clicking on the **Save/Submit button** at the bottom of the page. Once you've saved your entries, they are considered submitted and certification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

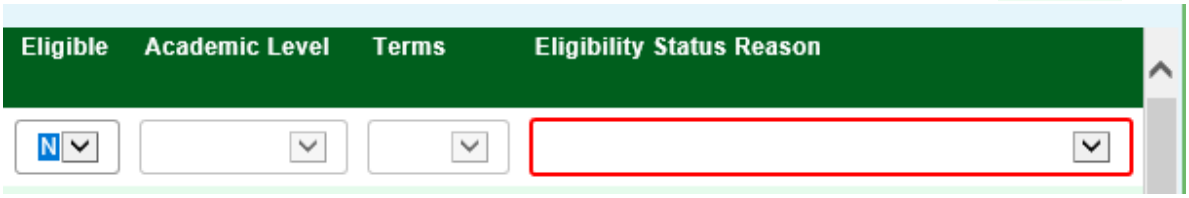
A reminder message also appears at the top of the page to prompt you to Save/Submit before navigating to the next page of entries.



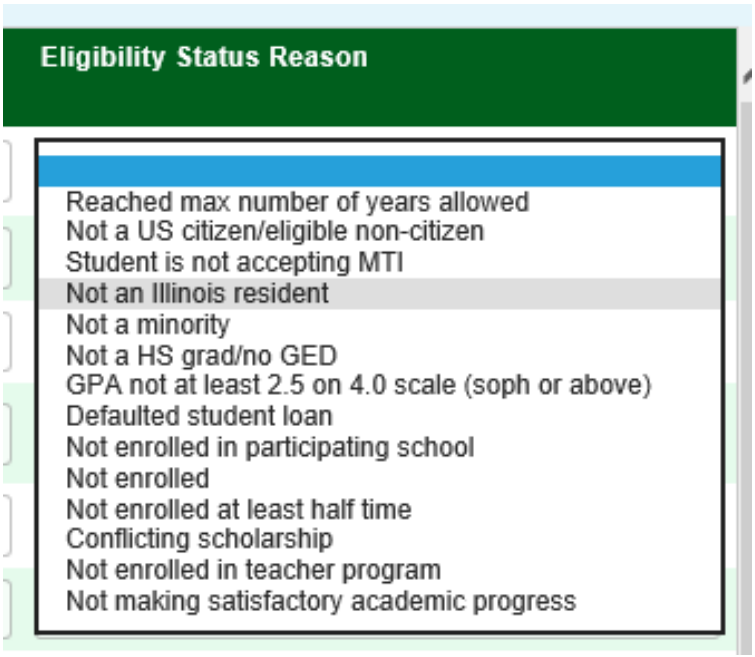
MTI Student Certification, Ineligible

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.



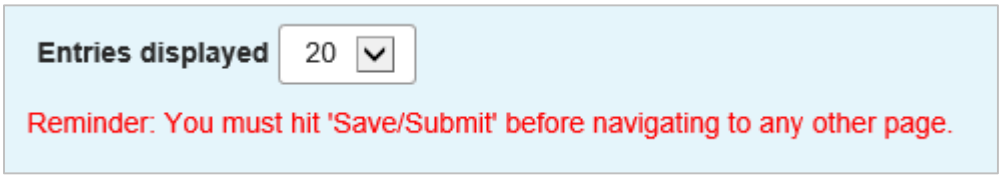


Choose the option from the drop down menu that best describes the reason that the student is not/will not be eligible for an MTI award.



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.

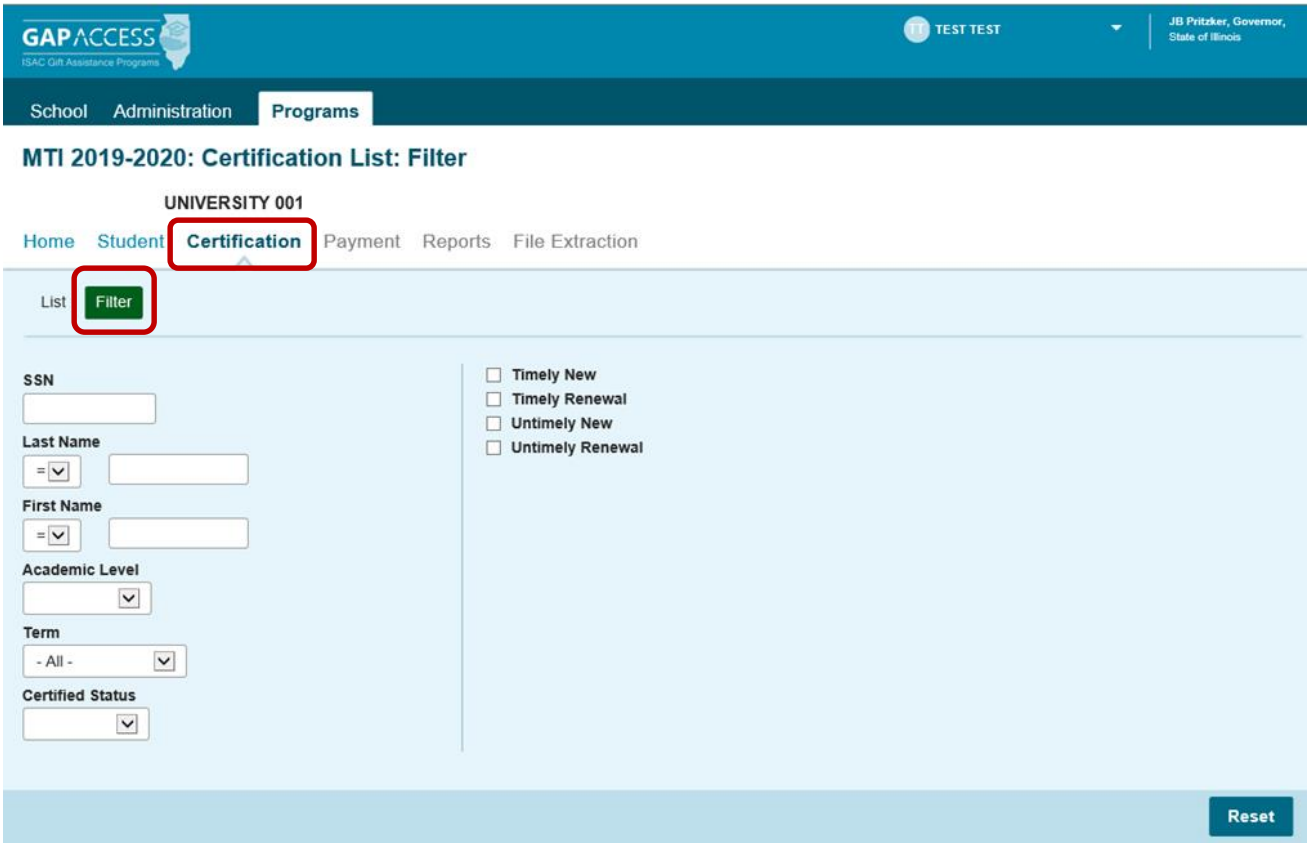


MTI Certification Filter Screen

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.

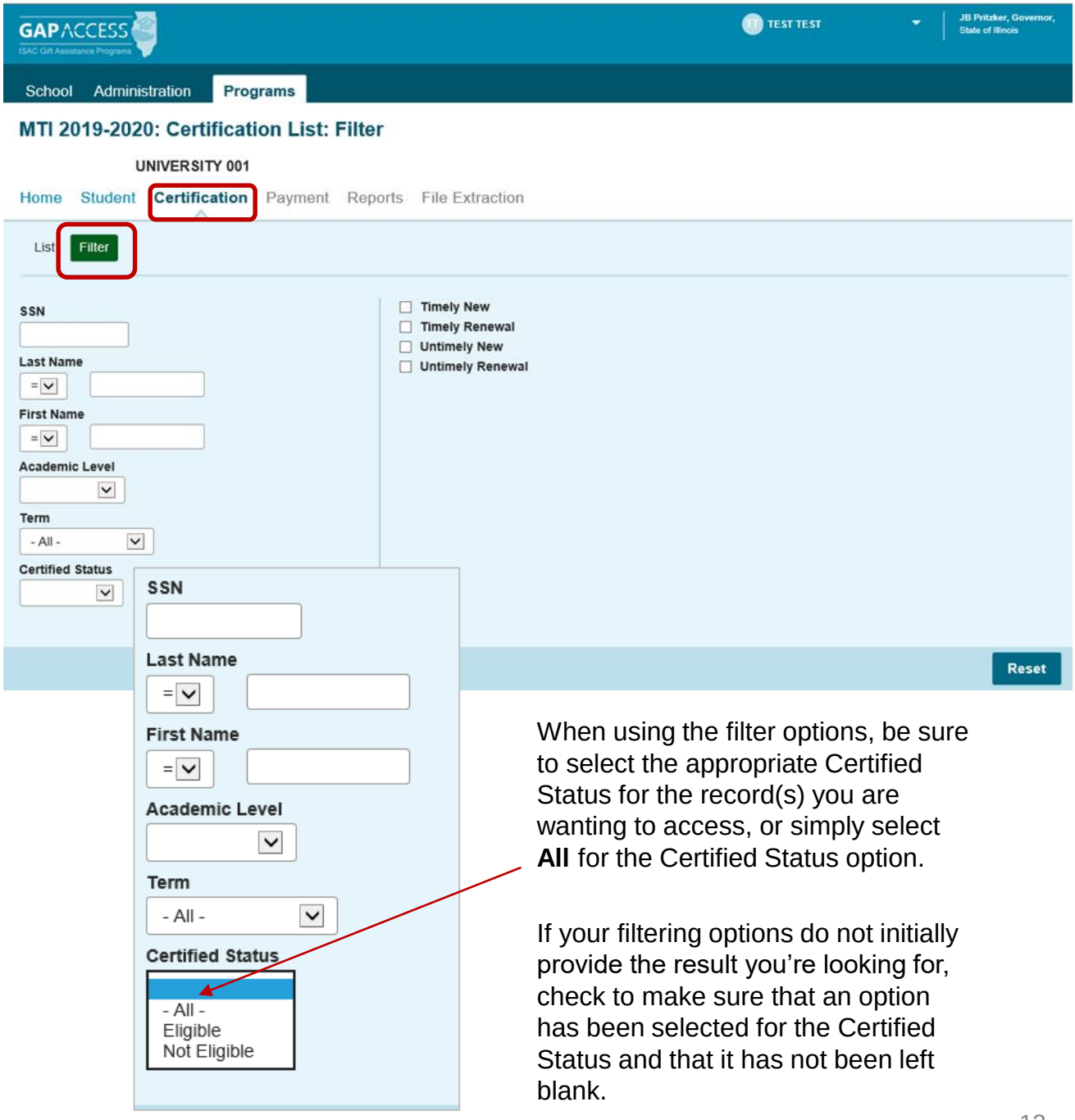
Once those records have been certified and saved, they will be considered submitted and certification is complete, and they will no longer appear on the Certification List: View screen. However those applicants will still appear on the Student List Eligibility: View and the Certified Eligible field will 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.