



# **Nursing Education Scholarships (NES) Program**

**2023-24**

**User Guide**



# Overview of the 2023-24 NES Administration Process

## Application Process

The Nursing Education Scholarships (NES) application must be submitted each academic year, regardless of whether a recipient may have received previous awards (renewals). The application must be completed online via the Program Applications & Status Checks area of the ISAC Student Portal at: <https://studentportal.isac.org/>.

To be considered for the 2023-24 academic year, the NES Application/Grant Agreement/Promissory Note must have been submitted to ISAC on or before April 30, 2023.

Applicants who may have submit an unsigned application prior to the April 30, 2023, deadline date were sent a notification of incomplete application and informed that they must submit their signed Application/Promissory Note/Grant Agreement to ISAC no later than May 31, 2023, in order to be considered for an award.

For more information on NES eligibility information:

- <https://www.isac.org/isac-gift-assistance-programs/NES/NES-eligibility.html>

## Certification of Eligibility

The next step in the process is for colleges to complete certification of eligibility for each NES applicant listed in GAP Access. A complete application (submitted by the student) and a complete certification record (submitted by the college) are required to be considered for an award.

All certifications must be completed regardless of whether the applicant is eligible or ineligible.

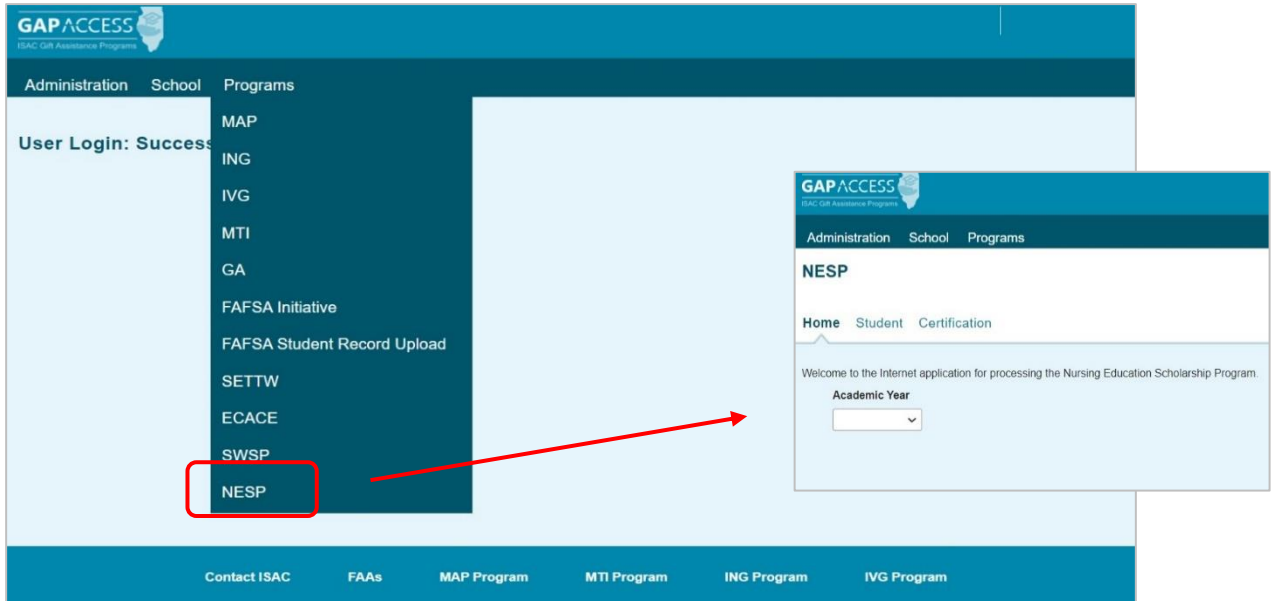
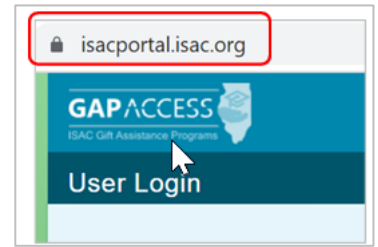
## Award Determination

This next step in the process will take place after colleges have completed certification, based on the number of eligible applicants and the state's 2023-24 appropriation for the program.

# Access and Navigation

The system to administer the Nursing Education Scholarships (NES) 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. Once a school user has successfully logged in to GAP Access, the NES information can be accessed by selecting the program from the list under the **Programs** tab.



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 program in the system.

Program functions are contingent upon each user's program privileges. The administrator must access the User Maintenance area and update the program access and level for each user.

- "None" does not allow any access to NES records.
- "Update" grants the ability to both edit and view NES records.
- "View" grants view only access to NES data (no editing ability).

Visit [www.isac.org/gap-access/](http://www.isac.org/gap-access/) for more information on using GAP Access, including guidance on activating and updating user accounts.

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.**

# NES Certification List: View Screen

Once you have navigated to the NES program in GAP Access, you can view the list of eligible students who successfully completed the NES application process (including a completed 2023-24 FAFSA) 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** functionality to customize your view as needed.

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

- # (rows)
- SSN
- Last Name
- First Name
- Date of Birth
- School Code
- Eligible
- Transfer

The screenshot displays the 'NES Certification List: View' screen. The top navigation bar includes 'Administration', 'School', and 'Programs'. The 'Certification' link is highlighted. Below the navigation, there are 'List' and 'Filter' buttons. A dropdown menu shows 'Entries displayed' set to 20. The main content area is a table with the following columns: #, SSN, Last Name, First Name, Date of Birth, School Code, Eligible, and Transfer. The table contains 11 rows of data, with the 'Eligible' column showing lock icons. At the bottom of the screen, there are two buttons: 'View Report' and 'Excel Report'.

#	SSN	Last Name	First Name	Date of Birth	School Code	Eligible	Transfer
1	xxx-xx-	🔒					
2	xxx-xx-	🔒					
3	xxx-xx-	🔒					
4	xxx-xx-	🔒					
5	xxx-xx-	🔒					
6	xxx-xx-	🔒					
7	xxx-xx-	🔒					
8	xxx-xx-	🔒					
9	xxx-xx-	🔒					
10	xxx-xx-	🔒					
11	xxx-xx-	🔒					

# NES Certification List: View Screen

The **Certification List: View** screen includes all applicants for whom ISAC has received a complete NES 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 a NES notification letter about their ineligibility is if the applicant's certification has been completed by the college in GAP Access.**

To complete a certification record for an applicant, navigate to the **Certification List: View** screen and click on an individual student's name or SSN to open up the **Certification Details** screen for the student. Enter the required data and then click on the **Save/Submit** button to complete the certification process for that student record. The **Save/Submit** button will not be enabled until data has been provided for ALL required fields. Or, to exit without saving and submitting, click on the **Close** button.

The screenshot shows the 'Certification List: View' screen. On the left, there is a navigation menu with 'Home', 'Certification', and 'List' buttons. The main area displays a table of 11 student records. The table has columns for '#', 'SSN', and 'Last Name'. The records are numbered 1 through 11, with SSNs masked as 'xxx-xx-xx' and last names masked with a lock icon. A 'Certification Details' modal window is open on the right, containing the following fields:

- Eligible: [Dropdown menu]
- Program of Study: [---Select Program of Study---]
- Anticipated Graduation Date (Month and Year, must be future): [Text input field]
- EFC from most recent valid ISIR transaction: [Text input field]
- Ineligible Reason: [---Select Ineligible Reason---]

At the bottom of the modal are 'Save/Submit' and 'Close' buttons. The table at the bottom has 'View Report' and 'Excel Report' buttons.

Once a certification record has been saved, it will be considered submitted and will no longer appear on the **Certification List: View** screen. After saving/submitted a certification record, if you need to view a student to see how you certified them, you will need to use the **Filter** functionality to locate your student. You will only be able to view the student and will not be able to make any changes. If something changes with a student's eligibility and changes need to be made to a student record, please contact ISAC's School Services Department at: [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov).

# NES Certification Details Screen

Once the **Certification Details** screen has been opened up for an individual student record, the certification process can be completed by entering the appropriate data.

In the first data field, you must indicate if the student is eligible by selecting “**Yes**” or “**No.**”

The answer to this question will determine the other data elements that must be completed on the screen to complete the Certification process. Required data fields will be outlined in red.

If the answer is “**Yes,**” information must be provided in the following data fields:

- **Program of Study** -- Select from the drop-down menu
- **Anticipated Graduation Date** -- Month and Year, must be future
- **EFC** -- From the most recent valid ISIR transaction

After providing the required data elements, click on the **Save/Submit** button to complete the process. Once you’ve saved the data, the student’s certification is complete, and the student will no longer appear on the **Certification List: View** screen.

The screenshot shows the 'Certification Details' screen with the following fields and options:

- Eligible:** Yes (selected)
- Program of Study:** ---Select Program of Study---
- Anticipated Graduation Date (Month and Year, must be future):** [Empty field]
- EFC from most recent valid ISIR transaction:** [Empty field]
- Ineligible Reason:** ---Select---

The dropdown menu for 'Program of Study' is open, showing the following options:

- Select Program of Study---
- Certificate in Practical Nursing
- Associate Degree in Nursing
- Hospital-based Diploma in Nursing
- Baccalaureate Degree in Nursing
- Graduate Degree in Nursing
- Graduate Degree in Nursing (become Nurse Educator)

Buttons: Save/Submit, Close

# NES Certification Details Screen

If the answer is “No,” you must select the most appropriate **Ineligible Reason** from the drop-down menu.

After providing data elements for the required field(s), click on the **Save/Submit** button to complete the process.

Once you’ve saved the data, the student’s certification is complete, and the student will no longer appear on the **Certification List: View** screen.

### Certification Details

Eligible:  ▾

Program of Study:  ▾

Anticipated Graduation Date (Month and Year, must be future):

EFC from most recent valid ISIR transaction:

Ineligible Reason:  ▾

**—Select Ineligible Reason—**

- Not making satisfactory academic progress
- No longer enrolled in a nursing program of study
- GPA not at least 2.0 on a 4.0 scale
- GPA at program start not at least 3.0 on 4.0 scale
- Withdrawal prior to end of term
- Not enrolled at least one-third of full-time hours
- Not an Illinois resident
- Defaulted student loan
- Student is not accepting NESP
- Not US citizen/eligible non-citizen
- Not a HS Grad/no GED

# NES Certification List: Filter Screen

Administration School Programs

NESP Certification List: Filter

Home Certification

List Filter

SSN  
[Text Input]

Last Name  
[Dropdown] [Text Input]

First Name  
[Dropdown] [Text Input]

Certified Status  
[Dropdown: --Select--]

Timely New  
 Timely Renewal  
 Untimely New  
 Untimely Renewal

List Reset

A **Filter** functionally is available in the **Certification List** 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 term, you may select those options on the **Certification List: Filter** screen, and then select **List** to generate a filtered list.

SSN  
[Text Input]

Last Name  
[Dropdown] [Text Input]

First Name  
[Dropdown] [Text Input]

Academic Level  
[Dropdown]

Term  
[Dropdown: - All -]

Certified Status  
[Dropdown: - 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.