High School User Guide to Certify Students

Initial Log in/Forgotten Log in Credentials

1. Go to https://icaps.iowacollegeaid.gov.
2. DO NOT enter your username on the screen, instead click the "Forgot username or password" link.
3. Locate the Forgot Password heading – enter your Username and click Go.
4. A temporary password will be emailed to the address we have on file for you.

Certifying Students for Scholarship Eligibility in the ICAPS system

1. Log in to https://icaps.iowacollegeaid.gov.
    a. If you are presented with our User Agreement, you must accept the Terms of the Agreement in order to access ICAPS.
    b. If you are prompted to change your password, please review the password requirements and follow the on-screen prompts.
2. Click on "Rosters" under the "Students" Menu.
3. Locate the first roster on the page, "High School Certification," and click the "Online" option.
4. Expand the first student's record by clicking their name, or choose "Expand All" at the top of the page.
5. Input the data for each student; all fields must be completed.
    a. Is this student a past or future graduate of your school?
        i. Select **YES** if this student graduated in a prior academic year, or this student is scheduled to graduate during the current academic year.
        ii. Select **NO** if there is no record of this student at the high school.
    b. Month and year of student's graduation – Provide the Month and Year of the student's prior or anticipated graduation.
    c. Is your school an Alternative School? Was the student in an Alternative Program while in high school? Yes/No

"Alternative school" means an environment established apart from the regular educational program and that includes policies and rules, staff, and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district or by the school districts participating in a consortium. Students attend by choice.

"Alternative program" means a class or environment established within the regular educational program and designed to accommodate specific student educational needs such as, but not limited to, work-related training; reading, mathematics or science skills; communication skills; social skills; physical skills; employability skills; study skills; or life skills.

6. Click 'Save and Certify' – this student's name will be removed from your "Certification" roster. (The 'Save' button will only save your work on the page, 'Save and Certify' actually pushes the student's data to Iowa College Aid.)
7. Continue expanding each student and inputting the required data. Be sure to 'Save and Certify' each record. If changes to student data are necessary once you've certified them, you will need to access your Certified Roster (instructions below) or call Iowa College Aid. Once all students are certified your roster will be empty. Please ensure you've certified all pages of names.

Access Certified Roster to Review or Change Student Data

1. Click on "Rosters" under the "Students" Menu.
2. Locate the second roster on the page, "Certified", and click the "Online" viewing option:
   a. Click on the student's name to expand their record.
   b. Click "Save and Un-certify."
3. Navigate back to the Roster Selection by following step 1, choose the High School Certification Roster, click the Online viewing option.
4. Locate the student whose data you want to edit.
5. Enter the student's revised data and click "Save and Certify."