TRIO 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 and follow on-screen prompts.

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, "TRIO/EOC 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 'yes' or 'no' for each student's TRIO/EOC participation.
   a. For purposes of the All Iowa Opportunity Scholarship a student is a participant in your program as long as the student was an active participant in good standing in a Talent Search, Upward Bound, or Education Opportunity Center program in Iowa at any time during their 12th grade year and for any duration during the academic year.
6. Click 'Save and Certify'; the student's name will be removed from your roster. The 'Save' button will only save your work on the page, 'Save and Certify' will send your data to Iowa College Aid.
7. If changes to student data are necessary once you've certified them, you will need to either access your Certified Roster (instructions below) or call Iowa College Aid. Once all students are certified your roster will be empty.

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 choose 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 TRIO/EOC 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."