

College & University Login Guide

Initial Login/Forgotten Login Credentials

1. Go to <https://icaps.iowacollegeaid.gov>
2. If you have not done so, setup two-factor authentication using the [Guide](#).

Viewing Rosters

1. Go to <https://icaps.iowacollegeaid.gov>
2. Click on “Rosters” (under the “Students” menu)
 - a. You can choose to view each roster based on program or term by utilizing the drop down boxes
3. In order to view the students designated for the following programs, please access the “Designated” roster:
 - a. All Iowa Opportunity Scholarship (AIOS)
 - b. Education & Training Voucher Program (ETV)
 - c. GEAR UP Iowa Scholarship (GUS)
 - d. Iowa National Guard Service Scholarship (NGEAP/INGSS)
 - e. Iowa National Guard Master’s Scholarship(NGM)
 - f. Iowa National Guard Professional Qualification Scholarship(NGQ)
 - g. Future Ready Iowa Grant (FRG)
4. The option to view rosters are:
 - a. **PDF** – Download a PDF of all students on the roster
 - b. **Online** – View and certify students individually online
 - c. **Download** – Download a .csv file which can be opened in Microsoft Excel
5. Other available rosters:
 - a. **Not Yet Certified** – Roster of all students awaiting college/university certification with pre-populated, full-time awards calculated
 - b. **Certified** – Roster of all students certified by the institution with a payment amount reported
 - c. **All Students** – Roster of all students and their current status

Creating Additional User Accounts

1. Go to <https://icaps.iowacollegeaid.gov>
2. Click on “Manage Users” under Options
3. Click “Add New User”
4. Enter general information
5. The username should prepopulate with email
6. Using the radio buttons, determine what access to give the new user (Examples on following pages)
7. Click “Save”

The new user will need to follow the Initial Login process to access ICAPS®

Primary User/Director Suggested Access

Resource	Full Access	Read Only	No Access
All Screens	☐	☐	☐
User Setup	☒	☐	☐
Usertype - Institutional	☒	☐	☐
Institution	☒	☐	☐
Institution Information	☒	☐	☐
Edit Student	☒	☐	☐
General Information	☒	☐	☐
Academic Period Info	☒	☐	☐
Payment History (Read Only)	☒	☐	☐
Reports	☒	☐	☐
Standard Reports	☒	☐	☐
Rosters	☒	☐	☐
Payments	☒	☐	☐
Request Payment	☒	☐	☐
File Transfers	☒	☐	☐
Send Roster File	☒	☐	☐
File Transfer Results	☒	☐	☐
Options	☐	☐	☐
Edit Your Profile	☒	☐	☐
Manage Users	☒	☐	☐
Sent Email	☐	☐	☒
Taskpad	☐	☐	☐
View Tasks	☐	☐	☐
Create Task	☐	☐	☐

Typical Financial Aid User Suggested Access

Resource	Full Access	Read Only	No Access
All Screens	☐	☐	☐
User Setup	☐	☒	☐
Usertype - Institutional	☐	☒	☐
Institution	☐	☒	☐
Institution Information	☐	☒	☐
Edit Student	☐	☒	☐
General Information	☐	☒	☐
Academic Period Info	☐	☒	☐
Payment History (Read Only)	☐	☒	☐
Reports	☐	☒	☐
Standard Reports	☐	☒	☐
Rosters	☐	☒	☐
Payments	☒	☐	☐
Request Payment	☒	☐	☐
File Transfers	☒	☐	☐
Send Roster File	☒	☐	☐
File Transfer Results	☒	☐	☐
Options	☐	☐	☐
Edit Your Profile	☒	☐	☐
Manage Users	☐	☐	☒
Sent Email	☐	☒	☐
Taskpad	☐	☐	☒
View Tasks	☐	☐	☐
Create Task	☐	☐	☐

Business Office User Suggested Access

Resource	Full Access	Read Only	No Access
All Screens	☐	☐	☐
User Setup	☐	☒	☐
Usertype - Institutional	☐	☒	☐
Institution	☐	☒	☐
Institution Information	☐	☒	☐
Edit Student	☐	☒	☐
General Information	☐	☒	☐
Academic Period Info	☐	☒	☐
Payment History (Read Only)	☐	☒	☐
Reports	☐	☐	☐
Standard Reports	☒	☐	☐
Rosters	☐	☐	☒
Payments	☐	☐	☒
Request Payment	☐	☐	☒
File Transfers	☐	☐	☒
Send Roster File	☐	☐	☒
File Transfer Results	☐	☐	☒
Options	☐	☐	☐
Edit Your Profile	☒	☐	☐
Manage Users	☐	☐	☒
Sent Email	☐	☐	☒
Taskpad	☐	☐	☒
View Tasks	☐	☐	☐
Create Task	☐	☐	☐

User Access Terms:

UserType – Institutional: A user with full access will be able to create user accounts and adjust system permissions. To limit ability to create new accounts choose Read Only access.

Institutional Information: Edit general institution information, contact information and sign Payment Certification Forms.

Edit Student: Student enrollment, payment data, and payment history.

Standard Reports: Access to various reports.

Rosters: Access Designated, Certified, Not Yet Certified and All Students rosters.

Payments: A user with Full Access will be able to request payment of state funds.

File Transfer: A user with Full Access will be able to send payment rosters and view transfer results.

Edit Your Profile: Make updates to your password, name and email.

Manage Users: Search for other user accounts at your institution, reset passwords, create/disable accounts and manage user permissions.

Sent Email: Not available.

Taskpad: Not available

Full Access: Ability to modify data, create users, set permissions.

Read Only: Viewing access to data; no ability to modify.