

# Institutional Information Guide

The Institution Information section on the homepage of ICAPS® allows institutional users to update and view particular elements regarding their Institution

## Institutions have the following options:

- Institutional Information—general information
- Contact Information—preferred staff contacts and institutional emails that need to receive ICAPS notifications
- Program Eligibility—used by Bureau of Iowa College Aid staff to indicate in which state programs the institution participates
- Payment Certification Forms—to be signed annually by the primary user prior to any payments being processed (Primary user is prompted annually when this is needed)
- User Agreement History—history of agreements signed by the college/university
- Notifications—historical list of all notifications sent to the college/university through ICAPS

## Institutions are required to update the following sections annually:

- Institutional Information: Colleges/universities have the ability to update their address and Financial Aid Management System. Other data elements are for system use only.
- Contact Information: Colleges/universities have the ability to update all data elements in this section.
- Payment Certification Forms: Need to be signed annually by the primary user prior to any payments being processed for the academic year.
  - Click each program
  - Review certification form
  - Click approve