Institution Initiated Submission Guide

This method of roster submission allows you to update student information (enrollment status, payment amount, etc.) via upload of a file created by your Financial Aid Management System.

1. Create file from your financial aid management software using the "Institution Roster Layouts Guide."
2. Log in to https://icaps.iowacollegeaid.gov.
3. Click on "Send Roster File" (under the "Data File Transfer" menu).
4. Choose "Not Yet Certified Roster – Institution-Initiated File Upload."
5. Click "Browse" or "Choose File" to attach your file.
6. Click "Upload File."
7. Review the columns to ensure data elements are in the correct column.
8. Once confirmed, click "Confirm File Format & Process."
9. Once the file has processed you will receive an email.
10. Click on "File Transfer Results" (under the "Data File Transfer" menu).
11. Locate your file and click the "+" sign. You will see four different reports:
    a. Eligible Students: Records processed successfully; payment amount processed and logged as a pending payment awaiting request by the college/university.
    b. Deleted Students: Records processed successfully; students ineligible based on program settings or deleted by financial aid office.
    c. All Students: All records that processed successfully (eligible and deleted).
    d. Exception Students: Records that did not process. The reason the record did not process is displayed in the last column of the file.
12. If you have students in the exception file you can adjust the original file to correct the error and resubmit, or change your file to only include those students who need updating and resubmit.
13. If you have students in the deleted file check to ensure you deleted them. If they were ineligible based on program settings, ineligibility reason(s) are displayed in the last column. You may need to review their award on your financial aid management system.
14. Reconcile your roster submission utilizing the Roster Reconciliation Reference Guide.
15. Request payment.