

Online Certification Guide

This method of roster submission allows you to update student information (enrollment status, payment amount, etc.) or delete students individually online.

Online Roster

1. Log in to <https://icaps.iowacollegeaid.gov>.
2. Click on “Rosters” (under the “Students” menu).
3. Utilize the drop down boxes to filter your roster by program and/or term.
4. Locate the “Not Yet Certified” roster and choose the “Online” viewing option.
 - a. If trying to adjust a previously certified student, you will need to access the “Certified” roster instead.
 - b. If trying to adjust a previously deleted student, you will need to access the “All Students” roster instead. **If “D” code exists, delete the code and click save to reset the student record.**
 - c. If trying to adjust one student, you can search for the student record by entering the student name in the search bar on the top of the screen.
5. ICAPS® will produce a list of students who appear eligible for the program(s) selected.

Update a Student Record

1. Update the student’s “Enrollment Status” from the dropdown (student’s enrollment is pre-populated with full-time).
2. Verify the student’s “SAI” is the SAI used by your office to make awards. If not, update to the correct SAI.
3. Input the student’s “Campus ID” (Optional).
4. Populate the “Campus” field correctly by choosing main (M), off-site (O), or prison education program (P) (Student’s campus is prepopulated with main).
5. Input a “Certification Code” of “A.”
6. Input a payment amount corresponding to the “Enrollment Status.”
7. Click “Save”.

Delete a Student Record

1. Input a "Certification Code" of "D."
2. Click "Save."

Once complete, reconcile your roster submission utilizing the [Roster Reconciliation Reference Guide](#).

Tips

1. ITG, ITGFP, and GUS recipients must have a valid match amount. If there is no institutional match, zero must be reported.
2. KG, LDS, IVTG, FRG, and WG recipients must have a valid CIP code.
3. NGEAP, NGM recipients must have semester credit hours reported.
4. All records can be updated at once by clicking "Save All" at the bottom of the screen.