

Teach Iowa Scholar Registrar Certification Guide

Initial Log In

1. Go to <https://icaps.iowacollegeaid.gov>
2. DO NOT enter your username on the screen, instead click the “Forgot username or password” link.
3. Utilize either section to retrieve your username or password.

Certifying Student for the Teach Iowa Scholar Program

Once logged in, click on Rosters then locate the Certification Roster. Choose any of the viewing options (pdf, online, download) to see your list of candidates that need your certification. Ultimately, when you’re ready to certify please use the Online view.

1. Either click “(expand all)” or click the plus sign next to each name. Once each record is expanded, input your certification data.
2. Input the Top 25% from the drop down.
3. Input the Academic Year from the drop down in which the individual graduated from your institution.
4. Click “Save and Certify”. This will complete the TIS Certification task. (Clicking “Save” only save the data updates).
 - a. **Top 25%** - you are certifying that the individual graduated in the top 25% of all teacher preparation program graduates during the academic year shown in the “Official” dropdown. Once clicked, the individual will disappear from your Certification roster and will move to the information rosters section.
 - b. **Not in top 25%** - you are certifying that the individual was not in the top 25% of all teacher preparation program graduates during the academic year shown in the “Official” dropdown. Once clicked, the individual will disappear from your Certification roster and will move to the information rosters section.
 - c. **Endorsement Only** - you are certifying that the individual attended your institution, but only took classes leading to an endorsement; they did not complete a teacher preparation program. Once clicked, the individual will

disappear from your Certification roster and will move to the information rosters section.

- d. **Record not found** - when clicked, you are indicating that you could not locate this individual as a graduate from your institution. Once clicked, the individual will disappear from your Certification roster and will move to the information rosters section

Review or Change Individual Data

If you need to make changes, the All Students roster will list all TIS candidates for the institution. Locate the record in question, expand it, revise the data, Save and Certify.