

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.
 - 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 “Certified EFC” is the EFC used by your office to make awards. If not, update to the correct EFC. Only 9-month EFCs that correlate to a FAFSA in ICAPS will be accepted by ICAPS.
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 match, zero must be reported.
2. KG, LDS, IVTG, FRG, and WG recipients must have a valid CIP code.
3. NGEAP 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.