

## Download/Upload Roster Submission Guide

This method of roster submission allows you to download a CSV roster of students, make updates (enrollment status, payment amount, etc.) and upload the file to process multiple student updates at one time.

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. Download the “Not Yet Certified” roster by clicking “Download.”
  - a. If trying to adjust a previously certified student, you will need to download the “Certified” roster instead.
  - b. If trying to adjust a previously deleted student, you will need to download the “All Students” roster instead.
  - c. If trying to adjust a single student, you can do so on the student’s record by searching for the student in the search bar at the top of the screen.
5. Update the columns detailed on the next page, keep all other columns the same and save the file in CSV format.
6. Go to the ICAPS® home page.
7. Click on “Send Roster File” (under the “Data File Transfer” menu).
8. Choose “Not Yet Certified Roster.”
9. Click “Browse” or “Choose File” to attach your file.
10. Click “Upload File.”
11. Review the columns to ensure no data elements are in the wrong column.
12. Once confirmed, click “Confirm File Format & Process.”
13. Once the file has processed you will receive an email.
14. Click on “File Transfer Results” (under the “Data File Transfer” menu).
15. Locate your file and click the “+” sign. You will see four different reports:
  - a. Eligible Students: Records processed successfully and payment amount logged as pending payment from the Bureau of Iowa College Aid (college must request payment).
  - 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.
16. If you have students in the exception file you can adjust the original file to correct the error and resubmit, or adjust the exception file to correct the error and resubmit (you must delete the error code prior to resubmission).
17. 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.
18. Reconcile your roster submission utilizing the [Roster Reconciliation Guide](#) and request payment.

Column	Description	Values/Sample Data/Comments	Maximum Field Length
CIP Code	CIP Code for the student's program of study. Required for Kibbie Grant, Workforce Grant, Future Ready Iowa Grant, Iowa Vocational Technical Tuition Grant, and Last-Dollar Scholarship. Student must be enrolled in an approved program to qualify for KG, WG, FRG, and LDS.	999999 (no commas or decimals)	6
Campus Student ID	ID assigned to student by the institution.	Optional	15
Campus	Main, Off-Site Campus, or Prison Education Program	M, O, P	1
Enrollment Status	Enrollment status for the term.	F = Full time P = Three-quarter time H = Half-time L = Less-than-half-time N = Not enrolled	1
NG Credit Hours	Number of semester credits in which the student is enrolled. Required for NGEAP only.	12 (no commas or decimals)	7
Match Amount	Institution match amount for ITG, ITGFP, GUS by term. Leave blank for all other programs.	0, 2000, blank (no commas or decimals)	7
Certified EFC	9 month EFC the institution is using to calculate state need-based financial aid eligibility. Must match an ISIR transaction EFC.	0, 2000, blank (no commas or decimals)	7

Column	Description	Values/Sample Data/Comments	Maximum Field Length
FRG Total Credit Hours	Field should be left blank	Blank	7
Payment Amount	Term payment amount	0, 2000, blank (no commas or decimals)	7
Delete	Indicator to delete the program from the school's payment roster	Y, blank	1