



Iowa College Aid
Processing System (ICAPS)

FAFSA Completion Initiative

2017-18
Help Manual

ICAPS Help Manual - FAFSA Completion Initiative

FAFSA Completion Information for High Schools

Your high school/district has signed a Data Sharing Agreement with the Iowa College Student Aid Commission (Iowa College Aid) to determine the completion status of a student's Free Application for Federal Student Aid (FAFSA). You may use the FAFSA completion data to provide assistance to students in completing the FAFSA.

Through the Iowa College Aid Processing System (ICAPS), you will upload files of students at your school and download information on their FAFSA status.

ICAPS Tool Bar and Main Menu



- A:** The dropdown menu is on every screen, allowing users to navigate the portal without returning to the main menu page.
- B:** The academic year reflects the year for which the FAFSA is being completed, NOT the current academic year.
- C:** Select Email Us to send an email to Iowa College Aid.
- D:** Select Help to view the High School User Manual.
- E:** Select Edit Your Profile to view user and password options.

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Create High School Student File

ICAPS requires each high school or district to upload a list of their students into the system on a .csv file with specific column headings. The following steps should be used to create a student file.

1. Download a blank student file. Log in to ICAPS and select Download FAFSA Completion from the home page. Click the Download File button and open the file in Excel or a similar software application.
2. Save the file as a .csv file. This is an important step. Your file will not process in ICAPS if it is not in the correct file format.
 - * Press F12 or click File or your office button in the top left-hand corner and select "Save As"
 - * Name your file
 - * Make sure the "Save as type" box is .csv (Comma Delimited)
 - * Save your file. When you get this popup, click Yes.
3. Enter student data. Enter your students' data into columns A through D of the spreadsheet. Date of Birth must be entered as mm/dd/yyyy and the zip code must be entered with 5 numeric digits. Use column E for your own sorting purposes or leave it blank. For example, if you are uploading a student roster consisting of multiple high schools, you may enter the high school name in column E. The remaining columns will populate with FAFSA Completion information in the download process.

Upload High School Student File

Once you have created and saved your student file on your computer, log in to ICAPS to upload your high school student file.

1. Log in to ICAPS
2. Select Upload High School Student File from the main menu.
3. Click the Browse button
4. Find your saved student file on your computer. Confirm the correct file is in the file name box and click Open. (Remember: Only .csv files will upload into the system.)
5. Click Upload File when the file name displays next to the Browse button.

High School Student File Upload Errors

A message will display at the top of the screen with the status of your file upload. If all rows of student information have uploaded successfully, the following message will display.

File Upload 20150216.csv uploaded successfully!
Select Download FAFSA Completion File from the main menu or [click here](#).

If your file has uploaded with errors, the following message will display. This means that not all student information from your file have uploaded into the system. Click File Import History for information on the row(s) with errors; make the correctons and upload a new file. Note: the header row is always row 1.

File Upload 20150216-2.csv uploaded successfully!
but 1 row(s) failed to process due to errors; for more information see the [File Import History](#)
Select Download FAFSA Completion File from the main menu or [click here](#).

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Download Completion File

Download your completion file to receive the FAFSA completion status of the students from your student file.

1. Select Download FAFSA Completion File from the main menu or the successful Student File Upload message.
2. Select the Download File button and open the file. The file will look like the student file with columns F through J populated with FAFSA completion data.
3. Save the FAFSA completion file onto your computer.

FAFSA Completion File Fields

Column F: SUBMITTED_DATE: date the student filed their first FAFSA for the year

Column G: PROCESS_DATE: date the most recent FAFSA transaction was processed. If the student or a college filed corrections to the original FAFSA, Process Date is the date those corrections were processed.

Column H: SELECT_FOR_VERIF: value will be Y or N. A value of Y indicates the student was selected for verification by the Federal processor and must provide additional documentation to their college financial aid office.

Column I: FAFSA_STATUS:

- i. Complete: the record on the uploaded file fully matches a FAFSA record in ICAPS, the Federal processor processed the FAFSA and calculated an EFC.
- ii. Incomplete: the record on the uploaded file fully matches a FAFSA record in ICAPS but the Federal processor was not able to process the FAFSA and calculate an EFC. The reason or reason(s) are in the Inc_Reason column.
- iii. Partial Match: Only 3 of the 4 data elements provided (columns A through D of the student file) matched a FAFSA record in ICAPS
- iv. No Match: Student data elements did not fully match or partially match a FAFSA record in ICAPS
- v. Multiple Match: Student data matched to more than one FAFSA record.
- vi. Blank: record was an error

Column J: INC_REASON: If the FAFSA status is Incomplete, one or more of the reasons listed below will be provided. If the FAFSA status is Complete, Partial Match or blank the field will be blank.

- Missing Signature(s)
- Citizenship
- SSN not valid
- Other

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Tips:

- ICAPS will save the students on the most recent student file upload for your school. After the initial file upload for your school, you can click the Download File button at any time to receive updated FAFSA completion information for the stored list of students.

This means that you do not have to upload a student list every time. Iowa College Aid recommends uploading a full senior class roster, and then uploading a new full senior class roster only if corrections must be made to the student data, if students must be added or if students must be removed.

- If you need to remove a student from your senior class roster, delete the entire row by right-clicking on the row number and selecting delete. Highlighting the spreadsheet cells and hitting backspace will not fully delete the information and you will receive errors upon upload into ICAPS.
- Student data from the uploaded student file must match all four data elements on the student's FAFSA to be a Full Match and receive FAFSA completion information.
- If you have Partial Match and No Match records on your download file:
 - * A Partial Match means that three of the four data elements matched. You should review and correct the student data and then save your file. You should upload a new full senior class roster to ICAPS. It is not required that you clear columns E – I; the system will ignore that information during the upload and replace it with the most recent information in the system.
 - * A No Match means that two or less of the four data elements matched. Most likely, this student has not completed a FAFSA.
- Select File Import History from the main menu to view a list of files that your school has uploaded for the current academic year.
- Iowa College Aid imports FAFSA completion information once a week, on Tuesday mornings. You will have access to ICAPS at all times, however the information in the system will only update on Tuesday mornings.