

888-447-2687

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Overview of MiSSG

MiSSG allows financial aid professionals, referred to as School Users, to work with student records, clear errors, run reports, and perform awarding tasks such as certification, requesting reimbursement, and award adjustments. MiSSG also tracks and posts payments from MI Student Aid to postsecondary institutions for the supported grant programs.

MiSSG User Accounts

College Security Access Forms

For college financial aid professionals to have access to MiSSG, they must complete the [College Security Access Form](#) (each academic year). A username and temporary password will be assigned by MI Student Aid and emailed to the authorized MiSSG user.

Locating MiSSG

Navigate to MiSSG: michigan.gov/mistudentaid/missg.

Click the 'Log In' button

MiSSG and FAFSAs

MiSSG is loading 2023-24 FAFSAs. Use the 'Reports' feature in MiSSG to view a listing of your eligible students and to assist students who may need additional support.

MiSSG Portal Resources

[MiSSG File Formats](#)

[MiSSG Payment Schedule](#)

MiSSG College Aid Administrator Portal

The MiSSG College Aid Administrator Portal is your way to access data about the students at your institution.

[Log In](#) [Need Access](#) [MiSSG Technical Manuals](#)

MiSSG Feature

Home Tab

The Home tab displays MiSSG news and updates frequently, providing timely processing information, deadline dates, etc.

MiSSG Home

Michigan Competitive Scholarship

Michigan Tuition Grant

Tuition Incentive Program

Children of Veterans Tuition Grant

Fostering Futures Scholarship

MI CEAR UP Scholarship

MI Future Educator Fellowship

MI Future Educator Stipend

Quick View

News

As of January 28, 2022

Welcome to MiSSG! If you have a question, suggestion, or need assistance, please email mistudentaid@michigan.gov or call 1-888-447-2687.

Upcoming deadlines

Known Issues

Aid Administrator Resources

- [State Program Procedures Manual – Overview of Operations for Financial Aid Professionals](#)
- [MiSSG Manual for Aid Administrators](#)
- [GovDelivery Messages to Aid Administrators](#)

Using Quick View

To view a student's record in MiSSG, enter the MiSSG ID or Social Security number (SSN) in Quick View Box and click the 'Go' button. To use the Quick View Feature, one of the following MUST have occurred:

- Your institution is the 1st Michigan school listed on the student's FAFSA.
- The student was transferred to your institution.

Quick View

SSN Quick View

SSN

MiSSG ID

- **Existing TIP**
TIP 2023 - 2024
- **Existing Grants/Scholarships**
Fostering Futures 2023 - 2024
- Transaction History**
- Payment History**
- FAFSA Data**
- Summary Data 2023 - 2024**
- Document Management**

If a student has not filed a Free Application for Federal Student Aid (FAFSA) or has not updated their current year records in the MiSSG Student Portal by selecting your institution as their school of choice, you will get the following error message:

Quick View

SSN Quick View

MiSSG ID

A record exists for student 
 but he/she is not at your school. To transfer this student to your school, please contact SSG at (888)447-2687

Using MiSSG Search Feature

If you do not have a student's full SSN or MiSSG ID, you can search for the student's information by using MiSSG's Search feature. Click on the 'MiSSG' menu item on the left navigation bar. Then click on 'Search.' You may use as many fields as needed, using additional fields will improve the speed of your search.

Student Search Criteria

Unique MiSSG ID

Last Name

First Name

Date of Birth

SSN First 5

SSN Last 4

Phone Number

Email Address

CEPI UIC

Additional Search Criteria

Academic Year

Aid Program

Sort Criteria

Sort By

Parameters for search fields:

1. Last Name – Not case sensitive, but punctuation matters.
2. First Name – Not case sensitive, but punctuation matters.
3. Date of Birth – Eight digits – mm/dd/yyyy (do not type slashes in date field).
4. SSN First 5 – Up to five digits of SSN.
5. SSN Last 4 – Up to last four digits of SSN.

Additional Search Criteria:

6. Select Academic Year from drop down menu.
7. Select Aid Program from drop down menu.

Click the 'Submit Criteria' button to begin your search.



Student Application Features

Fields updatable by School Users

Institutions can utilize the student application page to update many fields that can impact student eligibility for Fostering Futures Scholarship. The following example student includes fields that an Admin 1 school user can edit. Admin 1 users will be required to enter in a 'Reason for Update.'

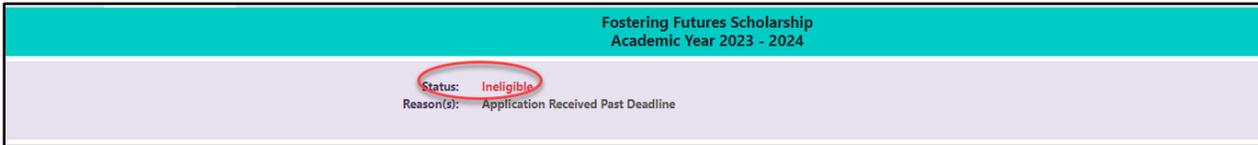
The screenshot shows the 'Update Application Information' form. The form has a purple header. Below the header, there are several fields for student information: High School Graduation Year (text input with value 2009), SAP Met (dropdown menu), Grade Level (dropdown menu with value 3rd Year/Junior), Degree/Certificate (dropdown menu with value Associates Degree - Occupational/Technical), and Graduate Student (dropdown menu with value No). There are also checkboxes for Citizenship Override, Residency Override, and NSLDS Override. A 'Reason for Update' dropdown menu is set to 'No'. A 'NEW' button is highlighted with a green box and a green arrow. At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons.

FFS Application Status: Eligible and Ineligible Messages

At the top of the student's FFS record, an eligibility status will be displayed for the academic year selected. Only students with the status of 'Eligible' may have an award certified for them.



If the student's status is 'Ineligible,' then a reason(s) will also be displayed.



If the status is 'Ineligible,' one or more of the following reasons will be listed:

Application Received Past Deadline

The student must submit the FFS application before the 'Application Cutoff Date' on the Award Rules table.

Citizenship Status

Student must be a U.S. citizen, permanent resident, or approved refugee.

Default on Federal Financial Aid

The student cannot be in default on Federal financial aid. Default on State Financial Aid The student cannot be in default on State financial aid.

FAFSA not on file

The student does not have a FAFSA on file in MiSSG for the corresponding academic year.

Ineligible Institution

The student's 'Current Institution' field must be set to an institution that has 'Yes' in the Active field for FFS on the 'School Profile' screen.

Not an Undergraduate

Student The student must be an undergraduate student.

Not Certified by MDHHS

The Michigan Department of Health and Human Services (MDHHS) reported the student does not meet the foster care requirement for FFS.

Pending MDHHS Verification

SSG is waiting for MDHHS to review the student's foster care status to determine if the student meets the foster care requirement for FFS.

Satisfactory Academic Progress Not Met

The student must maintain Satisfactory Academic Progress (SAP) as determined by the institution.

Student Not MI Resident

Student must be a resident of Michigan for one year prior to application.

School Users may update the following information on the 'Update Application Information' page:

**Fostering Futures Scholarship
Academic Year 2023 - 2024**

Update Application Information

High School Graduation Year:

SAP Met:

Grade Level:

Degree/Certificate:

Graduate Student:

Citizenship Override:

Residency Override:

NSLDS Override:

Bachelors Degree:

Reason for Update:

SAVE **CANCEL**

- High School Graduation Year
 - Note: If the graduation year is updated, this will impact all other program records that the student has in the current and future academic years.
- SAP Met
 - If blank (NULL) or 'Yes,' the student is considered to have met the SAP policy for FFS.
 - If 'No,' the student will be Ineligible for FFS for the "Satisfactory Academic Progress Not Met" reason.
 - Note: This selection will impact all other program records that the student has in the same academic year.
- Grade Level
 - If '1st Year, Never Attended,' the student is considered eligible for FFS.
 - If '1st year, Attended Before,' the student is considered eligible for FFS.
 - If '2nd Year/Sophomore,' the student is considered eligible for FFS.
 - If '3rd Year/Junior,' the student is considered eligible for FFS.
 - If '4th Year/Senior,' the student is considered eligible for FFS.
 - If '5th year/Other Undergraduate,' the student is considered eligible for FFS.
 - If 'Graduate/Professional,' the student will be ineligible for the "Not an Undergraduate Student" reason.
 - If 'Continuing Graduate/Professional,' the student will be ineligible for the "Not an Undergraduate Student" reason.
- Degree/Certificate
 - If '1st Bachelors Degree,' the student is considered eligible for FFS.
 - If '2nd Bachelors Degree,' the student will be ineligible for the "Not an Undergraduate Student" reason.
 - If 'Associates Degree – Occupational/Technical,' the student is considered eligible for FFS.
 - If 'Associates Degree – General Ed/Transfer,' the student is considered eligible for FFS.
 - If 'Certificate/Diploma – Less than 2 Years,' the student is considered eligible for FFS.
 - If 'Certificate/Diploma – At Least 2 Years,' the student is considered eligible for FFS.
 - If 'Teaching Program – Non-Degree,' the student will be ineligible for the "Not an Undergraduate Student" reason.
 - If 'Graduate,' the student will be ineligible for the "Not an Undergraduate Student" reason.
 - If 'Other/Undecided,' the student is considered eligible for FFS.
- Graduate Student

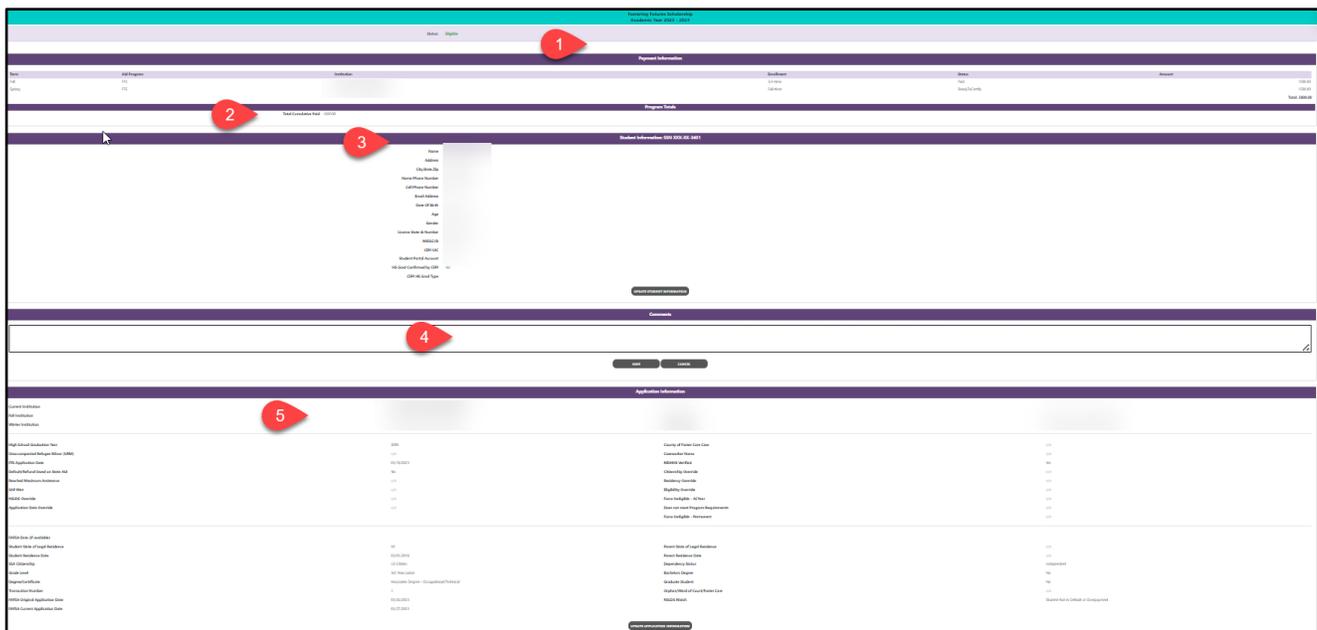
- If 'Yes,' the student will be ineligible for FFS for the "Not an Undergraduate Student" reason.
- If 'No,' the student will be considered eligible for FFS.
- Citizenship Override
 - If checked, the ineligible reason "Citizenship Status" will be ignored for the current year.
 - Note: This override will impact all other program records that the student has in the same academic year.
- Residency Override
 - If checked, the ineligible reason "Student Not MI Resident" will be ignored for the current year.
 - Note: This override will impact all other program records that the student has in the same academic year.
- Bachelors Degree
 - If 'Yes,' the student will be ineligible for FFS for the "Not an Undergraduate Student" reason.
 - If 'No,' the student will be considered eligible for FFS.

School Users are required to enter a comment in the comment box once updates have been made.

Student Application

The student application consists of five sections:

1. Program Information
2. Program Total
3. Student Information
4. Comments
5. Application Information



Student Information

School Users can update the student information by clicking on the 'Update Student Information' button, entering the information, and clicking 'Save.'

Update Student Information

Last Name

First Name

Middle

Address

City

State

Zip Code -

Home Phone Number

Cell Phone Number

Email Address

Date Of Birth

Gender

Reason for Update

SAVE

CANCEL

Comments

School Users can add a text comment to a student record and click 'Save.' Comments will appear in the student's 'Transaction History.'

Comments

SAVE

CANCEL

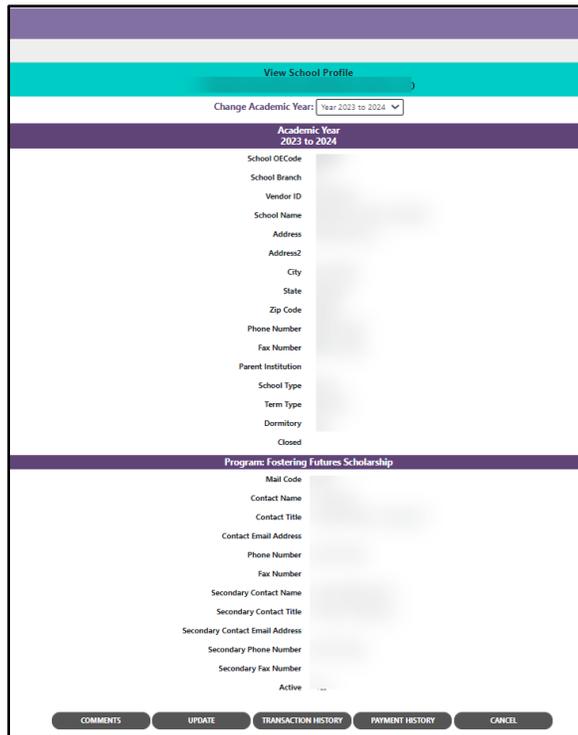
Fostering Futures Scholarship (FFS) Features

School Profile

Contact information for institutions is stored in their school profile. It is important to keep this record up to date.

Contact information is program specific. If the institution has different staff working on different State of Michigan programs, the institution will need to provide separate contact information for each program under the 'School Profile' tab.

To view/update the 'School Profile' information for FFS, click the 'Fostering Futures Scholarship' menu item on the left navigation bar. Then click on 'School Profile.'



FFS Payment History

The Payment History displays information about FFS payments made to institutions during the selected academic year. The date of the payment, the term the payment was made, and the amount of the payment is provided.

To view the 'Payment History,' click the 'Fostering Futures Scholarship' menu item on the left navigation bar. Then click on 'Payment History.'



Payment History

Current Balance: N/A Change Academic Year: 2023-2024

Academic Year 2023-2024

Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
11/15/2023			FFS	1	Q1 Payment	\$6,000.00
11/15/2023			FFS	1	Q1 Payment - R&B	\$3,000.00
Total:						\$9,000.00

CANCEL

Program Totals

The 'Program Totals' displays the 'Total Cumulative Paid,' which is the sum of all FFS funds the student has been awarded across all academic years.

Program Totals	
Total Cumulative Paid	10500.00

Clear Ineligible Reasons

The Clear Ineligible Reasons displays a listing of students based on ineligible reasons of:

- Citizenship Status
- Non-Michigan Resident
- Loan Default and/or Refund Owed on Federal Student Aid
- Satisfactory Academic Progress Not Met

The quantity of students on each list is next to each ineligible reason.

Clear Ineligible Reasons - Fostering Futures Scholarship	
Academic Year 2023-2024	
Change Academic Year	Year 2023-2024
Citizenship Status	0
Non-Michigan Resident	0
Loan Default and/or Refund Owed on Federal Financial Aid	0
Satisfactory Academic Progress Not Met	0

When one of the ineligible reasons is selected, it will provide the student SSN, name, address, and a checkbox. If institutions have documentation on file to clear the student of the ineligibility reason, check the box to do an override, and click on the 'Save' button. School Users also have the option to 'Hide' a student from appearing on the roster in the future.

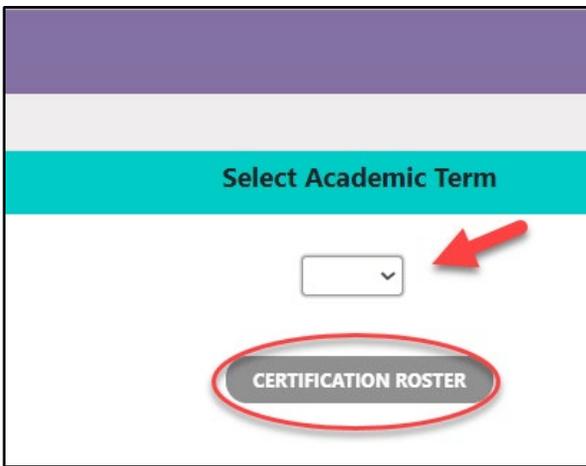
Clear Ineligible Reasons				
Non-Michigan Resident				
Please review student(s) on individual basis. To clear the ineligible reason, please check the override box for the affected student(s) and Save.				
<input type="checkbox"/> Show Hidden Records				
SSN	Name	Address	Michigan Resident Override	Hide
			<input type="checkbox"/>	<input type="checkbox"/>
<< Page 1 of 1 >>				
EXPORT TO EXCEL		SAVE		CANCEL

FFS Certification

To certify an award, click the 'Fostering Futures Scholarship' menu item on the left navigation bar. Then click on 'Certification.'



Select a term/semester to certify for and click the 'Certification Roster' button.



The roster will show all eligible FFS students at your institution who have indicated your institution as their college choice for the semester/term selected on their FAFSA or via the MiSSG Student Portal.

2023-2024 Spring Certification Roster
Fostering Futures Scholarship
7 Students Remaining to Certify

As a reminder! Please save your work often and note you must stay actively engaged on this page!
When doing so, the expiration time shown will automatically reset. Your current session will expire at 12:49 PM

Filter: **APPLY FILTER** **REMOVE FILTER**

⏪ Page ⏩

If the Enrollment Status is not updateable for any student listed on the roster, the student was already reimbursed/paid under this Enrollment Status for another aid program. If the Enrollment Status displayed is incorrect, an adjustment must be processed for the other aid program prior to proceeding.

Certify	Name	SSN	Enrollment Status	Tuition & Fees	Room & Board	Additional Options
Ⓜ Pending Ⓞ Yes Ⓞ No			Full-time	\$1,000.00	\$500.00	
Ⓜ Pending Ⓞ Yes Ⓞ No			Full-time	\$1,000.00	\$500.00	
Ⓜ Pending Ⓞ Yes Ⓞ No			Full-time	\$1,000.00	\$500.00	
Ⓜ Pending Ⓞ Yes Ⓞ No			Full-time	\$1,000.00	\$500.00	
Ⓜ Pending Ⓞ Yes Ⓞ No			Full-time	\$1,000.00	\$500.00	
Ⓜ Pending Ⓞ Yes Ⓞ No			Full-time	\$1,000.00	\$500.00	
Ⓜ Pending Ⓞ Yes Ⓞ No			Full-time	\$1,000.00	\$500.00	

I confirm that the students who are indicated as eligible for an award payment from the Fostering Futures Scholarship, have completed all verification and eligibility requirements, including citizenship and academic progress, as specified in the program guidelines.
Reminder: When certifying for FFS, if a student also has TIP then TIP must be awarded first.

SAVE **CANCEL**

If you want to refine the displayed list of students who are available for certification, you may enter a last name or Social Security number into the 'Filter' field to omit students who do not match the criteria and clicking the 'Apply Filter' button. Click the 'Remove Filter' button to include the omitted records.

Click the 'Yes' or 'No' radio button for the student you want to certify.

If Certify 'Yes' is selected, you will be prompted to enter the following information:

1. Select the student's enrollment status from the 'Enrollment Status' drop-down box if different than displayed.
2. Check the 'Reduce Award' checkbox if you need to reduce the award.
 - a. Choose the reason for the reduced award.
 - i. Overaward
 - ii. Other Gift Aid
 - iii. Other
 - b. Enter the reduced award amount in the TFSB and R/B boxes.
3. Click the 'Save' button when complete with each record you wish to certify.

Page

If the Enrollment Status is not updateable for any student listed on the roster, the student was already reimbursed/paid under this Enrollment Status for another aid program. If the Enrollment Status displayed is incorrect, an adjustment must be processed for the other aid program prior to proceeding.

Certify	Name	SSN	Enrollment Status	Tuition & Fees	Room & Board	Additional Options
<input type="radio"/> Pending <input checked="" type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	<input type="checkbox"/> Reduce Award <input type="text"/> TFSB, \$ <input type="text"/> R/B, \$
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	

I confirm that the students who are indicated as eligible for an award payment from the Fostering Futures Scholarship, have completed all verification and eligibility requirements, including citizenship and academic progress, as specified in the program guidelines.
 Reminder: When certifying for FFS, if a student also has TIP then TIP must be awarded first.

3 **SAVE** **CANCEL**

If Certify 'No' is selected, you will be prompted to enter the following information:

1. Select the student's enrollment status from the 'Enrollment Status' drop-down box if different than displayed.
2. Choose the reason for no award:
 - Less Than Half-Time
 - Not Enrolled-Term
 - Not Enrolled-Year
 - SAP Not Met
 - Overaward
 - Leave of Absence
 - Verification Incomplete
 - Declined
 - Maximum Age
 - Other
3. Click the 'Save' button when complete with each record to wish to certify.

Certify	Name	SSN	Enrollment Status	Tuition & Fees	Room & Board	Additional Options
<input type="radio"/> Pending <input type="radio"/> Yes <input checked="" type="radio"/> No			Not Enrolled	\$1,000.00	\$500.00	<input type="checkbox"/> No Award <input type="radio"/> Not Enrolled- <input type="text" value="\$ 0.00"/>

If the Enrollment Status is not updateable for any student listed on the roster, the student was already reimbursed/paid under this Enrollment Status for another aid program. If the Enrollment Status displayed is incorrect, an adjustment must be processed for the other aid program prior to proceeding.

Certify	Name	SSN	Enrollment Status	Tuition & Fees	Room & Board	Additional Options
<input type="radio"/> Pending <input type="radio"/> Yes <input checked="" type="radio"/> No			Not Enrolled	\$1,000.00	\$500.00	<input type="checkbox"/> No Award <input type="radio"/> Not Enrolled- <input type="text" value="\$ 0.00"/>
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	

I confirm that the students who are indicated as eligible for an award payment from the Fostering Futures Scholarship, have completed all verification and eligibility requirements, including citizenship and academic progress, as specified in the program guidelines.
Reminder: When certifying for FFS, if a student also has TIP then TIP must be awarded first.

3

FFS Requesting Reinstatement

A student is on the 'Request Reinstatement' interface if they were certified as 'No' for the term. To request a reinstatement for an award, click the 'Fostering Futures Scholarship' menu item on the left navigation bar. Then click on 'Request Reinstatement.'



Select the term of the award to make a request for.

The screenshot shows a dialog box titled "Select School and Term" for the "Fostering Futures Scholarship" program. It features a large dropdown menu for school selection and a smaller dropdown menu for term selection, which is highlighted by a red arrow. At the bottom, there are "OK" and "CANCEL" buttons.

Select the checkbox for the student(s) you request to have reinstated and click the 'Save' button.

Note: Requesting a reinstatement does not guarantee that an award can then be certified and paid on the account. Once a request is made, it is at the discretion of MI Student Aid whether the award will be released. If the award is released, the student will appear on the certification roster as normal.

The screenshot displays the "Request Reinstatement" interface for the "Fostering Futures Scholarship" for the "Fall 2023-2024" term. It shows "Total Students: 1" and a table with the following columns: Name, SSN, Reason Not Awarded, Award Amount, and Request Reinstatement. The "Request Reinstatement" column contains a checkbox. Below the table, there are navigation controls and a "SAVE" button circled in red. A disclaimer at the bottom states: "By selecting Save, I am requesting reinstatement for the students selected. If approved these students will be placed back on the certification roster."

Name	SSN	Reason Not Awarded	Award Amount	Request Reinstatement
		Not Enrolled-Term	0	<input type="checkbox"/>

Adjustments for FFS

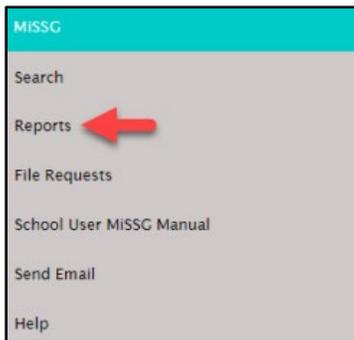
To reduce an existing award, a Refund Adjustment must be applied to the award. Navigate to the student's record:

1. Click on 'Payment History' in the 'Quick View.'

The screenshot shows the "Quick View" navigation menu for a student record. It includes fields for "SSN" and "MISSG ID" with "GO" buttons. Below these are sections for "Existing TIP" (TIP 2023 - 2024), "Existing Grants/Scholarships" (Fostering Futures 2023 - 2024), "Transaction History", "Payment History" (highlighted with a red circle and a red '1' badge), "FAFSA Data", "Summary Data 2023 - 2024", and "Document Management".

MISSG Reports

To access and view available reports, select the 'MISSG' menu item and click, 'Reports.'



Activity Reports

Bulk Student Summary

This report contains summary data information including student name, if they are designated at the institution running the report, SSN, UIC, MISSG ID, eligibility status for programs in the selected academic year at the students current institution.

Eligible Students Report

All eligible students at the institution for the program in the selected academic year, including the payment amount per term. The payment amounts listed have either been paid or are the projected amount to be paid.

Ineligible Student Report

All ineligible students at the institution for the program in the selected academic year, including the reason(s) for ineligibility.

School Totals Report

All students awarded at the institution for the program in the selected academic year, including the payment amount, broken down by term. The payment amounts listed have either been paid or are the projected amount to be paid.

Rosters

Certification Roster

All students at the institution in the selected academic year with a payment record in a status of "Ready to Certify" for the program for the term, including the payment amount.

Information Roster

A data dump of contact, status, and application information for all students at the institution for the program in the selected academic year. Generated directly to Excel.

Payment Roster

All students at the institution in the selected academic year with a payment/adjustment record in a status of "Paid" for the program for the term, including the payment amount.

Ready to Pay Roster

All students at the institution in the selected academic year with a payment record in a status of "Ready to Pay" for the program for the term, including the payment amount.

FFS Year End Refunds

MISSG will net out term payments. The ONLY time you will send a refund check is after the final payment has been made for the academic year and you have received specific communications from MI Student Aid. Institutions must complete a [Refund Worksheet](#) if requested.

MiSSG Data Management System

MiSSG provides students, high school counselors, college financial aid personnel, and eligible training providers access to records, applications, and information from MI Student Aid.

Personally Identifiable Information and Data Security

“Personally Identifiable Information (PII)” shall refer to any data elements that could potentially identify a student, parent, or employee, and includes name, address, a personal identifier, such as Social Security number, date of birth, place of birth, etc. as defined in the Family Educational Rights and Privacy Act (FERPA).

When accessing MiSSG, School Users understand that MiSSG data, information, and reports are confidential and should be handled as such. When communicating with MI Student Aid staff regarding students, School Users understand that precautions should be taken to protect PII. This includes the use of MiSSG Student Identifiers (MiSSG ID) in the place of Social Security numbers and date of birth.

As a MiSSG user, School Users agree to take appropriate administrative, technical, and physical safeguards to protect the data from any unauthorized use or access. School Users agree to abide by all State and Federal regulations, including FERPA and will ensure that PII will be transmitted through secure methods only. Data must be encrypted during any transmissions. School Users agree to protect the data and information according to acceptable standards and no less rigorously than their institutions own confidential information. Identifiable level data will not be reported or made public. School Users shall report to the Director of MI Student Aid immediately, if a School User becomes aware of any use or disclosure of the confidential information in MiSSG in violation of any applicable laws.