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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 Student Scholarships Grants and Outreach (SSGO) 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 SSGO and emailed to the authorized MiSSG user.

Locating MiSSG

Navigate to MiSSG at www.michigan.gov/missg.

Click the 'Log In' button.

The screenshot shows the MiSSG website interface. On the left, there is a section titled "MiSSG and FAFSAs" with text: "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." Below this is a section titled "MiSSG Portal Resources" with links for "MiSSG File Formats" and "MiSSG Payment Schedule". On the right, there is a section titled "MiSSG College Aid Administrator Portal" with text: "The MiSSG College Aid Administrator Portal is your way to access data about the students at your institution." Below this text are three buttons: "Log In", "Need Access", and "MiSSG Technical Manuals". A red arrow points from the "Log In" button to the left, and a red box highlights the "Log In" button.

MiSSG Features

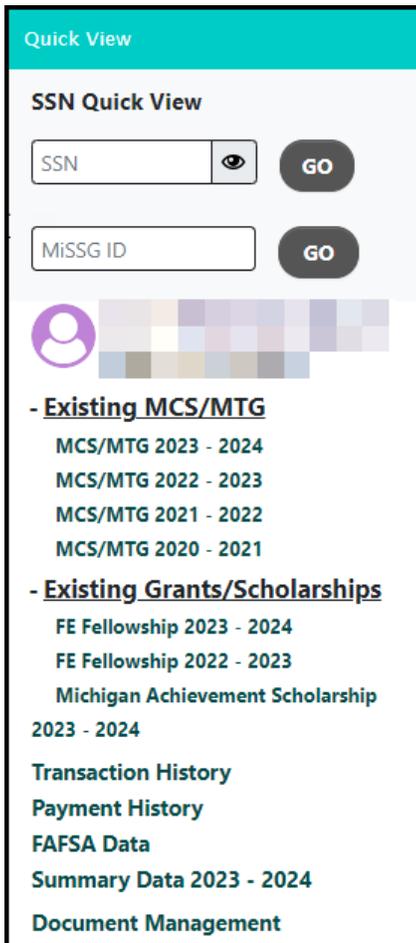
Home Tab

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

The screenshot shows the MiSSG Home page. The header is "MiSSG Student Scholarships & Grants" with "MICHIGAN DEPARTMENT OF TREASURY" below it. The left sidebar contains a list of scholarship and grant programs: Michigan Competitive Scholarship, Michigan Tuition Grant, Tuition Incentive Program, Children of Veterans Tuition Grant, Fostering Futures Scholarship, MI GEAR UP Scholarship, MI Future Educator Fellowship, MI Future Educator Stipend, and Quick View. The main content area has a "Home" tab selected. Below the tab is a "News" section with the date "As of January 28, 2022" and a welcome message: "Welcome to MiSSG! If you have a question, suggestion, or need assistance, please email mistudentaid@michigan.gov or call 1-888-447-2687." Below the news is a section for "Upcoming deadlines" and "Known Issues". At the bottom is a section for "Aid Administrator Resources" with three links: "State Program Procedures Manual – Overview of Operations for Financial Aid Professionals", "MiSSG Manual for Aid Administrators", and "GovDelivery Messages to Aid Administrators".

Using Quick View

To view a student's record in MiSSG you can enter the MiSSG ID or Social Security number (SSN) in Quick View Box and click the 'Go' button. The student MUST be listed as enrolled at your institution to use the Quick View feature.

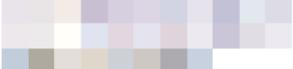


Quick View

SSN Quick View

SSN

MiSSG ID

- Existing MCS/MTG

- MCS/MTG 2023 - 2024
- MCS/MTG 2022 - 2023
- MCS/MTG 2021 - 2022
- MCS/MTG 2020 - 2021

- Existing Grants/Scholarships

- FE Fellowship 2023 - 2024
- FE Fellowship 2022 - 2023
- Michigan Achievement Scholarship 2023 - 2024

Transaction History

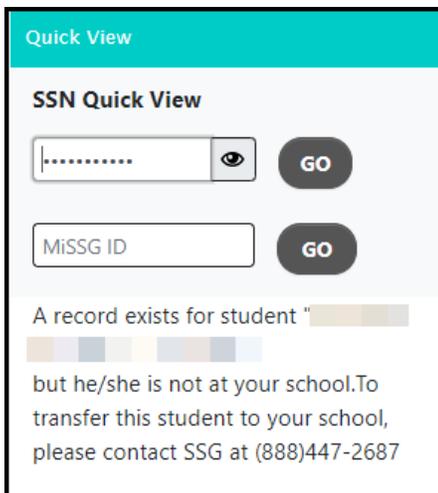
Payment History

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 to perform your search. Try to use as many fields as you can to narrow your initial search results. Note that not all combinations will be valid.

The screenshot shows a search form with three main sections: Student Search Criteria, Additional Search Criteria, and Sort Criteria. The Student Search Criteria section includes input fields for Unique MiSSG ID, Last Name, First Name, Date of Birth, SSN First 5, SSN Last 4, Phone Number, and Email Address. The Additional Search Criteria section includes dropdown menus for Academic Year and Aid Program. The Sort Criteria section includes a dropdown menu for Sort By. At the bottom, there are two buttons: SUBMIT CRITERIA and RESET CRITERIA.

You may enter a full or partial last name or first name.

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 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.

The screenshot shows the Search Results page with a teal header. Below the header, it says "Found 27 Student Records" and "Page 1 of 1". The results are displayed in a table with columns for SSN, Name, Date Of Birth, Aid Program, AC Year, Eligibility Status, and Current Institution. A red arrow points to the SSN field in the first row, which is highlighted with a red box.

SSN	Name	Date Of Birth	Aid Program	AC Year	Eligibility Status	Current Institution
[Redacted]	[Redacted]	[Redacted]	FE Fellowship	[Redacted]	Eligible	[Redacted]
[Redacted]	[Redacted]	[Redacted]	FE Fellowship	[Redacted]	Eligible	[Redacted]

MI Future Educator Fellowship (MI Fellowship) Features

School Profile

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

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

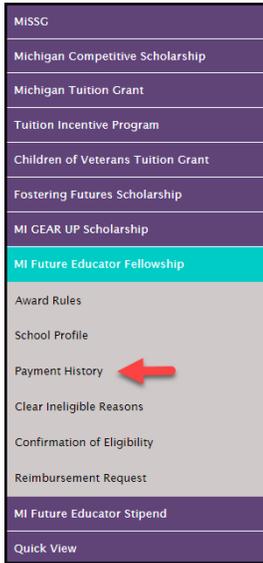
To view/update your profile information for MI Fellowship, click the 'MI Future Educator Fellowship' menu item on the left navigation bar. Then click on 'School Profile.'

The screenshot shows the 'View School Profile' interface. On the left, a navigation menu lists various programs, with 'MI Future Educator Fellowship' highlighted in teal. Under this program, 'School Profile' is selected, indicated by a red arrow. The main content area is titled 'View School Profile' and features a 'Change Academic Year' dropdown menu. Below this is a section for 'Academic Year' with a list of fields for school information: School OECODE, School Branch, Vendor ID, School Name, Address, Address2, City, State, Zip Code, Phone Number, Fax Number, Parent Institution, School Type, Term Type, Dormitory, and Closed. Each field has a corresponding input box. At the bottom of the page, it says 'Program: MI Future Educator Fellowship'.

MI Fellowship Payment History

The Payment History section displays information about MI Fellowship payments made to your institution 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 Payment History, click the 'MI Future Educator Fellowship' menu item on the left navigation bar. Then click on 'Payment History.'



Payment History						
Current Balance: N/A						Change Academic Year <input type="text"/>
Academic Year <input type="text"/>						
Date	Batch Number	Warrant/EFT Number	Program	Term	Type	Payment Amount
9/1/2023			FE Stipend	Fall	Fall Payment	\$67,200.00
Total:						\$67,200.00
<input type="button" value="CANCEL"/>						

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
- GPA Requirement Not Met



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

Clear Ineligible Reasons - MI Future Educator Fellowship

Academic Year

Change Academic Year

Citizenship Status	0
Non-Michigan Resident	0
Loan Default and/or Refund Owed on Federal Financial Aid	0
Satisfactory Academic Progress Not Met	0
GPA Requirement Not Met	0

When one of the ineligible reasons is selected, it will provide the student SSN, name, address, and a checkbox. If your institution has documentation on file to clear the student of the ineligibility reason, check the box to do an override, and click on the 'Save' button. You 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.

Show Hidden Records

SSN	Name	Address	Michigan Resident Override	Hide
[Redacted]	[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1

EXPORT TO EXCEL
SAVE
CANCEL

MI Fellowship Application Status: Eligible and Ineligible Messages

Check the eligibility status of a MI Fellowship student. If the status is 'Eligible,' the student may receive MI Fellowship benefits and only if a CTMA is signed by the student. If the status is 'Ineligible,' one or more of the following reasons will be listed:

MI Future Educator Fellowship

Status: Ineligible

Reason(s): Non-Michigan Resident
Pending FAFSA

Ineligible Institution

Student must be attending an eligible institution for MI Fellowship. Ineligible institution flag will appear if no institution is selected.

Pending FAFSA

Student must have a FAFSA on file.

Non-Michigan Resident

Student must be a resident of Michigan. If a dependent student, parent must be a resident of Michigan.

GPA Requirement Not Met

Student must maintain a cumulative 3.0 GPA.

Satisfactory Academic Progress Not Met

For renewal, student must maintain SAP as defined by the institution.

Maximum Assistance

Student cannot receive more than three years of funding for a maximum of \$30,000.

Participating in the Grow Your Own Program

Student identified they are participating in a Grow Your Own Program and cannot receive funds concurrently.

Not in Eligible Educator Preparation Program

Student must be in an eligible Educator Preparation Program.

Did Not Graduate High School

Student must have earned a high school diploma or its equivalency to qualify.

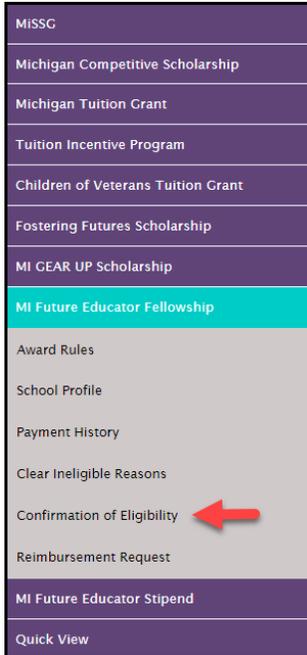
Not First Teacher Certification

Student must be participating in their first teacher certification.

Confirmation of Eligibility

Students must complete a Commitment to Teach in Michigan Agreement (CTMA) to meet the requirements to receive MI Fellowship. School Users will be presented with a list of applicants to be reviewed individually or via 'Export to Excel.'

To view your list of students, select the 'Confirmation of Eligibility' menu item on the left navigation bar.



School Users must select, 'No-Not Eligible' or 'Yes-Eligible' and 'Submit.'

Note: You must submit no more than 15 students at a time. Submitting more than 15 students will cause excess wait time and may put the students back on your 'Confirmation of Eligibility' roster. If this happens, you will need to resubmit the students.

The screenshot displays the 'Verify Eligibility To Generate Promissory Note' interface for the MI Future Educator Fellowship, Academic Year 2023-2024. It includes a list of award requirements for 'New' applicants (e.g., Admitted and enrolled in an EPP, Enrolled full-time) and 'Renewal' applicants (e.g., Earned at least 24 credit hours, Maintaining Satisfactory Academic Progress). Below the requirements is a table for student verification with columns for SSN, Name, School Verified, and New/Renewal Student. A dropdown menu for 'School Verified' shows options: No - Not Eligible, Yes - Eligible. The 'New/Renewal Student' column has radio buttons for 'Renewal' and 'New'. At the bottom, there are buttons for 'EXPORT TO EXCEL', 'SUBMIT', and 'CANCEL'. A note at the bottom states: 'Students who are verified as 'Yes - Eligible' will be issued a Commitment to Teach in Michigan Agreement by email and will be invited to sign this Commitment electronically. Students will be presented to you on a reimbursement roster once they have signed the Commitment to Teach in Michigan Agreement. Students who are verified as 'No - Not Eligible' will be marked as ineligible and their application will not move forward.'

There are slightly different parameters for new applicants vs. renewal applicants. Students are marked as “New” or “Renewal” and both award parameters are listed on the screen.

Students marked as ‘Yes-Eligible’ will immediately receive a Commitment to Teach in Michigan Agreement (CTMA) via email (through the State of Michigan’s e-signature software, OneSpan) to the email address that is associated with their MiSSG Student Portal account.

Students marked as ‘No-Not Eligible’ will be determined ineligible and their application will not move forward to the CTMA step.

Once a student has signed the CTMA, they will be presented to institutions on a Reimbursement Roster.

MI Fellowship Reimbursement Request

[MI Fellowship Reimbursement Request Download File](#)

To download a list of your eligible MI Fellowship students, click the ‘MI Future Educator Fellowship’ menu item on the left navigation bar. Click on ‘Reimbursement Request.’



Select the semester/term you want to download a roster for. Then click the 'Download Roster' button. (We suggest using this file as a starting point to create your Upload Reimbursement file.)

Home | Reimbursement Request(FE Fellowship) X

Select Academic Term

Fall

UPLOAD ROSTER | REIMBURSEMENT ROSTER | **DOWNLOAD ROSTER**

The File Requests screen appears. Observe the status column of the File Requests screen. After a minute or two, if you do not see "The File has completed successfully" message, click the 'Refresh' button at the top of the screen.

File Requests

REFRESH

It may take a few minutes for the file to be processed and ready for download

SELECT A ROW TO VIEW FILE RESULTS AND ERRORS

Show Prior Academic Years Records

File Type	Request Date	Status	User Name	Aid Program	Term	Download
Download Reimbursement Roster 2022-2023	01-27-2023	File request has been received and is awaiting processing.		MI Future Educator Fellowship	Fall	

When the file has completed (step 1), you can download the file by clicking on the download arrow icon on the right side of the file request's line (step 2).

File Requests

REFRESH

It may take a few minutes for the file to be processed and ready for download

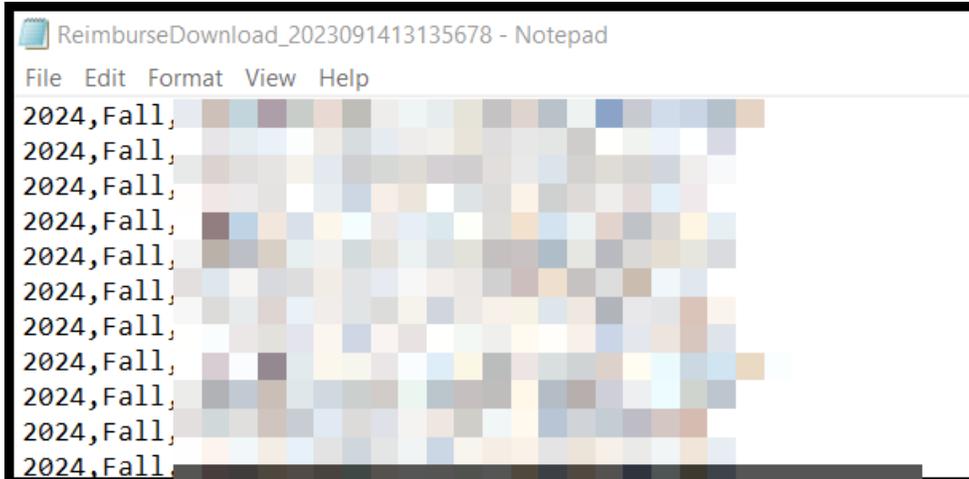
SELECT A ROW TO VIEW FILE RESULTS AND ERRORS

Show Prior Academic Years Records

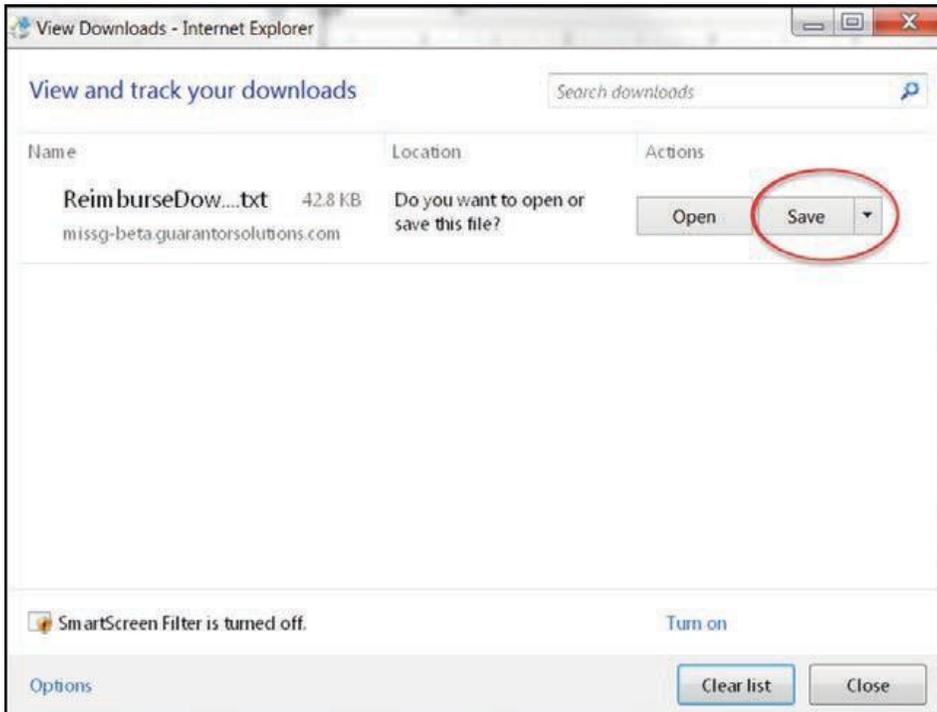
File Type	Request Date	Status	User Name	Aid Program	Term	Download
Download Reimbursement Roster 2022-2023	01-27-2023	The File has completed successfully. 1		MI Future Educator Fellowship	Fall	Download 2

After clicking on the download icon, you will be given the option to OPEN or SAVE the file.

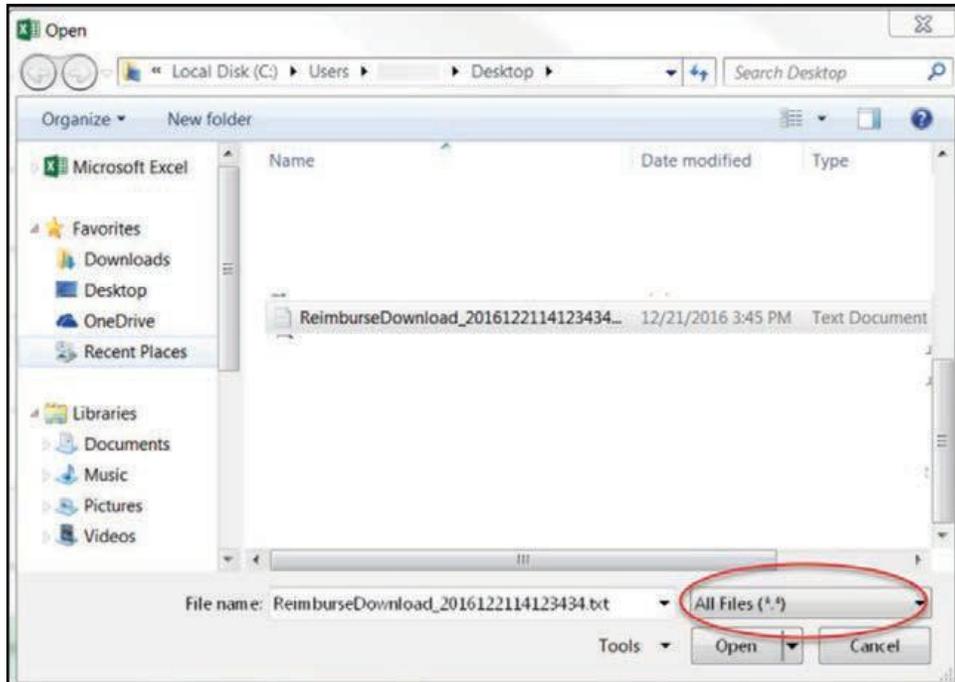
To OPEN the file, click on 'OPEN.' The text file will be structured as a Comma Separated Values (CSV).



To SAVE the file in a different location, click the arrow next to save and select 'Save As' instead. It is recommended (not required) that you rename the file as you save it.



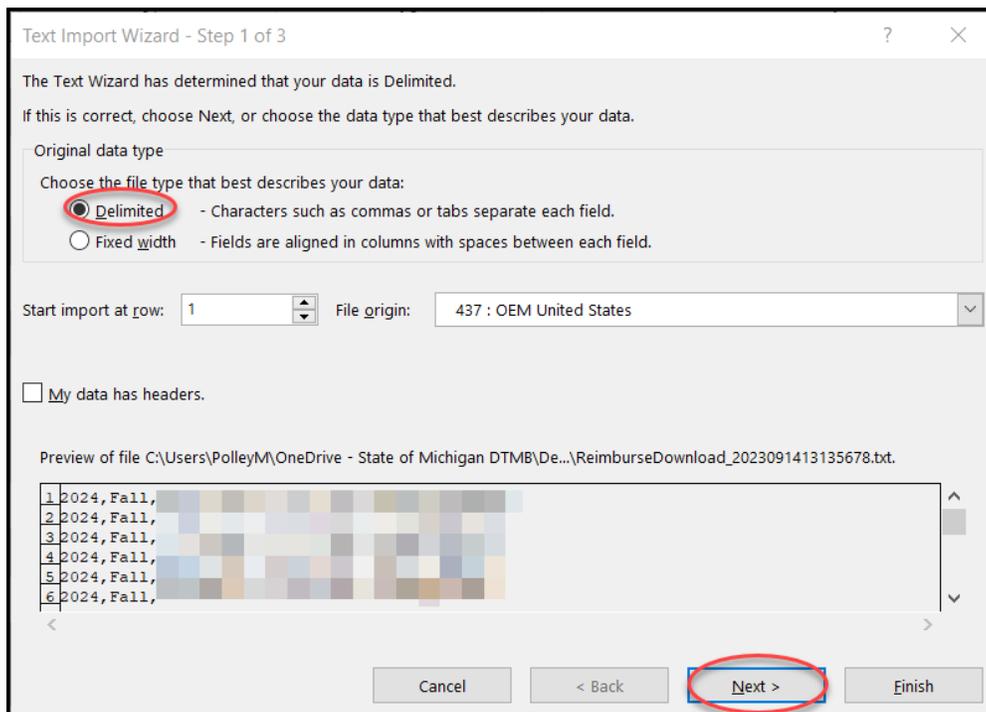
After downloading, open your text file by using Excel.



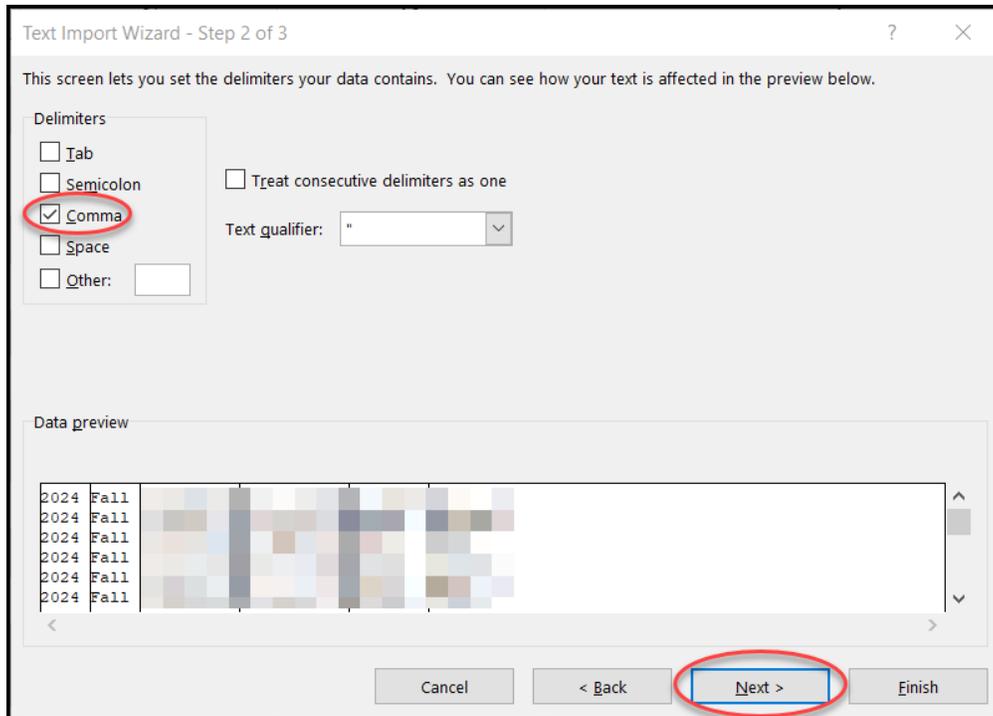
Change the "file type" to All Files (*.*) to allow Excel to locate your .txt file.

The Text Import Wizard will appear after you select your text file and click open.

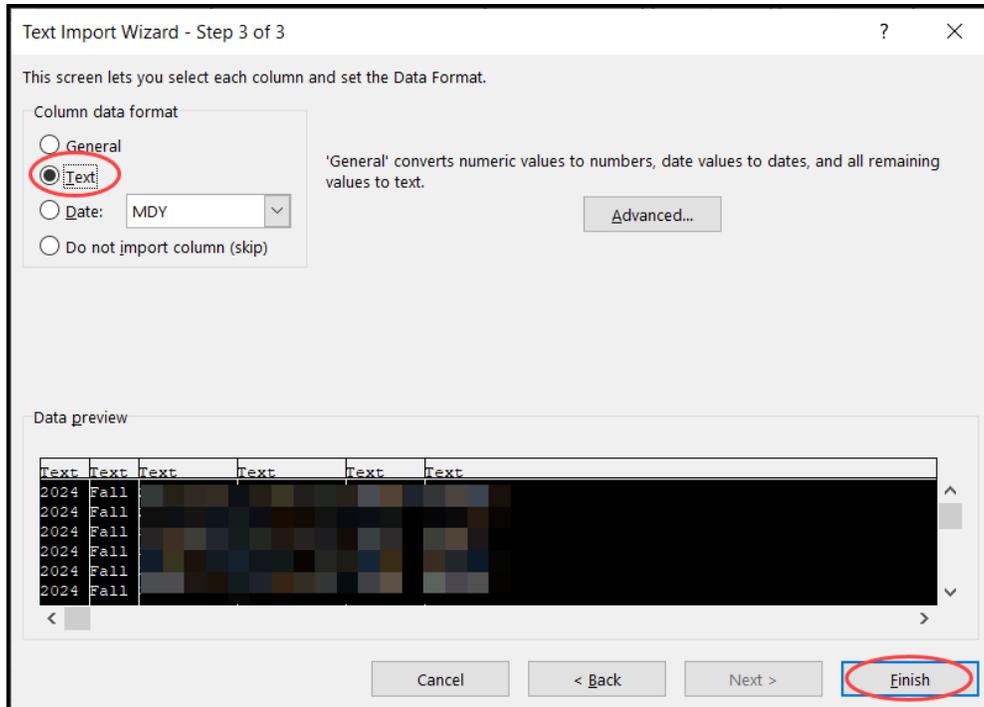
Step 1 – Select 'Delimited' as the type of file. Then click the 'Next' button.



Step 2 – Select 'Comma' as the type of delimiter in your file. Then click the 'Next' button.



Step 3 – Highlight the columns in the Data Preview pane and choose 'Text' as the column data format. Then click the 'Finish' button.



Your file of eligible students will be displayed as a spreadsheet.

	A	B	C	D	E	F
1	2024	Fall				
2	2024	Fall				
3	2024	Fall				
4	2024	Fall				
5	2024	Fall				
6	2024	Fall				
7	2024	Fall				
8	2024	Fall				

Your download file is a Comma Separated Values (CSV) format. All fields are delimited by a comma and there is a Carriage Return Line Feed (CRLF) at the end of each row. Your download file contains the following fields:

FELLOWSHIP REIMBURSEMENT ROSTER - DOWNLOAD FILE LAYOUT

The layout of the **Fellowship Download Reimbursement Roster File** is:

- The format for the file is "Comma Separated Values" (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

Field Name	Type	Field Description
Academic Year	Numeric	Award Year (all records in the file must contain the same value) <i>Use ending year - if the acyear is 2020-2021 this field must contain 2021)</i>
Term	Alphanumeric	Term being requested for reimbursement (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
SSN	Numeric	Student's Social Security Number
Date of Birth	Date (mm/dd/ccyy)	Student's Date of Birth – will include slashes
Last Name	Alphanumeric	Student's Last Name
First Name	Alphanumeric	Student's First Name

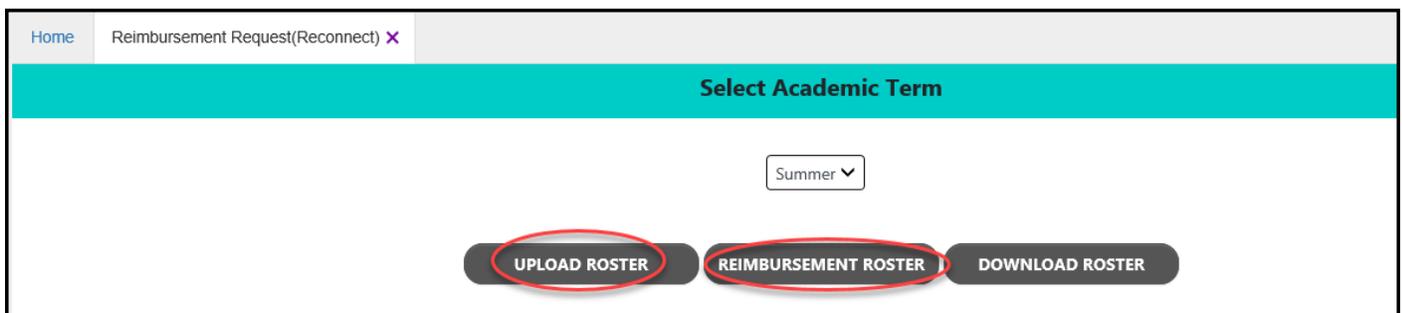
MI Fellowship Reimbursement Request Upload File

To request reimbursement, click the 'MI Future Educator Fellowship' menu item on the left navigation bar. Then click on 'Reimbursement Request.'



You will be given two reimbursement choices:

- Upload Roster (Batch Reimbursement Requests)
- Reimbursement Roster (Individual Student Requests)



It is always recommended to use the most recent download file possible when creating an upload file.

Request Reimbursement Using Upload Roster

You can use your download roster as a starting point or you can create a new file to upload to MiSSG. Your upload file must be in a CSV format. All fields must be delimited by a comma, including non-required or empty fields. Every row must contain nine fields. Your file must follow the file format below.

FELLOWSHIP REIMBURSEMENT ROSTER - UPLOAD FILE LAYOUT

The layout of the **Fellowship Upload Reimbursement Roster File** is:

- The format for the file is "Comma Separated Values" (CSV)
- Numeric fields cannot contain decimals unless specified
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Req	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) <i>Use ending year - if the acyear is 2020-2021 this field must contain 2021)</i>
6	Term	Alphanumeric	Y	Term being requested for reimbursement (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
9	SSN	Numeric	Y	Student's Social Security Number
10	Date of Birth	Date (mm/dd/ccyy)	Y	Student's Date of Birth – must include slashes
16	Last Name	Alphanumeric	Y	Student's Last Name
20	First Name	Alphanumeric	Y	Student's First Name
8	Amount	Numeric	Y	Reimbursement Amount – may contain a decimal

A record will be **rejected** for the following:

- Invalid data
- Student must be eligible for the Fellowship
- Student cannot already have a Fellowship reimbursement for the term
- The 'Amount' entered, including all other Fellowship reimbursements for the acyear, cannot exceed the maximum annual amount

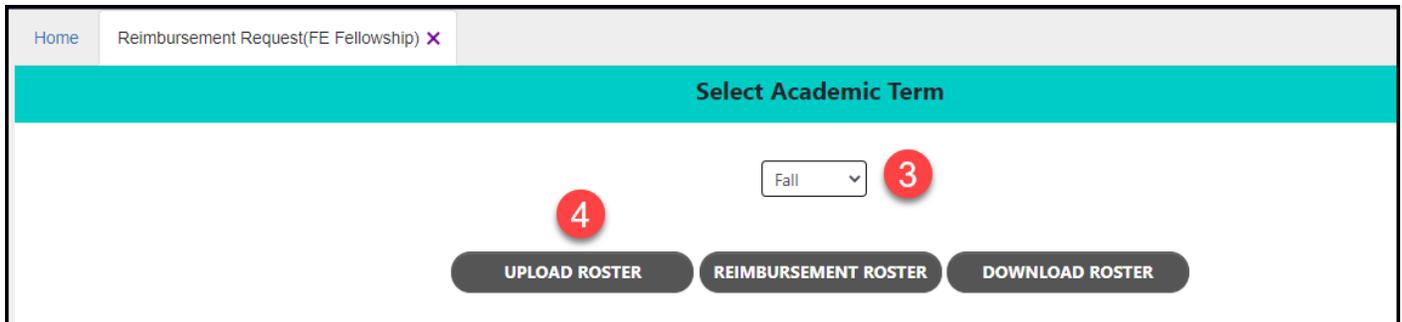
If not using the downloaded roster, prior to uploading your file, you should compare the students in your upload file to the list of eligible students in MiSSG. If students do not appear on the list from MiSSG, you must contact SSGO and request those students to be transferred to your institution PRIOR to uploading your file for reimbursement. You can also request that students go

to the MiSSG Student Portal and select your institution as their school of choice.

After verifying every student you wish to include in your reimbursement request is listed in your upload file, you must make sure your file is in a CSV format before uploading to MiSSG.

When your file is complete and in the proper format, you can upload the file to MiSSG. To upload your file:

1. Click on the 'MI Future Educator Fellowship' menu item on the left navigation bar.
2. Click on 'Reimbursement Request.'
3. Select the 'Academic Term' you are requesting reimbursement for.
4. Click the 'Upload Roster' button.



Next you will see the status of your uploaded file. The message "File request has been received and is awaiting processing" means MiSSG is waiting to process the file. Eventually, the message will change to "The file is being executed."

Check the status in a few minutes.

It is important that the aid administrator checks the file request to verify if the file was successful or not. The status "The file has completed successfully" will display if there were no rejected records. Non-rejected records will have processed though. "The file has been processed, but errors were found" status will display if there were rejected records.

File Requests							
REFRESH							
ⓘ It may take a few minutes for the file to be processed and ready for download							
SELECT A ROW TO VIEW FILE RESULTS AND ERRORS							
<input type="checkbox"/> Show Prior Academic Years Records							
File Type	Request Date	Status	User Name	Aid Program	Term	Download	
Upload FE Fellowship Reimbursement Request 2022-2023	01-27-2023	The File has been processed but errors were found.		MI Future Educator Fellowship	Fall		
Download Reimbursement Roster 2022-2023	01-27-2023	The File has completed successfully.		MI Future Educator Fellowship	Fall		

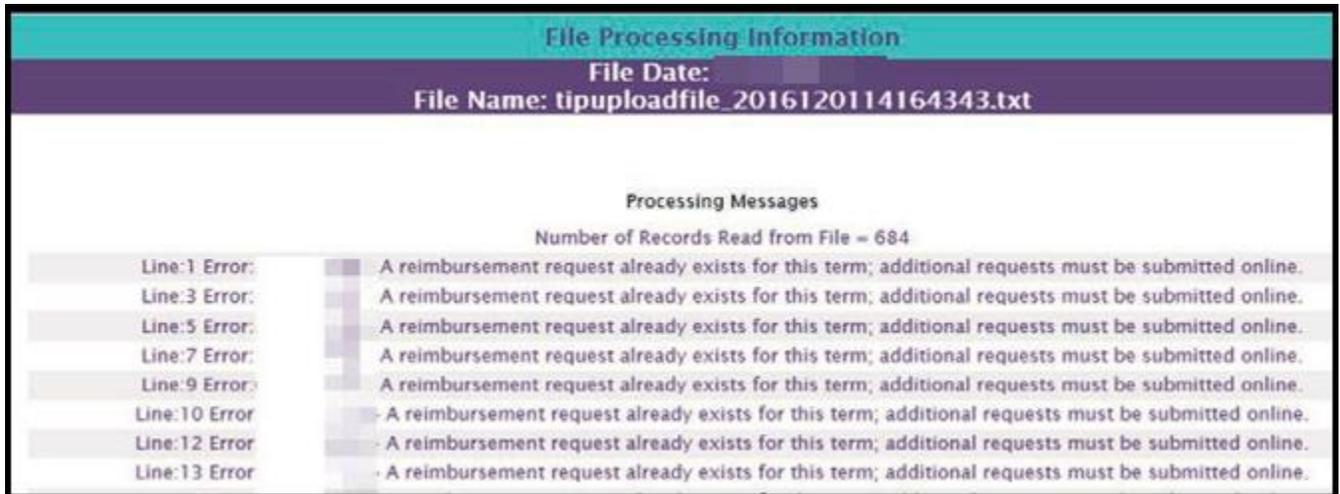
To find out what errors are within a file, click on the status message. The status will indicate the line the error was found on and the cause of the error. The "System errors were found" status message will display if there was a problem with the file's layout. No records or awards were processed if this displays. Refer to the Upload File format for file specifications.

File Processing Information	
File Date:	[REDACTED]
File Name:	fefellowshipuploadfile_2023012711450619.txt
Processing Messages	
Number of Records Read from File = 4	
Line:4 Error: - SSN is invalid.	
Line:4 Error: - Date of Birth is invalid.	
Line:4 Error: - Academic Year is invalid.	
Line:4 Error: - Payment Term does not match the file's requested payment term.	
Upload Students contained errors.	

It is important to check to see all records were processed correctly. If records did not process, then the reimbursement request was not received by MiSSG. When payment files are created, only received reimbursement requests are included for payment.

There are three ways to resubmit your request.

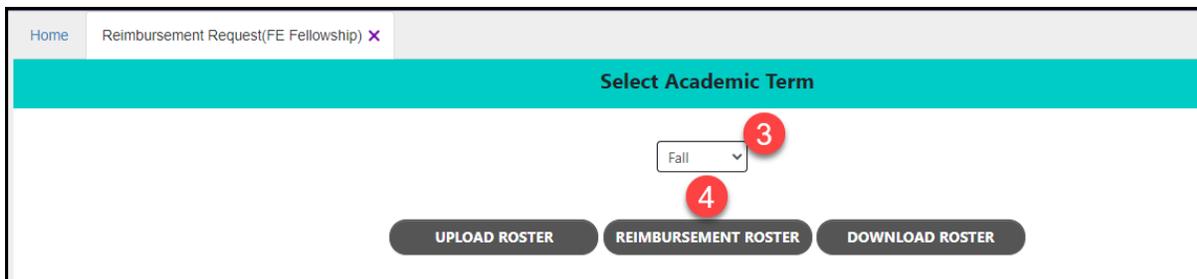
1. You can correct your original file and upload it again.
 - a. If you resubmit your original file with required corrections, you will see the following error messages for the student records that processed successfully the first time. There is no action required for these records. The system is simply indicating a request for reimbursement has already been received from your previous upload attempt.



2. You can create and upload a new file with only the students who need to be resubmitted.
3. You can use the online Request Reimbursement feature for those students who need to be resubmitted.

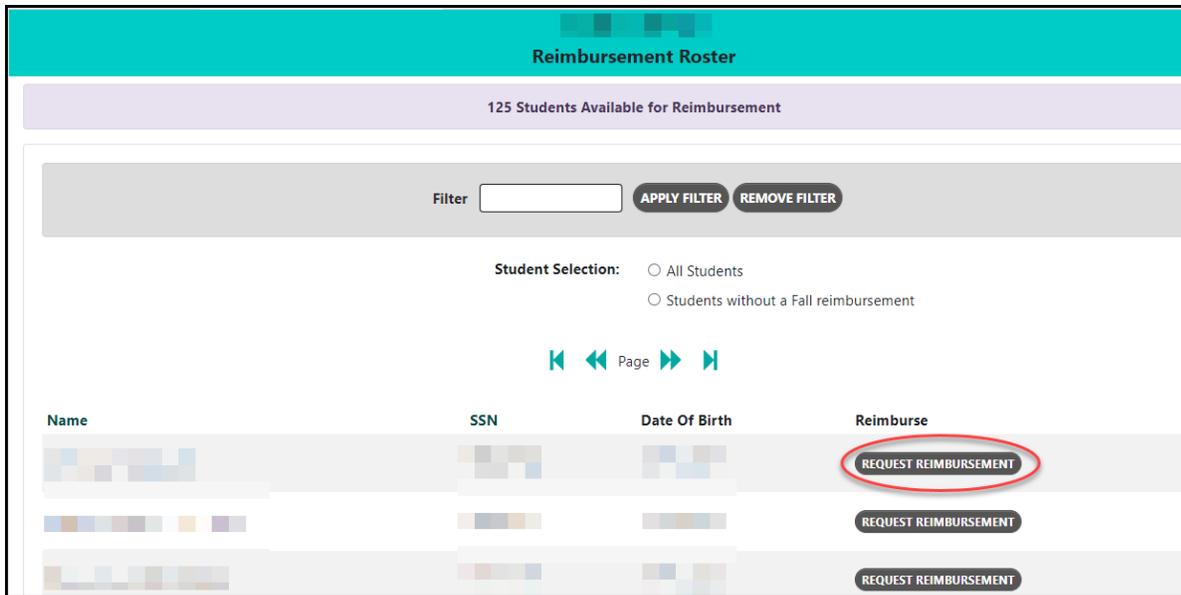
MI Fellowship Online Reimbursement Request

To begin an online reimbursement, you will need to load your Reimbursement Roster. Select 'MI Future Educator Fellowship' menu item 'Reimbursement Request' from the drop-down box the semester/term for which you are requesting reimbursement. Then click the 'Reimbursement Request' button.



Your roster will show all eligible MI Fellowship students who have indicated your institution as their college of choice for the term selected on their FAFSA or via the MiSSG Student Portal.

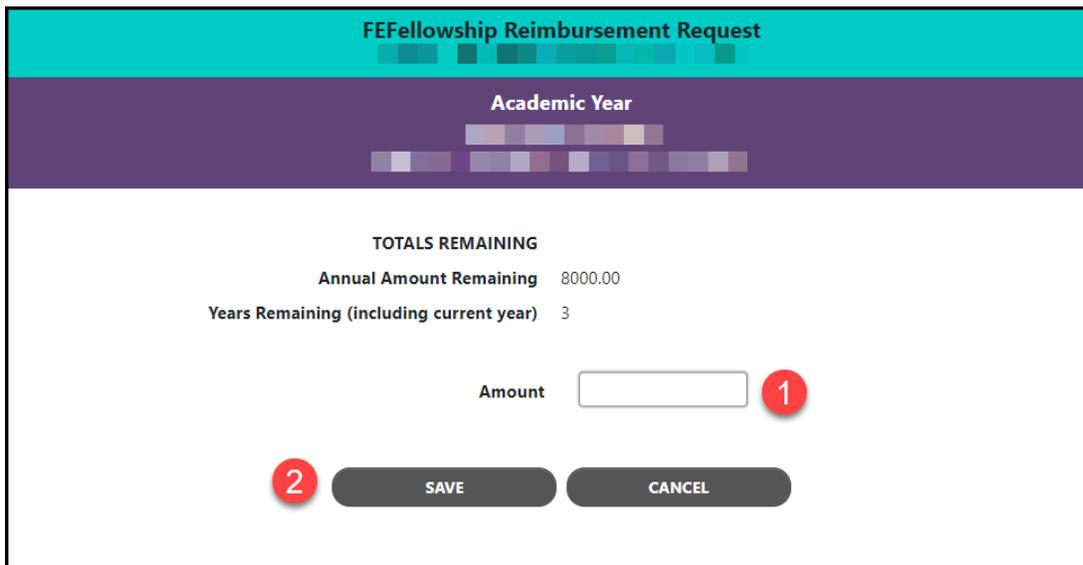
Click the 'Request Reimbursement' button for the student you want to request reimbursement for.



Enter the following:

1. Award Amount

Note: Awards are limited to tuition and required fees and the total annual award maximum is \$10,000.



For each student who needs to have a reimbursement request created, click on their corresponding Request Reimbursement button and repeat step 1.

Adjustments for MI Fellowship Reimbursement

After a payment is processed, a MI Fellowship award may be:

- Increased if the student has remaining eligibility and has not reached their annual maximum limit.
- Reduced as a result of receiving other tuition-specific aid.
- Refunded as a result of no longer meeting the eligibility requirements.

Increasing a MI Fellowship Award

To increase an award already paid, a School User will need to submit a new [reimbursement request](#).

Reducing a MI Fellowship Award

To reduce an award already paid, a School User will need to process the following in MiSSG:

1. Enter the student's SSN or MiSSG ID in the Quick View box.
2. Click on 'Payment History.'
3. In the shaded purple area, look for the current academic year for which you need to reduce funds.
4. Click on the payment amount you need to adjust. The amount will be a link to the refund screen.

Quick View

SSN Quick View

SSN 1

MiSSG ID

- Existing MCS/MTG

- MCS/MTG 2023 - 2024
- MCS/MTG 2022 - 2023
- MCS/MTG 2021 - 2022
- MCS/MTG 2020 - 2021

- Existing Grants/Scholarships

- FE Fellowship 2023 - 2024
- FE Fellowship 2022 - 2023
- Michigan Achievement Scholarship 2023 - 2024

Transaction History

Payment History 2

FAFSA Data

Summary Data 2023 - 2024

Document Management

Academic Year 2023 - 2024 3

Date	Program	Institution	Term	Type	Amount
2023	MI Future Educator Fellowship		Fall	Payment	4 \$5000.00

Note: You must have MI Fellowship Administrator 1 user rights to process MI Fellowship refunds.

Example – Reduced award due to other financial aid. A student had an outside scholarship in the amount of \$500.

The screenshot shows a web form titled "Enter Adjustment". The form has a teal header and a purple sub-header. Below the header, there are several blurred fields. The visible fields are:

- School**: A dropdown menu with a blurred selection.
- Program**: MI Fellowship
- Amount Paid**: \$5,000
(including any prior paid adjustments and ready to pay payments)
- Payment Adjustment Amount:** A text input field containing "\$500".

At the bottom of the form, there are three buttons: a red circle with the number "2" next to a "SAVE" button, and a "CANCEL" button. A red circle with the number "1" is positioned to the right of the "Payment Adjustment Amount" input field.

1. Enter Payment Adjustment Amount (in this example, it is 500 because that is the value of the outside scholarship and the amount the award is being reduced).
2. Click the 'SAVE' button.

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 SSGO.

To process a refund through MISSG:

1. Enter the student's SSN or MISSG ID in the Quick View box.
2. Click on 'Payment History.'
3. In the shaded purple area, look for the current academic year for which you need to return funds.
4. Click on the payment amount you need to adjust. The amount will be a link to the refund screen.

Quick View

SSN Quick View

SSN

MISSG ID

- Existing MCS/MTG

MCS/MTG 2023 - 2024

MCS/MTG 2022 - 2023

MCS/MTG 2021 - 2022

MCS/MTG 2020 - 2021

- Existing Grants/Scholarships

FE Fellowship 2023 - 2024

FE Fellowship 2022 - 2023

Michigan Achievement Scholarship 2023 - 2024

Transaction History

Payment History **2**

FAFSA Data

Summary Data 2023 - 2024

Document Management

Academic Year 2023 - 2024 **3**

ADD PAYMENT

Date	Program	Institution	Term	Type	Amount 4
2023	MI Future Educator Fellowship	[blurred]	Fall	Payment	\$5000.00

Note: You must have MI Fellowship Administrator 1 user rights to process MI Fellowship refunds. Example - Dropped/withdrew from classes to less than full-time enrollment status. The amount to be refunded is the full \$5,000 since all funds must be refunded as the student must be enrolled at least full-time to use MI Fellowship.

Enter Adjustment

School [dropdown]

Program MI Fellowship

Amount Paid \$5,000
(including any prior paid adjustments and ready to pay payments)

Payment Adjustment Amount: **1**

2 **SAVE** **CANCEL**

1. Enter Payment Adjustment Amount. (In this example, it is 5000 because that is the full value and all the award is being reduced.)
2. Click the 'SAVE' button.

MI Future Educator Stipend (MI Stipend) Features

School Profile

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

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

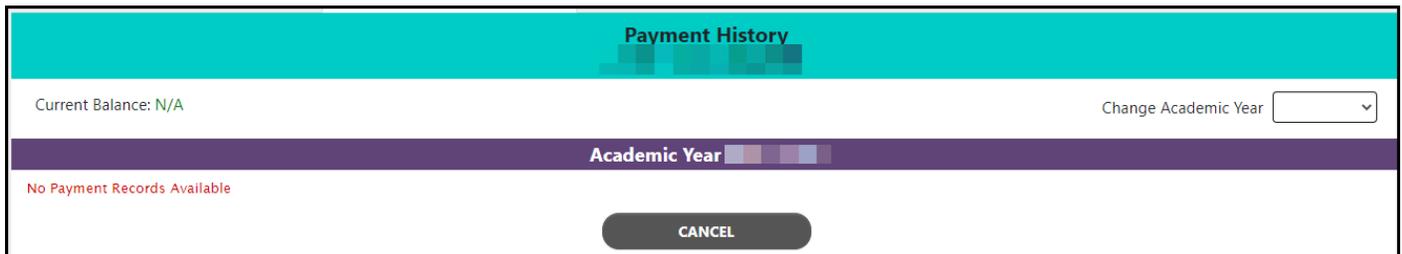
To view/update your profile information for MI Stipend, click the 'MI Future Educator Stipend' menu item on the left navigation bar. Then click on 'School Profile.'

MiSSG	View School Profile
Michigan Competitive Scholarship	Change Academic Year: <input type="text"/>
Michigan Tuition Grant	Academic Year
Tuition Incentive Program	School OECODE
Children of Veterans Tuition Grant	School Branch
Fostering Futures Scholarship	Vendor ID
MI GEAR UP Scholarship	School Name
MI Future Educator Fellowship	Address
MI Future Educator Stipend	Address2
Award Rules	City
School Profile 	State
Payment History	Zip Code
Clear Ineligible Reasons	Phone Number
Certification	Fax Number
Request Reinstatement	Parent Institution
Quick View	School Type
	Term Type
	Dormitory
	Closed
	Program: MI Future Educator Stipend

MI Stipend Payment History

The Payment History section displays information about MI Stipend payments made to your institution 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 Payment History, click the 'MI Future Educator Stipend' menu item on the left navigation bar. Then click on 'Payment History.'



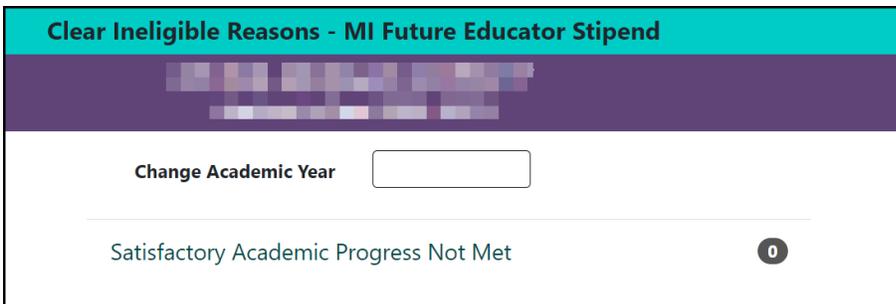
Clear Ineligible Reasons

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

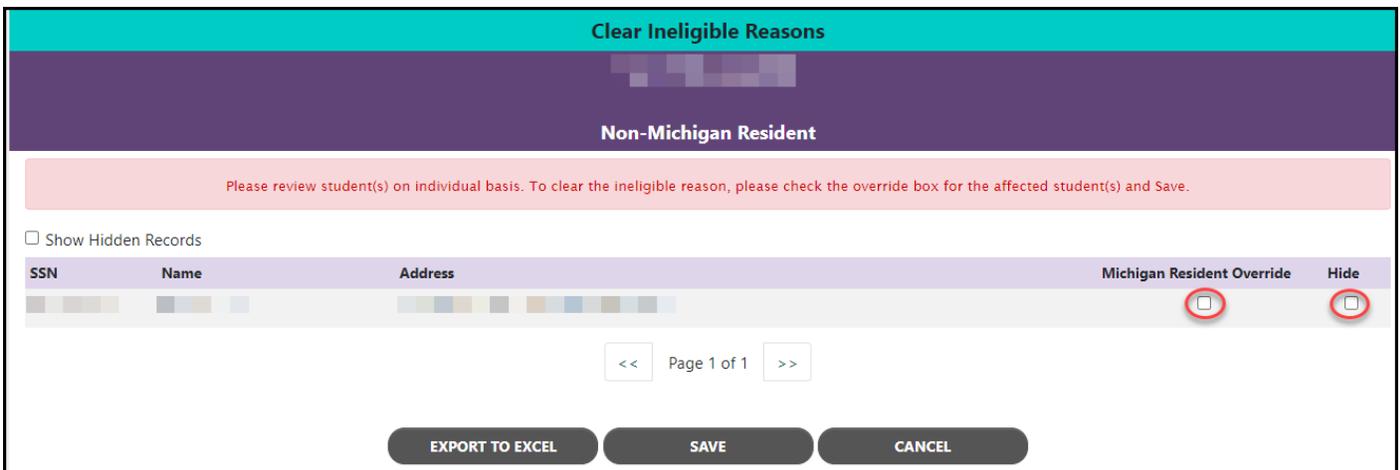
- Satisfactory Academic Progress Not Met



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



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



MI Stipend Application Status: Eligible and Ineligible Messages

Check the eligibility status of a MI Stipend student. If the status is 'Eligible,' the student may receive MI Stipend benefits. If the status is 'Ineligible,' one or more of the following reasons will be listed:

MI Future Educator Stipend Academic Year	
Status:	Ineligible
Reason(s):	Not in Eligible Educator Preparation Program Not Student Teaching Ineligible Institution

Ineligible Institution

Student must be attending an eligible institution for MI Stipend. Ineligible institution flag will appear if no institution is selected.

Satisfactory Academic Progress Not Met

For renewal, student must maintain SAP as defined by the institution.

Maximum Assistance

Student cannot receive more than one stipend payment, unless their programs requires more than one semester of student teaching.

Participating in the Grow Your Own Program

Student identified they are participating in a Grow Your Own Program and cannot receive funds concurrently.

Not in Eligible Educator Preparation Program

Student must be in an eligible Educator Preparation Program.

Not First Teacher Certification

Student must be participating in their first teacher certification.

Not Student Teaching

Student must be student teaching in a Michigan Public School District or Public School Academy.

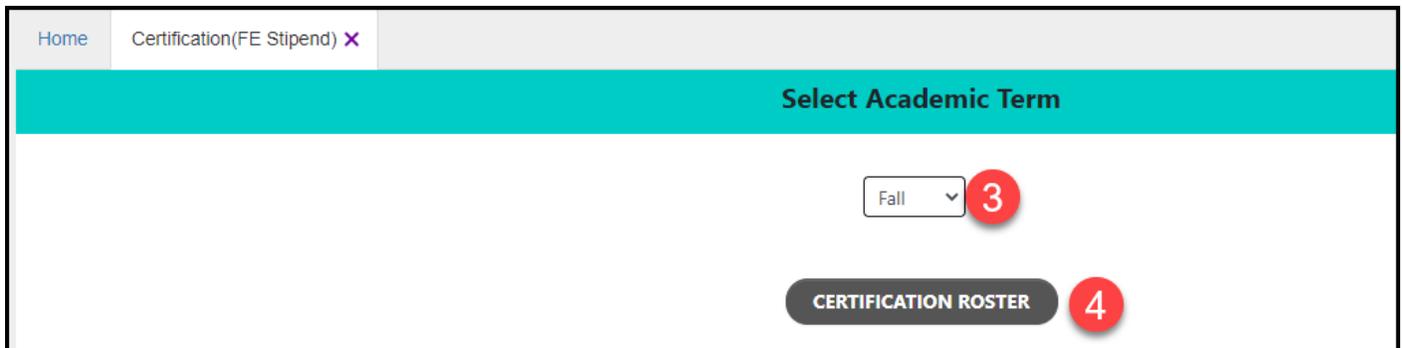
Receiving Alternative Payment for Student Teaching

Student must not be employed by the school district as a Teacher of Record.

MI Stipend Certification Online Certification

To begin an online certification, select:

1. 'MI Future Educator Stipend' menu item.
2. 'Certification' from the drop-down box.
3. The semester/term for which you are certifying.
4. Then click the 'Certification Roster' button.



Your roster will show all eligible MI Stipend students who have indicated your institution as their college of choice for the term selected on their FAFSA or via the MiSSG Student Portal.

When certifying a MI Stipend, you are confirming the student meets the following:

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.

By certifying this/these student(s), the institution confirms the student(s) is/are meeting the following requirements:

- Working towards teaching certification.
- Participating full-time or its equivalency in required student teaching coursework. The student(s) must be meeting a minimum of 300 student contact hours in a Michigan Public School District or Public School Academy.
- Maintains Satisfactory Academic Progress (SAP).
- Is not employed by their district as a teacher of record

The institution will need to validate the school district listed on the application and confirm placement. If the school district listed on the certification screen is not correct, the institution is required to update the placement.

The screenshot shows a web interface for certifying students. At the top, there is a 'Filter' input field and an 'APPLY FILTER' button. Below this is a 'REMAINING STUDENTS' dropdown menu that is open, listing various school districts such as Warren Consolidated Schools, Warren Woods Public Schools, and West Bloomfield School District. The 'West Bloomfield School District' is currently selected. Below the dropdown is a table with columns for 'Name', 'SSN', 'School District', and 'Award Amount'. The table contains two rows of student data. The first row shows a student with a 'Pending' status and an award amount of \$9,600.00. The second row shows another student with a 'Pending' status and an award amount of \$9,600.00. At the bottom of the table, there are 'SAVE' and 'CANCEL' buttons.

Click the 'Yes' button for the students you want to certify.

Note: If you need to reduce the award for any reason, select the 'Reduce Award' checkbox. You will need to select a reason and enter the reduced award amount.

This screenshot shows the same certification interface as the previous one, but with the 'Reduce Award' checkbox checked for the first student. The 'Additional Options' column for this student now shows a dropdown menu with 'Other' selected, and a text input field containing the number '8000'. The 'SAVE' and 'CANCEL' buttons are still visible at the bottom.

If you do not need to reduce the award, click the 'SAVE' button.

Click the 'No' button for the students who do not meet the requirements to receive an award.

Adjustments for MI Stipend

After a payment is processed, any adjustments to a MI Stipend award must be processed by Student Scholarships, Grants and Outreach (SSGO). Contact SSGO at 1-888-447-2687 or mistudentaid@michigan.gov.

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 'MI Future Educator Stipend' 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 "MI Future Educator Stipend" program. The school is identified as "002239-00, AQUINAS COLLEGE". A dropdown menu is open, showing "Fall", "Spring", and "Summer" as options. "OK" and "CANCEL" buttons are visible at the bottom.

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 our office whether the award will be released. If the award is released, the student will appear on the certification roster as normal.

The screenshot shows the "Request Reinstatement" page for the "MI Future Educator Stipend" program. It indicates "Total Students: 3". There is a filter input field with "APPLY" and "REMOVE" buttons. A table lists three students with their details and a "Request Reinstatement" checkbox for each. The "SAVE" button at the bottom is circled in red.

Name	SSN	Reason Not Awarded	Award Amount	Request Reinstatement
[Redacted]	[Redacted]	Other	0	<input type="checkbox"/>
[Redacted]	[Redacted]	GPA Not Met	0	<input type="checkbox"/>
[Redacted]	[Redacted]	Not Student Teaching	0	<input type="checkbox"/>

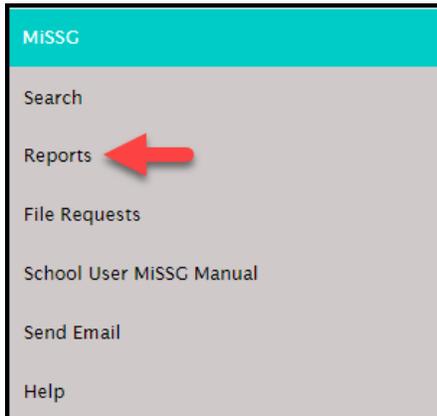
<< Page 1 of 1 >>

By selecting Save, I am requesting reinstatement for the students selected. If approved these students will be placed back on the certification roster.

SAVE CANCEL

MISSG Reports

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



Activity Reports

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.