



888-447-2687
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michigan.gov/mistudentaid

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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 michigan.gov/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 Features

Home Tab

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

MiSSG Student Scholarships & Grants
MICHIGAN DEPARTMENT OF TREASURY

MiSSG

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

Home

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

GO

MiSSG ID

GO

- Existing MCS/MTG

MCS/MTG 2023 - 2024

- Existing TIP

TIP 2023 - 2024

- Existing Grants/Scholarships

MI GEAR UP 2023 - 2024

Michigan Achievement Scholarship

2023 - 2024

Transaction History

Payment History

FAFSA Data

Summary Data 2023 - 2024

Summary Data 2024 - 2025

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

.....

GO

MiSSG ID

GO

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

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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

Additional Search Criteria

Academic Year

Aid Program

Sort Criteria

Sort By

SUBMIT CRITERIA

RESET CRITERIA

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.

Search Results				
Found 27 Student Records				
Page 1 of 1				
SSN	Name	Date Of Birth		
Aid Program	AC Year	Eligibility Status	Current Institution	
SSN	Name	Date Of Birth		
Aid Program	AC Year	Eligibility Status	Current Institution	

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 MI GEAR UP. 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.'

Home Search

**MI GEAR UP Scholarship
Academic Year 2023 - 2024**

Update Application Information

SAP Met

NSLDS Override ☐

Citizenship Override ☐

Residency Override ☐

Reason for Update

Now Required

SAVE CANCEL

MI GEAR UP Scholarship Status: Ineligible Messages:

Check the eligibility status of a MI GEAR UP student. If the status is 'Eligible,' the student may receive MI GEAR UP Scholarship, so long as all eligibility requirements are met.

Home

**MI GEAR UP Scholarship
Academic Year**

Status: Eligible

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

Home

**MI GEAR UP Scholarship
Academic Year**

Status: Ineligible

Reason(s): Non-Michigan Resident

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

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.

Ineligible Institution

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

Maximum Assistance

The student reached the maximum number of years of assistance to receive the MI GEAR UP Scholarship.

Non-Michigan Resident

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

Not an Undergraduate Student

The student must be an undergraduate student per the FAFSA.

Pending FAFSA

Student must have a FAFSA on file.

Satisfactory Academic Progress Not Met

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

Waitlisted

The student has been placed on the wait list incase funds become available.

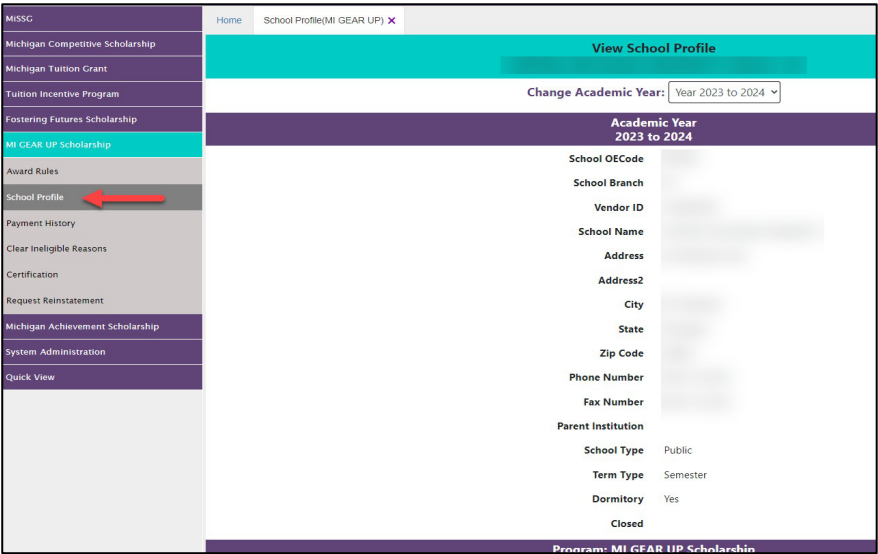
MI GEAR UP Features

School Profile

Contact information for institutions is stored in your 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.

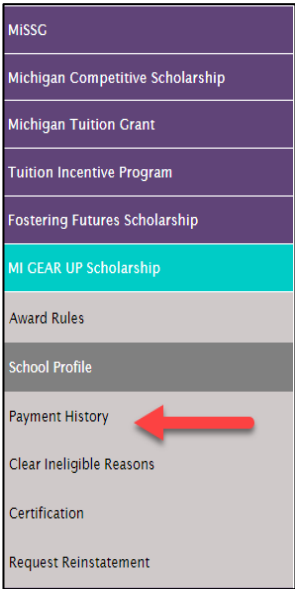
To view/update the 'School Profile' information for MI GEAR UP, click the 'MI GEAR UP' menu item on the left navigation bar. Then click on 'School Profile.'



MI GEAR UP Payment History

The Payment History section displays information about MI GEAR UP 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 Payment History, click the 'MI GEAR UP' menu item on the left navigation bar. Then click on 'Payment History.'



Payment History						
Current Balance: N/A			Change Academic Year <div>2023-2024</div>			
Academic Year 2023-2024						
Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
9/26/2023			MI GEAR UP	1	Q1 Payment	\$2,500.00
Total:						\$2,500.00
<div>CANCEL</div>						

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

MISSG
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
Fostering Futures Scholarship
MI GEAR UP Scholarship
Award Rules
School Profile
Payment History
Clear Ineligible Reasons
Certification
Request Reinstatement
Michigan Achievement Scholarship
System Administration
Quick View



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

Clear Ineligible Reasons - MI GEAR UP Scholarship	
Academic Year	
Change Academic Year	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

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.

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

MI GEAR UP Certification

To certify an award, click the 'MI GEAR UP Scholarship' menu item on the left navigation bar. Then click on 'Certification.'

MISSG

Michigan Competitive Scholarship

Michigan Tuition Grant

Tuition Incentive Program

Fostering Futures Scholarship

MI GEAR UP Scholarship

Award Rules

School Profile

Payment History

Clear Ineligible Reasons

Certification

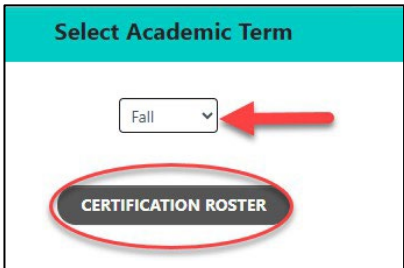
Request Reinstatement

Michigan Achievement Scholarship

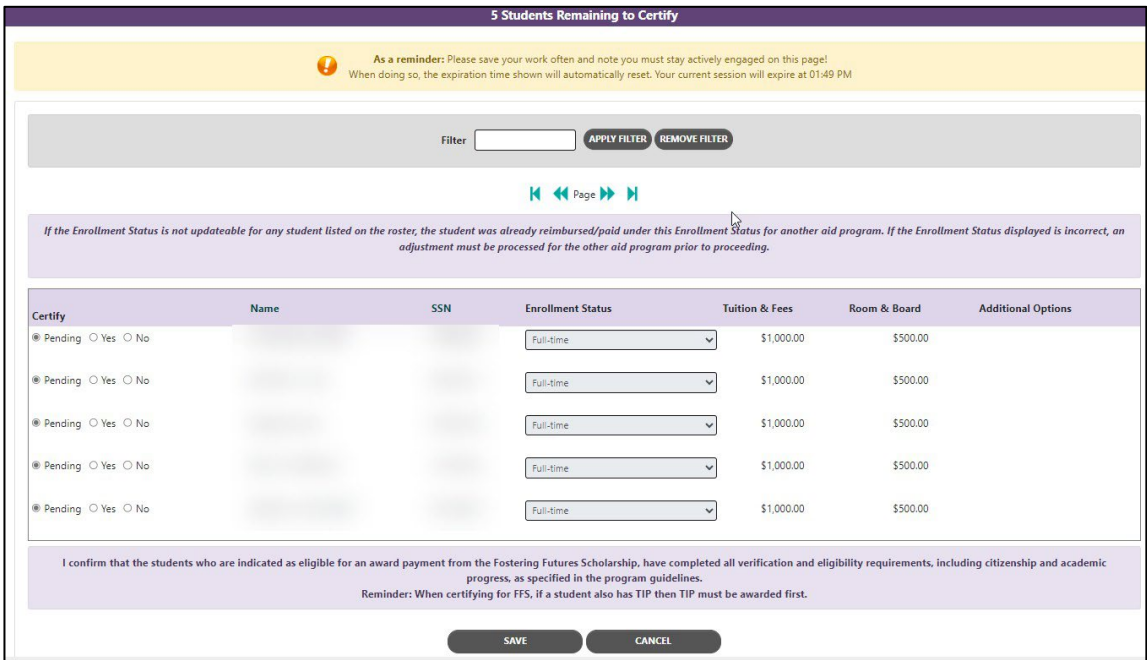
System Administration

Quick View

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

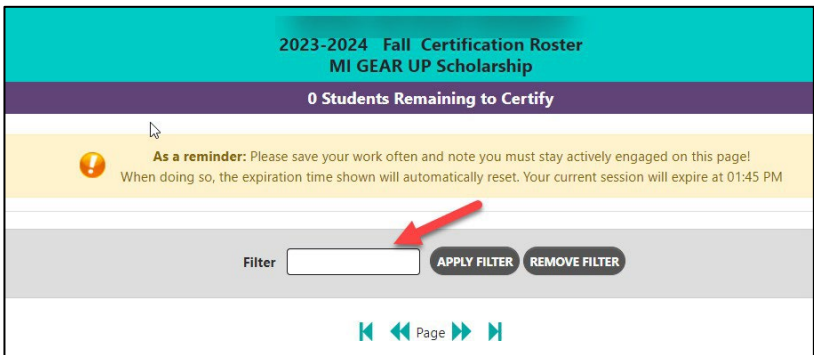


The roster will show all eligible MI GEAR UP students at your institution who have indicated your institution as their college of choice for the semester/term selected on their FAFSA or via the MiSSG Student Portal.



Certify	Name	SSN	Enrollment Status	Tuition & Fees	Room & Board	Additional Options
<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	

If you want to refine the display 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.



2023-2024 Fall Certification Roster
MI GEAR UP Scholarship
0 Students Remaining to Certify
<input type="text"/>

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

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

If Certify 'Yes' is selected, you will be promoted 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 'Reduced 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
3. Click the 'Save' button when complete.

Fostering Futures Scholarship

5 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 02:04 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
<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 <div style="display: flex; gap: 5px;"> <div>TFSS, \$ <input type="text"/></div> <div>R/B, \$ <input type="text"/></div> </div>
<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.

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:
 - a. Less Than Half-Time
 - b. Not Enrolled-Term
 - c. Not Enrolled-Year
 - d. SAP Not Met
 - e. Overaward
 - f. Leave of Absence
 - g. Verification Incomplete
 - h. Declined
 - i. No Financial Need
 - j. 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 checked="" type="radio"/> Yes <input type="radio"/> No			Full-time	\$1,000.00	\$500.00	<input type="checkbox"/> Reduce Award <input type="button" value="v"/> <input type="text" value="TFSB, \$"/> <input type="text" value="R/B, \$"/>
<input type="radio"/> Pending <input type="radio"/> Yes <input checked="" type="radio"/> No			Less Than Half-time	\$1,000.00	\$500.00	<input checked="" type="checkbox"/> No Award <input type="button" value="v"/> <input type="text" value="\$"/> <input type="text" value="0.00"/>

MI GEAR UP 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 GEAR UP Scholarship' menu item on the left navigation bar. Then click on 'Request Reinstatement'.

MISSG

Michigan Competitive Scholarship

Michigan Tuition Grant

Tuition Incentive Program

Fostering Futures Scholarship

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Certification

Request Reinstatement

MI GEAR UP Scholarship

Michigan Achievement Scholarship

System Administration

Quick View

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

Select School and Term

For Program: Fostering Futures Scholarship

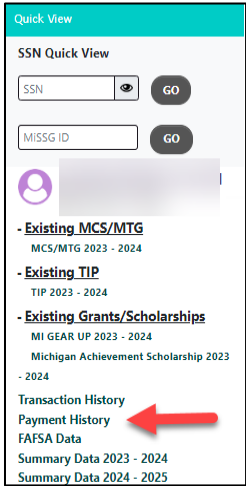
Select the checkbox for the student(s) you request to have reinstated and click the 'Save' button.

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

Adjustments for MI GEAR UP

To reduce or increase 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.'



- 2. Locate the academic year and corresponding payment that needs to be refunded on the list of existing payments.
- 3. Click the underlined amount for the award to navigate to the 'Enter Adjustment' screen where the refund adjustment can be performed.

Note: Only School Users with MI GEAR UP Administrator 1 security rights can use the 'Enter Adjustment' screen.

Note: Adjustments may only be made for current-year awards. If a prior-year needs to be adjusted, please email mistudentaid@michigan.gov.

Student Payment History XXX-XX-1585					
Student Information					
Name					
Address					
City,State,Zip					
Home Phone Number					
Cell Phone Number					
Date of Birth					
Email Address					
Gender					
License State and Number					
MISSG ID					
CEPI UIC					
Converted Check Count					
Academic Year 2023 - 2024					
Date	Program	Institution	Term	Type	Amount
2023/09/26	MI GEAR UP Scholarship	CENTRAL MICHIGAN UNIVERSITY	Fall	Payment	\$1000.00

From the 'Enter Adjustment' screen:

4. Verify that the 'Enrollment Status' field is still accurate.
5. Select the appropriate radio button 'Adjustment Type.'
 - a. Disbursement: additional funds to add to the student's award.
 - b. Refund: a reduction to the student's paid award.
6. Enter, in whole dollars, in the 'Payment Adjustment Amount' field that you are reducing or increasing the award by.
7. Click the 'Save' button.

Enter Adjustment
Fall 2023 - 2024

School: [Redacted]

Program: MI GEAR UP

Enrollment Status: Full-time (4)

Amount Paid: 1000.00
(including any prior paid adjustments and ready to pay payments)

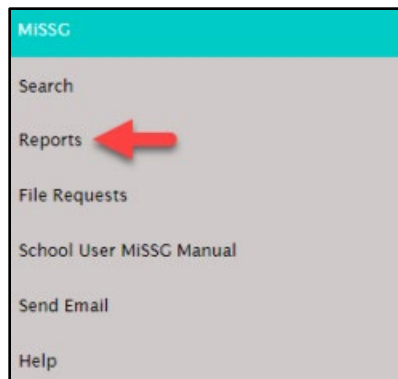
Adjustment Type: ☐ Disbursement ☐ Refund (5)

Payment Adjustment Amount: [Redacted] (6)

(7) SAVE CANCEL

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.

MI GEAR UP Year End Funds

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 AIDO. 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.