MiSSG Manual

MICHIGAN ACHIEVEMENT SCHOLARSHIP | MI Student Aid
Accessible • Affordable • Attainable

MiLEAP
Michigan Department of Lifelong Education, Advancement, and Potential

MI Student Aid
Accessible • Affordable • Attainable

888-447-2687
mistudentaid@michigan.gov
michigan.gov/mistudentaid

Table of Contents

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 user name and temporary password will be assigned by MI Student Aid and emailed to the authorized MiSSG user.

Locating MiSSG
Navigate to MiSSG at Michigan.gov/MiSSG.

Click the 'Go to MiSSG College Aid Administrator' button.

MiSSG Features

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

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. The student MUST select your institution on their FAFSA to use the Quick View feature.

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 message:

Using MiSSG Search Feature

If you do not have a student's full SSN or MiSSG ID, 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.

Parameters for search fields:

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

Additional Search Criteria:

- Select Academic Year from dropdown menu.
- Select Aid Program from dropdown menu.

Click the 'Submit Criteria' button to begin the search. Below is an example of a search result.

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 the Michigan Achievement Scholarship. The following example student includes fields that an Admin 1 School User can edit.

Out-of-State High School Graduates

Financial Aid Administrators can update a student's high school field to "Out-of-State" by following the instructional guide provided.

Blank or Incorrect High School Data

Financial Aid Administrators can add or update a student's high school graduation year once it has been verified by following the instructional guide provided.

Michigan Achievement Scholarship Application Status: Eligible and Ineligible Messages

Check the eligibility status of a Michigan Achievement Scholarship student. If the status is 'Eligible,' the student may receive Michigan Achievement Scholarship benefits, so long as all eligibility requirements are met. If the status is 'Ineligible,' one or more of the following reasons will be listed:

Administrative Override
Student was forced ineligible due to an administrative override.

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

Default or Refund Owed on Federal Financial Aid
Student cannot be in default on a Federal student loan.

Did Not Enroll within required months of HS Grad
Student must have enrolled within the maximum number of months from high school graduation or its equivalency.

Does Not Demonstrate Financial Need
Student's Student Aid Index (SAI) must meet the SAI Cutoff of 30,000 or less.

Eligible or Paid for Skills Scholarship
Student cannot be eligible for the Michigan Achievement Skills Scholarship.

High School Graduation After Award Year
Student's Grad Month and Year on file occurs after the start of the Academic Year. Contact program coordinator for assistance.

High School Graduation Date Not on File
Student must have a high school Grad Month and Year on file.

High School Graduation Year Prior to 2023
Student must have earned a high school diploma or its equivalency in 2023 or after.

Ineligible Institution
Student's college must be an active institution for the Michigan Achievement Scholarship. Ineligible institution flag will appear if no institution is selected.

Maximum Assistance
Student can only receive funds up to the maximum years of aid per school type.

Missing Information on FAFSA
Student must have a Student Aid Index (SAI) calculated.

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
Student must be an undergraduate student.

Out of State HS Graduate
Student has been verified and marked as a graduate of an Out of State High School.

Satisfactory Academic Progress Not Met
For renewal, student must maintain Satisfactory Academic Progress (SAP) as defined by the institution.

Total Years of Aid Expired
Student can only receive funds up to the total maximum years from their start year.

Michigan Achievement Scholarship 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 Michigan Achievement Scholarship, click the 'Michigan Achievement Scholarship' menu item on the left navigation bar. Then click on 'School Profile.'

Michigan Achievement Scholarship Payment History

The Payment History section displays information about Michigan Achievement Scholarship 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 'Michigan Achievement Scholarship' 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 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 to the right of the ineligible reason.

Institutions may export bulk ineligible reason lists for each specific status.

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 perform 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 Michigan Achievement Scholarship				
Academic Year 2024-2025 **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
▓▓▓	▓▓▓	▓▓▓	☐	☐

Michigan Achievement Scholarship Certification

There are two methods of certifying awards in MiSSG. Completing certification through the Online Certification process is a manual process where students are processed individually compared to utilizing the Download/Upload File process where students are uploaded in a file to process awards in batch.

Note: In certification programs, all students must be certified each semester, regardless of their enrollment level. Awards must be certified in chronological order, for example, Fall must be certified prior to Spring.

Michigan Achievement Online Certification Request

To begin an online certification, select:

1. 'Michigan Achievement Scholarship' menu item.
2. 'Certification' from the dropdown box.
3. Select the semester/term for which you are certifying.
4. Next click the 'Certification Roster' button.

Michigan Achievement Scholarship ①
Award Rules
School Profile
Payment History
Clear Ineligible Reasons
Certification ②
Request Reinstatement

Select Academic Term

Fall ③

UPLOAD ROSTER   CERTIFICATION ROSTER   DOWNLOAD ROSTER
④

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

When certifying a Michigan Achievement Scholarship, you are confirming the student meets the following:

> I certify that the students who are indicated as eligible for payment of a Michigan Achievement Scholarship have completed all verification and eligibility requirements, including citizenship and academic progress, as specified in the program guidelines.
>
> SAVE   CANCEL

To continue the online certification, certifying from Pending to Yes, select:

1. Click the 'Yes' button for the students you want to certify.
2. 'Enrollment Status' is selected from the dropdown.
3. Number of 'Credits' taken is entered.
4. Click the 'SAVE' button.

2024-2025 Fall Certification Roster
Michigan Achievement Scholarship

2625 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 02:39 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 ①	Name	SSN	Enrollment Status ②	Credits ③	Minimum Award Amount	Last Dollar Award Amount	Additional Options			
○ Pending ● Yes ○ No			Full-time ▾	15	$1,250.00	$1,500.00	☐ Reduce Award	▾	Minimum, $	Last Dollar, $
			Full-time							
			3/4-time							
			Half-time							
			Less Than Half-time							
			Not Enrolled							

I certify that the students who are indicated as eligible for payment of a Michigan Achievement Scholarship have completed all verification and eligibility requirements, including citizenship and academic progress, as specified in the program guidelines.

④ SAVE   CANCEL

To continue the online certification, certifying from Pending to Yes (with 'Reduced Award'), select:

1. Click the 'Yes' button for the students you want to certify.
2. 'Enrollment Status' is selected from the dropdown.
3. Number of 'Credits' taken is entered.
4. If the award needs to be reduced, select the box to check 'Reduce Award.'
5. A 'Reason' must be selected from the dropdown when reducing awards.
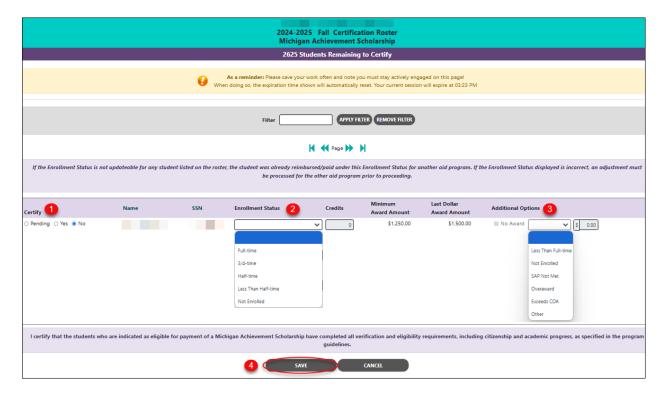6. Reduce award amount for the appropriate 'Minimum' and/or 'Last Dollar.'
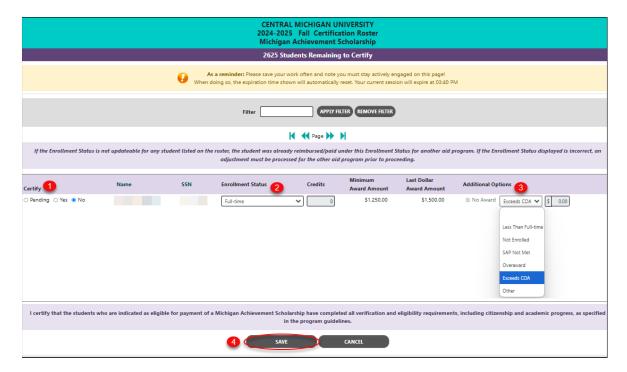7. Click the 'SAVE' button.

To continue the online certification, certifying from Pending to No (for the students who do not meet the requirements to receive an award), select:

1. 'No' button for the students.
2. 'Enrollment Status' is selected from the dropdown.
3. No award 'Reason' is selected from the dropdown.
4. Click the 'SAVE' button.

2024-2025 Fall Certification Roster
Michigan Achievement Scholarship

2625 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 03:23 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 ①	Name	SSN	Enrollment Status ②	Credits	Minimum Award Amount	Last Dollar Award Amount	Additional Options ③	
○ Pending ○ Yes ● No			[▼]	0	$1,250.00	$1,500.00	☐ No Award [▼]	$ 0.00
			Full-time				Less Than Full-time	
			3/4-time				Not Enrolled	
			Half-time				SAP Not Met	
			Less Than Half-time				Overaward	
			Not Enrolled				Exceeds COA	
							Other	

I certify that the students who are indicated as eligible for payment of a Michigan Achievement Scholarship have completed all verification and eligibility requirements, including citizenship and academic progress, as specified in the program guidelines.

④ [SAVE]   [CANCEL]

Note: For students whose 'Enrollment Status' is Full-time and meets all other eligibility criteria; however, are unable to be awarded due to exceeding Cost of Attendance or due to other gift aid exceeding the student's tuition and fees, the School User must select the 'Exceeds COA' No Award reason to ensure the student receives credit for initiation.

Michigan Achievement Scholarship Certification Download File
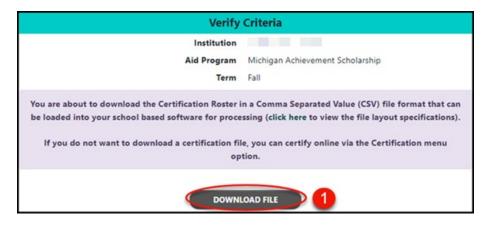
To begin a Download roster, select:

1. 'Michigan Achievement Scholarship' menu item.
2. 'Certification' from the dropdown box.
3. Select the semester/term for which you are downloading.
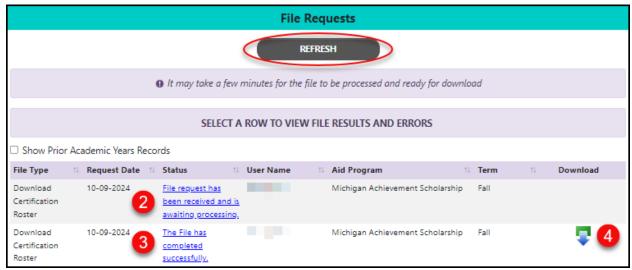4. Next click the 'Download Roster' button.

To continue the Download certification roster, select:

1. Next click 'Download File.'
2. Next you will see the status of your downloaded file. The message "File request has been received and is awaiting processing" means MiSSG is waiting to process the file.
3. Next the message will change to "The file has completed successfully."
4. You can now download the file to your computer by clicking on the download arrow icon on the right side of the file request's line.
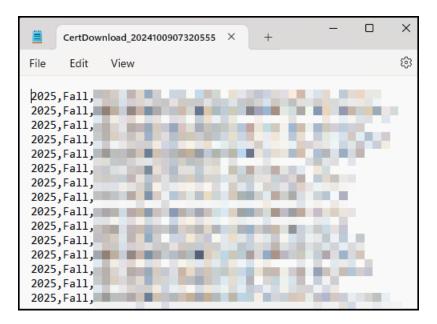

Observe the status column of the File Requests screen. After a minute or two, if you do not see "The File has completed successfully" message, click the 'Refresh' button at the top of the screen.

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).

A student is in the Download Certification Roster file if an award amount is on record in a 'Ready to Certify' status for the term.

SAVE the file to your desired 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.

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:

Download Certification File Layout - Michigan Achievement Scholarship

Download MAS Certification File Layout – used to identify who is available for the school to certify for the term

- 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 contain the same value) *Uses* **ending** *year - if the acyear is 2023-2024 this field will contain 2024*
Payment Term	Alphanumeric	Term being certified (all records in file contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
School OE Code	Alphanumeric	School OE Code (all records in file will contain same value)
Aid Program	Alphanumeric	Aid Program being awarded (all records in file contain the same value) Valid values include: "MAS"
SSN	Numeric	Student's Social Security Number
Last Name	Alphanumeric	Student's Last Name
First Name	Alphanumeric	Student's First Name
Middle Name	Alphanumeric	Student's Middle Name
Enrollment Status	Alphanumeric	Student's Enrollment Status for the term Valid values include: "FT" - Full-time "TT" – ¾-time "HT" – Half-time "LT" – Less than half-time "NE" – Not Enrolled
Credits	Numeric	Number of credits – will be 0.00
Total Award Amount	Numeric	Student's Award Amount for the term – will contain decimal
Minimum Award Portion	Numeric	Minimum Award Portion of Student's Award for the term – will contain decimal
Last Dollar Award Portion	Numeric	Last Dollar Award Portion of Student's Award for the term – will contain decimal

To complete certification, the file can be merged with the necessary data to be processed through the upload feature.

Michigan Achievement Scholarship Certification Upload File

To 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. Your file must follow the file format below.

[Upload Certification File Layout - Michigan Achievement Scholarship](#)

Upload Certification File Layout – Michigan Achievement Scholarship

Upload MAS Certification File Layout – used to submit data to MiSSG to certify student awards for a term

- 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

MAX Len	Field Name	Type	Value Required	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) Use **ending** year - if the acyear is 2023-2024 this field must contain 2024
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
10	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value) Valid values include: "MAS"
9	SSN	Numeric	Y	Student's Social Security Number
35	Last Name	Alphanumeric	Y	Student's Last Name
35	First Name	Alphanumeric	Y	Student's First Name
15	Middle Name	Alphanumeric	N	Student's Middle Name
2	Enrollment Status	Alphanumeric	Y	Student's Enrollment Status for term Valid Values include: "FT" = Full-time "TT" = 3/4-time "HT" = Half-time "LT" = Less than half-time "NE" = Not Enrolled
7	Minimum Award Portion	Numeric	Y	School's Minimum Award Portion of Student's Award for the term
7	Last Dollar Award Portion	Numeric	Y	School's Last Dollar Award Portion of Student's Award for the term
5	Credits	Numeric	Y	Number of credits – may contain decimal MAX value of 30

Upload Certification File Layout – Michigan Achievement Scholarship

MAX Len	Field Name	Type	Value Required	Field Description
1	Certification	Alphanumeric	Y	Certification Status Valid values include: "Y" – Yes "N" – No
1	No Award Reason	Alphanumeric	Req if Certification Status = "N"	Reason student is not receiving award Valid values include: "R" – Less than Full-time "N" – Not Enrolled "S" – SAP Not Met "O" – Overaward "L" – Exceeds COA* "T" – Other *This reason will fulfill the initiation requirement
14	Reason Award Amount Lowered	Alphanumeric	Req if Award Amount Lowered	School reason award amount was lowered Valid Values include: "Overaward" "Other Gift Aid" "Other"

A record will be rejected for the following:
1.1   Invalid data
1.2   Required fields not populated
1.3   No match on SSN
1.4   No match on Aid Program for the uploaded SSN
1.5   No match on Inst OE Code
1.6   No match on Payment Term
1.7   Academic Year not the current Academic Year
1.8   Payment Status on database is not "Ready to Certify"
1.9   Payment amount is "0" and Certification status in file is "Y"
1.10   Payment amount is > "0" and Certification status in file is "N"
1.11   The award cannot exceed the maximum award amount
1.12   If 'No Award Reason' = 'R' then 'Enrollment Status' must = 'TT', 'HT' or 'LT'
1.13   If 'No Award Reason' = 'N' then 'Enrollment Status' must = 'NE'
1.14   'Enrollment Status' must be 'FT' if Certification Status is 'Y'
1.15   No Award was missing a No Award Reason
1.16   Reduced Award Amount was missing a Reduced Reason

When your file is complete and formatted according to the above parameters, you can upload the file to MiSSG.

When your file is correctly formatted, it will appear like the below examples. In excel you will see that there are columns for each required field from the Upload Certification File Layout. To ensure that you have the required number of delimited commas, open your CSV file in notepad prior to upload.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	2025	Fall	123456	MAS	000000001	Happy	Place	M	NE	0	0	0	N	N	
2	2025	Fall	123456	MAS	000000002	Sun	Shine	I	FT	1250	1250	12	Y		Other Gift Aid
3	2025	Fall	123456	MAS	000000003	Alpha	Bet	S	FT	1250	1500	12	Y		
4	2025	Fall	123456	MAS	000000004	Detroit	Lions	S	FT	1250	1500	16	Y		
5	2025	Fall	123456	MAS	000000005	April	May	G	LT	0	0	0	N	R	
6	2025	Fall	123456	MAS	000000006	March	Forth		FT	1000	0	13	Y	O	Overaward
7	2025	Fall	123456	MAS	000000007	Vernors	Faygo		FT	0	0	12	N	L	

Notice that there are commas appearing in the first line in notepad for the field that was blank (O1 above). You can ensure correct commas by placing a single space in any required columns that are blank in the first row of your report. If you do not have appropriate commas, your file will fail. When previewing in notepad, ensure there are no additional lines of blank data ("„„„„„„„„") below your final row of students. This will cause your file to error and fail.

```
MASUploadExample.csv    ×    +                              —   □   ×

File    Edit    View                                        🪄  ∨   👤  ⚙

2025,Fall,123456,MAS,000000001,Happy,Place,M,NE,0,0,0,N,N, ,
2025,Fall,123456,MAS,000000002,Sun,Shine,I,FT,1250,1250,12,Y, ,Other Gift Aid,
2025,Fall,123456,MAS,000000003,Alpha,Bet,S,FT,1250,1500,12,Y, , ,
2025,Fall,123456,MAS,000000004,Detroit,Lions,S,FT,1250,1500,16,Y, , ,
2025,Fall,123456,MAS,000000005,April,May,G,LT,0,0,0,N,R, ,
2025,Fall,123456,MAS,000000006,March,Forth, ,FT,1000,0,13,Y,O,Overaward,
2025,Fall,123456,MAS,000000007,Vernors,Faygo,,FT,0,0,12,N,L, ,
```

Once you have reviewed your file in notepad you are ready to upload.

To upload a list of your eligible Michigan Achievement Scholarship students, click the 'Michigan Achievement Scholarship' menu item on the left navigation bar.
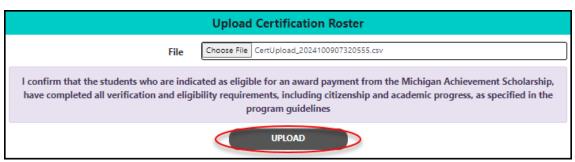
To begin an Upload roster, select:

1. Click on 'Michigan Achievement Scholarship.'
2. Click on 'Certification' from the drop-down menu.
3. Select the semester/term for which you are uploading.
4. Next click the 'Upload Roster' button.
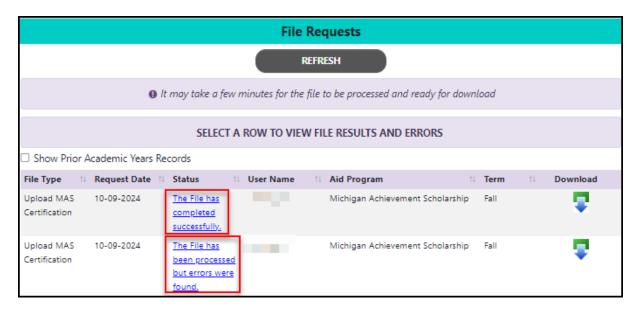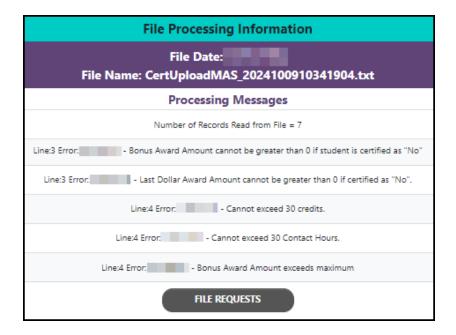5. Next click the 'Upload File.'

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. The message will change to "The file is being executed."

It is important that the aid administrator checks the file request to verify if the file was successful or if errors occurred. The status "The file has completed successfully" will display if there were no rejected records. If "The file has been processed, but errors were found" status is displayed, there were one or more rejected records.

To view errors 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 error is displayed. Refer to the Upload File format for file specifications.

It is important to verify that all records were processed correctly regardless of messages displayed. If an error message is indicated for a record (line), it has not processed and will need review and resolution. To resolve you can attempt the following:

- You can download the Ready to Pay Roster to verify all students that have been certified and awaiting payment.
- You can create and upload a new file with only the students who need to be resubmitted. (Recommended)
- You can use the online Certification feature for those students who need to be resubmitted. (Recommended)
- You can correct your original file and upload it again. If you resubmit your original file with required corrections, you will see 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 certification has already been received from your previous upload attempt.

Adjustments for Michigan Achievement Scholarship
The process of adjusting awards depends on the payment status. The following sections will review how to adjust awards in these scenarios including examples:

1. To adjust an award in "ready to pay" status review "Resetting an Award."
2. How to navigate to adjust a student who has a "paid status."
3. To **reduce** an award in a "paid status" review "Reducing a Michigan Achievement Scholarship Award."
4. To **increase** an award in a "paid status" review "Increasing a Michigan Achievement Scholarship Award."
5. To alter the credit amount without making monetary adjustments, review "Processing Credit Hour Only Adjustments without Monetary Adjustments."

NEW

6. To adjust an award to zero dollars and select that the student should be credited with an Exceeds COA indicator
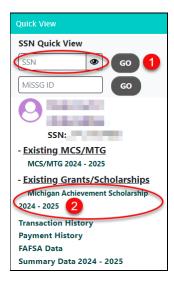
Note: You must have Michigan Achievement Scholarship Administrator 1 user rights to process Michigan Achievement Scholarship adjustments.
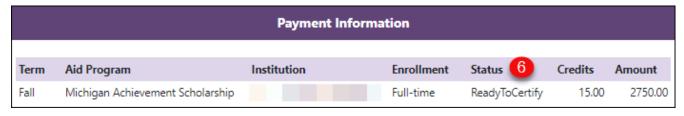
Resetting an Award

If an award needs to be adjusted after the certification process is complete, but prior to payment, users can reset the payment status.

1. Enter the student's SSN or MiSSG ID in the 'Quick View' box.
2. Click on 'Michigan Achievement Scholarship 20XX-20XX' (current academic year link).
3. Scroll down and select 'Reset Payment Status.'
4. Select the checkbox to 'Reset Payment.'
5. Click the 'SAVE' button.
6. After resetting the payment status, the student will need to be re-certified with the correct information.

Quick View

SSN Quick View

[SSN] [👁] [GO] ①

[MiSSG ID] [GO]

SSN: ▓▓▓▓▓▓

- **Existing MCS/MTG**

  MCS/MTG 2024 - 2025

- **Existing Grants/Scholarships**

  Michigan Achievement Scholarship 2024 - 2025 ②

  Transaction History
  Payment History
  FAFSA Data
  Summary Data 2024 - 2025

[RESET PAYMENT STATUS] ③

Michigan Achievement Scholarship
Academic Year 2024 - 2025

Reset Payment	Term	Aid Program	Inst Name	Enrollment Status	Status	Amount
☑ ④	Fall	Michigan Achievement Scholarship		FullTime	ReadyToPay	$2,750.00

⑤ [SAVE] [CANCEL]

Payment Information

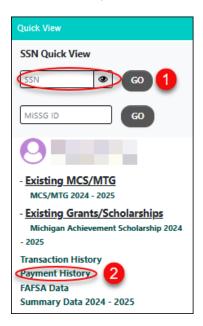| Term	Aid Program	Institution	Enrollment	Status ⑥	Credits	Amount
Fall	Michigan Achievement Scholarship		Full-time	ReadyToCertify	15.00	2750.00

Navigating to Adjust an Award

If an award needs to be adjusted after the payment process is complete, it can be adjusted in the Student Payment History.

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 adjust funds.
4. Click on the payment amount you need to adjust. The amount will be a link to the adjustment screen.

From the Enter Adjustment screen, a Michigan Achievement Scholarship award may be:
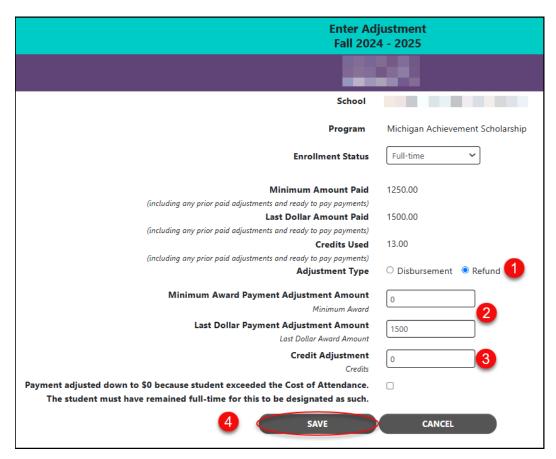- Reduced as a result of receiving other aid.
- Refunded as a result of no longer meeting the eligibility requirements.
- Increased if the student has remaining eligibility and has not reached their term maximum limit and annual maximum limit.
- Adjusted for Credit Hour change with no monetary change.
- Adjustments for other reasons should follow the same processes outlined below.

Reducing a Michigan Achievement Scholarship Award

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

Example – **Reduced** award due to other financial aid. A student had an outside scholarship in the amount of $1,500.

1. Select 'Refund.'
2. Enter 'Minimum Award and Last Dollar Payment Adjustment Amount' (in this example, it is $1,500 Last-Dollar, because that is the value of the outside scholarship and the amount the award is being reduced). Enter 0 if an amount is unchanged.
3. Enter the 'Credit Adjustment' (The revised Credits must be less than the total Credits paid and cannot be blank.)
   a. If credits need to be increased, enter the negative number of credits you want to increase the total by.
   b. If credits need to be reduced, enter the number of credits you want to reduce the total by.
4. Click the 'SAVE' button.

Enter Adjustment
Fall 2024 - 2025

School	
Program	Michigan Achievement Scholarship
Enrollment Status	Full-time
Minimum Amount Paid	1250.00
(including any prior paid adjustments and ready to pay payments)	
Last Dollar Amount Paid	1500.00
(including any prior paid adjustments and ready to pay payments)	
Credits Used	13.00
(including any prior paid adjustments and ready to pay payments)	
Adjustment Type	○ Disbursement ● Refund ①
Minimum Award Payment Adjustment Amount	0
Minimum Award	
Last Dollar Payment Adjustment Amount	1500 ②
Last Dollar Award Amount	
Credit Adjustment	0 ③
Credits	

Payment adjusted down to $0 because student exceeded the Cost of Attendance. ☐
The student must have remained full-time for this to be designated as such.

④ **SAVE**   **CANCEL**

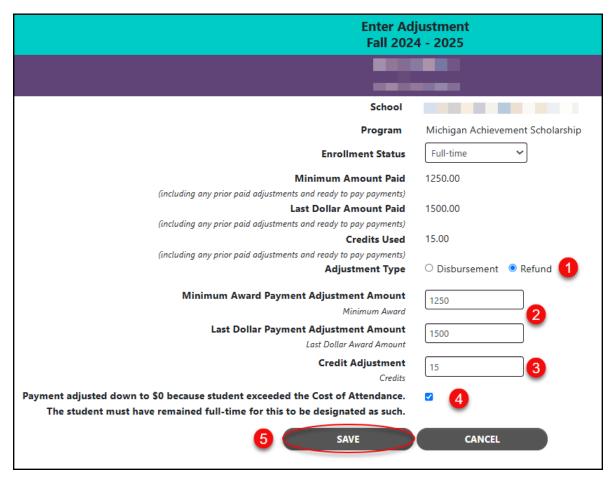| Academic Year 2024 - 2025					
Date	**Program**	**Institution**	**Term**	**Type**	**Amount**
2025/03/04	Michigan Achievement Scholarship		Fall	Adjustment	-$1500.00
2024/12/04	Michigan Achievement Scholarship		Fall	Payment	$2750.00

Example 2 – **Reducing** an award to zero.

1. Select 'Refund.'
2. Enter 'Minimum Award and Last Dollar Payment Adjustment Amount' (in this example, it is $1,250 Minimum Award and $1,500 Last-Dollar, because the award amount is being fully reduced).
3. Enter '15' in the 'Credit Adjustment' (in this example, it is 15, because it's the number of credits you want to reduce the total by).
4. If the student remains Eligible and has their awards reduced due to COA, select this checkbox in order to give students credit for being enrolled for the semester.
5. Click the 'SAVE' button.

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Note: When the total award is reduced to zero, the Credit Hours should also be reduced to zero.
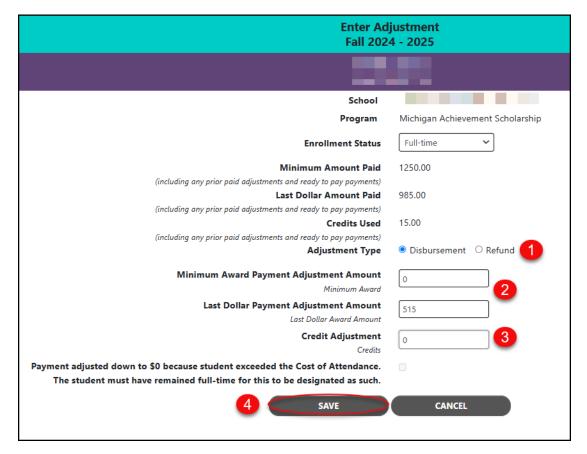

	Enter Adjustment
	Fall 2024 - 2025
School	
Program	Michigan Achievement Scholarship
Enrollment Status	Full-time ⌄
Minimum Amount Paid	1250.00
(including any prior paid adjustments and ready to pay payments)	
Last Dollar Amount Paid	1500.00
(including any prior paid adjustments and ready to pay payments)	
Credits Used	15.00
(including any prior paid adjustments and ready to pay payments)	
Adjustment Type	○ Disbursement ● Refund ①
Minimum Award Payment Adjustment Amount	1250 ②
Minimum Award	
Last Dollar Payment Adjustment Amount	1500
Last Dollar Award Amount	
Credit Adjustment	15 ③
Credits	
Payment adjusted down to $0 because student exceeded the Cost of Attendance. The student must have remained full-time for this to be designated as such.	☑ ④

⑤ **SAVE**   **CANCEL**

Academic Year 2024 - 2025

Date	Program	Institution	Term	Type	Amount
2025/03/04	Michigan Achievement Scholarship		Fall	Adjustment	-$2750.00
2024/12/04	Michigan Achievement Scholarship		Fall	Payment	$2750.00

Increasing a Michigan Achievement Scholarship Award

To increase an award already paid, a School User will need to navigate to the Adjustment screen and process the following in MiSSG:

Example – **Increased** award due to increased tuition/fees.

1. Select 'Disbursement.'
2. Enter 'Minimum Award and Last-Dollar Payment Adjustment Amount' (in this example, it is $515 for the Last-Dollar Award because that is amount it increased). Enter 0 if an amount is unchanged.
3. Enter the 'Credit Adjustment' (The field cannot remain blank, however a zero can be entered if no credits are being adjusted.)
   a. If credits need to be increased, enter the number of credits you want to increase the total by.
   b. If credits need to be reduced, enter the negative number of credits you want to reduce the total by.
4. Click the 'SAVE' button.

Term	Aid Program	Institution	Enrollment	Status	Credits	Amount
Fall	Michigan Achievement Scholarship		Full-time	ReadyToPay	0.00	515.00
Fall	Michigan Achievement Scholarship		Full-time	Paid	15.00	2235.00

Processing Credit Hour Only Adjustments without Monetary Adjustments

To make changes to a student's credit hours without adjusting the student's award amounts, a School User will need to process a 'Refund' adjustment by performing the following in MiSSG:

1. When processing credit hour only adjustments you must select the 'Refund' adjustment type only.
2. In the 'Minimum and Last Dollar Payment Adjustment' boxes enter 0.
3. In the 'Credit Adjustment' box you will enter the number of credits you want to increase or decrease the 'Credits Used' by. (Do not enter the new total number of credits).
   a. If you are increasing credits, you will enter a 'negative' number (ex. -3 would increase the total credits by 3).
   b. If you are decreasing credits, you will enter a positive value (ex. 3 would decrease the total credits by 3).

Example – **Increasing** Credit Hours from 12 to 16.

1. Select 'Refund.'
2. Enter 0 in the 'Minimum Award and Last Dollar Payment Adjustment Amount.'
3. Enter '-4' in the 'Credit Adjustment.'
4. Click the 'SAVE' button.

Example – **Decreasing** Credit Hours from 15 to 12.

1. Select 'Refund.'
2. Enter 0 in the 'Minimum Award and Last Dollar Payment Adjustment Amount.'
3. Enter '3' in the 'Credit Adjustment.'
4. Click the 'SAVE' button.

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.
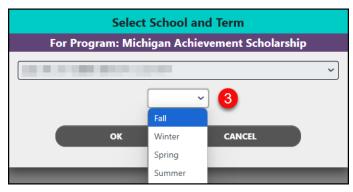
Requesting Reinstatement

A student is on the 'Request Reinstatement' interface if they were certified as 'No' for the term. If the student is now eligible for a payment use the 'Request Reinstatement' feature. If MI Student Aid approves the request the student will re-appear on the certification roster to be re-certified.

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 reinstatement will be approved. If the award is reinstated, the student will appear on the certification roster as normal.

1. To request a reinstatement for an award, click the 'Michigan Achievement Scholarship' menu item on the left navigation bar.
2. Then click on 'Request Reinstatement.'
3. Select the semester/term of the award to make a request for.
4. Select the checkbox for the student(s) you request to have reinstated.
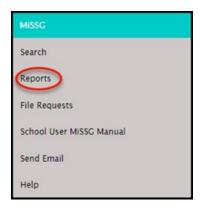5. Click the 'Save' button.

MiSSG Reports

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

Activity Reports

Achievement Rollover Students Report

This report returns rollover students who received the Michigan Achievement Scholarship in Academic Year 2023-24, and have completed a 2024-25 FAFSA with an SAI over $30,000. Received is defined as: a student receiving payment of Michigan Achievement Scholarship, or a student who met all eligibility criteria and was certified as exceeds Cost of Attendance (COA).

Bulk Student Summary Report

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. Due to the volume of data being collected, this report may take SEVERAL MINUTES to generate.

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 Students Contact Info Report

All ineligible students for the program in the selected academic year, including contact information, application information, and the reason(s) for ineligibility.

Ineligible Students Report

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

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Remaining Eligibility Report

Remaining credits, remaining monies, and/or remaining duration for all students who applied for the program in the selected academic year. Generates directly to Excel.

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. Actual payment amount and the current payment status will update on the report once certification has taken place.

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

This report contains information including contact information, eligibility status, award amounts, and application information for all students at the school for the program in the selected academic year. NOW AVAILABLE - ability to download eligible, ineligible, or all. Generated directly to Excel. Due to the volume of data being collected, this report may take SEVERAL MINUTES to generate.

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.

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.