# MiSSG Manual

MICHIGAN Achievement Skills Scholarship







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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 <u>College</u> <u>Security Access Form</u> 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 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 the 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 1<sup>st</sup> 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
0
- Existing MCS/MTG
MCS/MTG 2023 - 2024
- Existing Grants/Scholarships
Michigan Achievement Skills
Scholarship 2023 - 2024
Michigan Achievement Scholarship
2023 - 2024
Transaction History
Payment History
FAFSA Data
Summary Data 2023 - 2024

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.

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	<b>``</b>
Aid Program	<b>`</b>
⊖ Sort Criteria	
Sort By	~ ·
	SUBMIT CRITERIA RESET CRITERIA

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 datefield).
- 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 drop down menu.
- Select Aid Program from drop down menu.

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

Search Results			
Found 31 Student Records			
Page 1 of 2 🕨			
SSN Aid Program Michigan Achievement Skills Scholarship	Name AC Year 2023 - 2024	Date Of Birth Eligibility Status Eligible	Current Institution
SSN	Name	Date Of Birth	
Aid Program Michigan Achievement Skills Scholarship	AC Year 2023 - 2024	Eligibility Status Eligible	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 Michigan Achievement Skills Scholarship. The following example student includes fields that an Admin 1 school user can edit.

Michigan Achievement Skills Scholarship Academic Year 2023 - 2024			
	Update Applica	tion Information	
Lived in Michigan a Year or Longer	Yes 🗸	Maximum Assistance Override	
HS Grad Year	2023	Force Ineligible - ACYear	
Earned an Associates or Bachelor's Degree	No 🗸	Force Ineligible - Permanent	
		Reason for Update	
		Now Required	
	SAVE	CANCEL	

#### 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 <u>instructional guide</u> provided.

#### Michigan Achievement Skills Scholarship Application Status: Eligible and Ineligible Messages

Check the eligibility status of a Michigan Achievement Skills Scholarship student. If the status is 'Eligible,' the student may receive Michigan Achievement Skills 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.

#### 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 or Eligible Training Provider must be an active institution for the Michigan Achievement Skills 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.

#### Non-Michigan Resident

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

#### Prior Degree Earned

Student must not have an associate or bachelor's degree.

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

Michigan Achievement Skills Scholarship
Award Rules
School Profile
Payment History
Certification
Request Reinstatement

View Scho	ol Profile
Change Academic Yea	r: Year 2023 to 2024 ╺
Academ 2023 to	nic Year 5 2024
School OECode	
School Branch	
Vendor ID	
School Name	
Address	
Address2	
City	
State	
Zip Code	
Phone Number	
Fax Number	
Parent Institution	

#### Michigan Achievement Skills Scholarship Payment History

The Payment History section displays information about Michigan Achievement Skills 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 Skills Scholarship' menu item on the left navigation bar. Then click on 'Payment History.'

Michigan Achievement Skills Scholarship
Award Rules
School Profile
Payment History
Certification
Request Reinstatement

			Payment History			
Current Bala	Current Balance: N/A Change Academic Year 2023-2024 🗸					
			Academic Year 2023-2024			
Date	Batch Number	Warrant/EFT Number	Program	Quarter	Туре	Payment Amount
9/22/2023	FL6400126523	202309253684806	Michigan Achievement Skills Scholarship	0	Fall Payment	\$2,000.00
9/21/2023	FL6400126423	202309253684805	Michigan Achievement Skills Scholarship	0	Fall Payment	\$4,000.00
9/20/2023	FL6400126323		Michigan Achievement Skills Scholarship	0	Fall Payment	\$9,000.00
9/14/2023	FL6400125723		Michigan Achievement Skills Scholarship	0	Fall Payment	\$13,968.00
					Total:	\$28,968.00
			CANCEL			

#### Michigan Achievement Skills Scholarship Certification

Completing certification through the Online Certification process is a manual process where students are processed individually.

#### Michigan Achievement Skills Scholarship Online Certification Request

To begin an online certification, select:

- 1. 'Michigan Achievement Skills Scholarship' menu item.
- 2. 'Certification' from the drop-down box.
- 3. Select the 'Fall' term.

Note: Fall is the default term for all Michigan Achievement Skills Scholarship awards within an academic year.

4. Next click the 'Certification Roster' button.

Michigan Achievement Skills Scholarship	
Award Rules	
School Profile	
Payment History	
Certification 2	
Request Reinstatement	
	1

Select Academic Term	
Fall 🗸 3	
CERTIFICATION ROSTER 4	

The roster will show all eligible Michigan Achievement Skills 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 Skills Scholarship, you are confirming the student meets the following:

By certifying this/these student(s), the institution confirms the student(s) is/are meeting the following requirements: • In a non-Pell eligible program or, if they are in a Pell eligible program, have a FAFSA on file.

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. Click the 'SAVE' button.

2023-2024 Fall Certification Roster Michigan Achievement Skills Scholarship			
1 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 11:59 AM			
Filter APPLY FILTER REMOVE FILTER			
Page 🄛 刘			
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: • In a non-Pell eligible program or, if they are in a Pell eligible program, have a FAFSA on file.			
Certify 1 Name SSN Enrollment Status 2 Award Amount Additional Options			
○ Pending ● Yes ○ No Full-time S2,000.00 □ Reduce Award S			
3 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. If the award needs to be reduced, select the box to check 'Reduce Award.'
- 4. A 'Reason' must be selected from the dropdown when reducing awards.
- 5. Reduce award amount for the appropriate amount.
- 6. Click the 'SAVE' button.

2023-2024 Fall Certification Roster Michigan Achievement Skills Scholarship					
1 Students Ren	naining to Certify				
As a reminder: Please save your work often and note you must stay actively engaged on this page! When doing so, the expiration time shown will automatically reset. Your current session will expire at 12:19 PM					
Filter APPLY FILTER REMOVE FILTER					
M 📢 Page 🄛 🕅					
If the Enrollment Status is not updateable for any student listed on the ros another aid program. If the Enrollment Status displayed is incorrect, an c	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/ • In a non-Pell eligible program or, if they are in a Pell eligible program,	(are meeting the following requirements: . have a FAFSA on file.				
Certify 1 Name SSN Enrollment Status 2	Award Amount Additional Options				
○ Pending ● Yes ○ No Full-time ✓	\$2,000.00 Z Reduce Award Exceeds Prog V S 1875 5				
	Overaward Other Gift Aid Exceeds Program Cost				
6 SAVE	CANCEL				

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.

2023-2024 Fall Certification Roster Michigan Achievement Skills Scholarship					
		1 Students Remainir	ig to Certify		
As a reminder: Please save your work often and note you must stay actively engaged on this page! When doing so, the expiration time shown will automatically reset. Your current session will expire at 12:36 PM					
	Filter APPLY FILTER REMOVE FILTER				
	Page Dage Dage				
If the Enrollment Status is another aid program. If By certifying this/these stu • In a non-Pell eligible	s not updateable for any i the Enrollment Status di dent(s), the institution c program or, if they are ii	student listed on the roster, the isplayed is incorrect, an adjustn onfirms the student(s) is/are m n a Pell eligible program, have	student was already i nent must be processed seting the following re a FAFSA on file.	reimbursed/paid under this E I for the other aid program p quirements:	nrollment Status for rior to proceeding.
Certify 1	Name SSN	Enrollment Status 2	Award Amount	Additional Options	
○ Pending ○ Yes ● No		Full-time	\$2,000.00	No Award	✔ \$ 0.00
	4	SAVE	CANCEL		

#### Adjustments for Michigan Achievement Skills Scholarship

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 Skills Scholarship 2023-2024.'
- 3. Scroll down and select 'Reset Payment Status.'
- 4. Select the checkbox to 'Reset Payment.'
- 5. Click the 'SAVE' button.

Quick View	
SSN Quick View	
SSN	o (1
Missg ID	GO
0	
- Existing MCS/ MCS/MTG 2023 -	MTG 2024
- Existing Grant Michigan Achiev Scholarship 2023 - 2 Michigan Achiev 2023 - 2024	ement Skills 2024 2 ement Scholarship
Transaction Histo Payment History FAFSA Data Summary Data 20	ry 023 - 2024

Application Information				
Current Institution				
Fall Institution		Spring Institution		
Winter Institution		Summer Institution		
Lived in Michigan a Year or Longer	Yes	Maximum Assistance Override	n/a	
HS Grad Year	2023	Force Ineligible – ACYear	n/a	
Earned an Associates or Bachelor's Degree	No	Force Ineligible - Permanent	n/a	
FAFSA Data (if available)		Degree/Certificate	1st Bachelors Degree	
Grade Level	1st Year, Never Attended	Masters Degree	No	
Bachelors Degree	No			
RESET PAYMENT STATUS				

Reset Payment Term Aid Program Inst Name Enrollment Status Status Amount	Michigan Achievement Skills Scholarship Academic Year 2023 - 2024						
Fall Michigan Achievement Skills Scholarship	Reset Payment	<b>Term</b> Fall	Aid Program Michigan Achievement Skills Scholarship	Inst Name	Enrollment Status	Status ReadyToPay	Amount

After a payment is processed, a Michigan Achievement Skills Scholarship award may be:

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

#### Reducing a Michigan Achievement Skills Scholarship 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 adjustment screen.

Quick View
SSN Quick View
SSN 0 60 1
Missg ID GO
0
- Existing MCS/MTG MCS/MTG 2023 - 2024
- Existing Grants/Scholarships
Michigan Achievement Skills
Scholarship 2023 - 2024 Michigan Achievement Scholarship
2023 - 2024
Transaction History
FAFSA Data
Summary Data 2023 - 2024

		Academic Year 2023 - 2024	3				
Date	Program	Institution		Term	Туре		Amount
2023/09/20	Michigan Achievement Skills Scholarship			Fall	Payment	4	\$2000.00
						-	

Note: You must have Michigan Achievement Skills Scholarship Administrator 1 user rights to process Michigan Achievement Skills Scholarship refunds.

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

- 1. Select 'Refund.'
- 2. 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).
- 3. Click the 'SAVE' button.

Enter Adjustment Fall 2023 - 2024		
School		
Program	Michigan Achievement Skills Scholarship	
Amount Paid	2000.00	
(including any prior paid adjustments and ready to pay payments) Adjustment Type	Obisbursement <ul> <li>Refund</li> </ul>	
Payment Adjustment Amount	500 2	
3 SAVE	CANCEL	

#### Increasing a Michigan Achievement Skills Scholarship Award

To increase 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 to be adjusted. The amount will be a link to the adjustment screen.

Quick View
SSN Quick View
SSN © GO 1
Missg ID GO
9
- Existing MCS/MTG MCS/MTG 2023 - 2024
- <u>Existing Grants/Scholarships</u> Michigan Achievement Skills
Michigan Achievement Scholarship 2023 - 2024
Payment History FAFSA Data
Summary Data 2023 - 2024

		Academic Year 2023 - 2024	3				
Date	Program	Institution		Term	Туре		Amount
2023/09/08	Michigan Achievement Skills Scholarship			Fall	Payment	4	\$500.00

Note: School Users must have Michigan Achievement Skills Scholarship Administrator 1 user rights to process Michigan Achievement Skills Scholarship refunds.

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

- 1. Select 'Disbursement.'
- 2. Enter 'Payment Adjustment Amount' (in this example, it is \$500 because that is amount it increased).
- 3. Click the 'SAVE' button.

Enter Adjustment Fall 2023 - 2024			
School			
Program	Michigan Achievement Skills Scholarship		
Amount Paid (including any prior paid adjustments and ready to pay payments) Adjustment Type	©Disbursement ○Refund		
Payment Adjustment Amount	500 2		
3 SAVE	CANCEL		

#### Requesting Reinstatement

A student is on the 'Request Reinstatement' interface if they were certified as 'No' for the term.

- 1. To request a reinstatement for an award, click the 'Michigan Achievement Skills Scholarship' menu item on the left navigation bar.
- 2. Then click on 'Request Reinstatement.'
- Select the 'Fall' term. Note: Fall is the default term for all Michigan Achievement Skills Scholarship awards within an academic year.
- 4. Select the checkbox for the student(s) you request to have reinstated.
- 5. Click the 'Save' button.



Select School and Term		
For Program: Michigan Achievement Skills Scholarship		
	×	
	Fall V	
ок	CANCEL	

Request Reinstatement Fall 2023-2024 Michigan Achievement Skills Scholarship Total Students: 5					
		Filter		APPLY REMOVE	
Name	SSN	Reason Not Awarded	Award Amount	Request Reinstatement	
		Not Enrolled	0	- <u>4</u>	
		Less Than Half-time	0		
		Overaward	0		
		Other Gift Aid	0		
		Other	0		
<< 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.					
		5	SAVE	CANCEL	

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.

#### **MiSSG Reports**

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

MISSG
Search
Reports
File Requests
School User MiSSG Manual
Send Email
Help

#### Activity Reports

#### 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.

#### EFC < = 25000 Report

Report of students with an EFC of \$25,000 or less AND a HS Grad Year of 2023 or higher.

#### 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.

#### 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.

### Michigan Achievement Skills Scholarship 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 SSGO. Institutions must complete a <u>Refund Worksheet</u> 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.

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