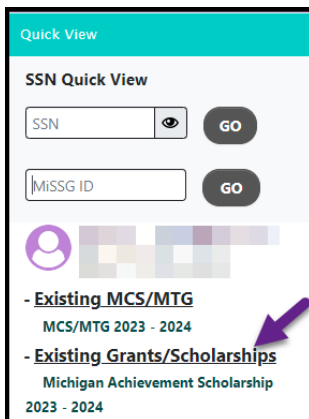


MiSSG for Aid Administrators

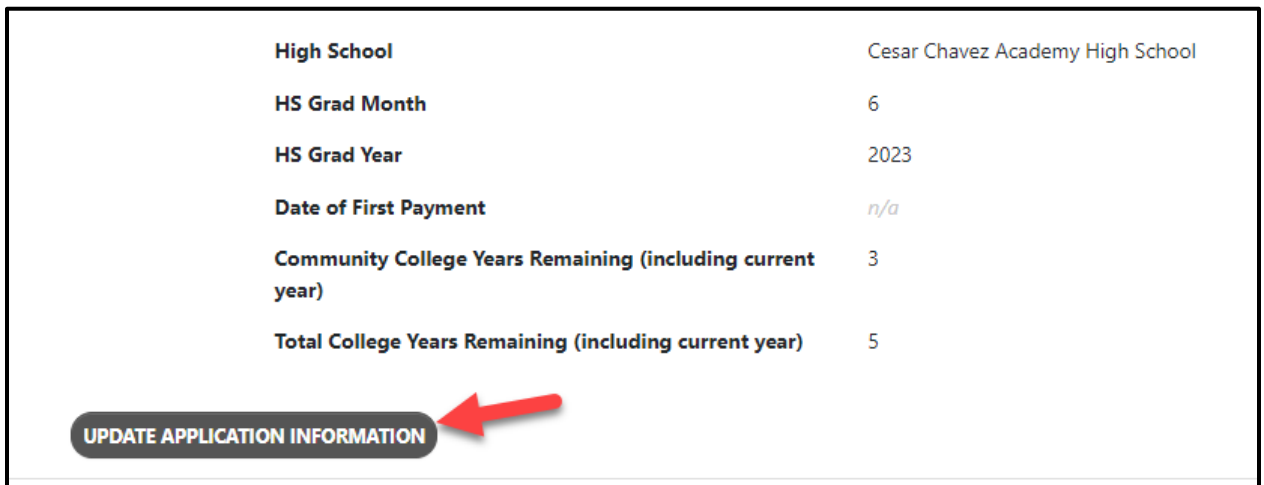
How to Update High School Graduation Year

Financial Aid Administrators can add or update a student’s high school graduation year once it has been verified by completing the following steps:

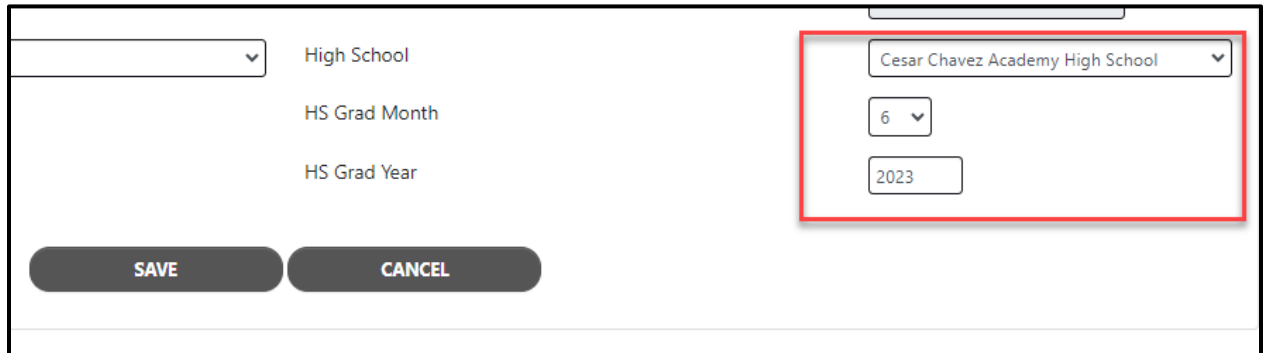
1. Search a student using the MiSSG Search or Quick View. Click on any Existing Aid Program Link (Michigan Achievement Scholarship preferred).



2. Click “Update Application Information.”

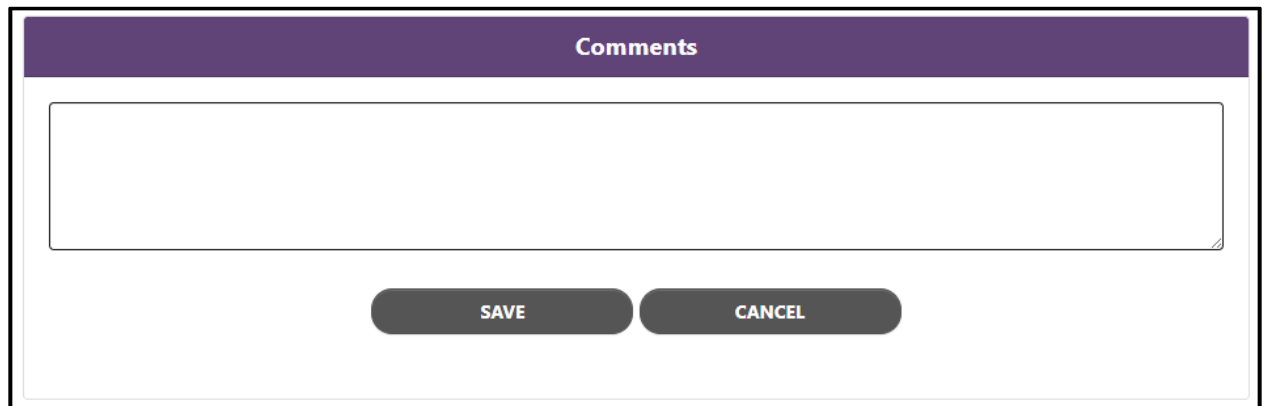


3. Add or update high school graduation information and click “Save.”



A screenshot of a web form for entering high school graduation information. The form includes a dropdown menu for "High School" with "Cesar Chavez Academy High School" selected, a dropdown for "HS Grad Month" with "6" selected, and a text input for "HS Grad Year" with "2023" entered. A red rectangular box highlights the "High School", "HS Grad Month", and "HS Grad Year" fields. At the bottom of the form are two buttons: "SAVE" and "CANCEL".

4. Comment that the student’s high school graduation year was updated per the student’s high school diploma or transcript or other verified credential and click “Save.”



A screenshot of a "Comments" form. The form has a purple header with the word "Comments" in white. Below the header is a large, empty text area for entering a comment. At the bottom of the form are two buttons: "SAVE" and "CANCEL".

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