

College & University Login Guide

Initial Login/Forgotten Login Credentials

1. Go to <https://icaps.iowacollegeaid.gov>
2. Do not enter your username on the screen, instead click “Forgot username or password?” link and follow on screen prompts.

Viewing Rosters

1. Go to <https://icaps.iowacollegeaid.gov>
2. Click on “Rosters” (under the “Students” menu)
 - a. You can choose to view each roster based on program or term by utilizing the drop down boxes
3. In order to view the students designated for the following programs, please access the “Designated” roster:
 - a. All Iowa Opportunity Scholarship (AIOS)
 - b. Education & Training Voucher Program (ETV)
 - c. Karen Misjak GEAR UP Iowa Scholarship (GUS)
 - d. Iowa National Guard Service Scholarship (NGEAP)
 - e. Future Ready Iowa Grant (FRG)
4. The option to view rosters are:
 - a. **PDF** – Download a PDF of all students on the roster
 - b. **Online** – View and certify students individually online
 - c. **Download** – Download a .csv file which can be opened in Microsoft Excel
5. Other available rosters:
 - a. **Not Yet Certified** – Roster of all students awaiting college/university certification with pre-populated, full-time awards calculated
 - b. **Certified** – Roster of all students certified by the institution with a payment amount reported
 - c. **All Students** – Roster of all students and their current status

Creating Additional User Accounts

1. Go to <https://icaps.iowacollegeaid.gov>

2. Click on “Manage Users” under Options
3. Click “Add New User”
4. Enter general information
5. The username should prepopulate
6. Click “Randomize Password”
7. Check the box to force the user to change password on next login
8. Click “Save” (If username already exists you will receive an error message. Type over existing user name and create a unique name. If the user had a previous ICAPS account, contact Iowa College Aid to update.)
9. Using the radio buttons, determine what access to give the new user (Examples on following pages)
10. Click “Save”

The new user will need to follow the Initial Login process to access ICAPS®

Primary User/Director Suggested Access

Resource	Full Access	Read Only	No Access
All Screens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User Setup	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Usertype - Institutional	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institution	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institution Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit Student	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic Period Info	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Payment History (Read Only)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard Reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rosters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Payments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request Payment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
File Transfers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Send Roster File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
File Transfer Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit Your Profile	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Users	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sent Email	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taskpad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
View Tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create Task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Typical Financial Aid User Suggested Access

Resource	Full Access	Read Only	No Access
All Screens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User Setup	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Usertype - Institutional	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Institution	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Institution Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Edit Student	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
General Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Academic Period Info	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment History (Read Only)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Reports	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standard Reports	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Rosters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request Payment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
File Transfers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Send Roster File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
File Transfer Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit Your Profile	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Users	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sent Email	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Taskpad	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
View Tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create Task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Business Office User Suggested Access

Resource	Full Access	Read Only	No Access
All Screens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User Setup	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Usertype - Institutional	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Institution	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Institution Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Edit Student	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
General Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Academic Period Info	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment History (Read Only)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard Reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rosters	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Payments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Request Payment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
File Transfers	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Send Roster File	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
File Transfer Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit Your Profile	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manage Users	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sent Email	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taskpad	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
View Tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create Task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

User Access Terms:

UserType – Institutional: A user with full access will be able to create user accounts and adjust system permissions. To limit ability to create new accounts choose Read Only access.

Institutional Information: Edit general institution information, contact information and sign Payment Certification Forms.

Edit Student: Student enrollment, payment data, and payment history.

Standard Reports: Access to various reports.

Rosters: Access Designated, Certified, Not Yet Certified and All Students rosters.

Payments: A user with Full Access will be able to request payment of state funds.

File Transfer: A user with Full Access will be able to send payment rosters and view transfer results.

Edit Your Profile: Make updates to your password, name and email.

Manage Users: Search for other user accounts at your institution, reset passwords, create/disable accounts and manage user permissions.

Sent Email: Not available.

Taskpad: Not available

Full Access: Ability to modify data, create users, set permissions.

Read Only: Viewing access to data; no ability to modify.