

Certifying Recipients for the Student Teacher Grants Program

Certification is when Aid Administrators request payment for the awarded students.

Prior to certifying, Aid Administrators must review the accuracy of the financial data entered for each recipient and make the necessary updates. Certified recipients with missing school district/school name information will be rejected. The following instructions are for completing certification in MNAid.

Please note: Certification for each term will open at different times (*see award rules in the Student Teacher Grants menu*). A Certification Roster can be generated in 'Reports' or use the search function to view the "ready to certify" students.

1. In the Student Teacher Grants menu, go to 'Certification'.
2. Select the academic term you will be reviewing and then click on CERTIFICATION ROSTER.

Certification(Student Teacher Grants) ✕

Online Certification
STUDENT TEACHER GRANTS

SOUTHWEST MINNESOTA STATE UNIVERSITY

Please select the Academic Year 2026-2027 ▼

Please select Academic Term ▼

CERTIFICATION ROSTER

Certify	Name ▼	SSN	Program	School/District	Financial Data	Award Amount	Additional Options
☒ Pending ☐ Yes ☐ No	Student #1	XXX-XX-XXXX	USTG	TBD	View	\$7,500.00	
☒ Pending ☐ Yes ☐ No	Student #2	XXX-XX-XXXX	STSA	Garfield Elementary - Brainerd, MN	View	\$7,500.00	

CANCEL
SAVE

3. Click on VIEW to pull up the entered financial data for each recipient in a pop-up screen. If there are no changes to the financial data and the school district/school name is listed, skip to step #6.

Financial Data
×

FALL 2026-2027

Degree Seeking	Bachelors
Cost of Attendance (COA)	\$14,109.00
Student Aid Index (SAI)	\$0.00
PELL Grant	\$3,698.00
Minnesota State Grant	\$0.00
Federal SEOG	\$0.00
Tribal Scholarships/Grants	\$0.00
ATC/Manual Adjustment	n/a
Other State/Federal Aid	\$0.00
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	\$0.00
Institutional Grants, Scholarships, and Waivers	\$2,500.00

If any of the Financial Data is incorrect, please access the student's Student Teacher Grants record to make updates.

4. If there are changes to the financial data and/or is missing school/district name, click on the recipient's name on the roster to pull up the recipient in Quick View. Then select the STG record.

 **Student #1**
SSN: XXX-XX-XXXX

- Existing Grants/Scholarships

- State Grant 2026 - 2027
- State Grant 2025 - 2026
- State Grant 2024 - 2025
- State Grant 2023 - 2024
- State Grant 2022 - 2023
- STG 2026 - 2027 
- Transaction History

Certify	Name ▾	SSN	Program	School/District
☒ Pending ☐ Yes ☐ No	Student #1	XXX-XX-XXXX	USTG	TBD
☒ Pending ☐ Yes ☐ No	Student #2	XXX-XX-XXXX	STSA	Garfield Elementary - Brainerd, MN

STG Program	USTG	Award Status	Awarded
Student Teaching Term	Fall	Application Date	6/5/2026
Hispanic or Latino	No	Application Complete Date	6/15/2026
Race	Asian	Teacher Licensure Field	Early Childhood Education
MN Residency	n/a	School District or School Name	TBD
Meets SAP Requirements	Yes	Intend to Teach in Rural District in MN	No
Eligible for Teacher Prep Program	Yes	SELF Default Holds	n/a
		NSLDS Default Override	n/a
Award Email Sent Date	n/a	Waitlist Email Sent Date	n/a
Ineligible Email Sent Date	n/a		
UPDATE APPLICATION 			

- a. School/District name can be added in the 'Application Information' section. Select UPDATE APPLICATION to add and then save.
- b. Financial data can be updated in the 'Financial Data' section. Select UPDATE FINANCIAL DATA to make the necessary changes and then save.

Financial Data

	Fall
Degree Seeking	Bachelors
Cost Of Attendance (COA)	14109
Student Aid Index (SAI)	0
PELL Grant	3698
Minnesota State Grant	0
Federal SEOG	0
Tribal Scholarships/Grants	0
ATC/Manual Adjustment	0
Other State/Federal Aid	0
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	0
Institutional Grants, Scholarships, and Waivers	2500
Remaining Need (calculated)	7911

UPDATE FINANCIAL DATA



Fall
8/21/2026

Degree Seeking	Bachelors
Cost Of Attendance (COA)	14109
Student Aid Index (SAI) - if negative, enter zero	0
PELL Grant	3698
Minnesota State Grant	0
Federal SEOG	0
Tribal Scholarships/Grants	0
Other State/Federal Aid	0
Non-Institutional Awards (Outside Scholarships, 3rd Party Funds, etc.)	1500
Institutional Grants, Scholarships, and Waivers	2500

CANCEL

SAVE



The remaining need will recalculate which may adjust the award amount. You can view the 'Payment Information' located below the financial data section.

In the example shown, the award amount reduced to \$6,411.

Payment Information			
Term	Institution	Status	Amount
Fall	SOUTHWEST MINNESOTA STATE UNIVERSITY	ReadyToCertify	\$6,411.00
Program Totals			
Total Cumulative Award		\$6,411.00	

5. Select 'Certification' to reopen the certification roster. *You may need to close and reopen the roster to refresh.*
 - a. Click on VIEW to make sure the updated financial data is accurate.
 - b. Check the award amount listed. *If the award amount was added to the student's financial aid package prior to certification, make sure to update the financial aid package with the new award amount.*
6. To certify, select the "Yes" option located next to the student's name then save. The student will be removed from the certification roster.

Certify	Name ▼	SSN	Program	School/District	Financial Data	Award Amount	Additional Options
☐ Pending ☒ Yes ☐ No	Student #1	XXX-XX-XXXX	USTG	Brainerd Public Schools	View	\$6,411.00	
☐ Pending ☒ Yes ☐ No	Student #2	XXX-XX-XXXX	STSA	Garfield Elementary - Brainerd, MN	View	\$7,500.00	

CANCEL SAVE

Certify	Name ▼	SSN	Program	School/District	Financial Data	Award Amount	Additional Options
☐ Pending ☐ Yes ☒ No	Student #1	XXX-XX-XXXX	USTG	Brainerd Public Schools	View	\$6,411.00	<i>If student is not eligible for the award displayed, you must update the STG record and/or Financial Data</i>
☐ Pending ☒ Yes ☐ No	Student #2	XXX-XX-XXXX	STSA	Garfield Elementary - Brainerd, MN	View	\$7,500.00	

CANCEL
SAVE

- a. If a student is not ready to be certified, leave the student as “Pending”. The student will remain on the certification roster.
- b. If the student is no longer eligible, you can select the “No” option, but you must update the student’s ‘Application Information’ and/or ‘Financial Data’ in the student’s STG Record based on the ineligible reasoning. *The student will remain on the roster screen until their application/financial data is updated accordingly.*

Please note: If there are new changes after certifying a student, please contact the Office of Higher Education Program Administrator.