

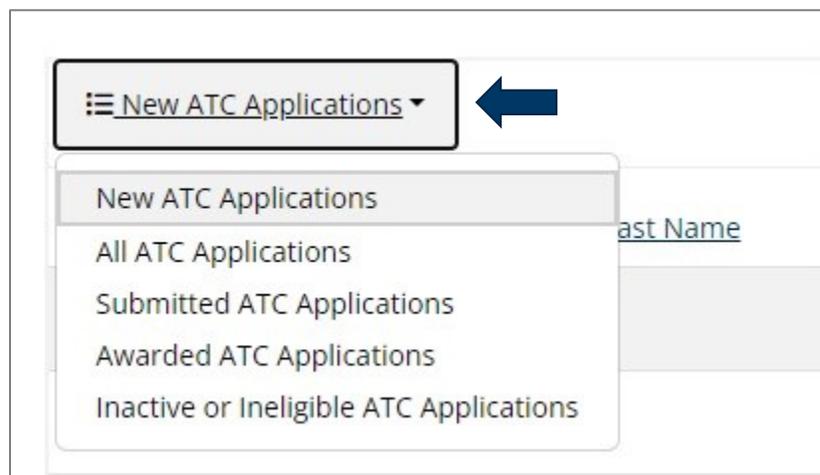
Completing and Updating the Financial Data Form for the Aspiring Teachers of Color Scholarship Pilot Program

Completing the Financial Data Form

1. Go to <https://mnohe.powerappsportals.com/Aspiring-Teachers-of-Color/> and sign in.
2. The roster of your applicants will be available to view on the main screen.

Important:

- a. URL must include **/Aspiring-Teachers-of-Color** to be able to view the list of applicants.
- b. A student may have more than one record if they submitted more than one application. Complete the financial data form for the most recent application and contact Program Administrator to mark the duplicate.
- c. Applicants are sorted into different groups based on their status reason. You can change the view of applicants by selecting the filter on the left corner of the roster.



New ATC Applications				
Student First name ↑	Student Last Name	College or University	Created On	Status Reason
Andrew			7/16/2024 2:55 PM	New
Danielle			7/16/2024 2:25 PM	New

Edit

[Not enrolled in program](#)

3. New applicants will be listed under the “New ATC Applications” group.

- a. Select the arrow on the right side of the applicant’s record and click on EDIT to access the Financial Data Form for each of the applicants.
- b. If the student is not enrolled in a teacher preparation program or 2-year early childhood education program, select the “Not enrolled in program” option.
- c. If the student is not enrolled at your institution, select the “Not enrolled in program” option.

Please note: Students who are not enrolled will be ineligible and if there is a change in their enrollment, please contact Program Administrator to update.

Student Information

The MN statute for the Aspiring Teachers of Color Scholarship does require the institution to verify the applicant's name, racial or ethnic identity, and gender in order for an eligible applicant to receive an award.

Student First name	Student Middle Name	Student Last Name	Social Security Number
Priscila			

Gender * → **Hispanic or Latino *** No Yes → **Racial Identity ***

Student Information:

4. Verify the applicant’s name and Social Security Number (*if applicable*). If the applicant’s name or Social Security Number needs to be corrected, please email Program Administrator at diamee.xiong.yang@state.mn.us.
5. Enter the Gender, Ethnicity, and Racial Identity (check all that apply). *Please note:* Some fields are preset so make sure to carefully review and update accordingly.

Financial Aid Office Verification of Students:

6. Enter the degree information and verify the applicant's SAP and Loan Default status.

Financial Aid Office Verification of Student Status

This information is required to determine eligibility and for payment.

College or University
Augsburg University

Current Degree Student is Seeking *
Select

Is the student on SAP Suspension? *
 No Yes - *student will not be eligible for ATC*

Is the student in default of any federal or state student loans? *
 No Yes - *student will not be eligible for ATC*

Please note: Some fields are preset so make sure to carefully review and update accordingly.

Academic Information:

7. Select the program type from the drop-down menu and then add the corresponding program information.

Academic Information

This information is required to determine eligibility and for payment.

Type of program the student is enrolled in *
Two-year Early Childhood

Two-Year Early Childhood Program - student must be enrolled in a two-year program specifically designed to prepare early childhood educators
Early Childhood Development - A.S. Degree

- Two-Year Early Childhood Only** – Select the program from the Two-Year Early Childhood Program drop-down menu.
- Teacher Preparation Only** – Select CREATE to add licensure area.

Academic Information

This information is required to determine eligibility and for payment.

Type of program the student is enrolled in *

Teacher Preparation

List the Licensure Area of Teacher Preparation Program

College or University

Program

There are no records to display.

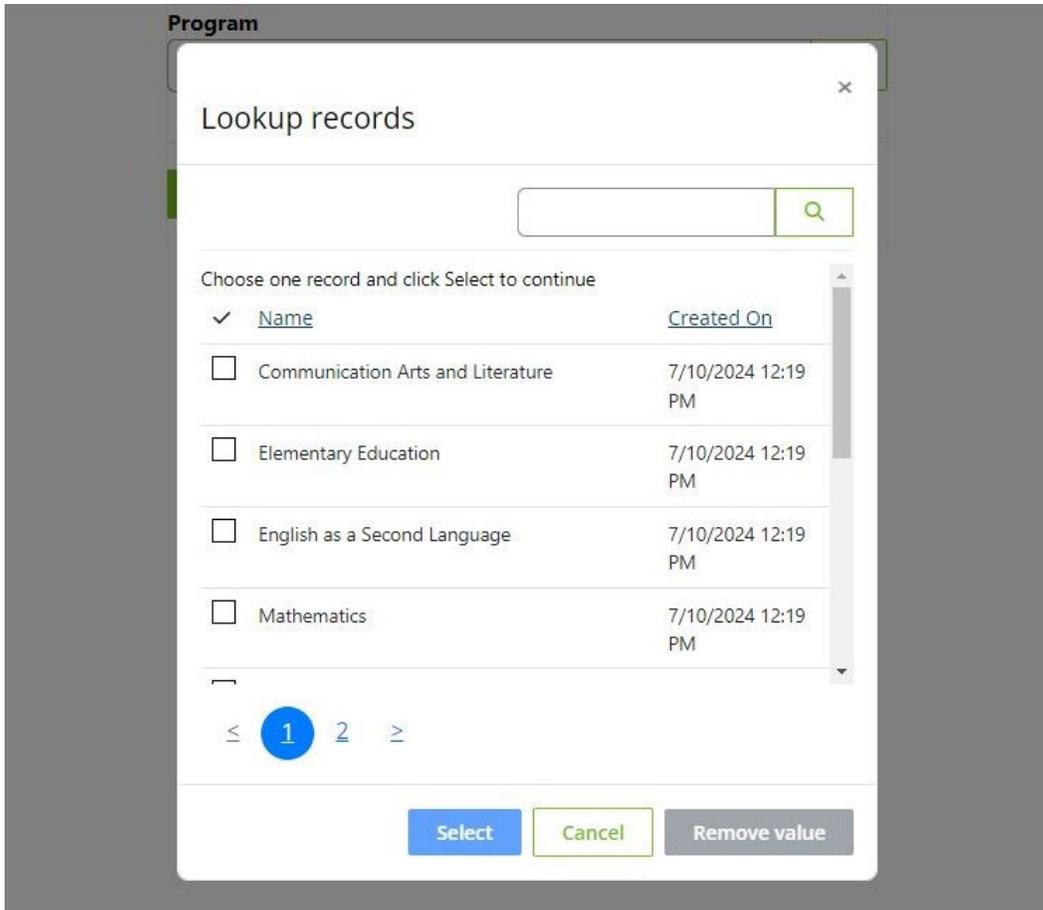
A new screen will appear. Click on the search icon on the right side of the field box to pull up the list of licensure areas.

Create ×

Program





Look for the licensure area either by scrolling down the list provided or by typing it in the search box. Mark the checkbox to select the licensure area. Hit SELECT and then SUBMIT to add.



Please note: The licensure areas listed are PELSB-approved teacher preparation programs for the specified College or University.

Academic Information

This information is required to determine eligibility and for payment.

Type of program the student is enrolled in *

Teacher Preparation

List the Licensure Area of Teacher Preparation Program

+ Create

College or University

Program

English as a Second Language

To add another licensure area, click on CREATE and repeat the same steps. To delete, click on the arrow next to the licensure area and then DELETE.

Financial Data – Award Year:

8. Enter the budget period dates, COA and SAI for the award year.
 - a. If the student is only enrolled in one term, then enter the budget period dates, COA, the full SAI for the one term.
9. Add the financial data for each term by clicking on CREATE.

Financial Data - Award Year

This information is required to determine eligibility and for payment.

Budget Period Start Date *

M/D/YYYY

Budget Period End Date *

M/D/YYYY

Total Title IV Cost of Attendance (COA) for the Budget Period *

Student Aid Index (SAI) - if negative SAI, enter zero *

Financial Term Data

+ Create

Ter	# of			Pell	MN		Feder				
m	Credits	SAI	COA	Grant	State	MN ST	al	SEOG	Q S/F A	NIA	IGSW

10. Indicate for which term and input the number of credits, SAI, COA, and gift aid the applicant is receiving or expected to receive for the indicated term. Hit SUBMIT to add.

Create

Financial Data

List the amount of grants, scholarships, stipends, third-party payments and tuition waivers the student is receiving or expected to receive. Do not list state or federal work-study, VA Educational Benefits, or any loans.

Term *

Select



Enrollment Level (# of credits)

Student Aid Index

Cost of Attendance

Pell Grant

MN State Grant

MN Student Teachers Grants (if awarded)

Federal SEOG

Other State/Federal Aid

Non-Institutional Awards (Outside and Tribal Grants and Scholarships, 3rd Party Funds, etc.)

Institutional Grants, Scholarships, Waivers

Submit

11. Review the entered financial data on the form. Click on CREATE to add financial data for another term. Click on the arrow on the right side of the data record to delete or edit.

Financial Term Data [+ Create](#)

Term	# of Credits	SAI	COA	Pell Grant	MN State Grant	MN ST Grant	Federal SEOG	O S/F A	NIA	IGSW	
Fall	16	0	\$32,000.00	\$3,500.00	\$3,250.00				\$1,250.00	\$12,000.00	v
Spring	16	0	\$32,000.00	\$3,500.00	\$3,250.00					\$12,000.00	v

Financial Aid Office Certification:

12. Type in your name and hit SUBMIT.

Financial Aid Office Certification

By entering your name, you are certifying that all the information provided is accurate to the best of your knowledge. Once you select submit, the application will be submitted for review. Any changes made will notify the administrator.

Authorized Representative Name *

Email Address (Optional)

[Submit](#)

13. After completing the Financial Data Form, the status reason for the applicant will update to "Ready for Review" and will be moved into the "Submitted ATC Applications" group.

☰ Submitted ATC Applications ▾

Student First name ↑	Student Last Name	College or University	Created On	Status Reason	
Andrew			7/16/2024 2:55 PM	Ready for Review	v

Updating Financial Data

After the submission of the financial data form, the applicant will remain on the roster so you will be able to track their application status and make updates to the financial data.

Important: If the applicant was awarded, adjustments to their financial data may affect the award amount. If a payment has been sent to the institution, adjustments may result in a refund or increase of the award amount.

1. To update the financial data, change the view of applicants to the “Submitted ATC Applications” group.
2. Select arrow on the right side of the applicant’s record and click on EDIT.

Submitted ATC Applications				
Student First name ↑	Student Last Name	College or University	Created On	Status Reason
Andrew			7/16/2024 2:55 PM	Ready for Review 

3. Navigate to the Financial Term Data section and select the arrow on the right side of the data record you want to update and then click on EDIT.

Financial Term Data											+ Create
Term	# of Credits	SAI	COA	Pell Grant	MN State Grant	MN ST Grant	Federal SEOG	O S/F A	NIA	IGSW	
Fall	16	0	\$32,000.00	\$3,500.00	\$3,250.00				\$1,250.00	\$12,000.00	
Spring	16	0	\$32,000.00	\$3,500.00	\$3,250.00					\$12,000.00	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Delete Edit </div>

4. The financial data screen will pull up. Make the necessary updates and hit SUBMIT.

Financial Term Data + Create

Term	# of Credits	SAI	COA	Pell Grant	MN State Grant	MN ST Grant	Federal SEOG	O S/F A	NIA	IGSW	
Fall	16	0	\$32,000.00	\$3,500.00	\$3,250.00				\$2,500.00	\$12,000.00	▼
Spring	16	0	\$32,000.00	\$3,500.00	\$3,250.00					\$12,000.00	▼

5. Review the updated financial data on the form and then scroll down to the last section of the form to re-submit.
6. The status reason for the applicant will update to "School Changes" and remain in the "Submitted ATC Applications" group.

☰ Submitted ATC Applications ▼

<u>Student First name</u> ↑	<u>Student Last Name</u>	<u>College or University</u>	<u>Created On</u>	<u>Status Reason</u>
Andrew	Chang	Augsburg University	7/16/2024 2:55 PM	School Changes

Please note: The Program Administrator will be notified of the update and reassess. If the adjustments resulted in a change of the award amount, communication will be sent out.