

myTG

## School User Guide



# myTG School User Guide

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# 1 Welcome to myTG

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## 1.1 Features

myTG is a full-service web-based grant and scholarship management system built for the South Carolina Tuition Grants Commission (TGC). myTG supports the Tuition Grants program including, but not limited to, the following processes:

- Processing student applications
- Verifying student application information
- Determining eligibility and selecting awardees
- Notifying students of award status
- Updating student applications
- Supporting school certification of awards
- Maintaining school profiles
- Maintaining rules for processing of programs
- Generating reports
- Providing email communication to users
- Disbursing award payments to schools
- Processing payment adjustments

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## 1.2 User Roles

TGC personnel assign School users “Administrator,” “Update”, “View Only” or “No Access” security level for the Tuition Grants program.

- The “**Administrator**” level allows school users the highest level of school update capability and student update capability for students attending their school.
- The “**Update**” level allows school users limited school update capability and student update capability for students attending their school.
- The “**View Only**” level allows school users to view all school information and student information for students attending their school with no update capabilities.
- The “**No Access**” level provides no access to the program.

## 1.3 Login

School users navigate to myTG through <https://mytg.guarantorsolutions.com>.

The first time you log into myTG, you will have the option to register your computer, you will have to change your password and select a personal image. After that, you will only need to enter your user name and password to log in.

**myTG** SC Higher Education  
Tuition Grants Commission

**myTG**  
Log In

Note: By gaining access to the system, you certify that you are an employee or agent of the institution for which this user name has been issued. You further agree to the terms and conditions of the Privacy Policy and Accessibility Statement. Access without permission may subject you to civil penalties or criminal prosecution.

User Name

LOG IN

From the Log In page, follow these steps:

1. Enter a valid User Name.

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*Note: You have three attempts to enter a valid User Name. After the third invalid attempt, you will be locked out. You will need to contact TGC to unlock your account.*

---

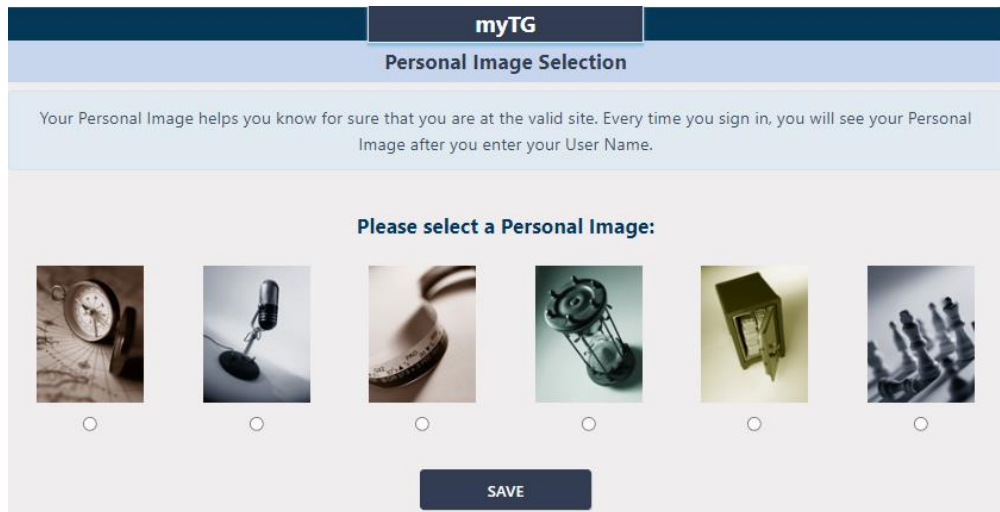
2. Select [Log In].
  - 2.1 Upon your first logon, the Computer Registration screen displays.

---

*Note: You will have to register your computer each time you log in through a different computer or if you choose not to register the computer.*

---

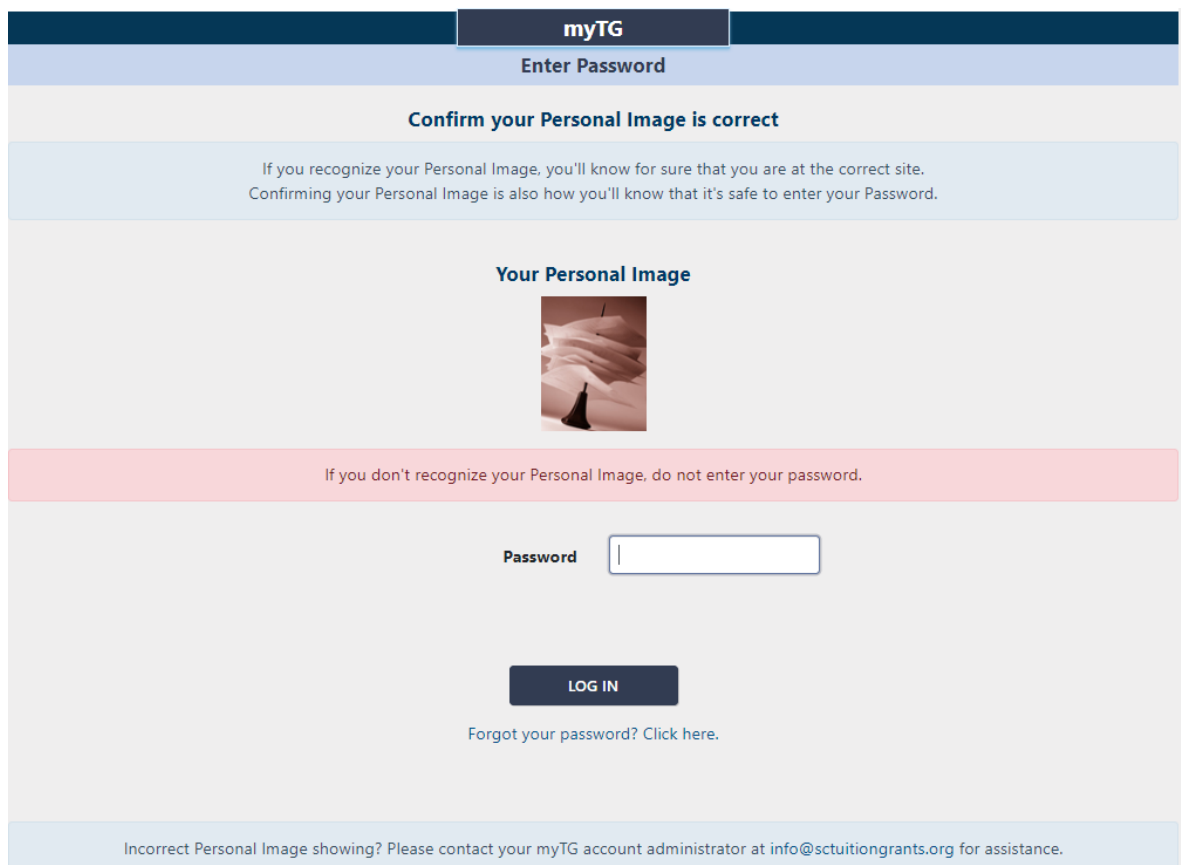
- 2.1.1 Do not close this screen, a registration code is sent to the email address listed on your user profile (*if you close this screen you will need to start over*).
- 2.1.2 Once the registration code is received via email, copy and paste (*or type*) it in the Registration Code field.
- 2.1.3 If using a non-public computer (*your home or office*), select the check box to register your computer.
- 2.1.4 Select [Continue].
- 2.2 If you have not selected a personal image, the Personal Image Selection screen displays.



2.2.1 Select a radio button below an image; this image will display on the Enter Password screen each time you login to ensure you are at the correct website.

2.2.2 Select [Save].

3. The Enter Password screen displays.



4. Enter your password.

---

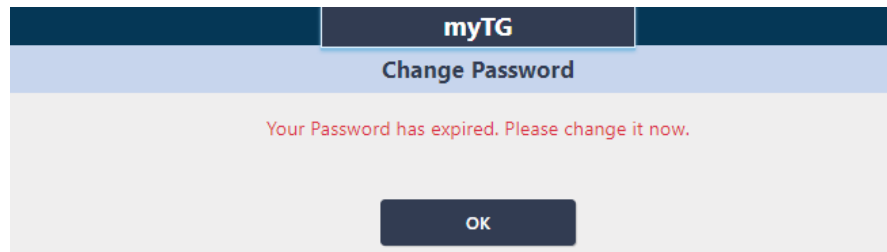
*Note: You will have three attempts to enter a valid Password. After the third invalid attempt, you are locked out. You are encouraged to use the Forgot Password feature*

prior to your third attempt. If selected, a temporary password will be sent to the email address listed on your user profile.

---

5. Select [Log In].

5.1 If your password has expired (or if it is the first time you log in), the Password Expiration screen displays.

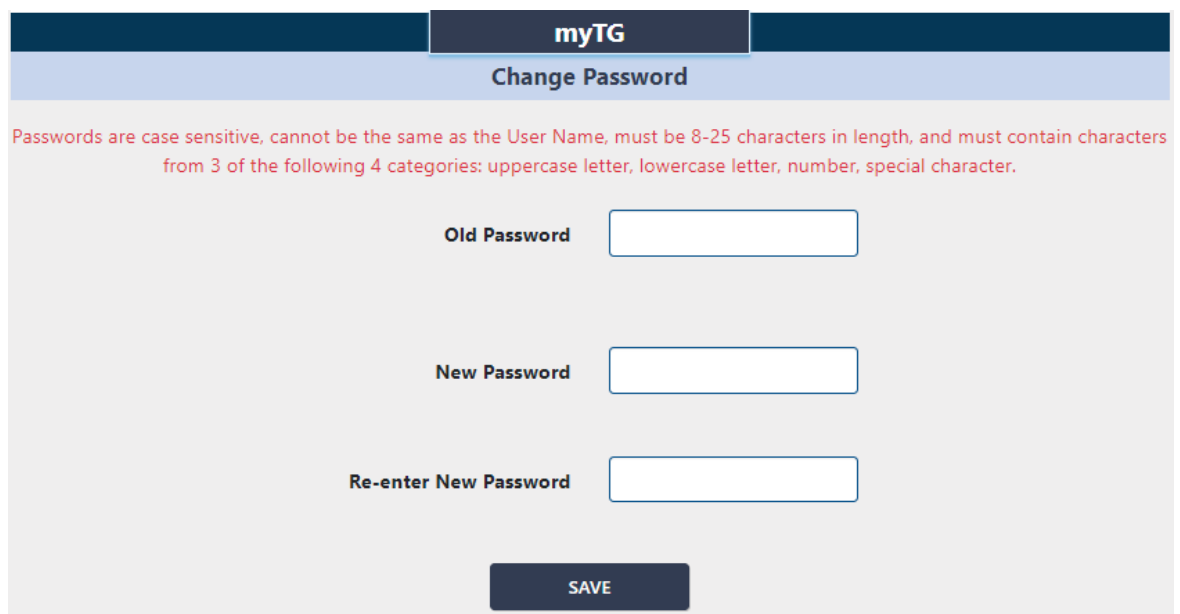


myTG  
Change Password

Your Password has expired. Please change it now.

OK

5.2 Select [OK] and the Change Password screen displays.



myTG  
Change Password

Passwords are case sensitive, cannot be the same as the User Name, must be 8-25 characters in length, and must contain characters from 3 of the following 4 categories: uppercase letter, lowercase letter, number, special character.

Old Password

New Password

Re-enter New Password

SAVE

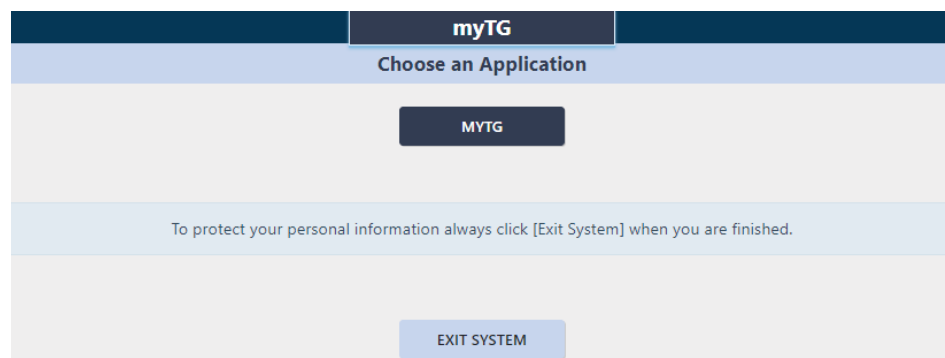
5.2.1 Enter your Old Password.

5.2.2 Enter your New Password.

5.2.3 Re-enter your New password.

5.2.4 Select [Save].

6. The Choose an Application screen displays; you are successfully logged in.



myTG  
Choose an Application

MYTG

To protect your personal information always click [Exit System] when you are finished.

EXIT SYSTEM

7. Select [myTG] to enter the system.

## 1.4 Navigation

myTG provides user-friendly navigation. The left pane provides the menu options available, based on user role and security level. As the user selects a menu option, a sub-menu will appear. As a user selects a sub-menu option, information displays in the right pane in a new tab.

Upon logging in, by default, the menus are closed and the Dashboard and News displays.

The screenshot shows the myTG user interface. On the left is a navigation menu with options like 'Home', 'Tuition Grants', 'Quick View', and 'Transaction History'. The main area displays a 'Welcome User' message for ANITA GRANT, along with certification progress bars for Fall (11%) and Spring (0%) semesters. A 'News' section at the bottom features a welcome message: 'Hello School users, welcome to myTG!' and a note about training.

### 1.4.1 Standard Menu

The standard menu for school users contains, at most, the following options and sub-menu options:

- myTG
  - Reports
  - Search
  - File Requests
  - Help
- Tuition Grants
  - Award Rules
  - School Profile
  - Payment History
  - Certification

- Request Reinstatement

## 1.4.2 Quick View Menu

The Quick View menu allows school users to search for a specific student attending their school by SSN or myTG ID.

After you enter a SSN or a myTG ID and select [Go], the Quick View menu has, at most, the following options for the student:

- Existing Tuition Grants records (*listed by academic year*)
- Transaction History
- Payment History
- Document Management

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*Note: Only students attending your school will display. If a student is in myTG but does not attend your school, a message will display indicating as such.*

---

## 1.4.3 Dashboard

The Dashboard allows school users to easily see outstanding Certification workflow tasks and provides quick access to the Applicants Roster.

Fall and Spring Certification completion rates are displayed and selecting the status bar takes the user to the respective Online Certification Roster.

The number of Eligible and Ineligible students is displayed and selecting either takes the user to the Application Roster.

## 1.4.4 Hi User Menu

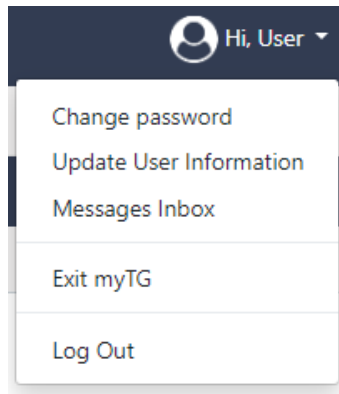
The Hi User menu for school users contains the following options:

- Change Password
- Update User Information
- Messages Inbox
- Exit myTG
- Log Out

---

# 1.5 Account Management

School users can manage their own account information through the “Hi User” menu in the top right corner:



## 1.5.1 Change Password

Users can change their password at any time. Passwords expire every 90 days; at that time, users must change their password.

From the “Hi *User*” menu, follow these steps:

1. Select Change Password.
2. The Change Password screen displays.

**Change Password**

Passwords are case sensitive, cannot be the same as the User Name, must be 8-25 characters in length, and must contain characters from 3 of the following 4 categories: uppercase letter, lowercase letter, number, special character.

**Old Password**

**New Password**

**Re-enter New Password**

SAVE CANCEL

- 2.1 Enter your Old Password.
  - 2.2 Enter your New Password.
  - 2.3 Re-enter your New Password.
  - 2.4 Select [Save].
3. The next time you log in, you will be required to use your new password.

## 1.5.2 Update User Information

Users can maintain some of their own user information.

From the “Hi *User*” menu, follow these steps:

1. Select Update User Information.
2. The User Information screen displays.

## User Information for demoschool

First Name User

Middle Initial

**Last Name**

Demo

**Email Address**

demo@email.com

Personal Image



[Change Personal Image](#)

SAVE

CANCEL

3. You may edit the following fields (required fields are in **bold**):
  - 3.1 Middle Initial
  - 3.2 **Last Name**
  - 3.3 **Email Address**
4. To change your personal image, select the 'Change Personal Image' link and the Personal Image Selection screen displays.

### Personal Image Selection

Your Personal Image helps you know for sure that you are at the valid site. Every time you sign in, you will see your Personal Image after you enter your User Name.

Please select a Personal Image:



SAVE

- 4.1 Select a radio button below an image; this image will display on the Enter Password screen each time you login to ensure you are at the correct website.
  - 4.2 Select [Save].
  - 4.3 The User Information screen displays with your updated personal image.
5. Select [Save].

### 1.5.3 Logout

Users can Exit myTG to return to the 'Choose An Application' interface, or Log Out to completely log out of the system.

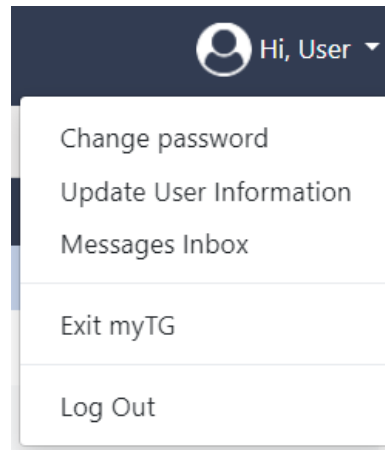
From the “Hi User” menu, select either option.

## 1.6 Messaging

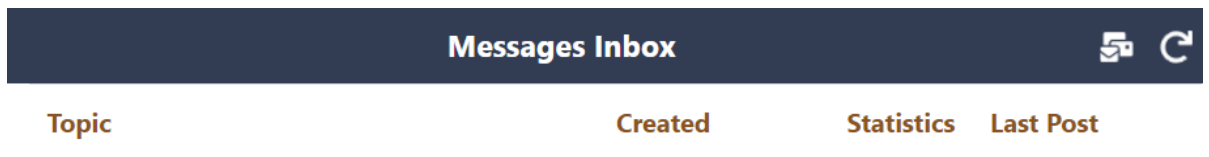
School users can initiate or respond to messages through the Messages feature.


From the “Hi User” menu in the top right corner, follow these steps:

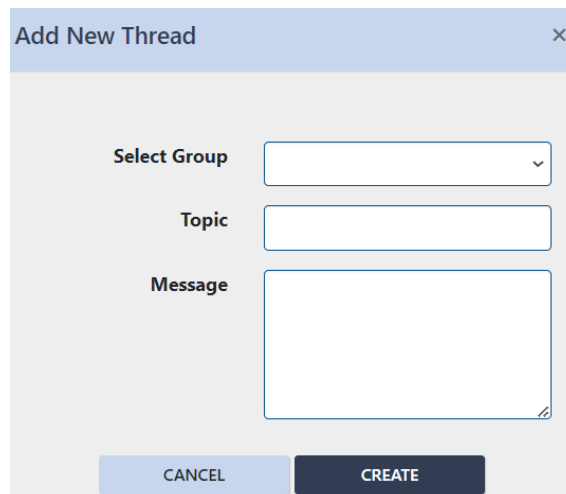
1. Select Messages Inbox.



2. The Messages Inbox screen displays.



3. From the Messages Inbox screen, select the  icon in the upper right-hand corner and a screen will open allowing for a new thread to be added.

A screenshot of the "Add New Thread" form. The form has a title bar "Add New Thread" with a close button (x). Below the title bar, there are three input fields: "Select Group" (a dropdown menu), "Topic" (a text input field), and "Message" (a text area). At the bottom of the form, there are two buttons: "CANCEL" and "CREATE".

4. Using the “Select Group” dropdown, select the desired group to be included on the thread, type the topic and the message. Selecting the [CREATE] button will complete the creation of the new message thread.

**Select Group** Tuition Grants Admin

**Topic** Payment

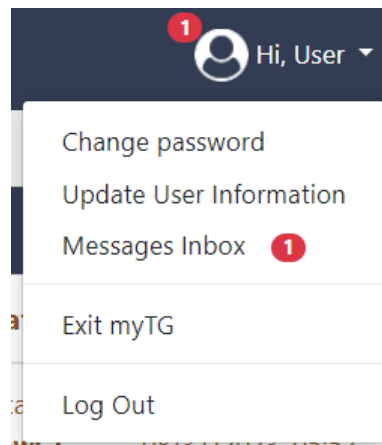
**Message**  
When can we expect Fall payment?

CANCEL CREATE

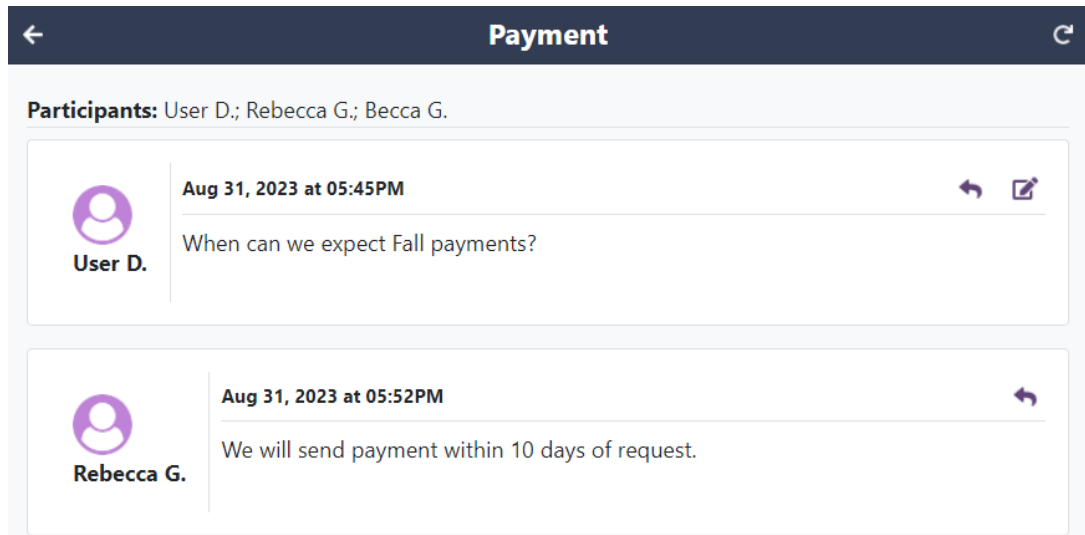
5. From the “Messages Inbox” screen, the thread can be viewed.


Messages Inbox			
Topic	Created	Statistics	Last Post
<b>Payment</b> <i>When can we expect Fall payments?</i>	by Demo 08/31/2023, 05:45 PM	Total: 1 New: 0	by Demo 08/31/2023, 05:45 PM

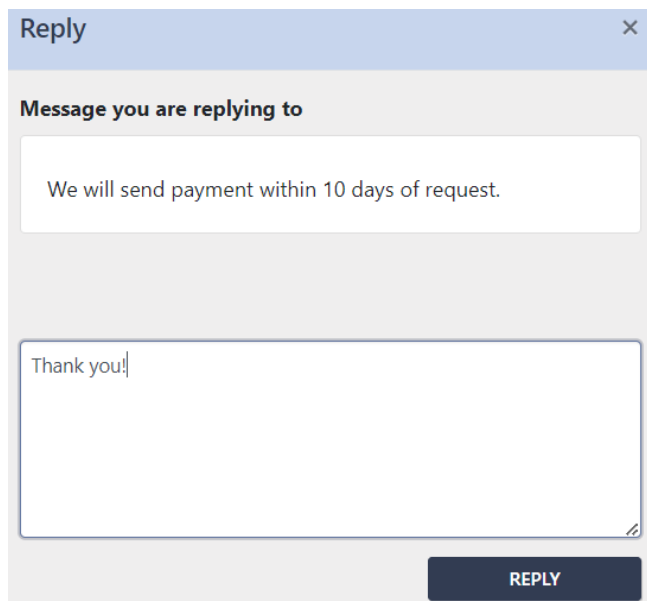
6. Responses to a thread will be indicated by a number next to the “Hi User” menu.



7. Selecting the thread Topic will allow a reply to be added to the thread.



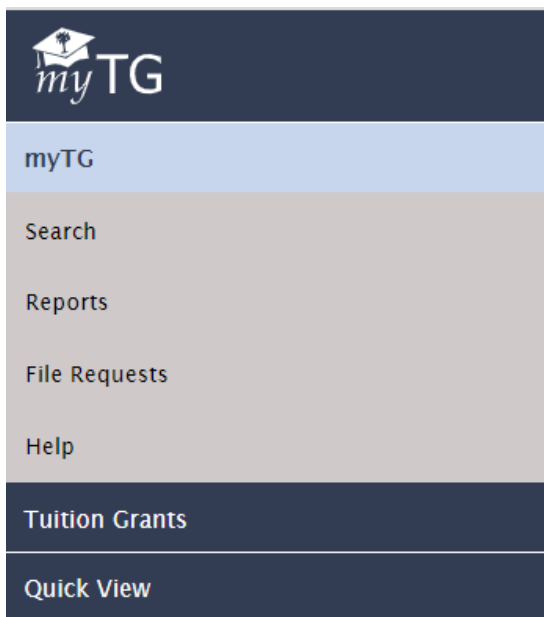
8. Replies can be added to messages within a thread. Select the  icon in the upper right-hand corner and a "Reply" screen will appear.



9. After typing the reply, select the [REPLY] button and the reply will be added to the thread.

## 2 myTG Menu

School users can access base system functionality via the myTG menu:



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### 2.1 Search

Users can search for students or search for specific student Tuition Grants detail records based on the search criteria entered. Entering multiple criteria will narrow your search.

To perform a search, follow these steps:

1. Select Search from the menu, the Search Criteria screen displays.

**Search**

- Student Search Criteria

Unique myTG ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Date of Birth	<input type="text"/>
SSN First 5	<input type="text"/>
SSN Last 4	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

- Additional Search Criteria

Academic Year	<input type="text" value="v"/>
Aid Program	<input type="text" value="v"/>

- Sort Criteria

Sort By	<input type="text" value="v"/>
---------	--------------------------------

SUBMIT CRITERIA
RESET CRITERIA

2. Enter any combination of student search criteria:

- 2.1 myTG ID
- 2.2 Full or partial Last Name
- 2.3 Full or partial First Name
- 2.4 Date of Birth
- 2.5 SSN First 5
- 2.6 SSN Last 4
- 2.7 Phone Number
- 2.8 Email Address

---

*Note: If only student search criteria are entered, a listing of students meeting the criteria will be displayed; no detail records will display.*

*School users will only get search results back on students attending their school.*

---

3. Enter any combination of additional search criteria:

- 3.1 Academic Year
- 3.2 Aid Program
  - 3.2.1 If an Aid Program is selected, additional Search Type criteria is displayed:

- 3.2.1.1 Payment Status (users can additionally select from a list of terms and payment statuses for the program selected)
- 3.2.1.2 Eligible Status (users can additionally select from a list of eligible statuses for the program selected)
- 3.2.1.3 Ineligible Status (users can additionally select from a list of ineligible statuses for the program selected)

4. Select [Submit Criteria] and the search results meeting your criteria will display

**Search Results**

Found 2210 Student Records

◀ Page 1 of 74 ▶

SSN	Name	Date Of Birth		Current Institution
██████████-2796	ABLE, IMA	04/21/2004		
<b>Aid Program</b>	<b>AC Year</b>	<b>Eligibility Status</b>		
Tuition Grants	2023 - 2024	Eligible	DEMO UNIVERSITY	

SSN	Name	Date Of Birth		Current Institution
██████████4466	ACORD, STRUM	09/08/2001		
<b>Aid Program</b>	<b>AC Year</b>	<b>Eligibility Status</b>		
Tuition Grants	2023 - 2024	Eligible	DEMO UNIVERSITY	

*Note: The SSN is a link to populate the Quick View menu for the student.*

5. To clear any criteria you have entered, Select [Reset Criteria]

## 2.2 Reports

myTG provides a variety of reports for school users. Reports are grouped under tabs based on the following categories:

- Activity Reports
- Rosters

To access any report:

1. Select Reports from the menu, the Report Option screen displays.

**myTG Report Options**

Activity Reports

Rosters

Applicants Roster

School Totals Report

Please be aware! The information you are accessing may display the student's Social Security Number (SSN) and should be considered confidential.

2. Select a report tab to display all reports available in that grouping.

3. Select a report; any required report criteria displays.

**myTG Report Options**

Activity Reports
Rosters

Applicants Roster

School Totals Report

All students awarded at the school 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.

**Criteria:**     Awarded  
 Paid

Academic Year:

**Program:**

**School:**

Display:     Alphabetical By School  
 Grouped By School Type

Please be aware! The information you are accessing may display the student's Social Security Number (SSN) and should be considered confidential.

4. Select/enter the report criteria needed to generate the report.
5. Select [Generate Report].
6. The report results will display in a new window and can be printed, exported or saved from this view.

### 2.2.1 Applicants Roster

This report displays all students with application status and award information. This report generates directly into Excel.

#### ***Input Criteria***

1. Academic Year
2. Date Range

---

*Note: If a transaction against the student's record occurred within the Date Range, an asterisk (\*) will display in the 'Change' column.*

---

- 2.1 Today
- 2.2 Date
- 2.3 Date Range

#### ***Output on Report***

1. Change
2. SSN
3. Last Name
4. First Name

5. Middle Initial
6. Year in College
7. Dependency Status
8. Application Receipt Date
9. ISIR Transaction No.
10. Ineligible Reason(s)
11. COA Type
12. Budget
13. EFC
14. Need
15. Total Award

## **2.2.2 School Totals Report**

This report displays all students with payment records for the selected academic year and aid program.

### ***Input Criteria***

1. Criteria
  - 1.1 Awarded – Default
  - 1.2 Paid

---

*Note: If “Awarded” is selected, payments in all statuses are displayed. If “Paid” is selected, only “Paid” payments are displayed.*

---

2. Academic Year
3. Display
  - 3.1 Alphabetical by School - Default
  - 3.2 Grouped by School Type

### ***Output on Report***

1. School
2. Student Name
3. myTG ID
4. Fall Amount
5. Spring Amount
6. Total Amount

## **2.2.3 Certification Roster**

This report displays all students with a payment record in ‘Ready to Certify’ status for the selected academic year, aid program, and term for the user’s school.

### ***Input Criteria***

1. Academic Year
2. Term
  - 2.1 Fall
  - 2.2 Spring
3. Display
  - 3.1 Alphabetical by Last Name - Default
  - 3.2 Numerical by myTG ID
  - 3.3 Option to Show SSN

### ***Output on Report***

1. Student Name
2. myTG ID
3. SSN (*if Show SSN selected*)
4. EFC
5. Term
6. Term Amount

## **2.2.4 Payment Roster**

This report displays all students with a payment record or refund in 'Paid' status for the selected academic year, aid program and term for the school user's school.

### ***Input Criteria***

1. Academic Year
2. Term
  - 2.1 All Terms
  - 2.2 Fall
  - 2.3 Spring
3. Display
  - 3.1 Alphabetical by Last Name - Default
  - 3.2 Numerical by myTG ID
  - 3.3 Option to only include students with adjustments
  - 3.4 Option to Show SSN

### ***Output on Report***

1. Student Name
2. myTG ID
3. SSN (*if Show SSN selected*)
4. Paid Date

5. Term
6. Amount

### **2.2.5 Ready to Pay Roster**

This report displays all students with a payment record in 'Ready to Pay' status for the selected academic year, aid program and term for the school user's school.

#### ***Input Criteria***

1. Academic Year
2. Term
  - 2.1 All Terms
  - 2.2 Fall
  - 2.3 Spring
3. Display
  - 3.1 Alphabetical by Last Name - Default
  - 3.2 Numerical by my TGID
  - 3.3 Option to only include students with adjustments
  - 3.4 Option to Show SSN

#### ***Output on Report***

1. Student Name
2. myTG ID
3. SSN (*if Show SSN selected*)
4. EFC
5. Term
6. Term Amount

---

## **2.3 File Requests**

File Requests displays all uploaded or downloaded files processed by the school. All files are accessible at any time.


Users can access files previously requested and re-download them.

To view requested files, follow these steps:

1. Select File Requests from the menu. The File Requests screen displays.



## File Requests

REFRESH

 It may take a few minutes for the file to be processed and ready for download

SELECT A ROW TO VIEW FILE RESULTS AND ERRORS

Show Prior Academic Years Records

File Type	Request Date	Status	User Name	Aid Program	ACYear	Download
Download Certification File	08-21-2023	<a href="#">The File has completed successfully.</a>	Atest	Tuition Grants	2023-2024	
Download Certification File	08-18-2023	<a href="#">The File has completed successfully.</a>	Atest	Tuition Grants	2023-2024	

- To view the details of a file, select the row associated to the file request.
  - The File Processing Information screen displays.

### File Processing Information

File Date: 8/21/2023  
File Name: TGCertDownload\_2023082108251736.txt

### Processing Messages

---

Number of Records = 782

---

FILE REQUESTS

*Note: If any records were not processed due to errors, the specific error will be listed.*

- Select [File Requests] to return to the File Requests screen.
- To re-download a file, select the Down Arrow icon and follow your browser instructions to complete the download and save the file.

## 2.4 Help

To access the Help documents:

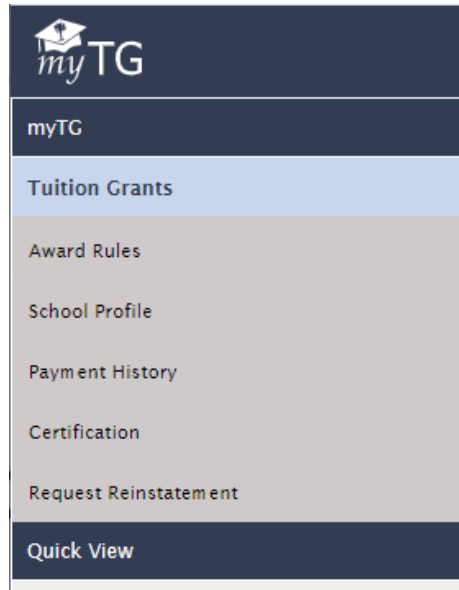
- Select the [Help] option on the standard menu and a list of Help documents is displayed.

How Can We Help You?

 myTG School User Guide

# 3 Tuition Grants Menu

School users can access all features needed to manage the Tuition Grants program via the Tuition Grants sub-menu:



---

## 3.1 Award Rules

The Award Rules contain the annual award amounts, cutoff values, and cutoff dates necessary to administer the Tuition Grants program.

### 3.1.1 View Award Rules

To view the Award Rules, select 'Award Rules' from the menu. School users cannot perform updates to the Award Rules.

## Award Rules TUITION GRANTS

Academic Year

<b>Total Applicants</b>	21310	<b>Application Cutoff Date</b>	8/30/2023
<b>Total Students Paid</b>	240	<b>Residency Cutoff Date</b>	9/1/2023
<b>Total Paid</b>	\$571,432.00	<b>Fall Request Reinstatement Deadline Date</b>	11/15/2023
<b>Average Award</b>	\$2,380.97	<b>Maximum Semesters</b>	8
<b>Maximum Award</b>	\$4,800.00	<b>Spring Payment Percent</b>	100
<b>Minimum Need</b>	\$100.00	<b>Program Email Address</b>	info@sctuitiongrants.org

CLOSE

The Award Rules display for the current academic year by default. To view an alternate academic year, select the year in the Change Academic Year field.

## 3.2 School Profile

A school profile is maintained for each school in myTG and includes demographic and program specific information per academic year.

### 3.2.1 View School Profile

To view the School Profile, select 'School Profile' from the menu.

**View School Profile**  
**DEMO UNIVERSITY, 003418**

Change Academic Year: Year 2023 to 2024 ▼

**Academic Year**  
**2023 to 2024**

School OECODE 003418  
School Name DEMO UNIVERSITY  
Address 10 Main Street  
Address2  
City Columbia  
State South Carolina  
Zip Code 12345 -  
Phone Number  
Vendor ID 700001234  
Federal ID 55-66778899  
Internal Order # 1001234  
Starting Voucher Number 201

**Program: Tuition Grants**

Offer Non-Traditional Programs	Yes	Active	Yes
Dependent Boarding COA	50770	Fall Certification Available Date	08/18/2023
Dependent Commute COA	44580	Fall Add NT to Certification Date	08/25/2023
Off Campus Commute COA	53168	Spring Certification Available Date	01/01/2024
Non-Traditional COA	29908	Spring Add NT to Certification Date	01/20/2024
Non-Traditional2 COA	31348	Fall Voucher Percent	50
Hold Payments	No	Spring Voucher Percent	50

Contact Name Jane Demo  
Contact Title Financial Aid Director  
Contact Email jane@email.com  
Contact Phone 222-333-4444

COMMENTS

UPDATE

TRANSACTION HISTORY

PAYMENT HISTORY

CANCEL

The school profile displays for the current academic year by default. To view an alternate academic year, select the year in the Change Academic Year field.

### 3.2.2 Update School Profile

To update a school profile, you must have security level of “Update” or “Administrator” for the aid program.

To update a school profile, follow these steps:

1. From the School Profile screen, Select [Update].

*Note: School profiles can only be updated for the current and future academic years.*

2. The Update School Profile screen displays.

**View School Profile**  
**DEMO UNIVERSITY, 003418**

Change Academic Year: Year 2023 to 2024 ▾

**Academic Year**  
**2023 to 2024**

School OECode 003418

**School Name** DEMO UNIVERSITY

**Address** 10 Main Street

Address2 |

**City** Columbia

**State** South Carolina ▾

**Zip Code** 12345 -  

Phone Number  

**Vendor ID** 700001234

**Federal ID** 55-66778899

**Internal Order #** 1001234

**Starting Voucher Number** 201

**Program: Tuition Grants**

<b>Offer Non-Traditional Programs</b> <span style="border: 1px solid #ccc; padding: 2px;">Yes ▾</span>	<b>Active</b> <span style="border: 1px solid #ccc; padding: 2px;">Yes ▾</span>
<b>Dependent Boarding COA</b> <span style="border: 1px solid #ccc; padding: 2px;">50770</span>	<b>Fall Certification Available Date</b> <span style="border: 1px solid #ccc; padding: 2px;">09/02/2023</span>
<b>Dependent Commute COA</b> <span style="border: 1px solid #ccc; padding: 2px;">44580</span>	<b>Fall Add NT to Certification Date</b> <span style="border: 1px solid #ccc; padding: 2px;">10/17/2023</span>
<b>Off Campus Commute COA</b> <span style="border: 1px solid #ccc; padding: 2px;">53168</span>	<b>Spring Certification Available Date</b> <span style="border: 1px solid #ccc; padding: 2px;">01/01/2024</span>
<b>Non-Traditional COA</b> <span style="border: 1px solid #ccc; padding: 2px;">29908</span>	<b>Spring Add NT to Certification Date</b> <span style="border: 1px solid #ccc; padding: 2px;">01/20/2024</span>
<b>Non-Traditional2 COA</b> <span style="border: 1px solid #ccc; padding: 2px;">31348</span>	<b>Fall Voucher Percent</b> <span style="border: 1px solid #ccc; padding: 2px;">50</span>
<b>Hold Payments</b> <span style="border: 1px solid #ccc; padding: 2px;">No ▾</span>	<b>Spring Voucher Percent</b> <span style="border: 1px solid #ccc; padding: 2px;">50</span>

---

**Contact Name** Jane Demo

**Contact Title** Financial Aid Director

**Contact Email** jane@email.com

**Contact Phone** 222-333-4444

SAVE
CANCEL

3. Edit one or more of the following fields (fields in **bold** are required):

*Note: Only fields updateable by school users will be enabled for update.*

3.1 **Address**

3.2 Address2

- 3.3 **City**
- 3.4 **Zip Code**
- 3.5 Phone Number
- 3.6 Tuition Grants Program information:
  - 3.6.1 Dependent Boarding COA *(only updateable until the Fall Certification Available Date)*
  - 3.6.2 Dependent Commute COA *(only updateable until the Fall Certification Available Date)*
  - 3.6.3 Off Campus Commute COA *(only updateable until the Fall Certification Available Date)*
  - 3.6.4 Non-Traditional COA *(only updateable if school offers Non-Traditional program and until the Fall Certification Available Date)*
  - 3.6.5 Non-Traditional2 COA *(only updateable if school offers Non-Traditional program and until the Fall Certification Available Date)*
  - 3.6.6 Contact Name
  - 3.6.7 Contact Title
  - 3.6.8 Contact Email Address
  - 3.6.9 Phone Number

4. Select [Save].

### 3.2.3 View School Transaction History

The school transaction history displays updates made to the school profile chronologically by academic year. In addition, any comments entered online display in chronological order among the transactions.

To view a school’s Transaction History, follow these steps:

1. From the School Profile screen Select [Transaction History]
2. The School Transaction History screen displays.

School Transaction History DEMO UNIVERSITY							
Date	Program	Field	Old Value	New Value	Source	User Type	User
09-01-2023		InstAddress1	10 Main Street	15 Main Street	School Profile	School	demoschool

Academic Year 2023 to 2024							
Date	Program	Field	Old Value	New Value	Source	User Type	User
09-01-2023	Tuition Grants	ContactName	Jane Demo	Jane Smith	School Profile	School	demoschool

CANCEL

Updates to school demographics are not associated to an academic year; these updates display at the top of the transaction history.

### 3.2.4 View School Payment History

To view the school's payment history, follow these steps:

1. From the School Profile screen Select [Payment History]
2. The Payment History screen displays.

**Payment History**  
**DEMO UNIVERSITY, 003418-00**

Current Balance: \$0.00

Change Academic Year 2023-2024

**Academic Year 2023-2024**

Date	Program	Term	Type	Batch Number	Reconciled	Number Of Students	Payment Amount
09/04/2023	Tuition Grants	Fall	Payment	CR2472300007	N	3	
09/01/2023	Tuition Grants	Fall	Payment	CR2442300006	N	240	\$571,432.00
<b>Total:</b>							<b>\$578,632.00</b>

**CANCEL**

The school payment history displays for the current academic year by default. To view an alternate academic year, select the year in the Change Academic Year field at the top of the screen

---

*Note: The Current Balance represents any outstanding balance between the school and TGC. If the Current Balance is positive, monies are owed to the school from TGC. If the Current Balance is negative, monies are owed to TGC from the school.*

---

To view the details of a payment batch for a school, follow these steps:

1. From the School Payment History screen, select a Batch Number.
2. The School Payment Batch Details screen displays.

**Payment Batch Detail**  
**TUITION GRANTS**  
**Fall 2023-2024**  
**Batch # CR2472300007**  
**9/4/2023**

**DEMO UNIVERSITY - VOUCHER# 204**

Name	SSN	Amount To Pay
STRUM N ACORD	■■■■-■■■■-4466	\$2,400.00
CHARLIE BROWN	■■■■-■■■■-9945	\$2,400.00
CHAD T BURGER	■■■■-■■■■-7651	\$2,400.00
		<b>Total: \$7,200.00</b>

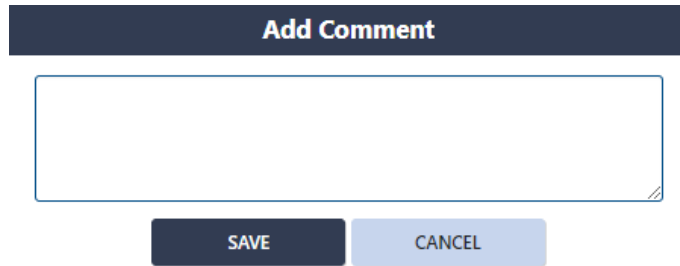
**PRINT VOUCHER DETAILS**

**CLOSE****BACK**

### 3.2.5 Add Comment on School Profile

Users can enter comments for display on the school's Transaction History.

1. From the School Profile screen, select [Comments].
2. The Add Comments screen displays.



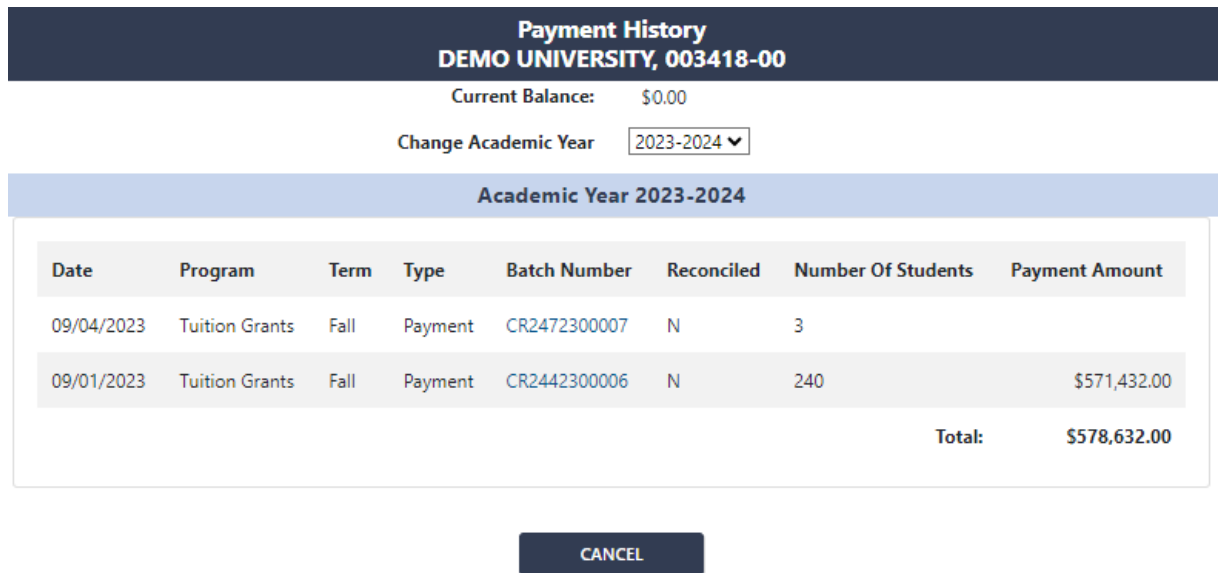
3. Enter comment text.
4. Select [Save].

---

## 3.3 Payment History

To view the school's payment history, follow these steps:

1. Select Payment History from the menu.
2. The Payment History screen displays.



Date	Program	Term	Type	Batch Number	Reconciled	Number Of Students	Payment Amount
09/04/2023	Tuition Grants	Fall	Payment	CR2472300007	N	3	
09/01/2023	Tuition Grants	Fall	Payment	CR2442300006	N	240	\$571,432.00
<b>Total:</b>							<b>\$578,632.00</b>

Users can drill down into each payment batch for additional details.

---

## 3.4 Certification

School users must certify all student awards in order for the students to be paid by TGC. Through online certification or the download/upload certification file feature, school users have multiple ways to easily certify students.

### 3.4.1 Online Certification Roster

To begin the certification process, follow these steps:

1. Select Certification from the menu. The Select Academic Term screen displays.

### Online Certification TUITION GRANTS

Academic Year: 2023-2024  
DEMO UNIVERSITY

Please select Academic Term

2. Select a term.

*Note: A term must be available for certification (per the Award Rules screen) in order to be selected. The screen will default to the most recent term available for certification.*

3. Select [Certification Roster] and the Online Certification Roster screen displays.

#### 003418-DEMO UNIVERSITY 2023-2024 Fall Certification Roster

Tuition Grants

Last Name Filter

Certify	Name	SSN	TransNo	Year	Award Amount	Additional Options
<input type="radio"/> Pending <input checked="" type="radio"/> Yes <input type="radio"/> No	STRUM N ACORD	██████-4466	1	4	\$2,400.00	<input type="checkbox"/> Reduce Award <input type="text" value=""/>
<input type="radio"/> Pending <input type="radio"/> Yes <input checked="" type="radio"/> No	IRON T AMANN	██████-4644	1	4	<del>\$2,400.00</del> \$0.00	<input type="text" value=""/>
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No	CRYSTAL BALL	██████-6530	1	1	\$2,400.00	
<input checked="" type="radio"/> Pending <input type="radio"/> Yes <input type="radio"/> No	CHARLIE BROWN	██████-9945	1	2	\$2,400.00	

I certify that the listed students are enrolled for at least twelve credit hours for the semester indicated and are maintaining satisfactory academic progress as defined by this institution. I certify that none of these students (A) are receiving financial aid in excess of his or her computed need in accordance with federal needs analysis (B) owes a refund on any federal grants received for attendance at any institution, or (C) are in default on a federal loan made under Title IV. I certify that these students are in compliance with all eligibility requirements for federal Title IV funds. All payments/refunds must adhere to Title IV policies and procedures.

Students display on the Certification Roster if a payment record exists for the term and is in a status of “Ready to Certify”. By default, students display in alphabetical order. User can sort, filter or page through the students.

*Note: If applicable, Non-Traditional students will not display on the roster until the term’s ‘Add NT to Certification Date’ on the School Profile.*

- 3.1 Enter/select the following:
  - 3.1.1 Certification Indicator

- 3.1.1.1 Pending – *default, if left selected the student will remain on the roster*
- 3.1.1.2 Yes – *indicates you are certifying the student for an award*
- 3.1.1.3 No – *indicates you are certifying the student for no award*
- 3.1.2 Year in College
  - 3.1.2.1 1
  - 3.1.2.2 2
  - 3.1.2.3 3
  - 3.1.2.4 4

---

*Note: For informational purposes only.*

---

- 3.1.3 Program Type – *defaults to the school’s program type*
  - 3.1.3.1 4-year
  - 3.1.3.2 2-year

---

*Note: Users can update a student at a 4-year school to a 2-year program, but a 4-year program is not available to selection at a 2-year school.*

*If the program type is updated, the award amount will automatically recalculate.*

---

- 3.1.4 Additional Options
  - 3.1.4.1 If the student is certified as ‘No’, a No Award Reason must be selected.
  - 3.1.4.2 If a student is certified as ‘Yes’, the user may elect to reduce the award (checkbox). A Reduce Award Reason must be selected.

### 3.2 Select [Save]

All payment records for students certified to receive an award will be updated to “Ready to Pay” and will be available for payment by TGC.

## 3.4.2 Download Certification Roster

Users can download a Tuition Grants certification roster for processing in their school-based software.

To download the certification roster, follow these steps:

1. Select Certification from the menu. The Select Academic Term screen displays.

**Online Certification  
TUITION GRANTS**

Academic Year: 2023-2024  
DEMO UNIVERSITY

Please select Academic Term

2. Select a term.

---

*Note: A term must be available for certification (per the Award Rules screen) in order to be selected. The screen will default to the most recent term available for certification.*

---

3. Select [Download Roster] and the Verify Criteria screen displays.

**Verify Criteria**

**ACYear:** 2023-2024

**Program:** Tuition Grants

**Institution:** 003418-DEMO UNIVERSITY

**Term:** Fall

You are about to download the Certification Roster in a Comma Separated Value (CSV) file format that can be loaded into your school based software for processing ([click here](#) to view the file layout specifications).

If you do not want to download a certification file, you can certify online via the Certification menu option.

DOWNLOAD FILE

---

*Note: Users may view the file layout specifications, if selected the layout will open as a .PDF file.*

---

4. Select [Download File] and the File Requests screen displays. Refresh the screen until the file has completed processing; indicated by a Down Arrow icon in the Download column.

**File Requests**

REFRESH

ⓘ It may take a few minutes for the file to be processed and ready for download

**SELECT A ROW TO VIEW FILE RESULTS AND ERRORS**

Show Prior Academic Years Records

File Type	Request Date	Status	User Name	Aid Program	ACYear	Download
Download Certification File	09-01-2023	<a href="#">File request has been received and is awaiting processing.</a>	demoschool	Tuition Grants	2023-2024	


---

*Note: Users may navigate away while waiting for the file to process. Simply select File Requests from the myTG menu to return to this screen and view the file status.*

*Once the file has completed, the status column will indicate the file has completed successfully or indicate there were errors. You may select the status column for additional details.*

---

5. To download the file, select the Down Arrow icon and follow your browser instructions to complete the download and save the file.

File Type	Request Date	Status	User Name	Aid Program	ACYear	Download
Download Certification File	08-21-2023	<a href="#">The File has completed successfully.</a>	Atest	Tuition Grants	2023-2024	

The description and layout of the certification roster Download file is:

- The format is “Comma Separated Values” (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

Field Name	Type	Field Description
Academic Year	Numeric	Award Year (all records in the file will contain the same value) <i>Uses ending year - if the acyear is 2023-2024 this field will contain 2024)</i>
School OE Code	Alphanumeric	School OE Code (all records in file will contain same value)
Payment Term	Alphanumeric	Term being certified (all records in file will contain the same value) Valid values include: “Fall” “Spring”
SSN	Numeric	Student’s Social Security Number
Last Name	Alphanumeric	Student’s Last Name
First Name	Alphanumeric	Student’s First Name
Year in College	Numeric	Student’s year in college
ISIR Transaction Number	Numeric	ISIR transaction on file in myTG
<i>Placeholder</i>		
<i>Placeholder</i>		
<i>Placeholder</i>		
Award Amount	Numeric	Student’s Award Amount for the term

### 3.4.3 Upload Certification Roster

Users can upload a Tuition Grants certification roster generated from their school-based software to certify students.

To upload a certification roster, follow these steps:

1. Select Certification from the menu. The Select Academic Term screen displays.

**Online Certification  
TUITION GRANTS**

Academic Year: 2023-2024  
DEMO UNIVERSITY

Please select Academic Term

2. Select a term.

---

*Note: A term must be available for certification (per the Award Rules screen) in order to be selected. The screen will default to the most recent term available for certification.*

---

3. Select [Upload Roster] and the Verify Criteria screen displays.

**Verify Criteria**

ACYear: 2023-2024

Program: Tuition Grants

Institution: 003418-DEMO UNIVERSITY

Term: Fall

You are about to upload a Certification Roster in a Comma Separated Value (CSV) file format that can be used to electronically certify students at your school([click here](#) to view the file layout specifications).

---

*Note: Users may view the file layout specifications, if selected the layout will open as a .PDF file.*

---

4. Select [Upload File] and the Choose File screen displays.

**Upload Tuition Grants**

003418-DEMO UNIVERSITY  
Academic Year: 2023-2024

File

The authorized college user uploading the Certification Roster certifies that all eligibility criteria have been accurately verified in compliance with all requirements of the SC Tuition Grants Program.

5. Select [Choose File] and browse to the certification file to be uploaded, Select [Open].
6. The file name will populate, Select [Upload].
7. The File Request screen displays. Refresh the screen until the file has completed processing; indicated by a Down Arrow icon in the Download column.

## File Requests

REFRESH

It may take a few minutes for the file to be processed and ready for download

SELECT A ROW TO VIEW FILE RESULTS AND ERRORS

Show Prior Academic Years Records

File Type	Request Date	Status	User Name	Aid Program	ACYear	Download
Upload Certification File	09-01-2023	<a href="#">File request has been received and is awaiting processing.</a>	demoschool	Tuition Grants	2023-2024	

*Note: Users may navigate away while waiting for the file to process. Simply select File Requests from the main menu to return to this screen and view the file status.*

*Once the file has completed, the status column will indicate the file has completed successfully or indicate there were errors. You may select the status column for additional details.*

- Once the file has completed processing, select the 'Status' message, the File Processing Information screen displays.

### File Processing Information

File Date: 8/31/2023

File Name: TGCertUpload\_2023083109565667.txt

### Processing Messages

Number of Records Read from File = 5

Number of Records certified = 5

Upload Students finished without any errors.

FILE REQUESTS

*Note: If any records were not processed due to errors, the specific error will be listed. Students with errors listed were **NOT** certified.*

- Users may upload another certification roster file to fix any errors reported; students with errors were **not** certified.

The description and layout of the certification roster Upload file is:

- The format is "Comma Separated Values" (CSV)
- Numeric fields cannot contain decimals
- All fields are delimited by a comma (,)

- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Required	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value)  <i>Use ending year - if the acyear is 2023-2024 this field must contain 2024)</i>
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value)  Valid values include: "Fall" "Spring"
9	SSN	Numeric	Y	Student's Social Security Number
16	Last Name	Alphanumeric	Y	Student's Last Name
20	First Name	Alphanumeric	Y	Student's First Name
1	Year in College	Numeric	Y	Student's year in college
2	ISIR Transaction Number	Numeric	Y	ISIR Transaction Number
1	Certification	Alphanumeric	Y	Certification Status  Valid values include:  "Y" – Yes, student receiving an award  <i>Note: If student is receiving a reduced award, a "Reason Award Amount Lowered" is required</i>  "N" – No, student not receiving award  <i>Note: If student is not receiving an award, the Award Amount must equal zero and a "No Award Reason" must is required</i>

MAX Len	Field Name	Type	Required	Field Description
2	No Award Reason	Alphanumeric	N*	Reason student is not receiving award – <b>*Required if Certification = “N”</b>  Valid values include: “01” = SC Resident Less Than One Year “03” = Not SC Resident “04” = Tuition Paid ROTC, VA, or Tuition-specific Funds “06” = Ineligible Program “07” = Previous 4-year Degree or Graduate Student “09” = Freshmen Academic Requirements Not Met “10” = SAP Requirements Not Met “13” or “15” = Not Enrolled “14” = Not Enrolled FT Did Enroll PT “16” = Voluntarily Withdrew SCTG Application “17” = Deceased “19” = Felony/Drug/Alcohol Affidavit Not Submitted “20” = Withdrew Semester With Full Refund “21” = Other “23” = Verification Incomplete “25” = School Confirmation of SC Residency Incomplete
2	Reason Award Amount Lowered	Alphanumeric	N*	Reason student’s award amount was lowered - <b>*Required if award amount lowered</b>  Valid values include: “04” = Tuition Paid by ROTC, VA Benefits, or Tuition-specific Scholarship “12” = Withdrew, Not Returning, Received Partial Grant “26” = ADA Reduced Courses – PT “27” = ADA Reduced Courses – HT
5	Award Amount	Numeric	Y	Amount Awarded to Student

## 3.5 Request Reinstatement

School users can reinstate students back onto a certification roster for any students certified as not eligible to receive funds.

### 3.5.1 Reinstate Students to Certification Roster

To request reinstatement for one or more students, follow these steps:

1. Select Request Reinstatement from the menu. The Select Term screen displays with the user's school pre-populated.

*Note: The Fall term is only available through the 'Fall Request Reinstatement Deadline Date' on the Tuition Grants Award Rules.*

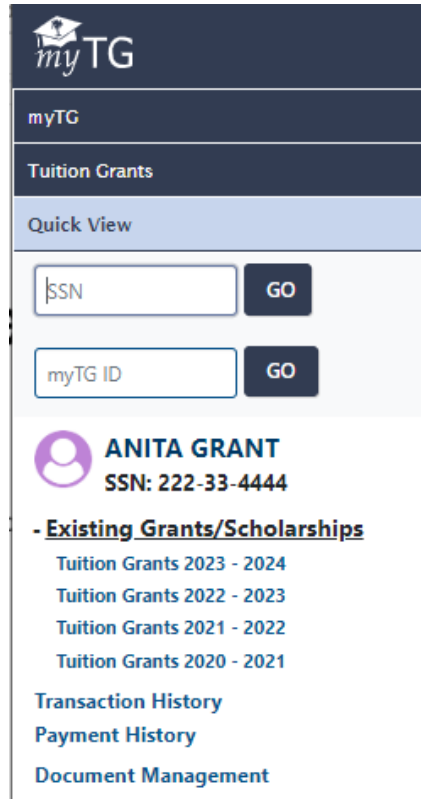
2. Select a term and Select [OK].
3. The Request Reinstatement screen displays listing all students who were previously certified as not eligible to receive funds.

Name	SSN	Reason Not Awarded	Request Reinstatement
IRON T. AMANN	XXX-XX-4644	Not SC Resident	<input type="checkbox"/>
CRYSTAL BALL	XXX-XX-6530	Not Enrolled	<input type="checkbox"/>

4. Select one or more students for reinstatement and select [Save].  
All students selected for reinstatement will return to the certification roster.

# 4 Quick View (Student) Menu

School users can access all features needed to manage student records via the Quick menu by entering a student's SSN or myTG ID:



The screenshot shows the myTG interface. At the top is the myTG logo. Below it are navigation tabs: myTG, Tuition Grants, and Quick View (which is highlighted). Under the Quick View tab, there are two search input fields: one for SSN and one for myTG ID, each with a GO button. Below the search fields, a student profile is displayed for ANITA GRANT with SSN: 222-33-4444. Under the profile, there is a section titled **- Existing Grants/Scholarships** with a list of links for Tuition Grants for the academic years 2023-2024, 2022-2023, 2021-2022, and 2020-2021. At the bottom, there are links for Transaction History, Payment History, and Document Management.

## 4.1 View Student Tuition Grants Record

For each FAFSA processed by myTG where the student indicated they are attending a SC private institution, a Tuition Grants record is created. By searching a student in the Quick View, a list of existing Tuition Grants records display by academic year.

To view a student's Tuition Grants record, follow these steps:

1. From the Quick View menu, select the academic year link for the Tuition Grants record you wish to view.
2. The Tuition Grants record displays (*shown across 2 pages*)

**Tuition Grants Record  
Academic Year 2023-2024**

SSN: XXX-XX-4444

Eligibility Status **Tentatively Eligible**

Payment Information

Term	Institution	Status	Amount
Fall	DEMO UNIVERSITY	Ready To Certify	\$2,400.00
Spring	DEMO UNIVERSITY	Ready To Certify	\$2,400.00

Program Totals

**Total Cumulative Paid** \$7,220.00  
**Total Cumulative Semesters** 4  
**Total Annual Award** \$4,800.00

Student Information

**Name** GRANT, ANITA  
**Address** 20 MAIN ST  
**City, State, Zip** GREENVILLE, SC 29607  
**Phone Number**  
**Email Address** anita@email.com  
**Date Of Birth** 9/8/2001  
**myTG ID** 189271  
**Gender** Female

**UPDATE STUDENT INFORMATION**

Application Information			
<b>Fall Institution</b>	003418-DEMO UNIVERSITY	<b>Spring Institution</b>	003418-DEMO UNIVERSITY
<b>Fall COA Type</b>	Dependent Boarding	<b>Spring COA Type</b>	Dependent Boarding
<b>Fall COA</b>	\$50,770.00	<b>Spring COA</b>	\$50,770.00
<b>EFC</b>	\$16,699.00	<b>FAFSA Original Application Date</b>	1/12/2023
<b>Dependency Status</b>	Dependent	<b>FAFSA Current Application Date</b>	1/12/2023
<b>State Of Legal Residence</b>	South Carolina	<b>Transaction Number</b>	1
<b>Parent State Of Legal Residence</b>	South Carolina	<b>Year In College</b>	4
<b>Parent Residence Date</b>	8/1/2022	<b>Bachelor Degree</b>	No
<b>NSLDS Default</b>	n/a	<b>Masters/Doctorate Degree</b>	No
		<b>ADA Reduced Courses</b>	False
<b>Application Date Override</b>	n/a	<b>NSLDS Override</b>	n/a
<b>Residency Override</b>	n/a	<b>Maximum Semester Override - 1 Semester</b>	n/a
<b>Can Upload Documents</b>	n/a	<b>Maximum Semester Override - 2 Semesters</b>	n/a
<b>Modified EFC</b>	n/a	<b>Spring Only Override</b>	n/a
<b>Force Ineligible - ACYear</b>	n/a	<b>Appeal Pending</b>	n/a
<b>Force Ineligible - Permanent</b>	n/a		
<b>Award Email Date</b>	n/a	<b>Ineligible Email Date</b>	n/a
<b>Award Letter Date</b>	n/a		

ADD COMMENT
UPDATE APPLICATION INFORMATION

The Tuition Grants record contains student, application, and payment information relative to the academic year selected.

### 4.1.1 Add Comment on Student

Users with, at minimum, “Update” security level for Tuition Grants can enter comments for display in the student transaction history.

To enter a comment on a student, follow these steps:

1. From the Tuition Grants Record screen, select [Add Comment]. The Add Comments screen displays.

Comments

CANCEL
ADD COMMENT

2. Enter your comment text.

3. Select [Save].

The comment will display on the student's transaction history screen.

#### 4.1.2 Update Student Information

Users with, at minimum, "Update" security level can update Tuition Grants records for the current or a future academic year. Records from previous academic years are not updateable.

When a Tuition Grants record is updated, myTG re-determines eligibility for that student. This may affect the status of the student, including the award amounts for any unpaid terms.

To update the Student Information on a Tuition Grants record, follow these steps:

1. From the Tuition Grants Record screen, select [Update Student Information].
2. The Update Student Information screen displays pre-filled with existing information.

**Tuition Grants  
Academic Year 2023-2024**

SSN: XXX-XX-4444

Last Name	<input type="text" value="GRANT"/>
First Name	<input type="text" value="ANITA"/>
Middle Initial	<input type="text"/>
Date Of Birth	<input type="text" value="9/8/2001"/>
Address	<input type="text" value="20 MAIN ST"/>
City	<input type="text" value="GREENVILLE"/>
State	<input style="border: none; background: none;" type="text" value="South Carolina"/>
Zip Code	<input type="text" value="29607"/> - <input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text" value="anita@email.com"/>
Gender	<input style="border: none; background: none;" type="text" value="Female"/>

3. Edit one or more of the following fields (fields in **bold** are required):

- 3.1 **Last Name**
- 3.2 **First Name**
- 3.3 Middle Initial
- 3.4 **Date of Birth**
- 3.5 **Address**
- 3.6 **City**
- 3.7 **State**
- 3.8 **Zip Code**
- 3.9 Phone Number

3.10 Email Address

3.11 Gender

4. Select [Save].

The updated Tuition Grants record displays, and student eligibility is re-determined.

### 4.1.3 Update Application Information

To update the Application Information on a Tuition Grants record, follow these steps:

1. From the Tuition Grants Record screen, select [Update Application Information].
2. The Update Application Information screen displays pre-filled with existing information.

Academic Year 2023-2024

SSN: XXX-XX-4444

Fall COA Type  Spring COA Type

Fall COA  Spring COA

Modified EFC Override

3. Edit one or more of the following fields (fields in **bold** are required):

3.1 **Fall COA Type** (updateable only if the Fall payment is not yet 'Paid')

3.2 **Spring COA Type** updateable (only if the Spring payment is not yet 'Paid')

3.3 Fall COA (updateable only if Fall COA Type is 'Other' and the Fall payment is not yet 'Paid')

3.4 Spring COA (updateable only if Spring COA Type is 'Other' and the Spring payment is not yet 'Paid')

3.5 Modified EFC Override

4. Select [Save].

The updated Tuition Grants record displays, and student eligibility and awards are re-determined.

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## 4.2 View Student Transaction History

The student transaction history displays updates made to student Tuition Grants records chronologically by academic year. In addition, comments display in chronological order among the transactions.

To view a student transaction history, follow these steps:

1. From the Quick View menu for a student, select Transaction History.
2. The Student Transaction History screen displays.

**Student Transaction History**  
**ANITA GRANT, XXX-XX-4444**

Filter

**Transaction History**

Date	Program	Field	Old Value	New Value	Source	User Type	User
8/31/2023		EmailAddress		anita@email.com	Conv	School	demoschool
8/31/2023		MailingAddress	20 SOUTHFIELD DR.	20 MAIN ST	Conv	School	demoschool
8/17/2023		LastName		GRANT	Conv		OMA-517792L
8/17/2023		FirstName		ANITA	Conv		OMA-517792L
8/17/2023		SSN		222334444	Conv		OMA-517792L

**Academic Year 2023 to 2024**

Date	Program	Field	Old Value	New Value	Source	User Type	User
9/4/2023	Tuition Grants	SpringCOAType	1	2	Eligibility	School	demoschool
9/4/2023	Tuition Grants	FallCOAType	1	2	Eligibility	School	demoschool
9/4/2023	Tuition Grants	COMMENT: <i>Comment added by a school user.</i>			Comment	School	demoschool

**Academic Year 2022 to 2023**

**Academic Year 2021 to 2022**

**Academic Year 2020 to 2021**

Users can filter by comments only or by field by selecting a filter option.

Users can view transactions for prior academic years by opening the prior academic year section.

## 4.3 View Student Payment History

The student payment history displays paid Tuition Grants payments chronologically by academic year. In addition, any paid adjustments to payment records display chronologically.

To view a student's payment history, follow these steps:

1. From the Quick View menu for a student, select Payment History.
2. The Student Payment History screen displays.

## Student Payment History XXX-XX-4444

### Student Information

**Name** ANITA GRANT  
**Address** 20 MAIN ST  
**City, State, Zip** GREENVILLE, SC 29607  
**Home Phone Number**  
**Cell Phone Number**  
**Date of Birth** 09/08/2001  
**Email Address** anita@email.com  
**Gender** Female  
**myTG ID** 189271

### Academic Year 2021 - 2022

Date	Batch Number	Program	Institution	Term	Type	Amount
2022/02/15		Tuition Grants	DEMO UNIVERSITY	Spring	Payment	\$1810.00
2021/10/21		Tuition Grants	DEMO UNIVERSITY	Fall	Payment	\$1810.00

### Academic Year 2020 - 2021

Date	Batch Number	Program	Institution	Term	Type	Amount
2021/02/22		Tuition Grants	DEMO UNIVERSITY	Spring	Payment	\$1800.00
2020/10/05		Tuition Grants	DEMO UNIVERSITY	Fall	Payment	\$1800.00

## 4.4 Document Management

Document Management displays documents uploaded by the TGC, student or school.

To view a student's documents, follow these steps:



1. From the Quick View menu for a student, select Document Management.
2. The Document Management screen displays.

## Document Management

Aid Program

Academic Year

**Available Documents** UPLOAD

<b>Drivers License</b> <i>Residency verification</i>	 Drivers License.PNG	<input type="checkbox"/> Lock <span>DELETE</span>
<b>Student Letter</b> <i>Letter from student thanking TGC for grant.</i>	 THANK YOU.pdf <b>Aid Program:</b> Tuition Grants <b>Academic Year:</b> 2023-2024	<input type="checkbox"/> Lock <span>DELETE</span>

- To view a document, select the file name.
- To delete a document, select 'Delete' and confirm the deletion.
- To lock a document from the student being able to delete, select the Lock toggle.
- Users can filter indexed documents by program and/or academic year.

To upload a new document, follow these steps:

1. From the Document Management screen, select [Upload].
2. The Upload Document screen displays.

Upload Document

Aid Program Academic Year

N/A N/A

\*Document Name

Comment

Choose a file Choose File No file chosen

Allowable file types are PDF, JPG, GIF, TIF, and PNG with a file size limit of 10Mb.

CANCEL UPLOAD

- 2.1 Enter/select the following (required fields in **bold**):
  - 2.1.1 Aid Program – *to specifically index the document*
  - 2.1.2 Academic Year – *to specifically index the document*
  - 2.1.3 **Document Name**
  - 2.1.4 Comment
  - 2.1.5 Upload file by select [Choose File] and browsing to file, follow prompts to upload
  - 2.1.6 Select [Upload]