ISAC's Illinois Graduate and Retain Our Workforce (iGrow) Tech Scholarship Program

User Guide

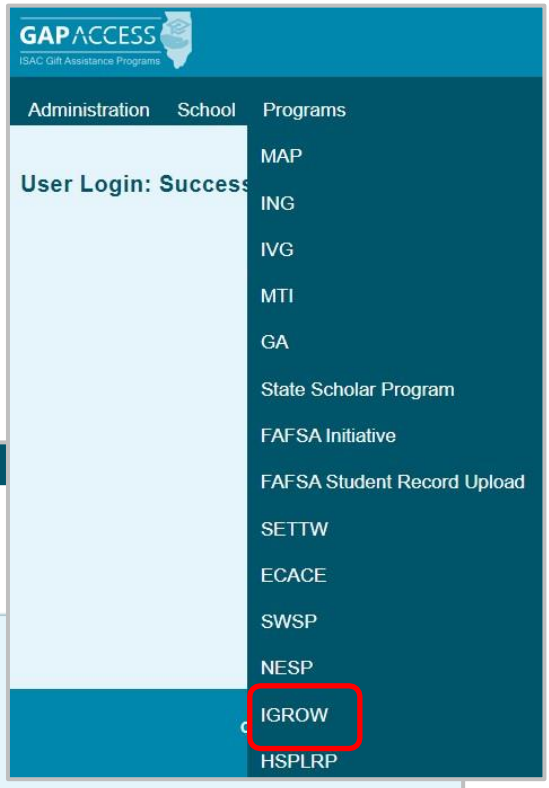
Access and Navigation

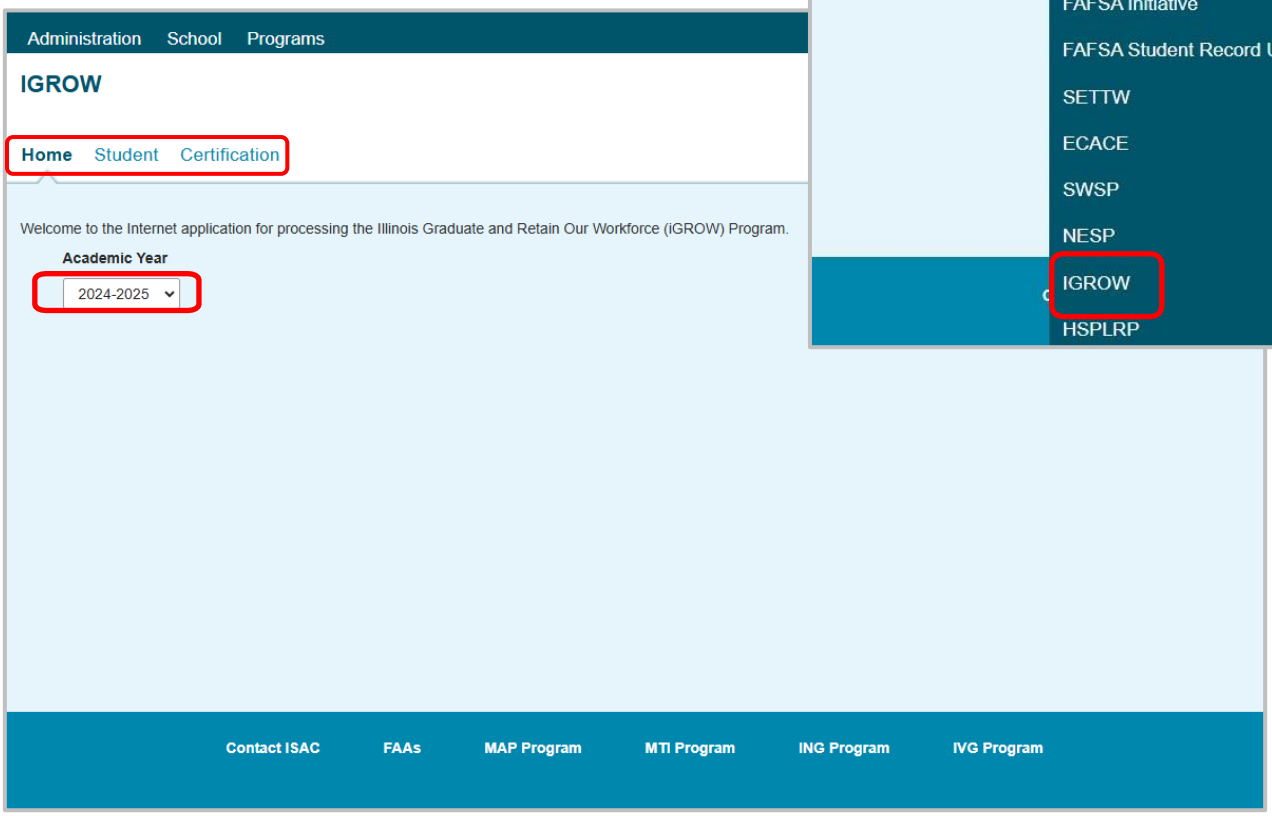
The system to administer the Illinois Graduate and Retain Our Workforce (iGrow) Tech Scholarship Program is available through ISAC's Gift Assistance Programs (GAP) Access portal at https://isacportal.isac.org.

All users need a valid GAP Access ID and password, along with a 2-factor authentication one-time verification code to access the system.

ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each ISAC program.

Once a school user has successfully logged in to GAP Access, the iGrow information can be accessed by selecting the MTI program near the top of the screen.





Please note that the GAP Access system will time out after prolonged inactivity. The following message will appear to allow you to save your data.

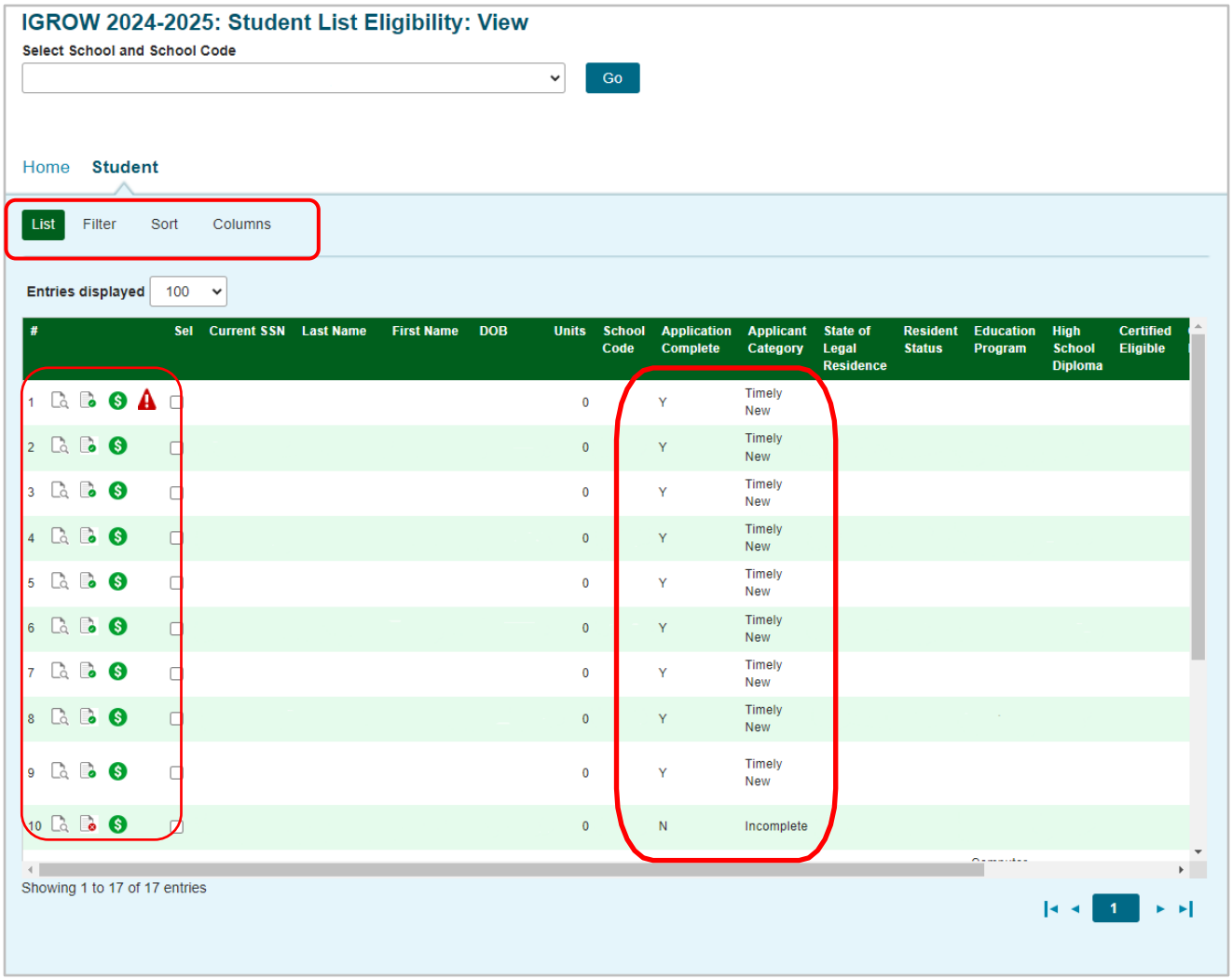
iGrow Student List Eligibility: View Screen

Once you have navigated to the iGrow Program in GAP Access, you can view the list of students who have submitted an iGrow application to ISAC and listed your school as the college the applicant plans to attend. The list will initially appear in alphabetical order; however, you may use the **Filter, Sort** and **Columns** functionality to customize your view as needed.

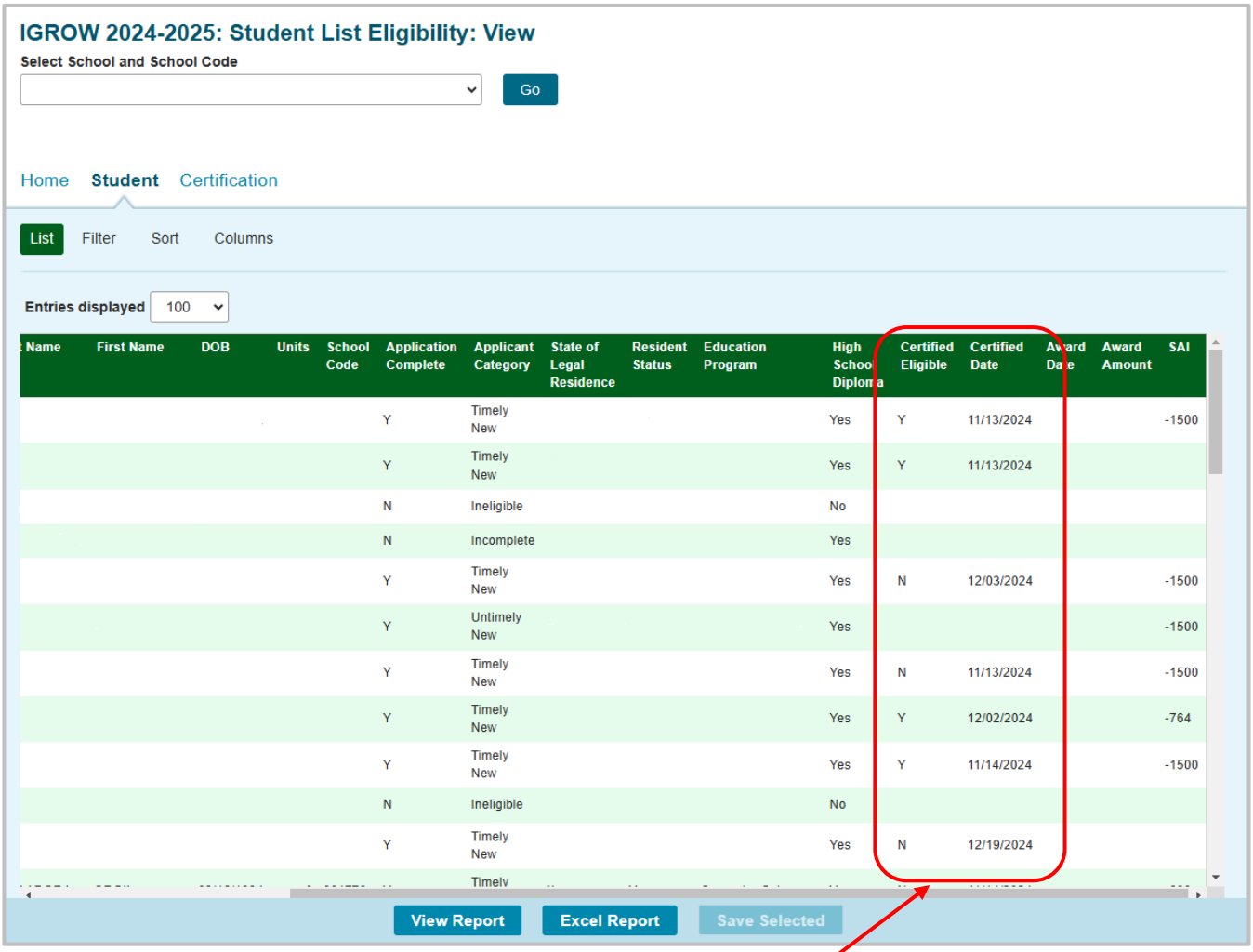
In addition to the applicant data, the **Student List Eligibility: View** screen includes the application complete date, application status, and icons to indicate eligibility issues.

Applicants with eligibility or conflict issues will be identified by icons in the list, and more information can be obtained on the applicant's **Student Detail** screen by selecting the **magnifying icon** in first column of the student record.

A **yellow lightbulb** is an indicator of student eligibility issues, and a **red triangle** is an indicator of a conflict issue.

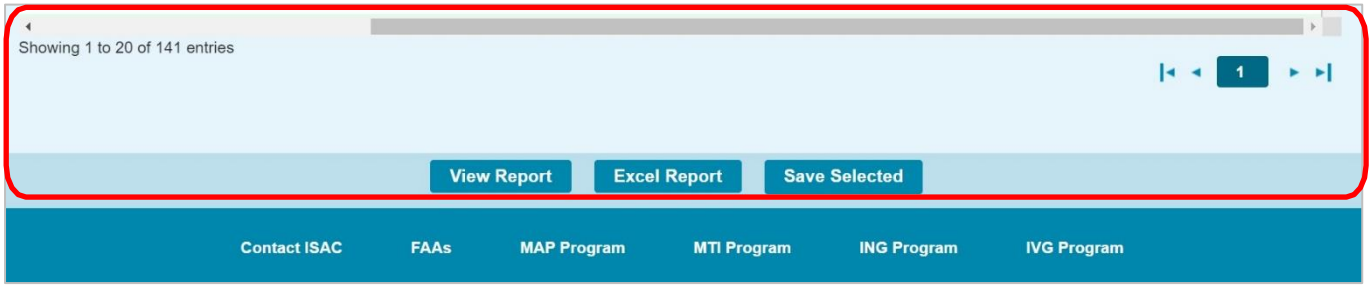


iGrow Student List Eligibility: View Screen



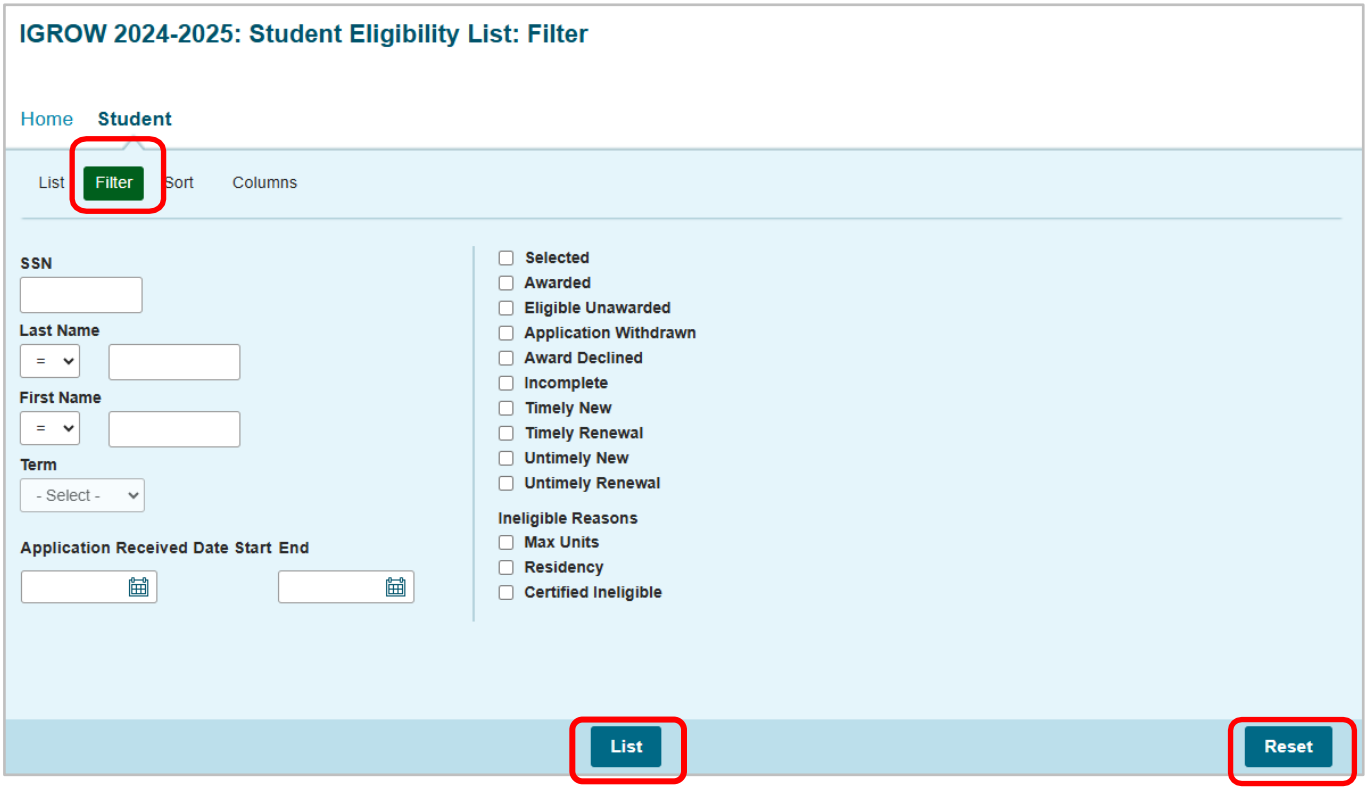
Certified applicants will continue to appear on the **Student List Eligibility: View** screen, and the **Certified Eligible** field will be populated with a 'Y' or 'N' depending on how the certification was completed, along with the **Certified Date** field, for when the student was certified.

Depending on your computer, monitor, and screen settings, you may need to use the horizontal scroll bar at the bottom of the page to navigate farther to the right to see the remaining columns on the **Student List Eligibility: View** screen.



iGrow Student Eligibility List: Filter Screen

You may filter student records by selecting specific categories provided on the **Student Eligibility List: Filter** screen, which can be accessed by selecting the **Filter** tab.



Once you have selected your criteria from the drop-down menus and/or selected the category options on the right side of the screen, select the **List** tab to generate your customized view.

A **Reset** tab is also available to clear multiple selections with one click.

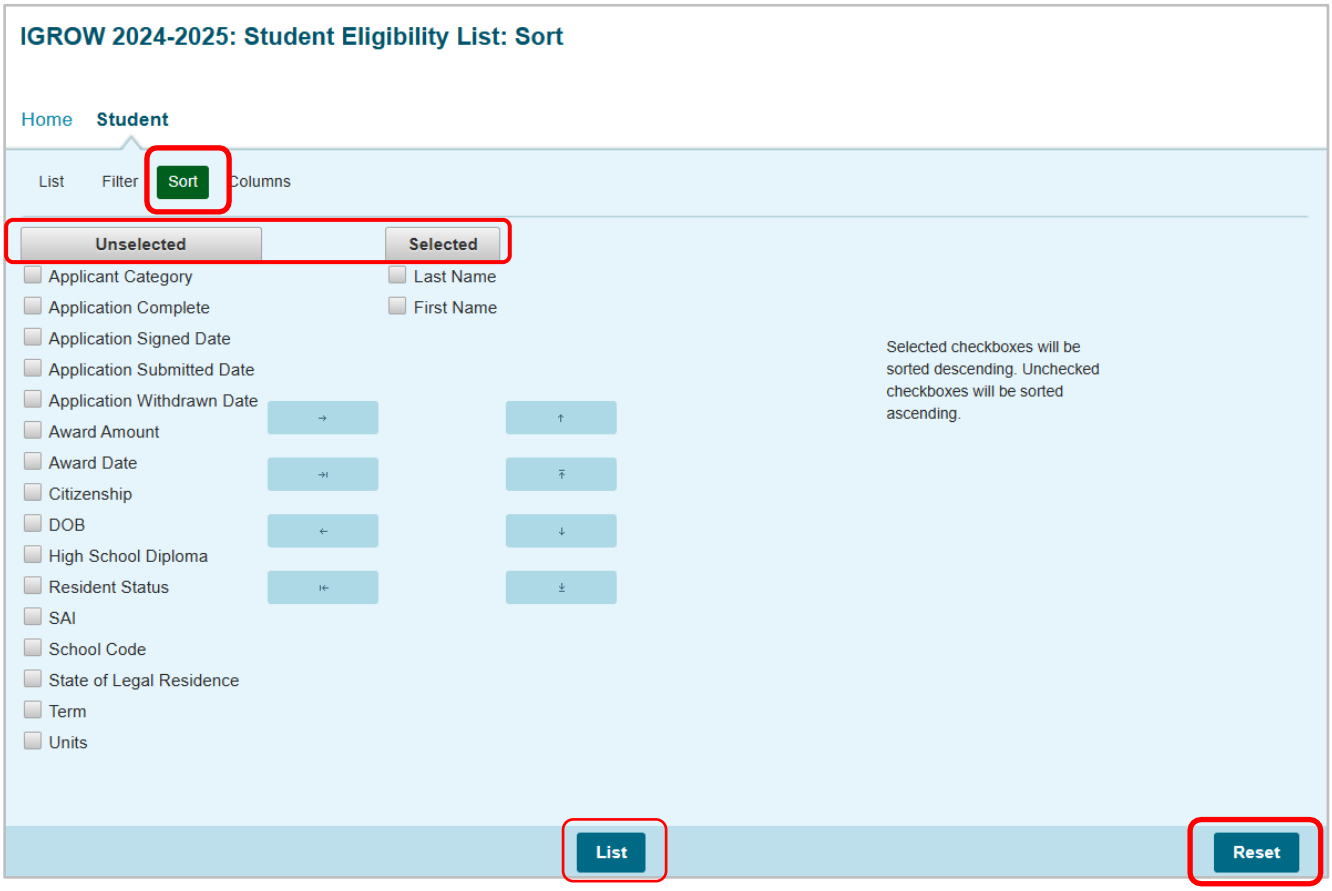
iGrow Student Eligibility List: Sort Screen

The **Student Eligibility List: Sort** screen provides you with several options for sorting the student list. This screen is accessed by selecting the **Sort** tab.

To sort your list, check the box next to the the data element(s) you would like to sort by, then select the **Add** arrow to add them to the **Selected** list.

Use the **Move Up** arrow to put the data elements in the order in which to sort.

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.



Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.

Once you've made all of your selections, click on the **List** tab to generate your customized list.

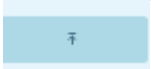
A **Reset** tab is available to clear multiple selections with one click.

iGrow Student Eligibility List: Columns Screen

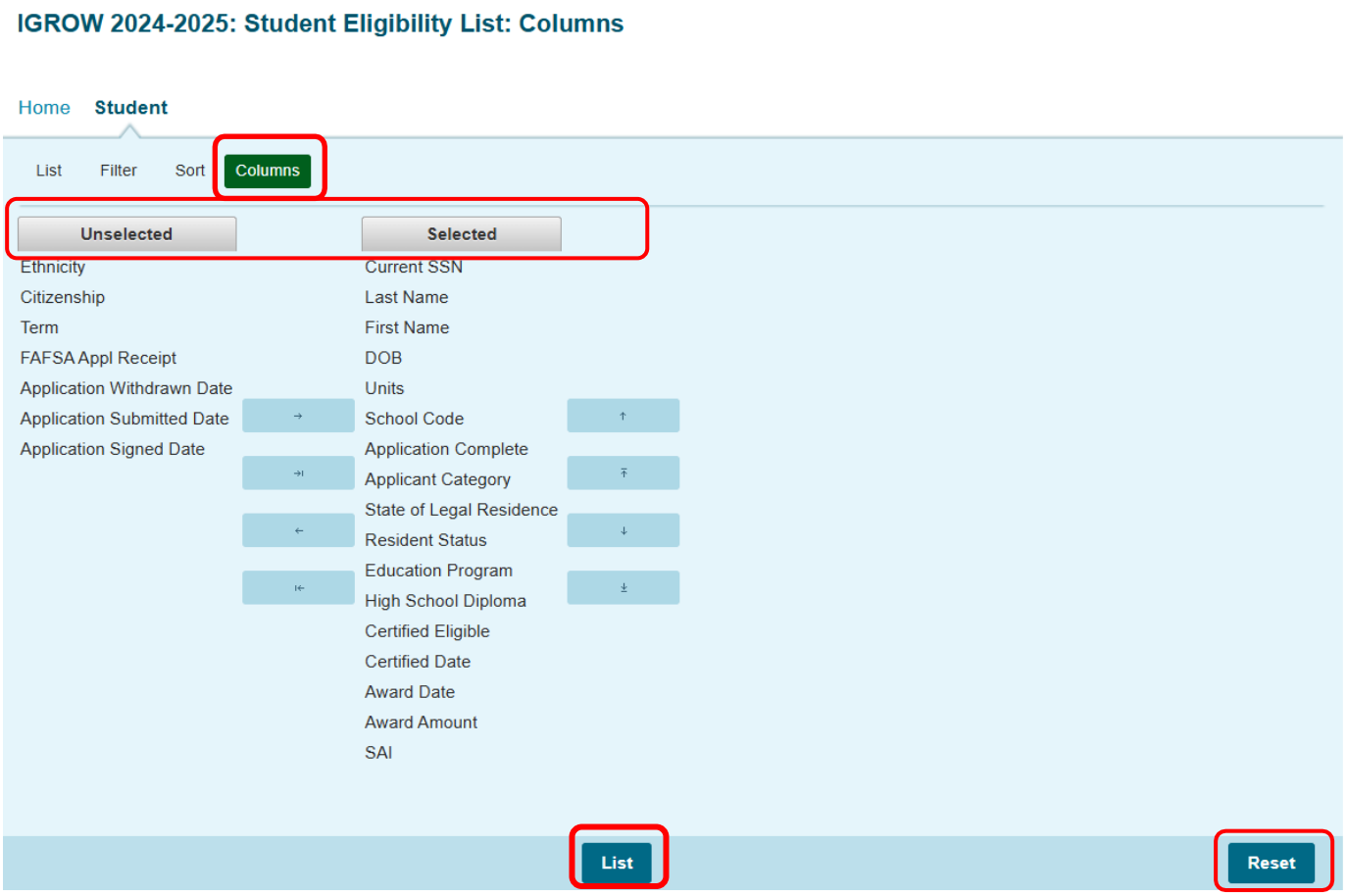
The **Student Eligibility List: Columns** screen allows you to select the columns you want to view and customize the order in which they appear. This screen is accessed by selecting the **Columns** tab.

To select a column for your customized list, click on the column heading to highlight it and then the **Add** arrow to add it to the Selected list.

Similarly, to remove a column from the list view, select the column heading in the **Selected** list and then click on the **Remove** arrow to add it to the **Unselected** list.

Use the **Move Up** and **Move Down** arrows to put the columns in the order in which would like them to appear on the List screen. 

You can also drag and drop your selection(s) into the **Selected** or **Unselected** column.



Once you've made all of your selections, click on the **List** tab to generate your customized list.

A **Reset** tab is also available to clear multiple selections with one click.

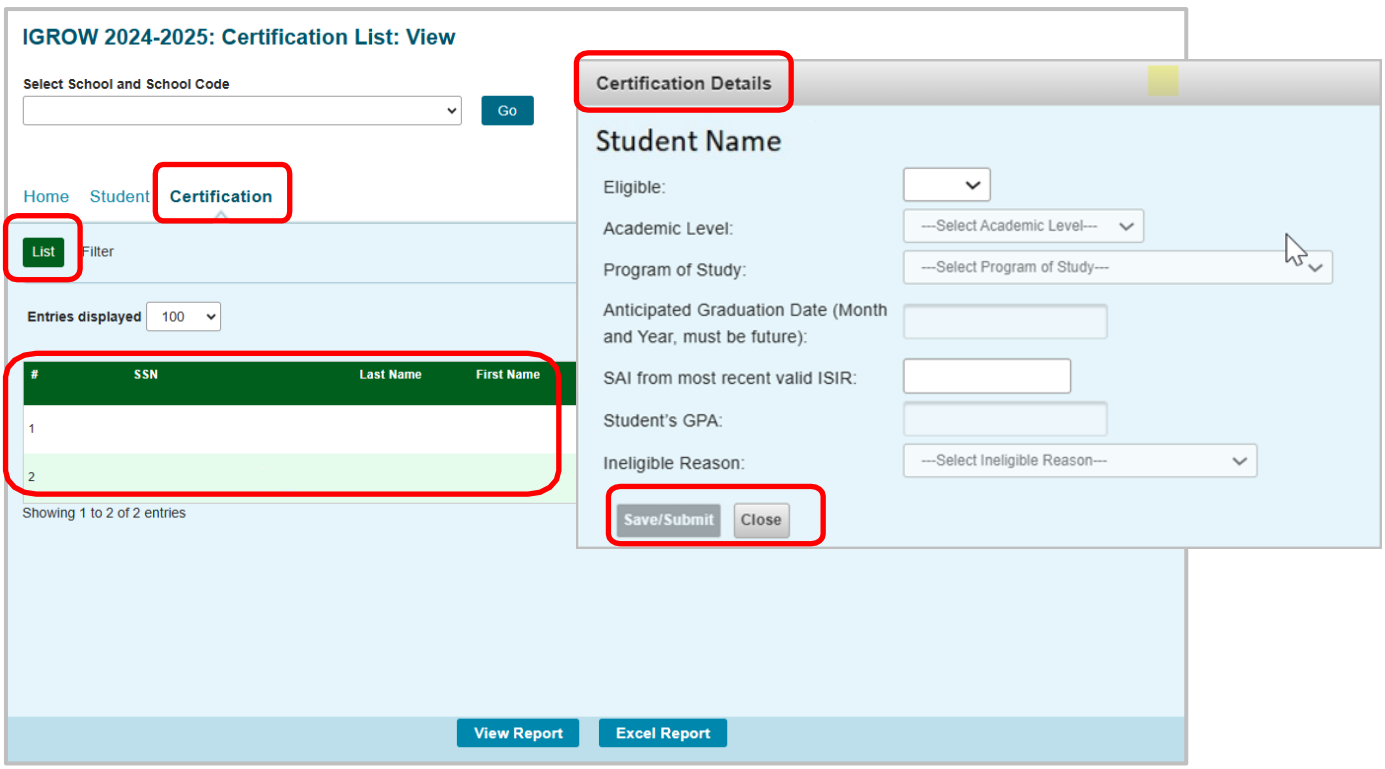
iGrow Certification List: View Screen

A Certification record is created in the Illinois Graduate and Retain our Workforce (iGROW) Tech Scholarship Program system when the iGROW Tech application process has been completed [this includes both the iGROW Tech Application/Work Agreement/Promissory Note and the corresponding year's Free Application for Federal Student Aid (FAFSA®) or, if applicable, the Alternative Application for Illinois Financial Aid]. The college then selects "Certification" from the ribbon at the top of the screen to display the Certification List: View screen. Colleges can enter certification data and indicate whether the applicant is eligible or ineligible, then save and submit their entry to ISAC.

Only records that need to be certified display on the Certification List: View screen. The Filter and/or Sort functions can be applied to the Certification List: View screen to customize how information is displayed, similar to all other gift assistance programs that are processed via systems within the GAP Access portal. Once certified – whether as eligible or ineligible – the applicant status information will be updated on the Student List Eligibility: View screen.

A complete application and a complete and eligible Certification record are required for consideration for an award. Eligible applicants will be awarded based on whether their application was received before or after the priority consideration date (November 30, 2024 for the 2024-25 awarding cycle). Renewal applicants receive priority consideration.

All Certifications available in the iGROW system must be completed regardless of whether the school certifies a student as eligible or ineligible. The only way an applicant will be notified by ISAC regarding their award status is if the Certification is submitted.



iGrow Certification Data Screen

To complete a certification record for an applicant, navigate to the **Certification List: View** screen and click on an individual student's name or SSN to open up a **Certification Data** screen for the student. Enter the required data and then click on the **Save/Submit** button to complete the certification process for that student record. The **Save/Submit** button will not be enabled until data has been provided for ALL required fields. Or, to exit without saving and submitting, click on the **Close** button.

Once the **Certification Data** screen has been opened up for an individual student record, the certification process can be completed by entering the appropriate data.

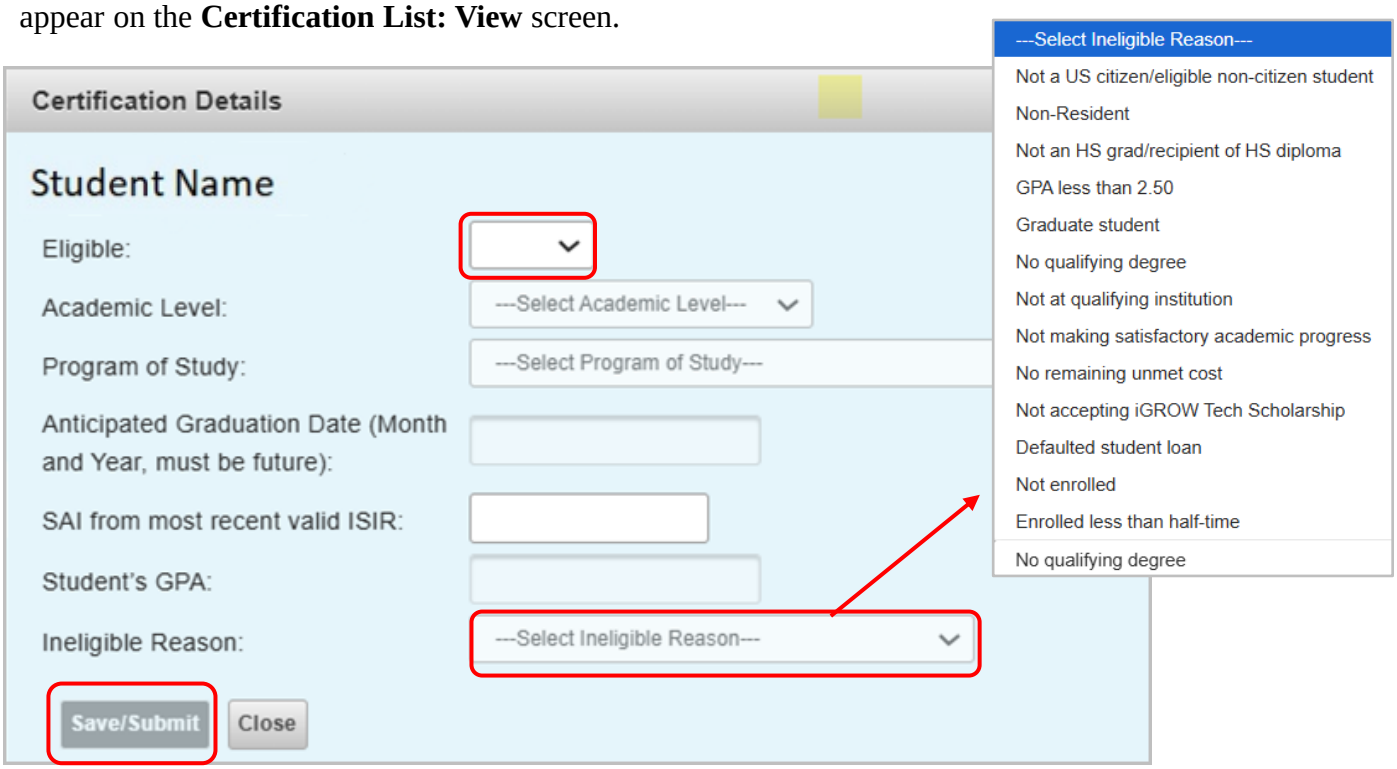
In the first data field, you must indicate if the student is eligible by selecting 'Yes' or 'No'.

The answer to this question will determine the other data elements that must be completed on the screen to complete the Certification process. Required data fields will be outlined in red.

If the answer is **'No'**, the required field you must complete is the **Ineligible Reason** by selecting the most appropriate answer from the drop-down menu.

After providing data elements for the required field(s), click on the **Save/Submit** button to complete the process.

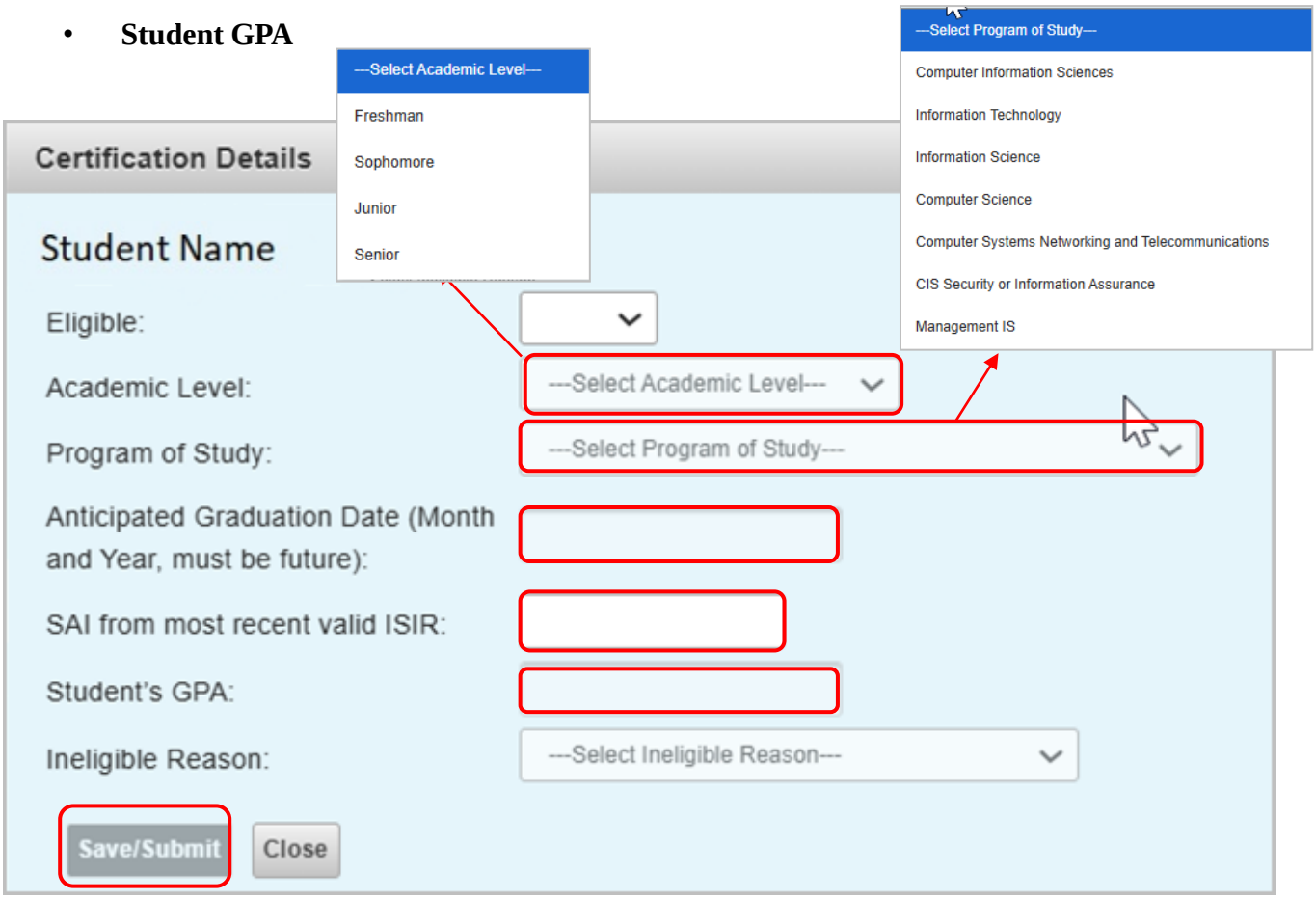
Once you've saved the data, the student's certification is complete, and the student will no longer appear on the **Certification List: View** screen.



iGrow Student Certification Data Screen

If '**Yes'** is selected for the **Eligible** field, you must provide the following:

- **Academic Level -** Provide the student's academic level for the upcoming award year
- **Program of Study** *(Drop-down Menu)*
  - Computer Information Sciences
  - Information Technology
  - Information Science
  - Computer Science
  - Computer Systems Networking Telecommunications
  - CIS Security or Information Assurance
  - Management IS
- **Anticipated Graduation Date** *(MM/YYYY – must be in future)*
- **SAI from most recent valid ISIR** *(Enter Value from 0 [Zero] through 999999)*
- **Student GPA**



After you've made your entry selections, the information boxes will remain outlined in red until you have saved the information entered on the page, which is done by clicking on the **Save/Submit** button at the bottom of the page. Once you have saved your entries, they are considered submitted and certification is complete.