



Teachers of Illinois Scholarship Program (TISP)

USER GUIDE

Quick Links

[GAP Access Portal](#)

[GAP Access Portal User Guide](#)

[Teachers of Illinois Scholarship Program \(TISP\) Page](#)



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Overview of Program Administration

The Teachers of Illinois Scholarship Program application & certification are completed online. For more information on application, eligibility, and award determination, see the [Teachers of Illinois Scholarship Program \(TISP\) Page](#).

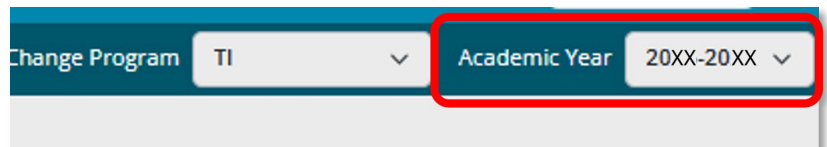
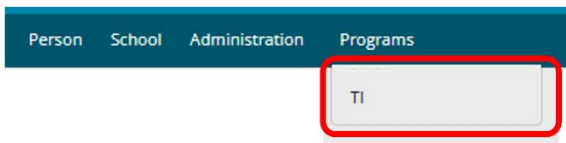
This guide will show the steps to completing certification and payment processing for applicants/recipients within the GAP Access system.

GAP Access Navigation

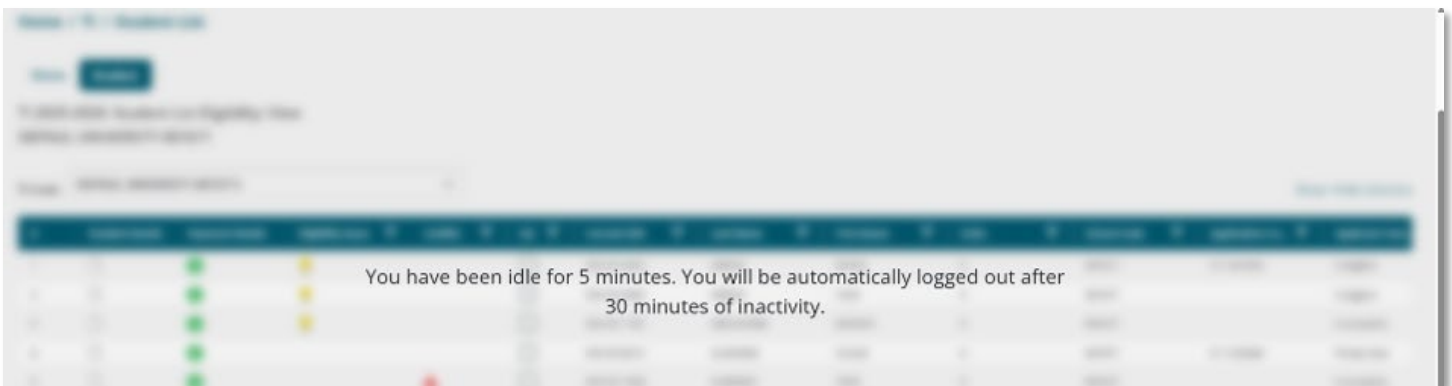
Users must have the appropriate program privileges for all applicable programs to complete processes for TISP. The Primary Administrator of the institution is responsible for granting appropriate access to all users (see the [GAP Access User Guide](#) for guidance on granting program privileges).

Once a user has been granted update privileges for the appropriate program, the user can log in to GAP and select the TI program from the “Programs” drop-down menu.

After selecting the TI program, the **current academic year should be selected** from the upper right side of the screen before navigating to any other tabs.



Note: After being idle for too long, a warning message will appear. GAP will automatically log a user out after 30 minutes of inactivity. This could result in unsaved changes being lost. Be sure to save changes and log out of GAP before leaving the program for extended periods of time.



Filtering and Viewing Options

From the Student Tab, the Student List Eligibility: View screen is viewable. From this screen, students can be filtered using the filter button at the top of each column.

1. Click the filter button at the top of the desired column to sort the list by.
2. Select the desired rule from the drop down:

- a. Contains
- b. Does not contain
- c. Equals
- d. Does not equal
- e. Begins with
- f. Ends with
- g. Blank
- h. Not blank

3. Input the desired numerical or alpha character(s) that you wish your rule to apply to.
 - a. Ie. If I would like to only see last names that begin with “M”, I would select the “Begins with” rule and type in “M”. Only students with a last name that begins with M will be displayed.
 - b. **Note:** Once a rule has been applied to a column, the column title will turn red.
4. A second rule can be added as either an “And” or “Or” rule type.

- a. **And** – will apply both rules and require that both statements are true to display the student record.

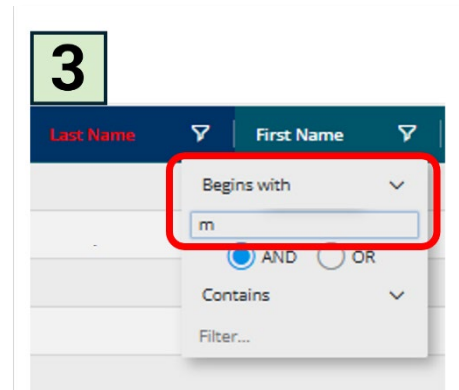
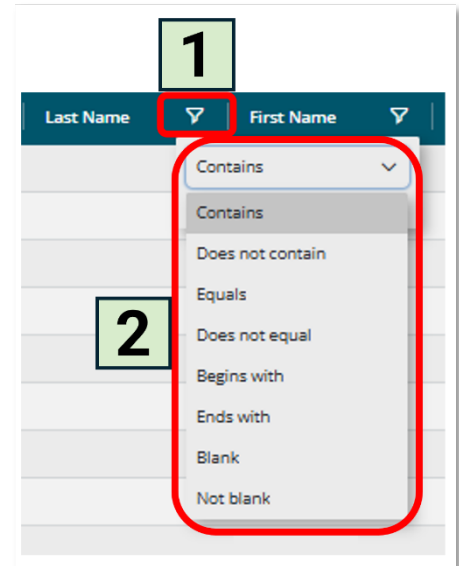
- Ie. Rule 1 – Begins with “M”

AND

- Rule 2 – Does not contain “C”.

- * **Records Displayed** – Only records that have students with last names that begin with M and do not contain the letter C.

- Ie. Mathews



- * **Records Not Displayed** – Any records that either do not start with the letter M or contain the letter C.

- Ie. McDonald & Grant.

b. **Or** – will apply both rules to the records individually and if either rule is met, the record will be display.

- Ie. Rule 1 – Begins with “M”

OR

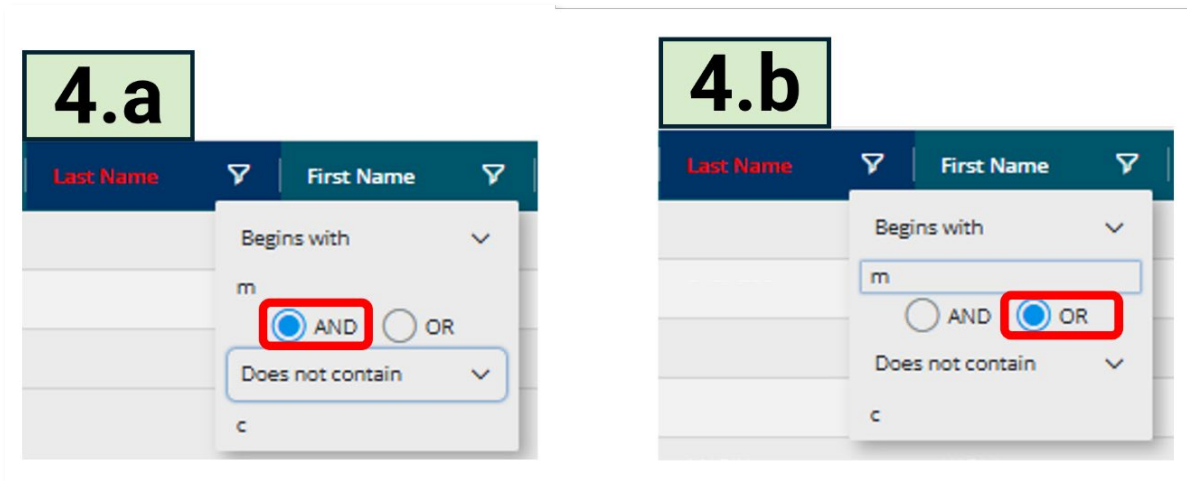
- Rule 2 – Does not contain “C”.

- * **Records Displayed** – Both records that start with the letter M and do not contain the letter C will be displayed.

- Ie. Mathews & Grant.

- * **Records Not Displayed** – Any record that **does** contain the letter C will be excluded.

- Ie. Crawley & McDonald will not appear on the list.



Student List Eligibility: View Screen

By clicking the Student Tab in the TISP program, the **Student List Eligibility: View** screen will appear. This is a list of the students who have submitted a TISP application along with a completed a FAFSA or Alternative Application to ISAC and listed your school as the college the applicant plans to attend.

The initial loading of this page will result in a default view with the following columns:

- Student Details
- Payment Details
- Eligibility Issue
- Conflict
- Sel
- Current SSN
- Last Name
- First Name
- Units
- School Code
- Application Complete Date
- Applicant Category
- Award Amount
- Award Date
- Certified Eligible
- Certified Date
- Academic Level
- Bilingual Certification
- SAI
- Awarded GA
- Awarded SETTW

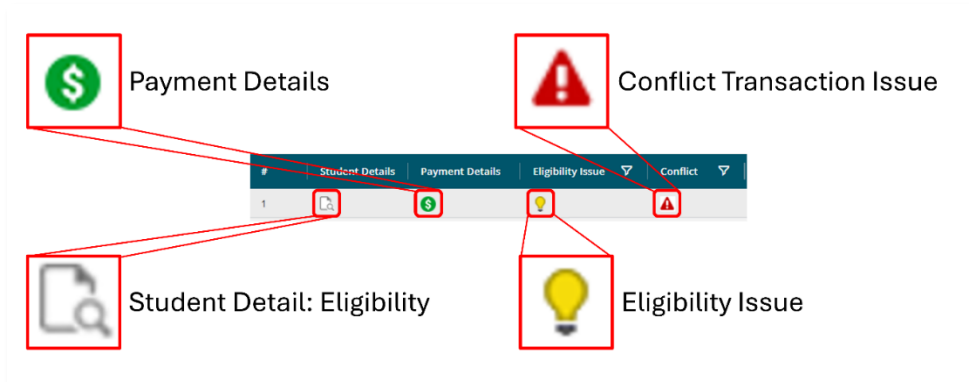
Depending on the size of the computer monitor, and screen settings, not all columns may be visible at once. To see any hidden columns, use the horizontal scroll bar at the bottom of the page to navigate to the right.

#	Student Details	Payment Details	Eligibility Issue	Co...	Sel	Current SSN	Last Name	First Name	Units	School Code	Application Co...	Applicant Cate...	Award Amount
1		\$			<input type="checkbox"/>							Untimely New	
2		\$			<input type="checkbox"/>							Ineligible	
3		\$			<input type="checkbox"/>							Untimely New	
4		\$			<input type="checkbox"/>							Ineligible	
5		\$			<input type="checkbox"/>							Timely New	
6		\$			<input type="checkbox"/>							Timely Renewal	
7		\$			<input type="checkbox"/>							Untimely Renewal	
8		\$			<input type="checkbox"/>							Timely Renewal	
9		\$			<input type="checkbox"/>							Untimely New	
10		\$			<input type="checkbox"/>							Timely New	

The list will initially appear in alphabetical order; however, the **Filter** functionality can be used to customize the view as needed. See the [Filtering and Viewing Options](#) section of this document for how to customize the list.

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

More information can be obtained on the applicant's **Student Detail: Eligibility** screen by selecting the **document magnifying icon** in first column on the left of the student record. The **Payment Details** screen can be accessed by clicking the green dollar sign icon.



Additional student details appear at the bottom of the **Student Detail: Eligibility** screen, including a date indicating if an award has been declined and additional information from the student's application.

Eligibility Details	
Award Date	----
Annual Award Amount	----
Award Decline Date	----
Application Received Date	02/11/20XX
Application Complete Date	03/18/20XX
Applicant Category	Untimely New
Application Withdrawn Date	----
Certification Date	----
Last Update	03/18/20XX
Residency	Yes
Citizenship	U.S. Citizen
Total Units	0.00
Awarded GA	----
Awarded SETTW	----
Bilingual Application	----
Bilingual educator preparation program	----

Conflicts & Application Issues

Applicants with eligibility or conflict issues will be identified by icons in the list (see image above for visual):

- **Yellow lightbulb** – an indicator of student eligibility issues. These can be viewed by viewing the Student Detail: Eligibility screen. The eligibility issues can sometimes be visible highlighted in yellow. If an eligibility issue cannot be determined, the student or FAA may contact ISAC for further information. Potential causes could include:
 - Missing documentation in application
 - Incorrect grade level reported
 - No School Districted selected (not visible from school view). See eligibility requirements below:
 - have been enrolled in a [public school district in Illinois](#), at any point in kindergarten through grade 12:
 - that had an average of at least 70% of students who were eligible to receive free or reduced-price lunch; and
 - that had a 3-year average teacher vacancy rate at or above the statewide average, excluding public school districts that had zero vacancies *or* in which the number of teacher vacancies in the district was at or above the statewide average number of teacher vacancies, excluding public school districts that had zero vacancies
- **Red triangle w/ Exclamation Mark** – an indicator of a conflict issue. Potential causes could include:
 - Name(s) on FAFSA do not match ISAC data.
 - Potentially the student has changed their name.
 - SSN does not match
 - Wrong date of birth (DOB) entered on a previous FAFSA

Resolving conflicts

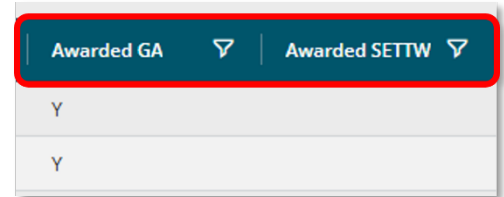
If an eligibility issue or conflict is encountered (yellow lightbulb or red triangle), a correction must be made to allow for certification and payment to continue. For help with resolving these issues, send an email with any known details to

ISAC.SchoolServices@illinois.gov.

Dual- or Multi-Awarded Students

Students can apply to multiple ISAC teacher programs, including the Teachers of Illinois & Golden Apple Scholarship Programs & the Special Education Teacher Tuition Waiver (SETTW). If a student qualifies for more than one of these programs, they must select the program they wish to receive funds from.

Students awarded either GA or SETTW are marked on the **Student Detail: Eligibility** screen under the columns “Awarded GA” and “Awarded SETTW”.



Awarded GA	Awarded SETTW
Y	Y
Y	Y

To help aid in this decision, ISAC has created a teacher program comparison document that allows students to view the parameters of each program:

[Comparison of Teacher Education Programs](#)

Certification Process

Colleges must complete certification for each TISP applicant listed in GAP Access. A complete application (submitted by the student) and a complete certification record (submitted by the college) are required to be considered for an award.

Certification is completed once for all terms in which a student is attending the school. If a student transfers between terms, the new school must complete certification before payment can be processed.

REMINDER: All certifications available in the TISP system must be completed regardless of whether the student is eligible or ineligible and regardless of whether the student is currently enrolled. The only way an applicant can be considered for an award and/or receive a TISP notification letter is if the applicant’s certification has been completed by the college in GAP Access.

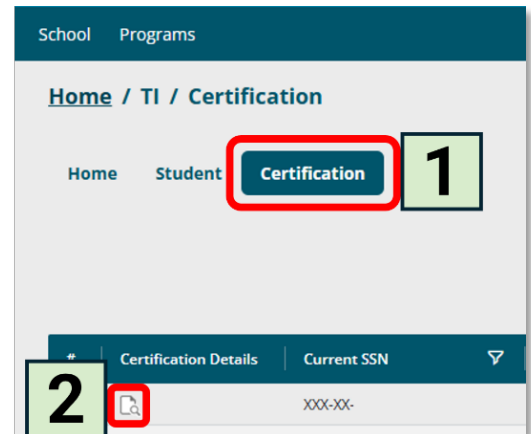
Certification

Certification for TISP is completed from the certification tab in GAP access.

1. Click on the certification tab within the TISP program in GAP.
2. Click on the document magnification icon in the Certification Details column.
3. Complete each of the prompts:

a. Eligible

- Yes – Then the red highlighted sections must be completed (b – g see below).



- No – Must complete the Ineligible Reason section only (h see below).

3.a

Eligible - Yes

Eligible - No

Eligible	Yes
Academic Level	
Is the student bilingual	
Bilingual Type	
Bilingual program	
Career Pathway Endorsement	
SAI	
Ineligible Reason	

b. Academic Level

- Freshman
- Sophomore
- Junior
- Senior
- Graduate

c. Is the student bilingual

- Yes – If selected, must complete sections d & e.
- No – If selected, continue to section f to

3.c

Bilingual – Yes

Bilingual – No

Eligible	Yes
Academic Level	--Select--
Is the student bilingual	Yes
Bilingual Type	
Bilingual program	
Career Pathway Endorsement	
SAI	
Ineligible Reason	

complete certification.

d. Bilingual Type

- State Seal of Biliteracy
- Passed educator licensure proficiency test
- All of the above

e. Bilingual program

- Bilingual educator preparation program
- Other

f. Career Pathway Endorsement

- Yes

- No

g. **SAI** – from most recent valid ISIR transaction (Enter Value from –1500

through 999999). (see [Note on SAI Reporting](#) below).

h. Ineligible Reason

- Not a US Citizen/eligible non-citizen
- Not an Illinois resident
- Not a HS grad/no GED
- Defaulted student loan
- Conflicting scholarship
- Not making satisfactory academic progress
- Reached max number of years allowed
- GPA not at least a 2.5 on 4.0 scale (soph or above)
- Not enrolled at least half time
- Student is not accepting TI
- Not enrolled in participating school
- Not enrolled
- Not enrolled in teacher program

4. After selecting the appropriate options for the student, click **Save Certification Details** in the bottom right corner of the screen.

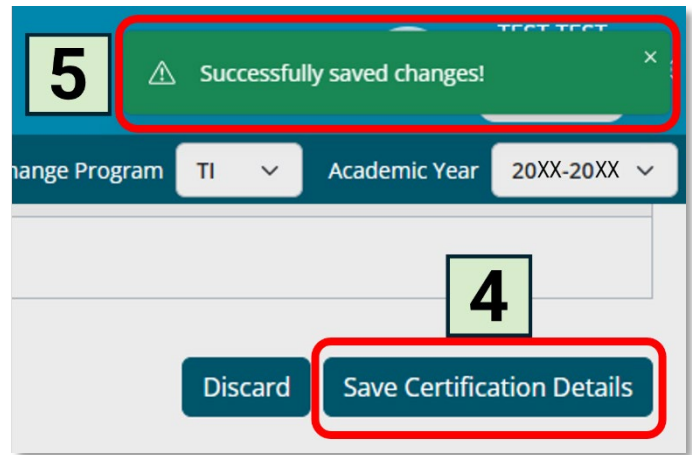
5. “**Successfully saved changes!**” message will appear in the upper right of the screen.

6. Students marked as eligible will now appear on other screens in GAP:

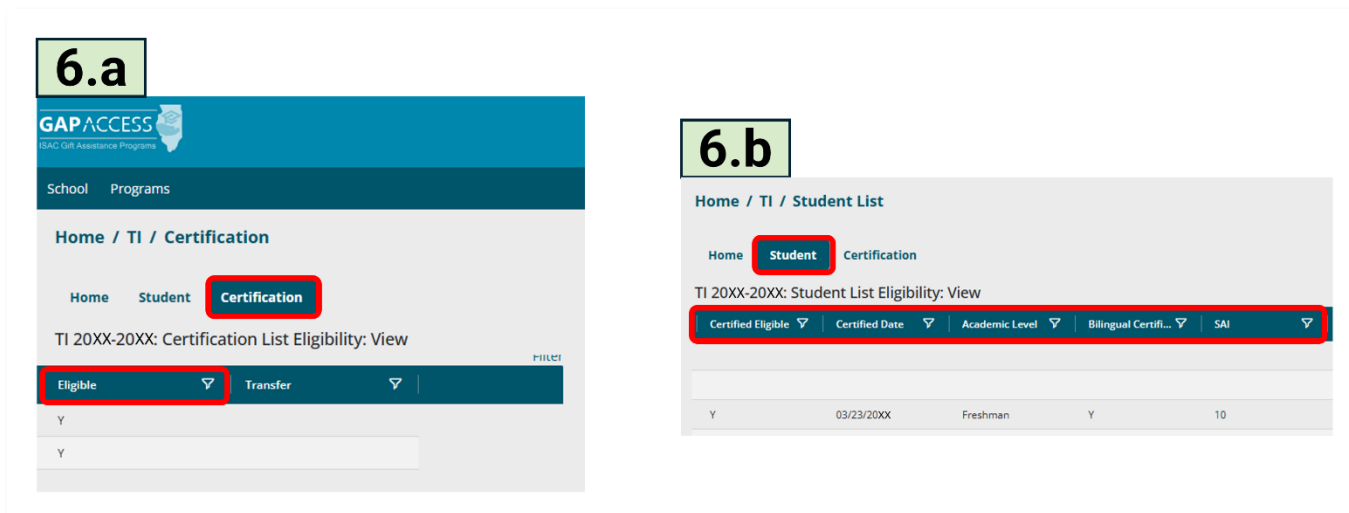
a. Certification List Eligibility: View screen

- the Eligible column will populate as either a Y or N

b. Student List Eligibility: View screen



- The Certified Eligible, Certified Date, Academic Level, Bilingual Certification, and SAI columns will populate the information from the completed certification.



Note on SAI Reporting

Title IV institutions should report the Student Aid Index (SAI) from the valid Institutional Student Information Record (ISIR) on which a student's financial aid would be based, as of the date that certification is completed (i.e., the date the college submits certification data to ISAC).

This field is grayed out (not accessible) for non-Title IV institutions that do not receive ISIRs. ISAC will populate that data element for non-Title IV schools, using the most recent ISIR transaction.

If changes are pending that will impact the student's SAI (e.g., corrections, verification, or professional judgment reviews), the college may choose to postpone submitting certification data for the student until after the ISIR transaction reflecting the revised SAI has been received.

Data Corrections

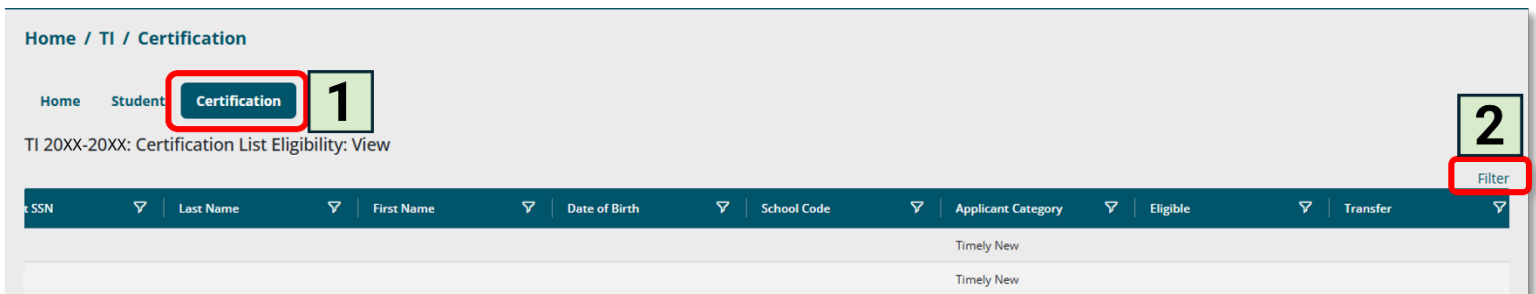
The method by which data corrections must be made are determined by the current awarding process status — before or after awarding has occurred.

Before Awarding Occurs

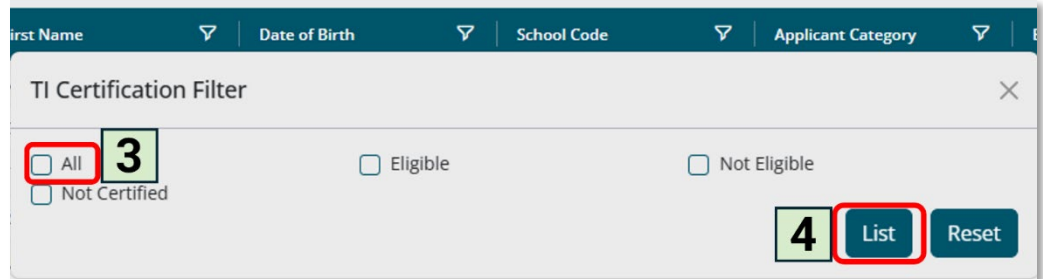
If something changes with a student’s eligibility prior to the awarding process, corrections can be made to the certification record via GAP Access.

To find and alter completed certifications:

1. Go to the certifications screen.
2. On the right side of the screen, click the Filter.



3. Select “All” (Or click eligible or Not Eligible if the status of the record that must be corrected is known).
4. Click List.
 - a. All students, including those previously certified are now visible.



5. Click on the document magnification icon in the Certification Details column & edit the certification using the certification steps as described in the [Certification section](#) above.

After Awarding Occurs

If a change needs to be made to a certification record after the awarding process has begun, an email indicating the changes must be sent to ISAC.SchoolServices@illinois.gov. Certified applicants will continue to appear on the **Student List Eligibility: View** screen.

Payment

Payment requests are completed in the Teachers of Illinois (TI) program within GAP Access. For the 2026-27 academic year, payment requests for first, second, and third term will be opened and completed concurrently.

For full-year awards, semester schools receive two disbursements; quarter schools receive three disbursements. Multiple disbursements are not required in cases where the recipient's eligibility is not determined until the final term of the award year for which the scholarship is being awarded. If the student has applied for or is enrolled in a term(s) which is less than the award year, they may receive the full maximum annual award amount.

Schools are encouraged to submit payment requests for awarded students as soon as possible. The timely submission of payment requests allows ISAC staff to monitor program funding levels and ensure that available dollars are best leveraged to award as many scholarships as possible without exceeding the appropriation.

The disbursement of funds is processed by the State Comptroller's Office. **Allow four to six weeks for payment processing** (i.e., from the date a claim is submitted until funds are received at the college). Refer to the [State Comptroller's Website](#) page for information on how to track payment.

Payment Request

Once available each year, the **Payment Detail** screen allows schools to create a payment request for each awarded student. To create a payment request:

1. Log in to GAP Access and select the **TI** program from the **Programs** drop-down menu.
2. Click the **Payment** tab. This will show a list of eligible awarded students that payment requests can be completed. (This will also be the tab where Payment Requests will be submitted).
 - a. **“Award Amount”** column – shows the maximum annual award that a student can claim.
 - b. **“Term”** column – shows the term (1, 2, or 3) that the student has been awarded. Payment requests must be submitted for each term.
3. Click the **Green Dollar** symbol next to the student's name and appropriate term to begin creating a payment request on the **Payment Detail** screen.
 - a. Alternatively, click the **Student** tab, then click the **Green Dollar** symbol next to an awarded student to be taken to the **Payment Detail** Screen for that student.
 - Return to the student tab to select the next student.

School Programs 2 & 3

Home / TI / Payment

Home Student Certification **Payment** Reports

Submit Payment Requests

#	S...	P...	Elig...	Sel	Re...	Term	SSN	Last Name	First Name	Annual Award ...	School Code	Request Code
1			<input type="checkbox"/>	<input type="checkbox"/>		1						
2			<input type="checkbox"/>	<input type="checkbox"/>		1						

OR

School Programs Change Program TI Academic Year 3.a

Home / TI / Student List

Home **Student** Certification Payment Reports

Reset Filter Show / Hide Columns

#	S...	P...	Elig...	Co...	Sel	Current SSN	Last Name	First Name	Units	School Code	Application Co...	Applicant Cate...	Award Amount
1			<input type="checkbox"/>	<input type="checkbox"/>									
2			<input type="checkbox"/>	<input type="checkbox"/>									

4. Complete the required information on the **Payment Detail** screen.

a. **Request:**

- Payment – to request a payment.
- Cancel – to cancel a previously requested award.
- Ineligible – to be selected for students who are ineligible.
- Delete – to remove the payment request before submitting.

b. **Enrollment Status:**

- Full Time
- Half Time

c. **Ineligible Reason:** If student is marked as ineligible in the request section one of the following reasons must be selected. Depending on the ineligible reason selected, the system will de-obligate/remove a student's award. Below is a summary of the ineligible reasons and which will de-obligate/remove the award and which will not.

Award retained:

- Not enrolled this term
- Defaulted student loan
- Not pursuing an early childhood education major
- Not making satisfactory academic progress
- Enrolled less than 3 credit hours
- No remaining unmet cost

De-obligate/remove award:

- Not a US Citizen/eligible non-citizen
- Not a HS grad/no GED
- Student is not accepting TI scholarship

d. **Requested Amount:** Enter the requested award amount.

- The maximum award amount that may be claimed during the academic year is populated in the “**Award Amount**” column of the TI system. There are no term award limits for this program – colleges must determine the term award amount(s) based on other financial aid the student is receiving, keeping in mind that the TI Scholarship is last payer and can be used for any cost of attendance component.
- **Awards may not go over the cost of attendance.** Reduce award if amount exceeds cost of attendance.
- **Ineligible students** – a \$0 amount should be entered.

5. Click **Save Payment Details** or **Discard** to delete entry.

Home / TI / Payment Detail

Home Student Certification **Payment** Reports

Eligibility **Payment Detail**

Student Search

SSN

4. a-d

Parameters	Term 2
School Code	001694
Request	Please select an option
Enrollment Status	Please select an option
Ineligible Reason	Please select an option
Requested Amount	

5

Discard Save Payment Details

- Repeat steps 1-5 for each required student.
- After creating each payment request, [Submit Payment Requests](#) to officially submit the generated requests for payment. See steps below.

Submit Payment Request

After generating all the payment request. The requests must be submitted to complete the payment request process.

- From the **Payment** tab, click “**Submit Payment Requests**” on the left side above the student list.
- The **TI Submit Payment Requests** pop-up will appear. Select the term for payment submission.
- Click **Submit**.
 - A red line of text will appear in the **TI Submit Payment Request** pop-up: “Payment Submitted for # records”.
 - A green notice will appear in the upper right of the screen: “Payment submission request was saved successfully!”

Home / TI / Payment

1 Student Certification **Payment** Reports

Submit Payment Requests

Reset Filter Show / Hide Columns

Eligible Reason	Requested Amount	Amount Paid	Adjusted Amount	Result Code	Expanded Result	Result Date	Status Code	Invoice Number	Awarded GA	Awarded SETW
	\$2,000.00						U			

TI Submit Payment Requests

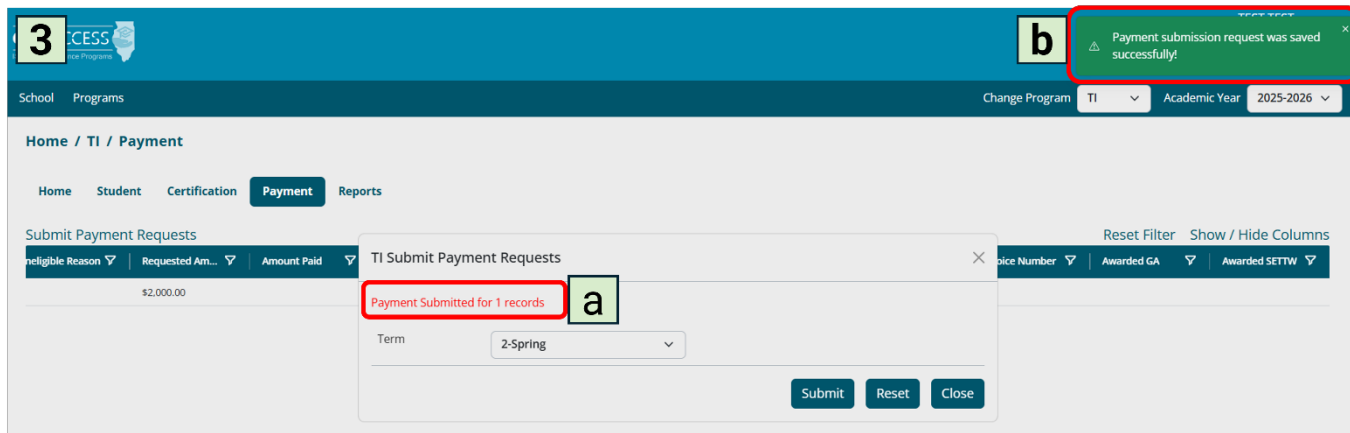
Term

2 Please select an option

1-Fall

2-Spring

3 Submit Reset Close

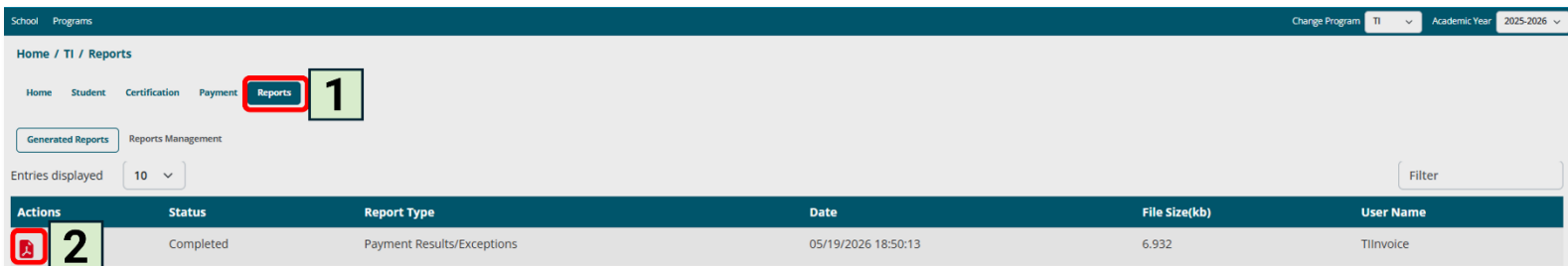


Payment Results/Exceptions Summary Report

Payment reports can be generated from the **Reports** tab. Once payment requests are submitted, a **Payment Results/Exceptions** summary report is generated the next morning. The **Payment Result/Exceptions** Summary and Invoice Detail Report can be viewed or printed by:

1. Select the **Reports** tab.
2. Select the desired report by clicking the pdf icon to the left.
 - a. The report includes Payment Results and Payment Exceptions as well as Invoice Detail about the payment claim.

Note: The **Payment Results/Exceptions** report should be reviewed regularly to see which requests, if any, did not process as expected.



Payment Offset & Reconciliation

The Payment Offset and Reconciliation procedures apply to Teachers of Illinois payment processing. Refund checks should not be sent for cancellations/adjustments made throughout the award year. Funds should only be returned to ISAC after a final reconciliation has been completed at the end of the regular school year.

Information about the payment offset process and reconciliation is located in the [Refunds and Unpaid Claims](#) section in the Processes area.