



# ***User Guide***

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# About MAPnet

MAPnet is the Internet application used for electronically processing MAP information. MAPnet is designed to allow schools to view a student list, calculate MAP and Silas Purnell IIA awards, make payment requests, and receive payment results from ISAC.

Institutional Student Information Record (ISIR) data is imported from the Central Processing System (CPS) into MAPnet daily by ISAC. Data from students that have indicated your school as one of their six choices on the *Free Application For Federal Student Aid* (FAFSA) is added to your school's database in MAPnet and can be viewed by the school immediately.

## MAPnet Features and Capabilities

MAPnet allows the user to perform the following:

- Import ISIR records from the CPS;
- Calculate MAP awards;
- Display student information according to the view selected;
- Transmit payment requests to ISAC;
- Display or download eligibility status information;
- Display or download payment results;
- Run standard and customized reports; and
- Provide forecast scenarios using modified budgets and global parameters.

## MAPnet schools must perform the following:

- Include appropriate language for the MAP and IIA grants in the institutional award letter;
- Identify the *Student Aid Report/Institutional Student Information Record* (SAR/ISIR) transaction number on which a payment request is based; and
- Create payment requests for MAP and IIA online, or use File Transfer Protocol (FTP) to send payment requests to ISAC.

## MAPnet Helpful Hints

- MAPnet is best viewed using Internet Explorer 5.0 or above;
- MAPnet is best viewed using 800 x 600 screen resolution or higher;
- Use Help Text for screen functionality and term definitions;
- Multiple users at a school can access MAPnet at the same time;
- For optimum printing of screens, set the printing option to landscape; and
- MAPnet is available 7:00 a.m. to 10:00 p.m.\* seven days a week.

\*Records submitted by 7:00 p.m. will be included in that night's processing, with results available in MAPnet the next business day. Records submitted after 7:00 p.m., will be included with processing for the next business day, with results available in MAPnet the following (second) business day.

*For example:* Records submitted at 6:45 p.m. on a Tuesday would have results reflected in MAPnet on Wednesday morning, while results for records submitted at 7:15 p.m. on that same Tuesday would appear in MAPnet on Thursday morning.

# MAP Terminology

## Eligibility Status File (ESF)

The Eligibility Status File (ESF) contains student record information from ISAC's database. This information, along with the award calculation, will help determine students' eligibility for the MAP award. The ESF includes:

- Continuing student information;
- Previous year payment information;
- ISAC default statuses;
- Cumulative MAP Paid Credit Hours used;
- Late and suspended student application information;
- Disqualify Code information; and
- IIA paid information.

After the initial database is set up, at the start of the processing year, ESF records for the upcoming academic year are updated and available to schools on a daily basis.

## Payment Request

MAP and/or IIA payment requests are created by the institution. ISAC will process payment requests Monday through Friday during the payment processing cycle, except when otherwise notified according to the published ISAC MAP payment run schedule.

## Pre-Payment Edit Rejects

Pre-Payment Edit Rejects are data edit error records from the institution's payment requests that are submitted via FTP. An error report is placed in the reports folder on the school's FTP site listing the records that could not be processed.

## Payment Results

This information will be made available in MAPnet to institutions the next business day after a scheduled MAP or IIA payment processing run. In addition, a *Payment Results Roster* and *Summary Report* as well as invoice information will be provided through MAPnet. A copy of the invoice that is sent by ISAC to the State Comptroller will be mailed to the school.

# MAPnet Phases

The MAPnet process moves through four major time-sensitive phases: pre-startup, start-up, recompute, and payment processing. The following is a brief overview of the processing routines required (or suggested) for each phase.

## **Pre-Startup Routines - January**

During this time frame, ISAC will receive ISIR information from the CPS. MAPnet will be set up (school budget information and MAP formula entered) to allow MAP award calculations, reports to be run, and, as a result, the announcement of MAP and IIA awards can begin.

## **Start-up Routines - February**

In addition to the routines discussed above, student eligibility status information is available from ISAC. All corrections to ISIR data should be submitted to the CPS. Then corrections will be imported to MAPnet. You can announce the MAP and IIA awards and select records for payment processing.

## **Recompute - July**

After all schools return college budget packets and the Illinois General Assembly approves the fiscal year budget, the MAP awards are recalculated (if necessary) based on the recompute formula and maximum MAP award.

## **Payment Processing Routines – August/September**

The payment process consists of all of the above pre-startup, start-up and recompute routines plus selecting students for payment, making payment requests to ISAC, and acting upon pre-payment edits and payment results from ISAC.

## Recommended Processing Routines

The following MAPnet functions should occur either daily or weekly, depending on the volume of student records your school handles and also the phase of the processing cycle.

- Access the MAPnet Internet system through the MAPnet homepage at [mapnet.org](http://mapnet.org) or through the FAA Zone of [collegezone.com](http://collegezone.com), by clicking on the MAPnet Quick Link.
- Log on to the MAPnet system using your designated User Name and Password.
- Go to the View Student List screen and select those students that are going to attend your school.
- View eligibility status information.
- Announce MAP awards. Schools announce MAP awards at different times during the processing cycle. However, it is recommended that schools review eligibility status data before MAP award announcements are prepared.
- Select student records for payment requests from the ISIR transactions listed on the View Student List screen. Complete the payment data by populating the required fields on the MAP and IIA Payment Detail screen.
- Review and/or change payment request records.
- Payment result information is displayed in MAPnet after being processed by ISAC.
- Print out reports showing potential MAP eligible students, payment requests, payment results, and rejections.
- Modify student payment request records, when necessary, to process payment requests for the correct amount. You may need to update a student's record to reflect a cancellation or change in award amount or enrollment hours and/or other payment status data.
- Reconcile payment results and disbursements received from the State Comptroller with appropriate accounts at the school.