Delaware Department of Education
Delaware Higher Education Financial Aid Portal
College User Instructions – Unverified Rosters

Access your College User Account
- Go to https://higheredcollege.doe.k12.de.us
- Enter your college email and password (same password as the previous system)
- Answer the security prompt
- Select the Log-in button

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Fall Enrollment Verification – Unverified Rosters
- From the Home page, select the tab 'Unverified Rosters'. This will display a list of all students who have not yet been verified.
- Using the filters, select from the list of options to view students who need eligibility <u>and</u> enrollment verified. The filters will only display options that have unverified rosters pending.

Keep in Mind:
- The unverified rosters will appear after all filters have been applied.
- The filters will only provide selections that have unverified students
- Make sure you review each scholarship listing available.

Verify Enrollment – Button
- Verify eligibility and enrollment student by student, by selecting the 'Verify Enrollment' button for each student and selecting the eligibility status.

- If you select "none of the statuses apply for the student making them ineligible", you may then select a student's enrollment status.

- Once a student is verified, they will be removed from the 'Unverified Rosters' list and will populate on the 'Verified Rosters' tab.

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Optional: Mass Upload - Verify Enrollment – Excel Template

If your institution has a large number of students that need verification, you may use the downloadable excel template to verify eligibility and enrollment for students.

- Verify Enrollment through the excel template by selecting the 'Unverified Rosters Excel Template
- A template will download with all unverified students

Download Unverified Rosters Excel template

Optional: For large rosters, you may download the Unverified Rosters Excel template provided below.

- Update columns "Eligibility Status", "Enrollment Status" and "Other Reason" (if applicable) for each student listed. Please DO NOT update the column headers or sheet name. These must remain exactly as it is in order for the import to be successful. Once the file is complete, use the "Uploads" tab to upload the file.

Once the upload processes, the rosters will appear in the verified rosters tab.

Unverified Rosters Excel Template ⊕

- Scroll to the right of the excel file and populate the 'Eligiblilty Status', 'Enrollment Status', and 'Other Reason' (if applicable) using the dropdowns in each column. DO NOT update the column headers or sheet name.

J	K	L	M	N	
Term Amount	Status	Eligiblity Status	Enrollment Status	OtherReason	
2500	Pending Enrollment Verification				
2500	Pending Enrollment Verification	59 - Not a Delaware resident			
2500	Pending Enrollment Verification	60 - Not Meeting Satisfactory Academic Pro			
2500	Pending Enrollment Verification	62 - Over-awarded			
2500	Pending Enrollment Verification	63 - Not enrolled			
2500	Pending Enrollment Verification	64 - Other not eligible status			
2500	Pending Enrollment Verification	449 - None of these statuses apply to this s			
2500	Pending Enrollment Verification				

- Once student statuses have been updated, save the file to your desktop.
- Select the 'Uploads' tab at the top of the screen and follow the instructions on the page to upload the completed verification roster.
- After the upload is accepted and ready for processing, the job status below will show as 'Ready for processing'. Once the job status processes (every 10 minutes) the job status will update to 'Complete' and the rosters will appear in the 'Verified Rosters' tab.