

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

A screenshot of the Delaware Higher Education Financial Aid Portal login page. The page has a blue header with "Delaware.gov" and navigation links for "Agencies", "News", "Topics", and "Contact". The main content area is white and contains the "Delaware Department of Education" logo, the text "College User Account System", and the "Delaware Higher Education Financial Aid Portal" title. Below this is a "Login" section with two input fields: "User Name/Email Address" and "Password", both marked as "required". A security prompt asks the user to answer a question: "What is 2+1?" with radio button options for 5, 7, and 3. There is a "Forgot Password" link and a blue "Log in" button. The footer contains contact information for the Delaware Department of Education and a "Notice to Persons with Disabilities".

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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 and 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.

A screenshot of a web application dialog box titled "Please verify student enrollment information". The dialog box contains a text area with the instruction "Please indicate if the student is in any of these statuses which would make them ineligible for their scholarship:". Below this is a dropdown menu that is currently open, displaying a list of options: "Please Select", "Not a Delaware resident", "Not Meeting Satisfactory Academic Progress", "Over-awarded", "Not enrolled", "Other not eligible status", and "None of these statuses apply to this student". To the right of the dropdown are two buttons: "Enrollment" (highlighted in blue) and "Cancel" (red). At the bottom of the dialog box, there are some small, partially visible text elements: "0x-1214", "\$5,000.00", "\$2,500.00", and "ment verification".

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

A screenshot of the same web application dialog box. In this view, the dropdown menu for the first question is closed and shows the selected option: "None of these statuses apply to this student". Below this is a second dropdown menu with the instruction "Please choose the student enrollment status". This second dropdown is open, showing options: "Please Select", "Full Time", "Half Time", "Three Quarter Time", and "Less Than Half Time". The "Enrollment" button remains highlighted in blue, and the "Cancel" button is red.

- 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 ‘Eligibility 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	Eligibility Status	Enrollment Status	OtherReason
2500	Pending Enrollment Verification			
2500	Pending Enrollment Verification			
2500	Pending Enrollment Verification			
2500	Pending Enrollment Verification			
2500	Pending Enrollment Verification			
2500	Pending Enrollment Verification			
2500	Pending Enrollment Verification			
2500	Pending Enrollment Verification			
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.