

ADVANCED OPPORTUNITIES WEB APPLICATION USER GUIDE 10.0

District User Guide



IDAHO DEPARTMENT OF EDUCATION
STUDENT ENGAGEMENT AND SAFETY COORDINATION | ADVANCED OPPORTUNITIES

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
208 332 6800 OFFICE / 711 TRS
WWW.SDE.IDAHO.GOV

CREATED 08/29/2025

PROGRAM SUPPORT

Contact

StudentOpportunities@sde.idaho.gov

208.332.6800

IT Support

SDESupport@sde.idaho.gov

208.3326987

Additional resources are available on the Advanced Opportunities website:

<http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html>

TABLE OF CONTENTS

Program Support..... 2

Program Overview 6

 Advanced Opportunities 6

 Challenging Courses 6

Funding Process Flow..... 7

 Funding Process Information 7

 Dual Credit 7

 Overload 7

 Exam 8

 End of Fiscal Year..... 8

District Navigation: Set Up..... 8

 Staff Accounts and Roles..... 8

Portal Information/Navigation 11

 Home Page 11

 School Terms 12

 Course Assignment..... 13

 Special Cases 15

 Course Management..... 15

 Uploading District Catalog..... 16

District Navigation: Student Accounts 18

 Approving Student Accounts..... 18

 Participation Form..... 19

 View Student Account Status..... 20

 Student Lookup Feature..... 20

 Reset Student Password..... 21

 Student Cannot Access Old Account..... 22

 Unable to Access Student Account 22

Student Navigation 23

Creating a Student Account	23
Incorrect Account Information.....	24
Missing Verification Email / Reset Password	24
Student Generated Funding Request.....	25
Early Graduation Scholarship Student Application	27
Email Notifications.....	28
Student Account Management	28
District Navigation: Managing Funding Requests.....	31
Approving Funding Requests Entered by Students.....	31
Unallowable Requests.....	32
Funding Requests Generated by School/District Users	33
Exams Requests.....	34
Editing Process	34
Mass Upload Course Requests.....	35
Needs Review Status.....	39
District Navigation: Submission to the Idaho Department of Education	40
District Managers	40
Submit Funding to the Idaho Department of Education	41
Submission Deadline	42
Export Data to CSV	43
District Navigation: Other Features	43
Billing Statements	43
Early Graduation Scholarship	45
Early Graduation Applications.....	45
Student Flags.....	47
Unsuccessful Attempt Flag.....	47
Frequently Asked Questions	49
Who does this policy impact?.....	49

What happens when a student is unsuccessful in a course/exam paid by Advanced Opportunities?.....	49
What happens when a student is unsuccessful in multiple courses/exams?.....	50
What if the grade received for the course was beyond the student’s control?	50
Who can place or remove a flag/hold for Advanced Opportunities?	50
Can Advanced Opportunities funds be used retroactively?.....	50
Terminology:	51
Entering Red Flag.....	51
Advising Flag.....	53
Low funds warning Flag.....	54
Utilization Report	54
Help.....	55

This manual is intended to help and support school staff in utilizing Advanced Opportunities.

PROGRAM OVERVIEW

Advanced Opportunities

The Advanced Opportunities program provides every student attending an Idaho public school in grades 7-12 an allocation of \$4,625 for certain courses and exams, in which a student may incur a cost. These include:

- **Overload Courses:** An overload course is a high school level course that is taken in addition to a full course load, outside of the student's regular school day and taught by an Idaho certified instructor. These courses can be offered online, during the summer, and before or after school. If a student incurs a cost for such courses, the Advanced Opportunities program can pay up to \$225.00 for the cost of the course.
- **Dual Credit:** Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The Advanced Opportunities program can pay up to \$75.00 per credit. Dual Credit courses can be taken in a student's high school, online, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found on the Advanced Opportunities [website](#).
- **Exams:** A student can utilize funds to pay for a variety of exams and proctoring fees. Exams include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), college entrance exams, and Career & Technical Education (CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available on the Advanced Opportunities [website](#) under **Approved Expenditures**.
- **Workforce Training Courses:** Students may use funds to pay for the cost of approved, regionally in-demand workforce training courses or apprenticeships that are not available at their high school. These opportunities must be provided by an Idaho public technical college; lead to an industry-recognized certificate, license, or degree; and allow high school students to participate. The [current list](#) of courses can be viewed on the Advanced Opportunities website under **Approved Expenditures**.

Remedial and/or repeated content is ineligible for funding through the Advanced Opportunities program.

Challenging Courses

A student may achieve credit for coursework by demonstrating mastery of a subject's content standards, each school district will have policies on how a student can demonstrate mastery

and is required to have criteria on how students can challenge courses. If the student meets the level of mastery set by the local school board for a given set of standards, the school can grant the student high school credit without requiring that the student to take the course.

FUNDING PROCESS FLOW

Advanced Opportunities has numerous deadlines to access these please view the Advanced opportunities portal. These deadlines correspond to the funding process workflow.

1. Students register for courses/exams with provider.
2. Funding requests are made in the Advanced Opportunities portal by student/district.
3. School staff approve requests.
4. Provider verifies the enrollment of the student's course/exam.
5. The school district submits a request to the Idaho Department of Education for payment.
6. The Idaho Department of Education reviews/approves requests.
7. Payment is sent to the provider or school district.
8. Upon conclusion of the course/exam, if any students were unsuccessful, college or school district staff add a flag to students' account.

Funding Process Information

Dual Credit

If a student is taking a course from an Idaho post-secondary institution, the institutions have agreed to sponsor the charge if the student has an approved request submitted in the Advanced Opportunities portal, knowing payment will be made at the end of the term. The SDE will pay Idaho institutions (including Northwest Nazarene University, Brigham Young University-Idaho and Independent Study in Idaho) directly. Those funding requests not associated with an Idaho provider will be paid to the school district.

Overload

If the student is taking an overload course, the state will pay IDLA (Idaho Digital Learning Academy) directly. All other course providers (e.g. out-of-state providers) may require payment up front. The Idaho Department of Education will pay the school district for the approved request at the end of the term. If the family prepaid the course cost, the district would reimburse the family for courses funded through Advanced Opportunities.

Exam

If the student is taking an exam, the exam provider may require prepayment for the exam. Some school districts prepay this cost, while others have families pay for the exam. At the end of each term, the Idaho Department of Education will send payment for approved exams to the district. If the family paid, the district would reimburse the family for exams funded through Advanced Opportunities (up to the limits allowed).

Early Graduation Scholarship

For the Early Graduation Scholarship, funding will be sent directly to the post-secondary institution at the beginning of the term in which the student starts. The approved district funding will be sent directly to the school district.

End of Fiscal Year

It is critical that all deadlines are met. [Idaho Statute 33-4602](#) states that requests must be made before the fiscal year's end (June 30th). The system does allow for make-up payments during other terms within the school year, however, these requests may only be entered by the district, if allowed by course providers. For missed/corrected prior year funding requests contact the Idaho Department of Education Advanced Opportunities Support Team.

DISTRICT NAVIGATION: SET UP

Staff Accounts and Roles

To gain Advanced Opportunities portal access, a new user will need to create an Idaho System for Educational Excellence (ISEE) account.

1. Create an ISEE account. <https://auth.sde.idaho.gov/Other/Registration/Register>
2. After creating an account, the superintendent or technology director in each school district can assign an Advanced Opportunities user role via the Administration Application (i.e. Admin Tool).

There are four types of district users: **Advanced Ops District Management, Advanced Ops District, Advanced Ops School, and Advanced Ops Business Manager.**

These roles can be found in the Academics Hierarchy of the Admin Tool. For assistance accessing the portal, you can contact the Idaho Department of Education Help Desk at (208) 332-6987.

Users only need one role consistent with the highest level of access that they need. Only one role should be assigned to a single account.

- **Advanced Ops District Management:** This role should be provided to *only one* person in the school district. District Managers will be responsible for submitting the final data to the Idaho Department of Education at the end of each term.
- **Advanced Ops District:** This role should be provided to a staff member who will be approving and editing registrations submitted by students. This user will have access to district-wide data. This user can approve student accounts, funding for courses/exams, allow or disallow courses, and has editing privileges until the point of submission, but can not submit funding to the SDE.
- **Advanced Ops School:** This role should be given to a staff member who oversees approvals in just one school. This person will be able to see student data pertinent only to one school. The user can approve student accounts, funding for courses, and editing privileges until the point of submission.
- **Business Manager:** This role should be provided to the district's business manager. The business manager can review a detailed report of each payment made either to the school district or on its behalf.

Email Template

The technology director or person with access to the state Administrative Tool in the district may not know which user role you will need. Drafted below is a template email you can send to the technology director after having registered the email address with ISEE. A new staff member will need to know the role they should have, this is done in coordination and discussion with other AO (Advanced Opportunities) staff in the school district. Once the user role is determined, the following email can be sent.

Dear (INSERT NAME OF TECHNOLOGY DIRECTOR),

I need access to the Advanced Opportunities Reimbursement Portal Application administered by the Idaho State Department of Education. This access is provisioned by way of our District Technology Director accessing the State Department of Education's Administrative Tool (Admin Tool) Application and assigning me to one of the proper Advanced Opportunities security roles.

I will need the (INSERT ONLY ONE ADMINISTER ROLE TYPE) assigned to my State Registered Username (email address). For your reference below are the different user roles.

- **Advanced Ops District Management:** This role should be provided to *only one* person in the school district. District Managers will be responsible for submitting the final data to the Idaho Department of Education at the end of each term.
- **Advanced Ops District:** This role should be provided to a staff member who will be approving and editing registrations submitted by students. This user will have access to district-wide data. This user can approve student accounts, funding for courses, allow or disallow courses and has editing privileges until the point of submission.
- **Advanced Ops School:** This role should be given to a staff member who oversees approvals in just one school. This person will be able to see student data pertinent only to one school. The user can approve student accounts, funding for courses, and editing privileges until the point of submission.
- **Business Manager:** This role should be provided to the district's business manager. The business manager can review a detailed report of each payment made either to the school district or on its behalf.

I have included directions provided by the Idaho State IT Support Desk, should you need them.

1. Log in to the Education Application Portal (<https://apps2.sde.idaho.gov>)
2. Click on the [Admin Tool](#) tile
(<https://apps.sde.idaho.gov/Administration/Home/Home>)
3. Locate and click on the (+) next to the security role to add someone.
4. Type the registered username (email address) and when it populates in the list, select it.
5. Click on [Submit] to confirm.

Note: Do not type the name of the person. The role needs to be linked to the registered username (email address)

Note: To remove someone from a role, click the (x) next to the user you want to remove the role from.

PORTAL INFORMATION/NAVIGATION

Home Page

To access student funding, login by visiting the [Administrative Access Portal](#). Once logged in, the user will have access to their assigned user role.

If there is no data or limited data appearing, it may be in part to multiple user roles assigned or no user role assigned. Please contact Idaho Department of Education IT support.

The Home Page in the portal contains vital information for program implementation and contains general information about the Advanced Opportunities program. This is followed by a table with information about deadlines for the current school year.

Term	Request Funding Window	Verification Deadline	Submission Deadline
------	------------------------	-----------------------	---------------------

- **Request Funding Window:** This is the window during which a funding request can be made by students and/or by school district staff. All courses funding requests should be entered by the end of this window.
- **Verification Deadline:** During this time, course providers log into the portal to verify enrollments for all requests made by students. Course providers and schools district will communicate with one another to work through any errors or missing information. District personnel adding or editing requests during this time should collaborate with course providers. After course providers have completed this step, they will send out bills to students who are paying for courses out of pocket.
- **Submission Deadline:** Final deadline for school district to submit all funding requests to the Idaho Department of Education for payment.

The “**District Dashboard**” provides school district users with information about courses or exams that require approval or review. There is also a snapshot provided with the number of student accounts that need approval and the number of students with active advising flags. Staff can click on the number for each description, which will direct them to the appropriate webpage in the portal requiring the attention of the AO (Advanced Opportunities) staff member.

Please note that the current year information will populate, if no information is available for the current year, it is likely a prior year has data that needs to be addressed. Select **"All Years"** from the School Year drop-down menu.

District Dashboard:

The screenshot shows a dashboard with three main sections: Courses, Exams, and Students. Each section has two bullet points with counts.

Section	Item	Count
Courses	Number of courses funding requests waiting for approval	0
	Number of courses needing review	0
Exams	Number of exams funding requests waiting for approval	0
	Number of exams needing review	0
Students	Number of students who need advising prior to funds being released	59
	Number of student accounts waiting for approval	2

The dashboard will only show non-graduated students in the counted number, this means that you may need to select **"All years"** when directed to the hyperlinked screen.

Application/submission windows have been set up by the Idaho Department of Education with input from school districts and the post-secondary dual credit offices. To view deadlines, please visit the [Advanced Opportunities website](#) or the administrative portal home page for specific dates. Below are the various definitions of the deadlines.

School Terms

Schools have been pre-populated to function on either a trimester or semester schedule. If the schedule setting in a particular school change, the District Manager can change this by selecting **"School Terms"** under the **"System Management"** tab.

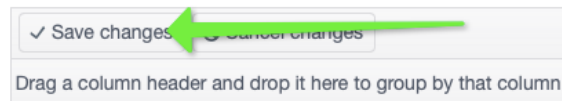


Users can toggle between terms by clicking on the individual **“Term Type,”** change between semesters and trimesters, and then select **“Save Changes.”**



School Terms Management

The table below determines whether the school listed will be subj

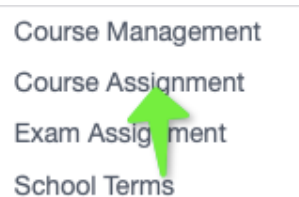


Course Assignment

Before students can log into and request Advanced Opportunities funding, each school will need to set up a list of courses that are available to students. This will determine what students will see when requesting funds for a course. This will need to be done for each school separately by the District Manager.

Course Assignment is only necessary for most high school courses and all dual credit courses. IDLA, BYU-Idaho, and workforce training courses are prepopulated in the portal.

To allow course funding requests, hover over the **“System Management”** tab and select **“Course Assignment”**:



Select the appropriate information and click **“Populate Grid.”** You will need to select the school year, the school, and the course provider.

School Year:

School To Assign Courses To:

Course Provider:

The following grid will appear:

Drag a column header and drop it here to group by that column

Course Name	Available Summer	Available Fall	Available Spring
ACCB 129 Introduction to Bookkeeping	Disallow	Disallow	Disallow
ACCB 129L Introduction to Bookkeeping Lab	Disallow	Disallow	Disallow
ACCB 130 Principles of Bookkeeping I	Disallow	Disallow	Disallow

In the grid, select **“Allow”** for the term during which the course will be available at the school and be sure to click **“Save Changes”** before moving screens. To change to **“Allow”** click the word **“Disallow”** to pop-up a drop-down menu to change. Students will be able to request funding for only the courses that your school 'allows'. Courses from all post-secondary institutions are defaulted to **“Disallow”**.

If a certain course does not appear in the list, please contact the dual credit coordinator at the provider institution. The colleges and universities maintain lists of their course offerings.

If the field appears to be grayed out in the table, this means the provider **has not** made the course allowable for that term. In this case, please contact the provider to discuss the modification of terms for a given course.

After saving changes, these courses will be available for student requests.

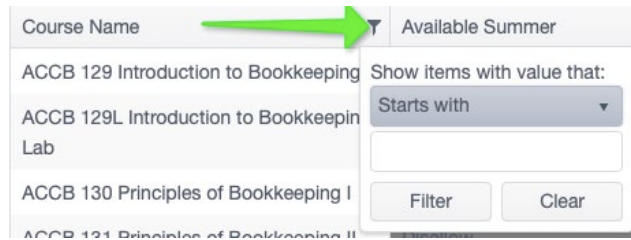
Changes have been saved.

Drag a column header and drop it here to group by that column

Course Name

Search for specific courses by using the filter function in the grid or alphabetize the names by clicking on the column header.

The district manager can allow for all courses should they want by clicking “**Allow All Available Courses**”.



Special Cases

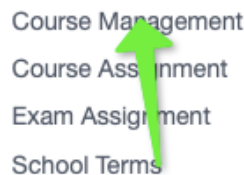
*High school courses available from **Idaho Digital Learning Alliance** and **BYU-Independent Study** do not need to be populated through this process. Courses by these providers are made available to all students by default. **Workforce Training Courses** also do not need to be populated.*

Course Management

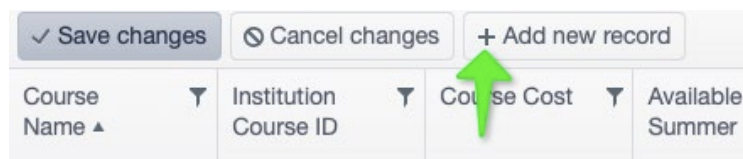
Many school districts offer in-district overload courses. These are overload courses that are taught by in-district teachers. In most cases, courses are summer school, zero hour, or an after-school class. School districts can create a cost for this “extra” course, and Advanced Opportunities funds can be used to pay up to \$225 per course.

Remedial or repeated courses are not allowed for funding.

To create a course catalog, go to the “**System Management**” tab and select “**Course Management**.”



When the table comes up, select “**Add New Record**.”



Enter the Course Name, Course ID, Course Cost, and identify whether the course will be available during the summer, fall, and/or spring, by selecting “**Allow**” or “**Disallow**.”

Available Summer	Available Fall / Trimester-1
Allow	Allow

Then click “**Save Changes**.”

✓ Save changes	⊘ Cancel changes	+ Add new record	
Course Name ▲	Institution Course ID	Course Cost	Available Summer

To delete a course that is no longer offered by the school district, select “**Delete**” in the table. Then click “**Save Changes**.”

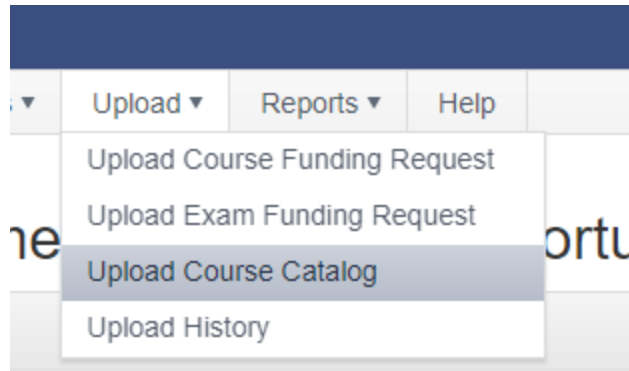
× Delete
× Delete

The courses will now need to be “**assigned**” to each school to populate in the student and staff drop down menus. For instructions on how to assign courses, see “**Course Assignments**”.

*If a student is taking a dual credit course from a provider outside of common AO providers, students can select “**Other**” in the funding request. “**Other**” should not be used for providers that are listed in the AO portal including a student’s school district.*

Uploading District Catalog

If a school district has many courses to add to their available catalog in the AO portal, it may be helpful to upload the courses rather than manually type each course. To upload course catalog, click “**Upload Course Catalog**”.



4 Opportunities portal is the avenue by which fundi

Open the **“Course Catalog Template”**. This will be the document you add details to and then you upload into the AO portal.

The directions on how to input details into the template are provided in the **“Template Upload Directions”** and by clicking the **“Introduction”** tab in the excel sheet and clicking **“Course Catalog Upload”**.

Follow the column descriptions and text type for how to input information into the template.

Column Upload Template Number	Column Name	Column Description	Column Text Type	Required/Optional	Notes
1	School Year	School year	Number	Required	
2	CourseName	Name of the course	Text	Required	
3	CreditNumber	Number of credits for the course	Number	Required	
4	CreditCost	Dollars charged per credit	Number	Required	
5	AvailableSummer	Specifying that the course is available for the summer term	Y/N	Required	
6	AvailableFall	Specifying that the course is available for the fall semester	Y/N	Required	
7	AvailableSpring	Specifying that the course is available for the spring term	Y/N	Required	
8	Course Type	Type of Course	Text	Required	
9	InstitutionCourseId	Course identifier for the provider of the course used in their systems.	Text	Optional	Mandatory for Idaho college/university courses.
10	CIP Code	Classification of Instructional Programs code.	Number	Optional	Required for workforce training courses.

This is an example of what the upload template may look like:

SchoolYear	CourseName	CreditNumber	CreditCost	AvailableSummer	AvailableFall	AvailableSpring	CourseType	InstitutionCourseId	CipCode
2025	Physical Education	1	225	Y	N	Y	Overload	1A	

A CIP Code is not needed for overload or dual credit courses.

Once completed, save the document as a comma delimited (.csv) file and click **“Upload Course Catalog”** in the AO portal and choose the file. Click **“Upload Course Catalog”**.

The success rows and total rows should be equal, once the upload is complete. The matching of the rows would mean the catalog has been uploaded. If the success rows and total rows are not equal, there is likely an error. Please contact the AO support staff for details.

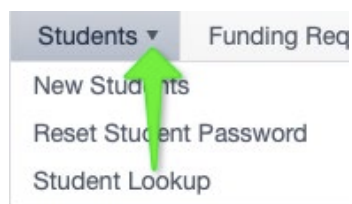
DISTRICT NAVIGATION: STUDENT ACCOUNTS

Approving Student Accounts

Schools have the option of entering the student data themselves or allowing their students to do so. *The Idaho Department of Education recommends having students apply for funding themselves whenever possible.*

The following steps are for schools that allow students to enter requests into the portal and apply for Advanced Opportunities funds independently. If school districts would rather manage all registrations from a district level without giving students the ability to navigate the system, please see **“Funding Request Generated by School/District Users”**.

When students create an account in the Advanced Opportunities Portal, the district Advanced Opportunities designee must verify it before students can request state aid. To approve student account requests, select **“New Students”** under the **“Students”** tab.



This will generate a list of students who have requested to have an Advanced Opportunities account.

Check that the year in which the student applied for an account is selected. You may select **“Show Denied Students”** if needed.

Student Account Application Year:
Show Denied Students

Select the **student’s name** to see account details.

Student	Edu ID	Birth Date	Email	Login Request Date	Status
[Redacted]	[Redacted]	[Redacted]	[Redacted]	10/10/2018	Pending
[Redacted]	[Redacted]	[Redacted]	[Redacted]	12/17/2018	Pending

To verify the account, enter the student’s EDUID. Some students may have already entered their EDUID, make sure to double check that it is correct. By approving a student’s account, districts are verifying that the student attends an Idaho public school. This step allows students to access the Advanced Opportunities portal, request funds, view account information, etc. Students will be able to make a funding request for any school within the district.

The image shows a form for verifying a student's enrollment. The form includes the following fields: EduID (with a green arrow pointing to the input box), First Name, Middle Initial, Family Name, Gender (set to Male), Birth Date, Email, and Notes. Below the form are two buttons: 'Approve' and 'Deny', with a green arrow pointing to the 'Approve' button.

When a student’s enrollment has been approved, the following message will appear:

Student Enrollment Approved

Student enrollment approved.

If the student has registered for an account but the entry does not yet appear in district user list, the student must check their email and follow the link to verify the account. If the district denies a student account, it will still appear in the district’s list, but the status will simply be changed to “denied”. If the student needs to have the verification email resent, have the student login, select “Can’t Log in?”, and have the verification email resent.

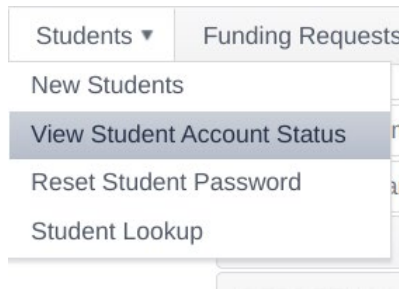
A student (EDUID) can have only one active account at a time.

Participation Form

Students must have a [Participation Form](#) on file with the school district. These forms are available at the Advanced Opportunities website; additionally, they appear in a link on the student login page. Participation forms must be signed by the student and a parent or guardian

and be kept on file at the local school district. District staff will be asked for verification that this form is on file before submitting any funding requests to the state. If the student changes school districts, they may need to submit another form to the new district.

View Student Account Status



The Student Account Status screen allows staff to track the status of the student account. From here, the staff can troubleshoot potential account errors: duplicate accounts, lack of verification, etc. Pay careful attention to the “Notes About Student Accounts” on this page, as it will walk you through the troubleshooting process. *The email address used and whether the student verified the account are largely the problem when students are unable to access accounts.*

District	School Name	First Name	Last Name	Edu ID	Birth Date	Email	Login Request Date	Student Verified Account	District Verified Account
----------	-------------	------------	-----------	--------	------------	-------	--------------------	--------------------------	---------------------------

Common questions that can be answered by the Student Account Status page:

What is the student login email?

A student may attempt to create multiple accounts, however only one active account is allowed. The active account will state “**Approved**” in the District Verified Account column in the table.

What is the status of the student’s account?

- If you are not seeing a student account to be approved, please check the Student Account Status and view the Student Verified Account column in the table. If the column shows “**pending**” the student will need to verify the email provided before the school can approve.

Student Lookup Feature

The student lookup feature enables the Advanced Opportunities staff to view the status and account details of an individual student. You can navigate to a student’s profile by clicking on

the EDUID from any table or by selecting the “**Students**” tab and clicking “**Student Lookup.**” After entering the pertinent information, you will see the student profile.

Student Account status:	Account Exists
Given Names:	██████
Family Names:	████
EduID:	██████
Participation Form Filed:	Yes
Account Email:	██████ ██████████
Student verified:	Approved
District Verified:	Approved
Disable Account:	<input type="button" value="Disable"/>
Student Received Advising:	<input type="checkbox"/>
Notes:	<input type="text"/>

- **Student Account status:** This field indicates if a student created an account. This will be blank if a student has not created an account.
- **Student verified:** This field indicates if the student has verified the account in their email link.
- **District verified:** This field indicates whether the district designee has verified the students account with an EDUID.
- **Disable Account:** If a student needs to create a new account, the designee can click “**Disable**” and approve the new account.


Reset Student Password

If a student forgot the password, it can be reset from the student log in interface by selecting “**Can’t Log In?**” The student will have the option to reset the password. Advanced Opportunities designees can also reset a password by selecting “**Students**” and selecting “**Reset Student Password.**” A temporary password will be sent to the student’s email. Upon logging in with the temporary password, the student can reset their password in their profile.



Student Cannot Access Old Account

In rare instances, students might not have access to an old email address under which their account was created. In this situation, you can look up the student's account in the **"Students"** tab by selecting **"Student Lookup."** Clicking the **disable** button will disable the student's previous account and the student can then create a new account. Once the new account is verified by the school, the student's previous activity will merge with the new account.

Student verified:	Approved
District Verified:	Approved
Disable Account:	<input type="button" value="Disable"/> 
Student Received Advising:	<input type="checkbox"/>
Notes:	<input type="text"/>

Unable to Access Student Account

Advanced Opportunities staff are only able to see accounts or funding requests associated with their school. If using the student look up tool and the message **"Unable to Access"** is displayed, this is an indication of one of the following. Please read the error message the student receives to make a determination of the appropriate action.

Unable to access

You cannot see the details of the student as student is currently registered in a school not part of your school district and doesn't have any recorded courses or exams through your school/county/district/college. Please ask the student to update their school in their Advanced Opportunities account profile if it is incorrect.

1. The student account is affiliated with the wrong school.
2. The student does not have a funding request associated with the staff member's school role.

Unable to access

This student has no Advanced Opportunities account and doesn't have any funding requests at all. Please ask the student to create an Advanced Opportunities account.

3. The student does not have an account nor any funding requests.

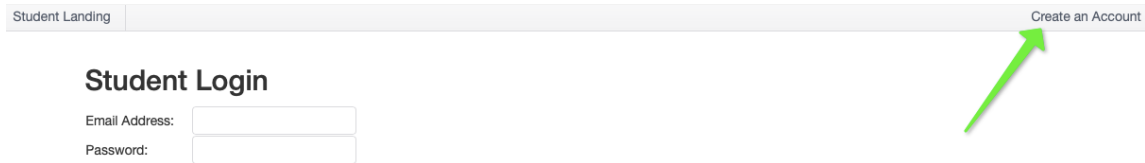
To view this account, communication with the student will be needed to understand the possible solution. If no account exists, the student will need to create an account. If the student's account is not linked to the correct school, the student can log into their account and change the school via **"View Profile"**.

STUDENT NAVIGATION

Creating a Student Account

From the Advanced Opportunities website the student will select the blue “**Student Application Portal**” link.

The student will click “**Create an Account**” in the top right-hand corner.



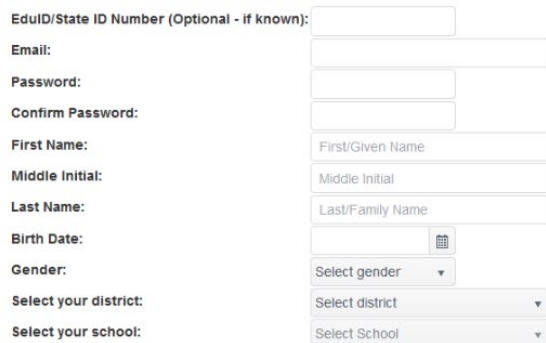
The screenshot shows the top navigation bar with "Student Landing" on the left and "Create an Account" on the right. Below the navigation bar is the "Student Login" section, which includes input fields for "Email Address:" and "Password:". A green arrow points from the "Create an Account" link down towards the "Email Address:" field.

The student will register for an account using a valid email address.





It is strongly recommended that students use their own personal email address rather than a school issued email address to create an account.

Enroll New Student

Once your account is created and email address validated, please contact the Advanced Opportunities designee at your school. You will not be able to make funding requests until your enrollment can be verified and your account validated by your school.




The form includes the following fields and options:

- EduID/State ID Number (Optional - if known):
- Email:
- Password:
- Confirm Password:
- First Name:
- Middle Initial:
- Last Name:
- Birth Date: 
- Gender: 
- Select your district: 
- Select your school: 

Participating in Advanced Opportunities offers students benefits as well as exposure to risks. Students and their parents / guardians should thoroughly understand the potential consequences of participating in these programs prior to taking part. Failing or withdrawing from a course permanently impacts a student's high school and/or college record. Failing to successfully pass a course or exam paid for by these programs will negatively impact the student's eligibility for future participation. Careful consideration and discussion with advisors is strongly encouraged prior to participating in Advanced Opportunities.

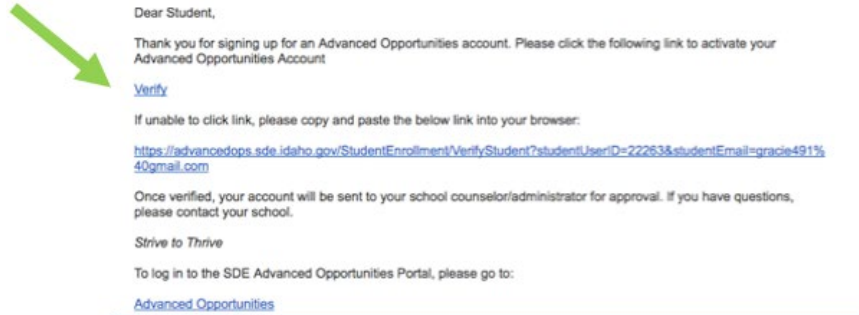
I have read the above and understand the risks associated:



The reCAPTCHA box contains the text "I'm not a robot" next to a checkbox, a reCAPTCHA logo, and links for "Privacy" and "Terms".

[Enroll New Student!](#)

An email will be sent to the student to verify the account. The student will need to select the “**verify**” link to proceed. This email is sent instantly. If the student does not get it within minutes of applying, the student should check the email spam folder or confirm a valid email address was used.




Upon verification by the student, a district Advanced Opportunities designee will approve the account. This step may take a bit of time, as it is done manually by the school district. Once approved, the student will be able to apply for funding for courses/exams.

After the district Advanced Opportunities designee has approved the account, the student can log into the portal with the username and password that the student set up.

Student Login

Email Address:

Password:

I'm not a robot  reCAPTCHA
Privacy - Terms

The student can now apply for funding for courses and exams.

Incorrect Account Information

If a student created an account, but selected the wrong school or entered any of their information inaccurately, the student may log into the account and correct this information in the profile.

Missing Verification Email / Reset Password


If the student is missing the verification email or needs to reset the password, the student should login to the website and select the “Can’t Log In?” link.

Student Login

Email Address:

Password:


[Can't Log In?](#) [New User](#)

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Login](#)

The student may then choose to have the verification email resent or to reset the password.

Please enter the email address of the account that needs to have its password reset, or needs to have the verification email resent:

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Reset Password](#) [Resend Verification Email](#)

If a student receives the following error message, it is possible that when creating the account an error was made (e.g., wrong email address).


“Resending the verification email failed. Please make sure the email address is correct and belongs to an existing account. Note that already-verified accounts cannot be re-verified.”


Student Generated Funding Request

Once the student has logged into the account, a funding request can be made.

The student needs to be sure that a **Participation Form** is on file with the Advanced Opportunities designee. The district must have this on file to approve the student for any Advanced Opportunities funding. The form can be found under the **“Forms”** tab in the student portal.

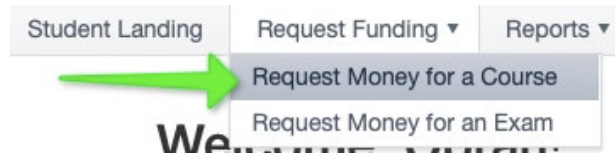
Student Landing Request Funding ▾ Reports ▾ Forms ▾ Active Flags Apply For Early Graduation Scholarship Logout

Welcome, 

Participation Form 

Residency Form

Once the form is on file, the student is ready to request funding. Select **“Request Funding”** and then choose the application type.



The student will enter the course/exam information, using the pre-populated drop-down course or exam menu.

Course Funding Request

This form allows student to enter a course funding request. Enter information in the order in which it is prompted. Verify that all information is true and accurate.

County of Student's Residence:	Select County ▼
School Year:	Select Year ▼
District:	Select District ▼
School:	Select School ▼
Grade:	Select Grade ▼
Term:	Select Term ▼
Course Type:	Select Course Type ▼
Course Provider:	Select Course Provider ▼
Course Name:	Select a Course ▼
Number of Credits:	<input type="text"/>
Cost per Credit:	<input type="text"/>
Total Course Cost:	<input type="text"/>
Requested Reimbursement:	<input type="text"/>
Max Reimbursement:	
Remaining State Aid:	
Remaining Balance Owed By Student:	
<input type="button" value="Submit Course and Finish"/>	<input type="button" value="Submit Another Course"/>

If the desired course or exam is not available, the student should contact the district Advanced Opportunities designee to ensure that that course or exam is eligible. A class may need to be added to the drop-down menu through the **“Course Assignments”** feature.

*If the student is taking a course from an out-of-state provider or is taking an atypical class, the request will need to be entered by the Advanced Opportunities designee as an **“other”** option.*

Once the request has been submitted, the student will receive a notice indicating that a request for Advanced Opportunities to pay for a course or exam has been completed.

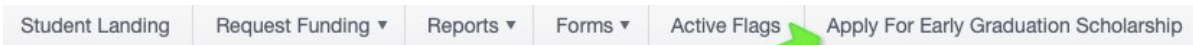
Funding Request Complete

A course funding request has been submitted. Do not forget to enroll in the course with the provider.

[Add Another Course](#)

Early Graduation Scholarship Student Application

Students who graduate at least a full year early are eligible for an Early Graduation Scholarship. To apply for this scholarship, students must login to their Advanced Opportunities account. In the bar at the top of the webpage, the student will select **“Apply for Early Graduation Scholarship.”**



Once the student has opened this form, the student information will auto-populate. The student will need to complete the remaining information needed. The student will submit the application. This request will be visible by the student’s district, which will need to be entered and submitted to the Idaho Department of Education via ISEE.

Graduation Year:

Eligible For Scholarship: No

College Has Verified Enrollment: No

First Name: Oprah

Last Name: Winfrey

EduID: 102959541

Phone Number:

Year Entering College:

Term Entering College:

Is Workforce Training College:

College:

[Submit Application](#)

The student may track the scholarship progress via their Advanced Opportunities account. The application will state “No” for eligibility until accurate ISEE information has been received upon the student’s graduation. If after June 15th the eligibility still states “No” the student should contact the Idaho Department of Education. Students are encouraged to communicate with their Advanced Opportunities designee to confirm eligibility for this scholarship.

Email Notifications

Students will receive email notifications whenever the status of the submission changes. This includes denial, approval, and payment status.

Student Account Management

The student will be able to manage their account in the portal. Reports of prior course submissions and programs totals may be found under the “**Reports**” tab in the student login.








If a student wants to see prior requests for courses or exams click on the **“Course Submissions”** or **“Exam Submissions”** reports. This will show the student’s applications and status (pending, approved/denied, or paid).

Student Exam Submissions

To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:

- **Green:** Student is able to make funding requests.
- **Purple:** This is a warning that the student's Advanced Opportunities balance is at or below \$500.
- **Yellow:** The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red:** The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

Drag a column header and drop it here to group by that column

School Year	Program	Exam Name	Submitted Date	Status	Requested Reimbursement	Approved Reimbursement	Flagged
2016-2017	Fast Forward	Art History Exam	3/2/2017	Denied	93	0	
2016-2017	Fast Forward	Art History Exam	2/27/2017	Denied	93	0	
2016-2017	Fast Forward	Art History Exam	2/27/2017	Denied	93	0	
2016-2017	Fast Forward	Art History Exam	2/27/2017	Denied	93	0	
2020-2021	Fast Forward	Calculus AB Exam	6/27/2020	Pending Initial Approval	94	94	

Students may view their overall use of the program under **“Program Totals.”** Students and parents can view this tab to monitor their overall program balance.

Drag a column header and drop it here to group by that column

Advanced Opp Name	School Year	Exams Approved	College Credits Approved	Overload Courses Approved	Workforce Training Courses Approved	Total Funds Approved	Total Balance Available
Fast Forward	2018-2019	1	4	0	0	\$354	\$3771
Fast Forward	2019-2020	3	10	0	0	\$1080	\$2691
Fast Forward	2020-2021	0	6	0	0	\$450	\$2241


100 items per page 1 - 3 of 3 items

Students may also monitor their flag status through their account. Student accounts may have a red flag added when they are not successful in a course or exam. A purple flag will be added when a student has \$500 or less of money in their account.

Student flags details can be accessed in two places, click on **“View Flags”**.

To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:

- **Green:** Student is able to make funding requests.
- **Purple:** This is a warning that the student's Advanced Opportunities balance is at or below \$500.
- **Yellow:** The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red:** The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

- View Profile
- Request Funding
- Previous Course Applications
- Previous Exam Applications
- Program Enrollment Status
- View Flags 
- Log Out

View Flags

The grid below shows cleared and active flags on your account. A flag is a communication mechanism used to notify your school and other providers of your account status. Active flags, may affect your ability to be reimbursed for courses or exams. If you have questions or concerns about a flag on your account, please contact the Advanced Opportunities designee at your school.

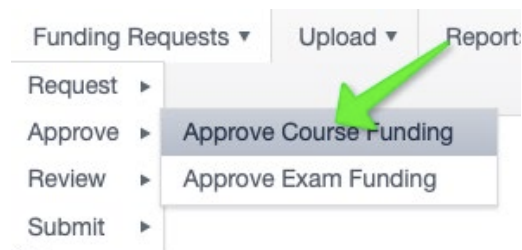
Edu ID	Reason	Type	Course/Exam Name	Note	Create Date	Cleared Date
102959541	Failed	AP	Biology	Scored 1	7/8/2020	7/9/2020
102959541	Failed	Overload	English 12A	Pay for Next Course	7/7/2020	7/8/2020
102959541	Failed	Overload	Test 123	Pay Next Overload	7/7/2020	7/7/2020
102959541	Withdrew	Dual Credit	TEST 1234	haritha testing	6/14/2020	7/7/2020
102959541				Student failed overload course in spring 2017. Next course should be paid	1/6/2017	2/27/2017

1 - 5 of 5 items

DISTRICT NAVIGATION: MANAGING FUNDING REQUESTS

Approving Funding Requests Entered by Students

The district Advanced Opportunities staff will need to approve or deny all course and exam requests submitted by students. To approve submissions, select **“Funding Requests,”** then **“Approve,”** then **“Approve Course Funding”** or **“Approve Exam Funding”**. Any funding request by a student will be counted against a student’s total account balance until the request is denied.



Select the school year to view. Each course/exam will need to be approved individually. Click on the course/exam name to see and edit the details of the funding request.

School Name	Edu ID	Student	Grade	Provider	Course Name	County	Amount	Enrolled	Flagged	Details	Select
FAIRMONT JUNIOR HIGH SCHOOL			9	DISTRICT: BOISE INDEPEN... DISTRICT	Physical Education B	ADA	\$95.00	false		Details	<input type="checkbox"/>

Look over course/exam information *carefully* and make any necessary corrections. Courses can be approved by either checking the **“Select”** box on the right-hand side or by clicking into the course name, verifying the participation form is on file, and clicking **“Save Changes.”** If the course/exam needs to be denied, click on the course name, select **“Deny Request”** from the **“Status”** dropdown menu, enter the reason for this decision in the notes for reference, and click **“Save Changes.”**

Out of District Tuition Reimbursement:
Reimbursement Requested: 75.00
Approved Amount:
Dollars Available: 3881.00
Maximum Reimbursement: 75.00
Status:
 I verify that this student has a participation form on file with our school district.
Notes:
 Save Changes

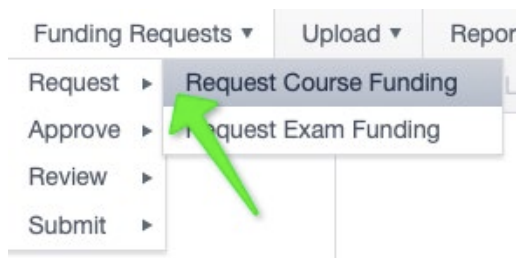
Once the **“I verify that the student has a participation form on file with our school district”** box has been checked by the school, it will remain checked for further funding requests for the student.

Unallowable Requests

Advanced Opportunities may not be used for certain types of courses or exams. Remedial, repeated or religious courses and exams are not allowed. *High school courses taken as overload courses must be taught by an Idaho certified instructor and an appropriately accredited organization.*

Funding Requests Generated by School/District Users

To request Advanced Opportunities funding on *behalf* of a student, select “**Request**” then “**Request Course Funding**” or “**Request Exam Funding**” option under the “**Funding Requests**” tab.



Fill out the pertinent information related to the course or exam. Records entered by the Advanced Opportunities designee will not be subject to additional approval by the district. Please use the student’s legal name. If the EDUID does not match the name uploaded to the office ISEE records, an error message will appear.

*When an EDUID and name do not match the student information it will not auto-populate in the funding request and the Remaining State Aid when making the request will show **\$0.00**.*

Reminder: Use the drop-down menu to populate courses. See Course Assignments for instructions on how to populate the drop-down menu.


Using pre-populated course information increases speed and accuracy in entering courses and is required. If a course is not available for a funding request from an Idaho institution, look to the **Course Assignment** tab to see if it is allowed. If a student takes a course from an accredited post-secondary institution outside of Idaho, the Advanced Opportunities designee will enter the course using “**Other**” as the option in the funding request. Be sure to use the standard course title formatting (Course Code - Course Number - Course Name; ENGL 101 English Composition). Any entry that is not formatted in this way may be denied at the state level, resulting in a delayed or denied payment.

Look over course/exam information carefully. Make any necessary corrections, verify the student’s participation form is on file, then click “**Submit Exam/Course.**” The district Advanced Opportunities staff will receive a message confirming the approval.

Exams Requests

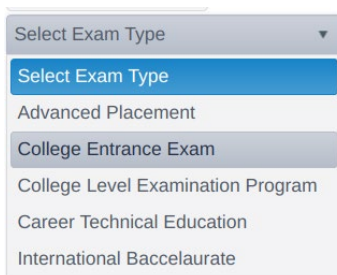
Exams are monitored internally and do not require a third-party verification. In addition to the exam cost, statute allows for the payment of exam proctoring fees. A list of pre-approved exams is available on the Advanced Opportunities portal and website.

The exam application for students and district users will provide an option for adding proctoring fees to the total exam cost. Designees will click the box next to **“Has Proctoring Fees”** to initiate a drop-down menu for inputting the cost information. Select the exam center and the proctoring fee amount. The reimbursement request should be a combination of the proctoring fee and exam cost.

Exam Type:	Select Exam Type
Exam Name:	Select Exam
Exam Date:	<input type="text"/> 
<input type="checkbox"/>	Has Proctoring Fees
Exam Cost:	<input type="text"/>

College Entrance Exams are included in the list of eligible exams on the exam application.

Note: College entrance exams are exempt from repeated funding policy.

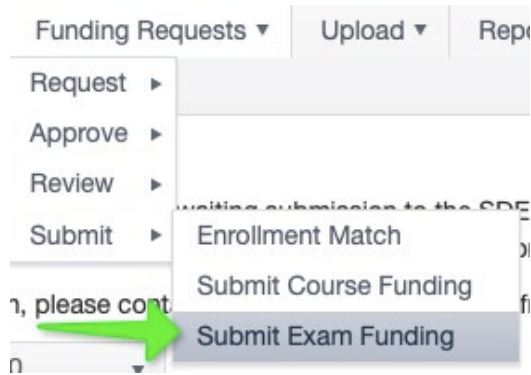


A dropdown menu titled "Select Exam Type" is shown. The menu is open, displaying a list of exam types: "Select Exam Type" (highlighted in blue), "Advanced Placement", "College Entrance Exam" (highlighted in grey), "College Level Examination Program", "Career Technical Education", and "International Baccalaureate".

Make any necessary corrections, verify the student’s participation form is on file, and then click **“Submit Exam/Course.”** The district Advanced Opportunities designee will receive a message confirming the approval.

Editing Process

District staff can edit funding requests at any stage before submitting them to the Idaho Department of Education. For district Advanced Opportunities staff, all course and exam requests will appear in the **“Funding Requests”** tab under **“Submit”** then **“Submit Course/Exam Funding.”**



The user will see all course and exam requests that have been approved on a student’s account. These courses/exams can be edited as needed until the district manager submits data to the Idaho Department of Education. If data must be edited after the student access window has closed, the Advanced Opportunities designee must communicate with the course providers about any changes.

If the field needing correction is not editable in the system, you will need to deny the funding request completely and re-enter correctly as a new request.

It is expected that the data submitted to the Idaho Department of Education is true and accurate. Please be diligent in double-checking to make sure all records are correct. If data must be corrected after the submission, please contact the Idaho Department of Education directly to make such corrections. This should only happen in extreme situations. All data should be corrected before submitting to the Idaho Department of Education.

Mass Upload Course Requests

For schools who have gone through in-person portal upload training, the upload feature will be enabled for the school district. This feature can be used to submit multiple student requests at one time or to add funding requests for a prior academic year. To access the upload feature, click on the **“Upload”** tab and select **“Upload Course/Exam Funding Requests.”**



Download the **Course Funding Request Template** or **Exam Funding Request Template** and the **Template Upload Directions**.

You will also need to reference the “**All Courses**” or “**All Exams**” document on the **View Template Mapping** page. These documents will have the necessary information to fill out the template for mass upload below.

The following information is required:

- **School Year:** Type the end year of the applicable school year. For example, for the 2025-2026 school year, enter “2026”.
- **District ID:** Type in the district’s 3-digit identification number, such as “131”.
- **School ID:** Each building has a school identification number, such as “52”.
- **Term:** Enter Fall, Spring, Summer, Trimester 1, Trimester 2, or Trimester 3.
- **EduID:** Type in the student’s education identification number.
- **Given Name:** Type in the student’s legal first name.
- **Family Name:** Type in the student’s legal last name.
- **Grade:** Enter the student’s grade level, such as “12”.
- **Provider ID:** Enter the number that indicates the Provider Identification Number from the ProviderID in the Upload Template Directions document.
- **AdvancedOps CourseID:** Enter the numerical course ID for the correct course from each institution. The course ID’s can be found in the “**Template Upload Directions**” link in the portal. Select “**All Courses**” and a list of courses will be available to you in an Excel spreadsheet. In the Excel document, filter to the correct year, course provider, and course name. For example, class: “ACAD 100: Academic” from Boise State University, enter the code “1580”. In the rate instance where you need to enter a course as “Other”, enter the code “1458”.
- **Credit Number:** Enter the number of credits, such as “3”.
- **Cost Per Credit:** Enter the cost per credit, such as “75”.
- **County:** Enter the County Identification Number from the CountyID in the Upload Template Directions.
- **Request:** Enter the amount of funds being requested for the course, such as “225”.
- **Participation Filed:** Enter whether the student has a participation form on file. “Y” for Yes and “N” for No.
- **Other Provider:** In the rare instance you entered 1458 in AdvOpCourseID (column J), type in the name of the course using the standard course title formatting (Course Code-Course Number-Course Name: ENGL 101 English Composition). Otherwise, leave this field blank.

- **Course Type:** Indicate the type of course you are entering: “Dual Credit”, “Overload”, or “Workforce Training”.
- **Institution CourseID:** Please review “**All Courses**” document for reference.
- **CIP:** This code is used for Workforce Training courses only.
- **Notes:** If there are any special circumstances regarding this course, enter notes here. If notes are not required, you may leave this field blank.

A course must be on the portal to have a Course ID. If the district manager inputs the course into the Course Management Section, a course code will be generated.

*To ensure a timely upload, please keep each .CSV upload to **100 or less** student funding requests.*

When finished, save the file in **.CSV format**. This format preserves data for the upload to the system.



Return to the portal and select “**Upload Course/Exam Funding**” and select “**Choose File.**” Locate the file on your computer and select “**Upload Course/Exam Funding Request.**”

Upload Exam Funding Request

Use the Exam Funding Request Template to mass upload multiple exams at the same time. The upload file should be in **.CSV format**. Use “Browse” button to locate the file on your computer and then click on “Upload Exam Funding Request” button.

- [Exam Funding Request Template](#)
- [Column Format and Mappings](#)

No file chosen

Once you have uploaded the file, navigate to the ‘**Upload History**’ tab. Here you can view the results of your uploaded file.

Success Rows need to match **Total** Rows in the upload. If this does not occur click on “**Upload History**”, click “**Course Reimbursement Upload**” or “**Exam Reimbursement Upload**” link and view the error details. The table will provide the row number corresponding to the row in the upload file and the error that needs to be corrected.

If an error occurs and then is corrected, the entire document data will need to be reuploaded and tried again as any upload document with an error does not upload any funding requests.

“**Total Rows**” shows the number of records reviewed by the system and the number of “**Success Rows**” shows how many rows in the system are correct. If there is an error, the number of “**Success Rows**” will not match the “**Total Rows**” number. Each row in the uploaded document that has an error will be identified. From the “**Upload History**” screen click the “**Exam Reimbursement Upload**” or “**Course Reimbursement Upload**” link.

Upload History

The table below lists all files that have been attempted in an upload and the status of the upload.

Drag a column header and drop it here to group by that column

District	File Name	Uploaded By	Uploaded On	Success Rows	Total Rows	Summary
BOISE INDEPENDENT DISTRICT	CAPITAL 9 Exam_Funding_Re...	skuchipudi	07/03/2023 02:31:25	0	79	Exam Reimbursement Upload
BOISE INDEPENDENT DISTRICT	CAPITAL 9 Exam_Funding_Re...	AdvancedOpDistrict...	07/03/2023 11:28:15	0	79	Exam Reimbursement Upload
BOISE INDEPENDENT DISTRICT	Exam_Funding_Re...	skuchipudi	05/16/2022 10:56:01	1	1	Exam Reimbursement Upload
BOISE INDEPENDENT DISTRICT	BSD_WFT_Upload...	skuchipudi	11/01/2021 02:23:22	1	1	Course Reimbursement Upload

A new screen will appear titled “**Upload Exam/Course Funding Request Results**”. Each error in the document will be associated with a row number in the table and the description of the error will be written in the “**Error**” column of the table. Each error will need to be corrected in the upload document that corresponds to that row and the file can be uploaded again.

Filename: [TestFile_01.csv](#)
Uploaded By: mtownes
Uploaded On: 6/11/2019 4:49:17 PM
Processed Records / Total Records: 4 / 4
Successful records / Total Records: 0 / 4

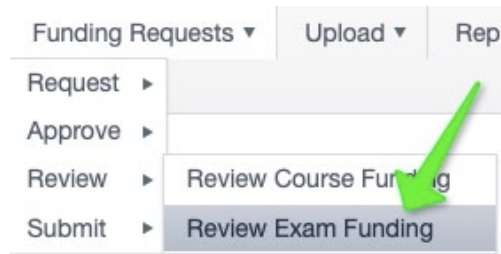
Drag a column header and drop it here to group by that column

Row Number	EduID Verified	Success	Error
2	true	false	Verify that the providerID is correct;
3	true	false	Verify that the providerID is correct;
4	true	false	Verify that the providerID is correct;
5	true	false	Verify that the providerID is correct;

All uploaded courses and exams will automatically be approved and added to the “Submit Course Funding” or “Submit Exam Funding” pages. These do not need to be approved by the portal user.

Needs Review Status

Courses/exams that need to be edited or reviewed are placed into a special status called “Needs Review” or “Clarification Requested.” This can be done by any user who has access to the student data. To review courses in this status, click on “Funding Requests” and select “Review” then “Review Course/Exam Funding.”



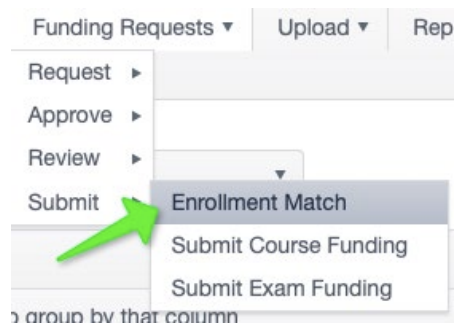
To view the details of the course or exam, click on the course or exam name. On the right-hand side, there will be a progress table that indicates any changes and comments related to this request. Read the notes to diagnose the issue and make appropriate changes. Many fields in this view are editable. Corrections can be made, and the course can be approved again. If the field that requires correction is not editable, please deny the course and re-enter correctly. If the notes indicate the student is not enrolled in the course, please deny the course entirely.

Drag a column header and drop it here to group by that column		
Note Text	Submitted By	Date
Reimbursement is in need of review.	skuchipudi	6/10/2019 12:05:26 PM
haritha testing	skuchipudi	6/10/2019 12:05:26 PM
Course submitted by		5/15/2019 8:36:57 PM

DISTRICT NAVIGATION: SUBMISSION TO THE IDAHO DEPARTMENT OF EDUCATION

District Managers

District Managers will need to verify that the course provider has confirmed that the student is taking the course before the **“Submit Courses to SDE”** button will turn green, indicating that the school district has a 100% match with the course providers. To quickly identify discrepancies, the District Manager can use **“Enrollment Match,”** found under **“Funding Requests”** and **“Submit.”**



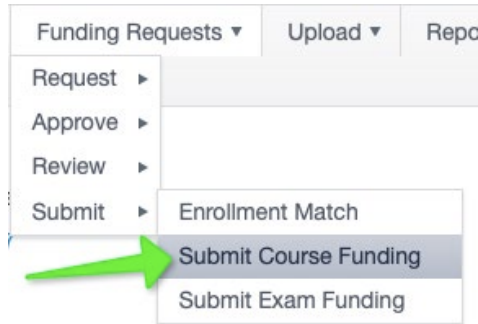
A report will be generated in which users can see where data is not yet 100% match with the course providers.

School Year	College	Term	Number of Course Funding Requests	Number of Matched Enrollments	Needing Review	Enrollment Match
2019-2020	Boise State University	Fall	5	0	0	0 %
2019-2020	Boise State University	Spring	2	0	0	0 %
2019-2020	Boise State University	Summer	3	0	0	0 %

To identify specific student issues, the District Manager can navigate to **“Funding Requests”**, **“Submit”**, **“Submit Course Funding”** and **“Download the CSV file”**. The **“Provider Enrollment”** column in the spreadsheet will indicate whether the student’s enrollment has been verified by the college (“true” =verified, “false” =not verified).

Contact the course provider to clear up any discrepancies. The submission link will not be live until 100% of the records have been verified by the provider. A list of contact information for course providers is available on the Advanced Opportunities [website](#).

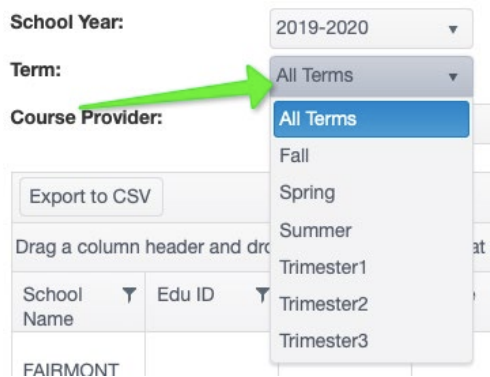
Once the data has been successfully entered into the Advanced Opportunities Portal and is ready to be submitted to the Idaho Department of Education for payment, district managers will want to ensure that their data is processed correctly.



Submit Funding to the Idaho Department of Education

All courses and exams approved by Advanced Opportunities designees will now appear on a final list to submit to the Idaho Department of Education. This feature is only available for the District Manager. Courses and exams must be submitted separately. Select the year and term to submit.

Note: Only one year can be submitted at a time.



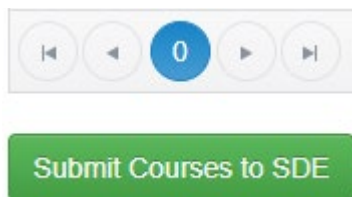
The district manager must double check records before submitting the final request. To review the details of each submission, select the course name. By selecting **“Export CSV”** this may allow for a quicker review of the information.

Export to CSV

Drag a column header and drop it here to group by that column

School Name	Edu ID	Student	Grade	Provider	Course Name	County	Amount	Enrolled	Flagged	Details	Select
FAIRMONT JUNIOR HIGH SCHOOL				DISTRICT: BOISE INDEPENDENT DISTRICT	Critical Literacy (Critical Reading & Writing)	ADA	\$95.00	false		Details	<input type="checkbox"/>
FAIRMONT JUNIOR HIGH SCHOOL				DISTRICT: BOISE INDEPENDENT DISTRICT	Speech	ADA	\$95.00	false		Details	<input type="checkbox"/>
FAIRMONT JUNIOR HIGH SCHOOL				DISTRICT: BOISE INDEPENDENT DISTRICT	Physical Education A (for incoming 9th graders)	ADA	\$95.00	false		Details	<input type="checkbox"/>

District managers can still make crucial edits to courses/exams by clicking on the course/exam name. Please make sure to double-check the **APPROVED AMOUNT** and the **COUNTY OF RESIDENCE**.



When 100% of the data has been matched by the providers, the button in the lower left-hand corner of the “**Submit Courses Reimbursement**” report will turn green. Click to **submit to the Idaho Department of Education**.

Only one year can be submitted at a time. Selecting “All Years” will not submit funding requests, as this may reference courses/exams that are no longer allowable.

For prior year courses/exams select the appropriate year.

Plan to submit this information earlier than the deadline. If submissions are late, the Idaho Department of Education will not be able to pay the post-secondary institutions in a timely manner. This may result in late fees for your students.

Submission Deadline

Submissions are due to the Idaho Department of Education as indicated in the Advanced Opportunities portal.

Export Data to CSV

This function will generate a report to an excel spreadsheet, please save a final report for district records. As soon as data is submitted to the Idaho Department of Education, it will no longer be editable by the district.

Enrollment Match

The table below identifies the percenta
to the SDE.

For assistance with enrollment verifica

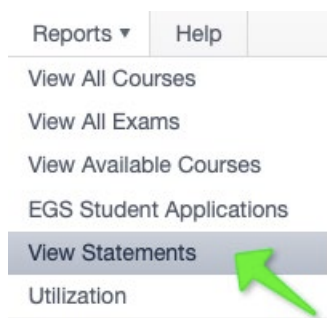


Export to CSV will provide student account balances in the last column of the document.

DISTRICT NAVIGATION: OTHER FEATURES

Billing Statements

After the Idaho Department of Education reconciles requests for payment to the providers and districts, a receipt will be placed in the **“View Statements”** section of the **“Reports”** tab. All District Managers will receive an email notification that a statement was generated. This will indicate completion of payment.



Billing statements are useful if a question about when a payment was made arises. The **“View Statements”** section will provide information paid directly to the district and payments paid to others for students attending your district.

To find specific details, follow the drop-down arrows:

17	Paid	University of Idaho	
Drag a column header and drop it here to group by that column			
District	District ID	School	School ID
BOISE INDEPEN... DISTRICT	001	BORAH SENIOR HIGH SCHOOL	0008
BOISE INDEPEN... DISTRICT	001	BORAH SENIOR HIGH SCHOOL	0008

To see a broad overview of all statements, click **“Export Overview”**.

To see details of every transaction for your district click **“Export Transactions”**.

Information for a particular statement can be exported by clicking the statement number hyperlink and clicking **“Export to CSV”**.

The status of statement will begin as **“unpaid”**, once the statement has been approved and distributed by the Idaho Department of Education, the status will be changed to **“paid”** to indicate payment will be arriving.

To see the details of any statement, the User may click on the statement ID number, with the arrow next to it. This will open a Billing Details screen, which will identify the billing statement number, Advanced Opportunities program name, provider, billing item type, student name, course/exam name, and billing item amount. Users can export the billing statement to obtain additional information fields for each payment on the statement.

View Billing Statements

The table below contains statements for all transactions related to students from your institution. Click on the Statement Id number to view an Itemized report of each statement.

Billing:

Drag a column header and drop it here to group by that column

Statement Id	Status	Paid To	Advanced Opp Name	Statement Total	Creation Date	Paid Date	For OoDT
--------------	--------	---------	-------------------	-----------------	---------------	-----------	----------

The various billing statements could be for:

- Early Grad Scholarship (WT)-workforce training early graduation scholarship payment

- Early Grad Scholarship-degree seeking student early graduation scholarship payment
- Fast Forward-dual credit or overload course payments
- Fast Forward (nonpublic)- dual credit course payments
- (County) Fast Forward-out-of-district payments

Status could be:

- Received- A payment is owed to the Idaho Department of Education by the course provider and has been received.
- Paid- The Idaho Department of Education has made payment to the course provider.
- Not Yet Received- A payment is owed to the Idaho Department of Education by the course provider and has not yet been received.
- Unpaid- The Idaho Department of Education has generated a statement to the course provider, but has not yet been paid.
- Rolled Into Next Period- The funding for the statement will be rolled into the next statement payment.

Early Graduation Scholarship

Early Graduation Scholarships are available for students who graduate at least one full year early from an Idaho public high school in grades 9-12. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for secondary school students in a given school year. This equates to roughly \$2,500.00.

Scholarships can be used at Idaho public post-secondary institutions, including workforce training. The school district from which the student graduates early will also receive the same amount in scholarship funding as the student, regardless of whether the student utilizes the scholarship or not.

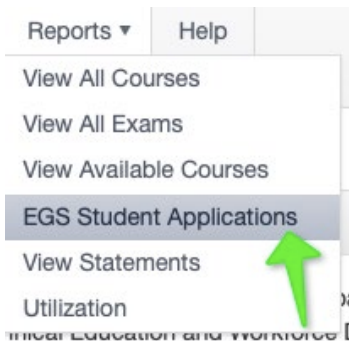
Students must apply for the scholarship through the Advanced Opportunities portal using the [student login](#). Schools must code the students as an early graduate in ISEE, using the appropriate exit codes of 4G, 4H, or 4I, and the postsecondary institution must confirm enrollment before funds will be sent directly to the institutions in the term during which the student begins the postsecondary program.

Early Graduation Applications

Students who graduate at least a full year early from an Idaho public school are eligible for an early graduation scholarship. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to an estimated \$2,500.

Scholarships can be used at an Idaho public post-secondary institution. The award amount will double for students who graduate two years early and will triple for students who graduate three years early. If a student elects not to attend an Idaho college or university immediately after high school, they will have up to **two years** to apply for the scholarship before it expires.

To apply for this scholarship, students must login through a student user account and request this scholarship. The student request will then show under **“Reports”** then **“EGS Student Applications.”**



On this report, the district will see which students have been coded in ISEE as an early graduate.

If a student has applied for the scholarship and is missing from the report, please contact the district ISEE coordinator to review the exit code used for the student.

Students will have an exit code in ISEE of 4G (one year early), 4H (two years early), or 4I (three years early). This data will be matched with the student scholarship application. If the data matches, the funds will be sent directly to the Idaho post-secondary institution at the beginning of the semester the student plans to enroll. If the **“Enrolled”** column is false, this means the student is not enrolled or has yet to be verified by the college. The student should contact the college to have this verified.

School Name	First Name	Last Name	EdulD	Email	College	Term	Enrolled	Application status	Reimbursement Status	Grad Year	Details
CAPITAL SENIOR HIGH SCHOOL	[REDACTED]	[REDACTED]	[REDACTED]				false	No App Submitted; ISEE Records Exist	Pending SDE Approval	2017-2018	Details

The EGS (Early Graduation Scholarship) application year refers to the year the student applied for the scholarship. If you are not seeing a student in a particular year, please select additional years.

Both the enrollment must be marked as “true”, and the reimbursement status must be “Approved” in the table for payment to occur. The Idaho Department of Education will review payments in the following time schedule. Students should apply by the following deadlines. If the student does not appear after the Student Application deadline report, contact the ISEE Director in the school to ensure an accurate ISEE record was submitted. If the student is not approved or enrolled after the college review period, please contact the Idaho Department of Education.

<u>College Term in Which Student Wants Scholarship Applied</u>	<u>Student Application Deadline</u>	<u>College Review Period</u>	<u>Payment Period</u>
<u>Summer</u>	<u>June 1</u>	<u>After July 1</u>	<u>Mid-July</u>
<u>Fall</u>	<u>August 1</u>	<u>After August 1</u>	<u>Mid-August</u>
<u>Spring</u>	<u>January 1</u>	<u>After January 1</u>	<u>Mid-January</u>

Student Flags

Student flags are a communication mechanism between the school, district, course provider, and the Idaho Department of Education that ensures certain accounts receive extra monitoring.



Green flags indicate the normal status of a student’s AO account.

Unsuccessful Attempt Flag



Red flags indicate a hold on the student’s account for an unsuccessful exam or course.

A student who fails to earn credit or successfully complete a course or exam paid by Advanced Opportunities will require the student to pay for and successfully earn credit or pay for an exam **before** any further Advanced Opportunities funding reimbursements can be made.

Statutory changes by the Idaho legislature aligns nonpublic and public-school Advanced Opportunities rules. Students who are unsuccessful or do not complete exams or courses will have a flag/hold placed on their Advanced Opportunities account. A flag/hold placed on the student’s Advanced Opportunities account will impact any future Advanced Opportunities funding and the flag/hold will no longer separate exams and courses for future funding. **The change requires at minimum, that a student must complete an exam when paid by the program** or receive a hold/flag. Subsequently the change also allows a student to pay for an exam to have a flag/hold cleared.

The statute provides two options for students, who want to be reinstated and use future Advanced Opportunities funding, when unsuccessful in a course or exam paid by Advanced Opportunities.

Option 1: Pay for a Course and Earn Credit	Option 2 Pay for Exam
<p>A student may <u>pay for a course and successfully earn credit</u>. A student can pay for a course and earn high school credit to be reinstated for Advanced Opportunities funding. A course could include a dual credit course (academic or CTE), an overload course (public school only), or a workforce training course (public school only). Course cost and number of credits are not needed in the consideration of a student meeting obligation for future Advanced Opportunities funding.</p>	<p>A student may <u>pay for an exam</u>. A student can pay for any approved Advanced Opportunities CTE exam, preliminary or college entrance exam, Advanced Placement, International Baccalaureate, or College Level Exam Program exam to fulfill a student’s obligation for future funding through the program.</p>

Determining an Unsuccessful Exam
<p>At a minimum, a student whose exam is paid by Advanced Opportunities for which they do not complete, the student will be deemed as unsuccessful for Advanced Opportunities funding purposes.</p> <p>Each school district has the ability to further determine the interpretation of unsuccessful in regards to specific exams, but is not required. The school district policy may include defining specific scoring requirements.</p>
Determining an Unsuccessful Courses
<p>Grading policies and practices are determined by the provider of the course. Please refer to the provider regarding what is deemed as an unsuccessful attempt.</p> <p>X What is <u>considered unsuccessful</u>?</p>

Generally, unsuccessful course attempts are considered when a student fails to earn credit determined by the grade, in which the course was paid by Advanced Opportunities. Most commonly these are courses in which students withdraws or fail.

Withdrawn course- Student does not complete course and earns a withdraw grade (e.g. W).

Failed course- Student does not earn credit or certification and receives a failing grade as determined by the provider. (e.g. U, F)



Not Considered Unsuccessful

To assist students, most Idaho colleges have provided a drop course deadline in which students can unenroll from a course, would not receive a grade and will not be charged. Dropped courses generally are not considered unsuccessful attempts. Incomplete grades are generally not determined as unsuccessful course attempts.

Dropped course-Student is not charged by Idaho college and does not receive a grade.

Incomplete course- Incomplete grades are generally considered extensions to complete a course and are not considered a final grade. The final grade will determine whether or not the student was successful/unsuccessful (e.g. I).

Frequently Asked Questions

Who does this policy impact?

Any student who has had an exam or course paid by Advanced Opportunities that did not complete or was determined unsuccessful could be impacted. School districts, who have placed holds/flags on student accounts **prior** to July 1, 2025, specifically for exams, prior to this statutory change, can determine the appropriateness of maintaining those holds/flags for future funding or clearing those holds/flags.

What happens when a student is unsuccessful in a course/exam paid by Advanced Opportunities?

Beyond the grade being reported on transcripts for courses, a flag/hold should be placed on the students account in the Advanced Opportunities portal. A flag/hold is denoted with a red dot, known as a flag, seen on the student's AO account. Depending on the arrangement, this may be placed by the provider, the school or any individual with access to the student's Advanced Opportunities account.

While there are various reasons for students' unsuccessful attempts, a student must pay for and successfully earn credit or pay for an exam before the Idaho Department of Education may pay any further reimbursements. A student cannot use Advanced Opportunities funding in the

same time period in which the student is paying for a course and earning credit to be reinstated for funding, as statute requires the student to earn credit, before any hold/flag can be cleared.

If there are concerns regarding the student's grade, the recommendation would be to follow the policies and guidelines of the provider of the course for grading corrections and questions. No payments from Advanced Opportunities can be made until the student has met the obligations to have the flag/hold cleared.

What happens when a student is unsuccessful in multiple courses/exams?

Regardless of the number of courses or exams that a student took and was unsuccessful or did not complete paid by Advanced Opportunities, the student will only need to pay for **one** course and earn credit or pay for **one** exam before any Advanced Opportunities funding can be issued.

Can a student self-pay for a course or exam?

If a student did not want to have a hold/flag placed on their Advanced Opportunities account, a student can use other means to pay for a course or exam. This such arrangement should occur within the term the student is taking the course or exam. Advanced Opportunities rules allow for changes only within the same fiscal year.

What if the grade received for the course was beyond the student's control?

Each provider has a grade appeals process, the student would be required to follow the providers process. Advanced Opportunities will honor such outcomes.

Who can place or remove a flag/hold for Advanced Opportunities?

A flag/hold on a student's Advanced Opportunities account can be added or removed by any user who has access to that student's profile and has deemed the student has not fulfilled or fulfilled the obligations of Advanced Opportunities rules.

Any flags placed on a student's account will need to be cleared before any further funding and payment can be made by the Idaho Department of Education. When the flag/hold is removed, will depend on when the course is completed and credit earned or when the student has shown evidence of approved exam has been paid.

Can Advanced Opportunities funds be used retroactively?

Any funding request can be changed within the fiscal year July 1 – June 30. Retroactive payments outside the fiscal year are not a practice that is in the spirit of Advanced Opportunities. Statute allows for corrections of prior year funding requests specifically in relation to those funding requests made in error (Idaho Statute 33-1009). Since retroactive payment adjustments outside the fiscal year for this specific policy are not an error, Advanced Opportunities Statute requires all requests be completed and accurate within each fiscal year.

Idaho Statute 33-4602 states “payment will be made only for activity occurring and reported within each fiscal year.”

Example: A student who took an exam or course in the fall or spring, could not seek a correction in the following summer or fall term.

Terminology:

Dropped course- Student is not charged by Idaho college and does not receive a grade.

Withdrawn course- Student does not complete course and earns a withdraw grade (e.g., W).

Failed course- Student does not earn credit or certification and receives a failing grade as determined by the provider. (e.g., U, F)

Incomplete course- Incomplete grades are generally considered extensions to complete a course and are not considered a final grade. The final grade will determine whether the student was successful/unsuccessful (e.g., I).

Entering Red Flag



To enter a flag, go to the individual student account. This can be accessed through the “**Student Lookup Tool**” or by going to “**View Courses**”. Search through entered courses and click on the blue EDUID link of the student who requires a flag. Clicking on the hyperlink will take the user to the individual student record.

Student Flags

Student flags alert district users and course providers with notification related to the student's entire account. Student flags will pop up upon processing activity related to this student. Enter flags only if/when they affect the entire account (i.e., funds frozen due to failing grade). For comments or entries related to a specific course/exam, use the "comments" section in the course details.

+ Add new record									
Edu ID	Reason	Type	Course/Exam Name ▲	Note	Created Date	Created By	Cleared Date	Cleared By	
8154	Failed	Overload(Co)			7/31/2020	AdvancedOpDistric			<input type="checkbox"/> Update <input type="checkbox"/> Cancel
8...	Failed	AP(Ex)	pretend AP	testing	7/9/2020	AdvancedOpDi...	7/31/2020	Advance...	
o	Other	IB/Ex)	IB EXAM	testing	6/5/2020	skuchipudi	6/5/2020	skuchipudi	

Once in the student profile, “**Student Flags**” will appear at the top of the record. To add a flag, click on “**Add a new record.**” Enter specific details, as a student may have more than one flag in place at a time. Select the following: reason, type, course name failed, and notes.

- **Reason:** specify the reason the flag is being entered (Failed, Withdrew or Other)
- **Type:** specify the course type (overload, workforce training, dual credit or exam type)
- **Course/Exam Name:** enter the course name (e.g., Math 123 Math in the Modern Society or Electrical Apprenticeship 1A)
- **Notes:** Please add any additional notes that would help others reviewing the flag to understand details (e.g., cost of the course, term, number of credits)

Example: “Failed, Workforce Training, Nursing Assistant, \$500 used in FA 2020”

Select “**Update**” to add the flag. The flag is editable.

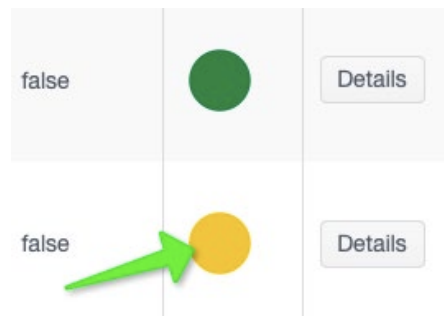
To clear a flag, an Advanced Opportunities designee must go to the student profile and select “**Clear Flag.**” The flag will show the user who cleared it and the date it was cleared. The flag should only be cleared once the student has fulfilled the terms of the flag (e.g., paying for the next course). It will remain as part of the student’s record.

record									
Reason	Type	Course/Exam Name	Note	Created Date	Created By	Cleared Date	Cleared By		
Other	Workforce Training(Co)	course 120	testing again	6/5/2020	skuchipudi	6/5/2020	skuchipudi		
Failed	Workforce Training(Co)	Plumbing Test	testing	7/14/2020	AdvancedO...			<input type="checkbox"/> Edit <input type="checkbox"/> Clear Flag	

Advising Flag



Students who have accessed Advanced Opportunities funds for 15 or more credits must receive postsecondary advising informing them how their courses will translate into a degree, certificate or following their student plan. Students requiring advising will have a yellow circle in their funding request record. *District Managers cannot submit data to the Department of Education for processing with yellow flags present.*



To locate students who need advising click **“Reports”** and **“View All Courses”**. Students can be filtered by typing **“Y”** into the filter for **“yellow”** on the flagged column. To view all students needing advising select **“All Years”** for the school year.

When the student has received advising, the yellow circle can be removed by going into the student’s profile and checking the box labeled **“Student Received Advising”** or by clearing the advising flag.

Student Received Advising:

Notes:

Student Flags

Student flags alert district users and course providers with notification related to the student's entire account. Student flags will pop up upon processing activity related to this student. Enter flags only if/when they affect the entire account (i.e., funds frozen due to falling grade). For comments or entries related to a specific course/exam, use the "comments" section in the course details.

✓ Save changes ⓧ Cancel changes + Add new record

Edu ID	Text	Created Date	Created By	Cleared Date	Cleared By
■ ■ ■ ■ ■	Student has been reimbursed for 17.00 credits and requires advising.	6/4/2019	system		<input type="button" value="Clear"/>

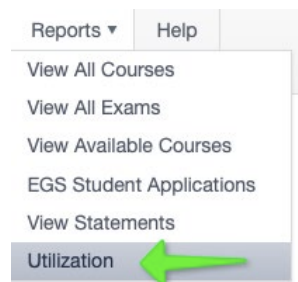
Low funds warning Flag



When a student has \$500 or less of available funds in their account, a purple flag will automatically alert students and Advanced Opportunities designees. This will be posted to the student account so eligibility status can be seen by both student and Advanced Opportunities designees in the funding request report page when choosing courses/exams. Once a student has an approved expenditure **“School Level Approval Received”** the funding will be accounted for in the students total available funding.

Utilization Report

School personnel may view a program utilization report. Each user has the same level of transparency as fits their user role. District Users may see district wide information and school level users may see school level data. This report may be accessed under **“Reports”**; once there, select **“Utilization.”**



This report will show an aggregate breakdown of students, credits, exams and total dollars paid by each school in the district.

Overload Courses	Dual Credit Courses	Workforce Training Courses	Dual Credit Credits	Exams	Dollars Paid	Student Count
73	3	0	9.00	42	\$10,795.00	78
89	0	0	0.00	28	\$10,651.00	69
10	64	0	192.00	14	\$14,282.00	43

case, a student should recreate the account with the correct email address.

HELP

The **Help** feature in the AO portal provides a means to communicate information with the Idaho Department of Education in a secure manner through the Online Tool for IT support (OTIS). Do not send any personally identifiable information (PII) via email, the Idaho Department of Education cannot respond.

From the help page follow the on-screen directions:

Actions

[My Tickets](#)

[Create A Ticket](#)

[Search Tickets](#)

1. Click: **“Go to OTIS”**.
2. Submit a ticket by selecting **“Create A Ticket”**.
3. Select **“Web App (apps.idaho.sde.gov)”** as the primary ticket type.
4. Select the Issue (most common are **Data Fix** or **Use Inquiry**).
5. Select **“Advanced Opportunities”** in the category.
6. Select a priority number (3 or 4 are most common).
7. Click **“Create Ticket”**.

The screenshot shows the 'Create A Ticket' form with the following fields and options:

- Requestor:** Name, Phone, and Email (pre-filled with advancedopdistrictmanager@testrole.org).
- Priority:** Radio buttons for 5-Standard, 4-Normal, 3-Important, 2-High, and 1-Urgent.
- Type:** A dropdown menu labeled 'Ticket Type' with the option '--Select Type--'.
- Summary:** A text box with a character limit of 50 and a note: '(50 characters max, No Personally Identifiable Information)'. Below it is a larger 'Description' text area.
- Attachments:** A section with an 'Add' link.

Input information in the description and add any attachments. Please avoid using PII in the summary.

Thank you for your support in Advanced Opportunities.

The Idaho Department of Education deeply appreciates the efforts of Idaho school districts, school staff, and course provider personnel who work diligently to ensure that Idaho students receive the benefits of Advanced Opportunities. Your dedication plays a critical role in the success of these programs across the state.

We remain committed to supporting the effective implementation of Advanced Opportunities and are always here to assist.

If you have any questions, suggestions, or comments, please don't hesitate to reach out to the **Advanced Opportunities Support Team.**