

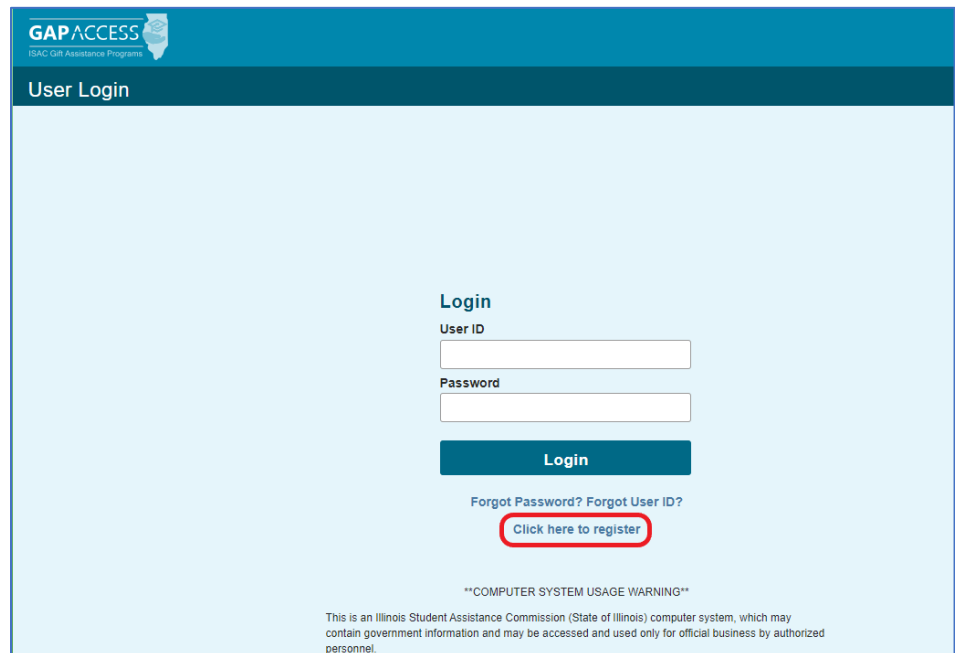
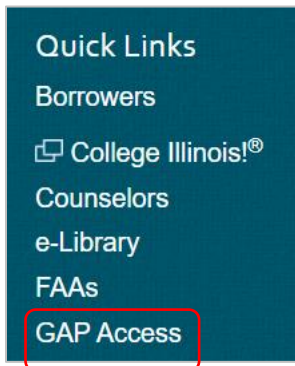
Activating GAP Access User Accounts

An institution's GAP Access Administrators determine which staff member should be designated as a GAP Access User.

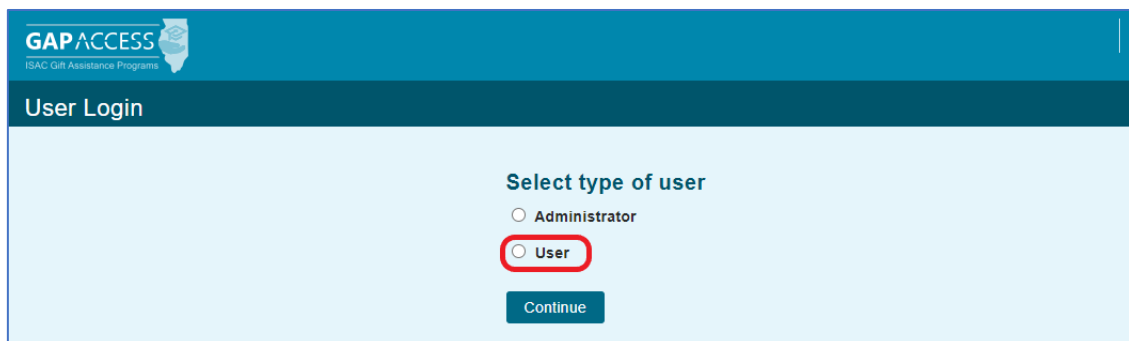
An account can be created and activated for the individual by following the steps outlined below. (Note: the instructions include a combination of steps to be completed by the new GAP Access User and by the institution's GAP Access Primary Administrator (or another staff member with an activated GAP Access Administrator account)).

GAP Access User Instructions

1. The user should go to the **GAP Access Login** screen, which can be accessed via the isac.org website from the Quick Links menu at the bottom of the page.
2. Click on the "Click here to register" link.



3. Under "Select type of user," select "User" and then click on the "Continue" button.



Activating GAP Access User Accounts

4. Complete all the fields on the **User Registration** page, noting the following:
 - a. All fields that have an asterisk (*) are required.
 - b. To find your “School Setup Code”, contact your school’s GAP Access Primary Administrator, who will have access to it on their User Administration view screen
 - c. The “User ID” must be 10 characters or less and must include at least one numeric digit.
 - d. The “Password” must include at least one upper-case letter, one lower-case letter, one numeric digit, and one special character {!@#\$%^&+=}. The password must be a minimum of 8 characters.

The screenshot shows the 'User Registration' page within the 'GAP ACCESS' system. The page has a blue header with the logo and 'User Login' text. Below the header, the 'User Registration' section is displayed. A 'Previous Step' button is on the left. The form contains the following fields:

- Partner Type: Post Secondary Institution (dropdown)
- * School ED Id: --Select-- (dropdown)
- * School Setup Code: [text input]
- * Last Name: [text input]
- * First Name: [text input]
- Middle Initial: [text input]
- * E-mail: [text input]
- * Confirm E-mail: [text input]
- * User ID: [text input]
- * Password: [text input]
- * Confirm Password: [text input]
- * Select Challenge Question: What is the name of your elementary school? (dropdown)
- * Challenge Question Answer: [text input]
- * Confirm Challenge Question Answer: [text input]
- * Select Challenge Question: What is the name of your elementary school? (dropdown)
- * Challenge Question Answer: [text input]
- * Confirm Challenge Question Answer: [text input]
- * Select Challenge Question: What is the name of your elementary school? (dropdown)
- * Challenge Question Answer: [text input]
- * Confirm Challenge Question Answer: [text input]

A 'Confirm' button is located at the bottom right of the form.

5. After all fields have been completed on the **User Registration** page, click on the “Confirm” button.

Activating GAP Access User Accounts

6. A **Registration Confirmation Page** will appear. Review all the data.
 - a. If changes are needed, click on the “Make Corrections” button, correct as needed, and then click on the “Confirm” button again. **Our recommendation is to print this page prior to submitting your information to ISAC, as your record of security question responses (which may be needed in the future should you need to change your password).**
 - b. If no further changes are needed, click on the “Submit” button at the bottom of the page.

The screenshot shows the 'Registration Confirmation Page' in the GAP ACCESS system. The page header includes the 'GAP ACCESS' logo and 'ISAC Gift Assistance Programs'. Below the header is a 'User Login' section. The main content area is titled 'Registration Confirmation Page' and includes a note: '* Indicates required field'. A 'Previous Step' button is visible. The form displays the following information: School Name (AUGUSTANA COLLEGE-001633), Last Name, First Name, Middle Initial, E-mail, User ID, Selected Challenge Question, Challenge Question Answer, and three additional sets of Selected Challenge Question and Challenge Question Answer fields. At the bottom of the form are 'Submit' and 'Make Corrections' buttons.

7. You will see a screen indicating that your registration is complete. ISAC’s School Services Department will send an e-mail directly to the institution’s Primary Administrator. At this point, you should close your browser window.

The screenshot shows the 'Registration is completed.' screen in the GAP ACCESS system. The page header includes the 'GAP ACCESS' logo and 'ISAC Gift Assistance Programs'. Below the header is a 'User Login' section. The main content area displays the message: 'Registration is completed.' followed by a bullet point: 'Your registration is completed and School Administrator will verify your registration and will send a confirmation email. Please close the browser.' At the bottom of the page is a navigation bar with links for 'Contact ISAC', 'FAAs', 'MAP Program', 'MTI Program', 'ING Program', and 'IVG Program'.

8. After the institution’s Primary Administrator has approved and assigned your access privileges, you will receive an e-mail from ISAC’s School Services Department, which will provide the link/URL needed to activate your account. For next steps, see the User Activation and Login section on page 10.

Activating GAP Access User Accounts

Administrator Instructions

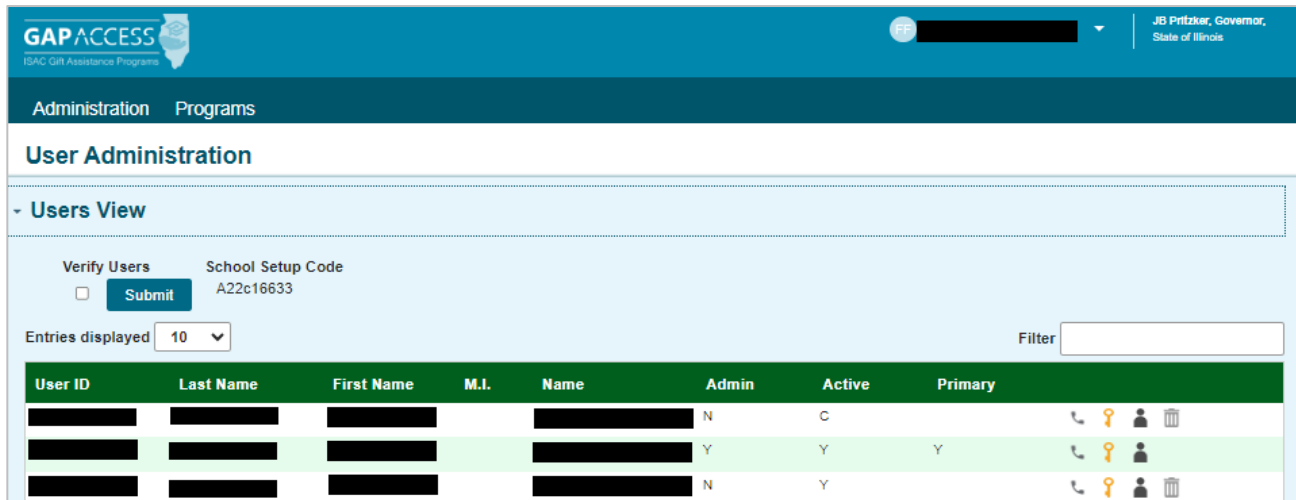


Following registration by the new GAP Access user, the GAP Access Primary Administrator (or another staff member with an activated GAP Access Administrator account) should complete the following tasks:

1. Watch for an automated e-mail from ISAC’s School Services Department, indicating that a staff member from your school has requested a GAP Access User account.
2. Once the automated e-mail has been received, the next step is for the administrator to log in to GAP Access via the Login screen (which can be accessed via isac.org from the Quick Links menu at the bottom of the home page).
3. Once logged in, at the blue ribbon that appears along the top of the GAP Access screen, hover over (but do not click) “Administration” and then click on the “User Administration” tab.



4. At the **School Users View** screen, you will see a row for each of your school’s GAP Access accounts. Find the row for the new GAP Access User account, where you will see four icons.



2FA Options -- The first icon looks like a *telephone*, and may be used for two-factor authentication options; generating a one-time use code or resetting the user’s two-factor authentication.



Reset Password -- The second icon looks like a *key*, and may be used to reset your password.



Assign Privileges --The third icon look like a *person*, and may be used to assign user privileges.



Delete User -- The fourth icon looks like a *garbage can*, and may be used to delete users (this icon will not appear on your own user row).

Activating GAP Access User Accounts

5. Click on the third icon (Assign Privileges).



6. Verify that the correct User ID is displayed at the top of the new screen that will appear.
7. Assign appropriate privileges. (See page 6 for high school program privileges screen and page 8 for postsecondary institution privileges screen.)
8. Click on the “Save Changes” button.

Users View

School Type: PS School: [Redacted] School Setup Code: [Redacted] [School Users Verification Report](#)

User ID	Last Name	First Name	M.I.	Name	Admin	Active	Primary					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Save Changes](#)

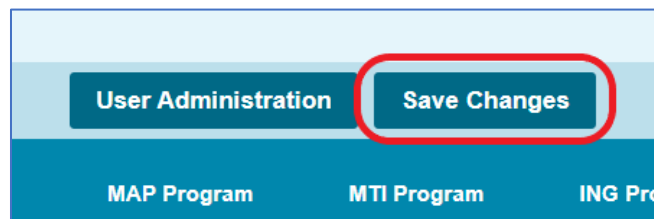
Activating GAP Access User Accounts

HIGH SCHOOL PROGRAM PRIVILEGES

The screenshot shows the 'GAP ACCESS' user administration interface. At the top, there is a navigation bar with 'Administration', 'School', and 'Programs'. Below this, the user's name is displayed as 'User [redacted]'. The main section is titled 'Program Privileges' and contains a table with two columns: 'Program Name' and 'Privilege'. The table lists two programs: 'FAFSA' and 'SSP'. For each program, there are three radio button options: 'None', 'Update', and 'View'. The 'Update' option is selected for both programs. Below the table, there is an 'Other Privileges' section with a dropdown menu set to 'Demo', a 'Privilege' dropdown set to 'Update', and an 'Add' button. To the right, there is an 'Existing Privileges' section showing a list item 'Demo - Update' with a trash icon. At the bottom of the interface, there are two buttons: 'User Administration' and 'Save Changes'.

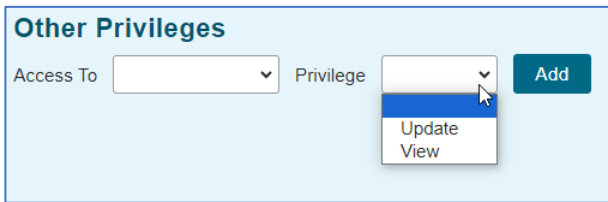
Program Name	Privilege
FAFSA	<input checked="" type="radio"/> Update <input type="radio"/> None <input type="radio"/> View
SSP	<input checked="" type="radio"/> Update <input type="radio"/> None <input type="radio"/> View

1. Only Administrators have access to update program privileges.
 - a. Your User ID will appear at the top of the new screen
2. Under the "Program Privileges" section, a high school will see "FAFSA" and "SSP" (the acronym for State Scholar Program) listed in the "Program Name" column. Under the "Privileges" column, select either "None," "Update" or "View."
 - a. "None" will grant you zero access to the data.
 - b. "Update" will grant you the ability to both edit and view data.
 - c. "View" will grant you the ability to only view data (with no editing ability).
3. After selecting the Privilege levels, click on the "Save Changes" button.

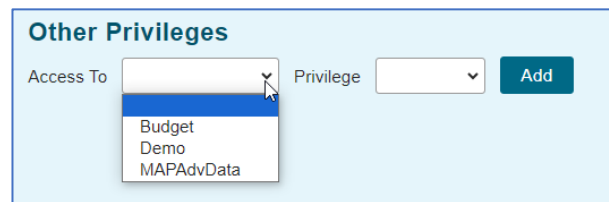


Activating GAP Access User Accounts

Under the “Other Privileges” section, appropriate privileges should be set for the school demographic changes:

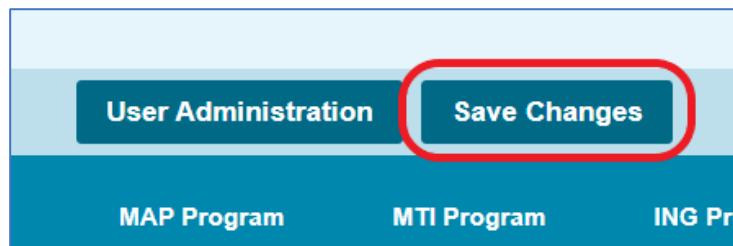


The screenshot shows the 'Other Privileges' section with an 'Access To' dropdown menu and a 'Privilege' dropdown menu. The 'Privilege' dropdown menu is open, showing 'Update' and 'View' options. An 'Add' button is visible to the right of the 'Privilege' dropdown menu.

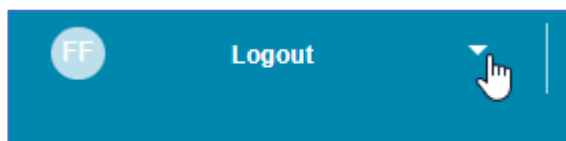


The screenshot shows the 'Other Privileges' section with an 'Access To' dropdown menu and a 'Privilege' dropdown menu. The 'Privilege' dropdown menu is open, showing 'Budget', 'Demo', and 'MAPAdvData' options. An 'Add' button is visible to the right of the 'Privilege' dropdown menu.

- a. Budget – *High schools should disregard the Budget option. This is only for colleges.*
 - b. Demo – This privilege level allows you to view and update your school’s demographic information. These privileges can be updated by an administrator at any time.
 - c. MAPAdvData – *High schools should disregard the MAPAdvData option. This is only for colleges.*
4. Click on the “Add” button to update the user privileges.
 5. After all changes have been made click on the “Save Changes” button.



6. When you are done making updates, remember to log out of the system (by clicking on the “Logout” link that appears in the top right corner of the **GAP Access** screen).



Activating GAP Access User Accounts

POSTSECONDARY INSTITUTION PRIVILEGES SCREEN

GAP ACCESS
ISAC Gift Assistance Programs

Person Administration School Programs

User [REDACTED]

Program Privileges

Program Name	Privilege
GA	<input type="radio"/> None <input type="radio"/> Update <input type="radio"/> View
MAP	<input type="radio"/> None <input type="radio"/> Update <input type="radio"/> View
MTI	<input type="radio"/> None <input type="radio"/> Update <input type="radio"/> View

FTP Access

Program Name	Select
GA	<input type="checkbox"/>
MAP	<input type="checkbox"/>
MTI	<input type="checkbox"/>
AUDIT	<input type="checkbox"/>

Other Privileges

Access To Privilege

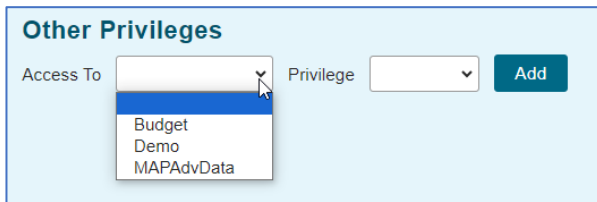
Existing Privileges

Contact ISAC FAAs MAP Program MTI Program ING Program IVG Program

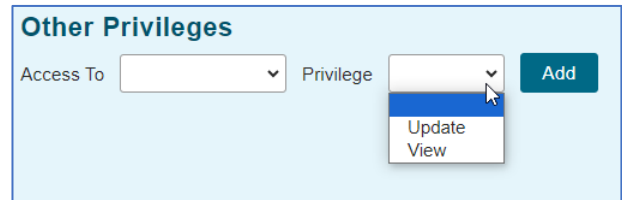
1. Only Administrators have access to update program privileges.
2. Your User ID will appear at the top of the new screen (*Admin Page* will appear in the top left corner of the page).
3. Under the “Program Privileges” section, postsecondary institutions will see the ISAC programs that the college participates in (and which are available in GAP Access) listed in the “Program Name” column (such as MAP, MTI and GA). Under the “Privileges” column, select either “None,” “Update” or “View” for each program.
 - a. “None” will grant you zero access to the program data.
 - b. “Update” will grant you the ability to both edit and view program data.
 - c. “View” will grant you the ability to only view program data (with no editing ability).
4. After selecting the Program Privileges, click on the “Save Changes” button.

Activating GAP Access User Accounts

- Under the “Other Privileges” section, click the “Access To” and “Privilege” drop down options to set privileges for school demographic and budget information:

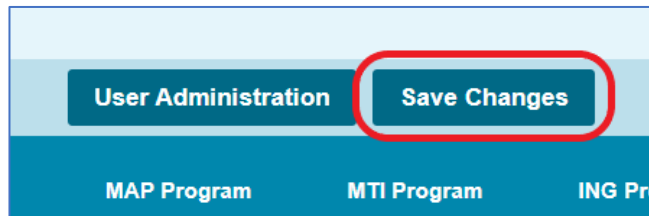


The screenshot shows the 'Other Privileges' section. The 'Access To' dropdown menu is open, displaying three options: 'Budget', 'Demo', and 'MAPAdvData'. The 'Privilege' dropdown menu is empty, and the 'Add' button is visible to the right.

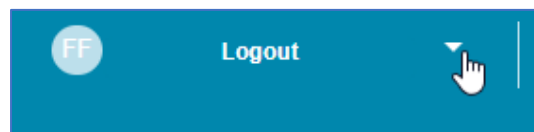


The screenshot shows the 'Other Privileges' section. The 'Privilege' dropdown menu is open, displaying two options: 'Update' and 'View'. The 'Access To' dropdown menu is empty, and the 'Add' button is visible to the right.

- Budget- this privilege level allows you to view or update your school’s budget information.
 - Demo- this privilege level allows you to view or update your school’s demographic information. These privileges can be updated by an administrator at any time.
 - MAPAdvData- This privilege level allows you to view and update statistics for MAP Advising Data that schools report annually to ISAC.
- Select your “Other Privileges” and the level of “Privilege”
 - Click on the “Add” button to update the user privileges.
 - After all changes have been made click on the “Save Changes” button.



- As additional ISAC Gift Assistance Programs are connected to the GAP Access portal, you will need to return to this screen to set privilege levels for all users for each program.
- When you are done making updates, remember to log out of the system (by clicking on the “Logout” link that appears in the top right corner of the **GAP Access** screen).




Activating GAP Access User Accounts

User Activation and Login

After the Administrator has completed the above steps, the GAP Access User should:

1. Watch for an e-mail from ISAC's School Services Department, which will provide the link/URL that they will need to use to activate the account.
2. Once the GAP Access Users have received the URL/link, they should follow the URL/link to go to the *GAP Access Login* screen.
 - a. **IMPORTANT: the URL received via e-mail is valid for 48 hours** – if the URL is not used to activate the account within 48 hours after the time-stamp on the e-mail, the individual will need to restart the process of creating and activating the GAP Access account.

GAP Access Privileges Requested – Activation Needed : [REDACTED]

 [REDACTED]

Your access to the following programs in GAP Access has been assigned by your school/facility Primary Administrator.

AIMHIGH-Update
DEWSP-View
ECACE-Update
GA-View
ING-Update
IVG-None
MAP-None

The next step is to activate your account by using the below link. You will also need your school's/facility's setup code, which you must obtain from your Primary Administrator.

If the link doesn't work, please copy and paste the URL into your browser.

[https://isacportalspt.isac.org/web/guest/gap-login?p_p_id= GAPLogin_WAR_GAPLogin_ &tokenid=c8a483e6-da5c-4d71-ad03-7dda03e3b82e&userid=Smtester49](https://isacportalspt.isac.org/web/guest/gap-login?p_p_id=GAPLogin_WAR_GAPLogin_&tokenid=c8a483e6-da5c-4d71-ad03-7dda03e3b82e&userid=Smtester49)

3. The **GAP Access Login** screen will indicate that the account has been activated, and the GAP Access User will be prompted to enter their User ID and Password.

GAP ACCESS
ISAC Gift Assistance Programs

User Login

Your account is activated. Please login.

User ID

Password

Login

[Forgot Password? Forgot User ID?](#)
[Click here to register](#)

4. After confirming that the log in was successful, the GAP Access User should remember to log out of the system (by clicking on the “Logout” link that appears in the top right corner of the “GAP Access” screen).