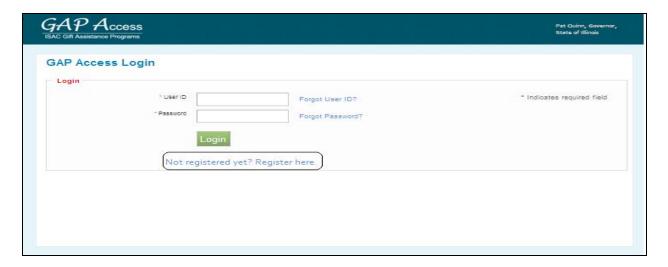# Activating GAP Access User Accounts

The institution's Administrators determine which staff member(s) should be designated as a GAP Access User(s), an account can be created and activated for the individual by following these steps [Note – the instructions below 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 home page.
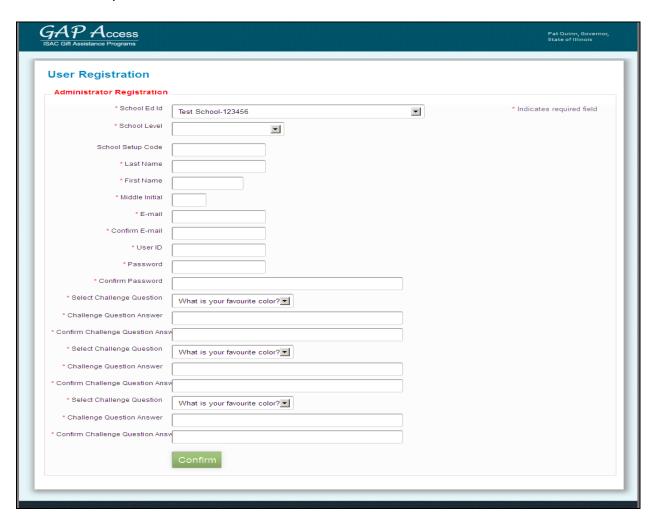2. Click on the "Not registered yet? Register here" link.

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

4. Complete all the fields on the *Registration* page, noting the following:
   a. All fields that have a red asterisk (*****) are required.
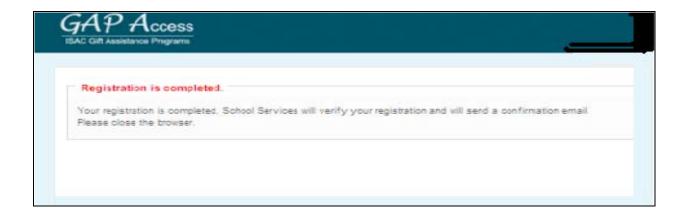
Activating GAP Access User Accounts

b. The GAP Access Primary Administrator (or another staff member with an activated GAP Access Administrator account) must provide you, the new GAP Access User with the "School Setup Code."

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.

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

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.
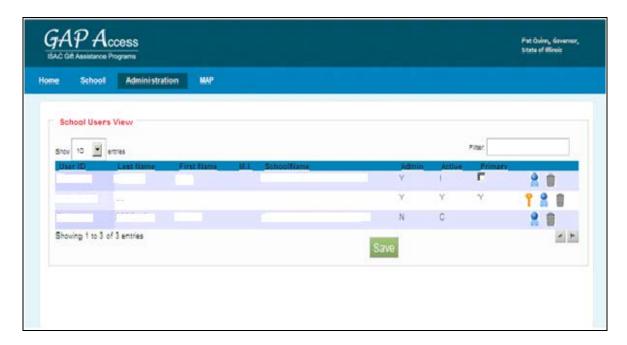
Activating GAP Access User Accounts

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.

8. After the institution's Primary Administrator has approved and saved 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. See User Login section, page 7.

Activating GAP Access User Accounts
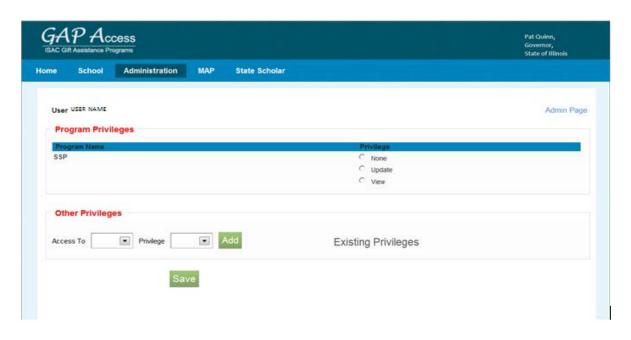
Administrator Instructions

Following registration by the staff member, 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 institution's administrator sign in at the _GAP Access Login_ screen, which can be accessed via the isac.org website from the Quick Links menu at the bottom of the home page.
3. 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 "User Administration."
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 the following three icons.
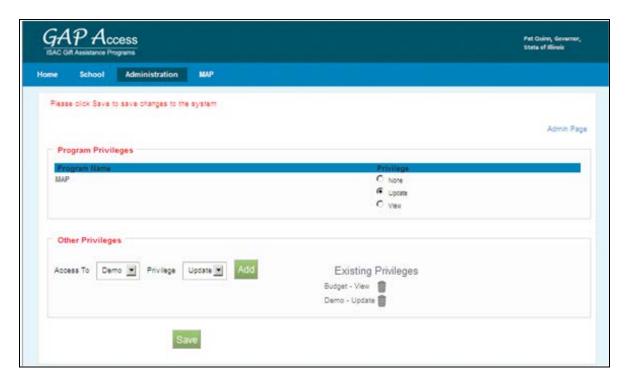

1. The first icon looks like a _key_, and may be used to reset your password.
2. The second icon look like a _person_, and may be used to assign user privileges.
3. The third icon looks like a _garbage can,_ and may be used to delete users.
5. Click on the second icon (Assign Privileges).
6. Verify that the correct User ID is displayed at the top of the new screen that appears (_Admin Page_ will appear in the top right corner of the page).
7. Assign appropriate privileges. See page 5 for high school program privileges screen and page 6 for post secondary institution privileges screen.
8. Click on the Save button.

HIGH SCHOOL PROGRAM PRIVILEGES

1. Only Administrators have access to update program privileges.
   a. Your User ID will appear at the top of the new screen that appears (*Admin Page* will appear in the top right corner of the page).
2. Under the "Program Privileges" section, a high school will see "SSP" listed in the "Program Name" column. Under the "Privileges" column, select either "None," "Update" or "View."
   a. "None" will grant you zero access to SSP data.
   b. "Update" will grant you the ability to both edit and view SSP data.
   c. "View" will grant you the ability to only view SSP data (i.e., no editing ability).
3. After selecting your SSP Privilege level, click on the Save button.
4. Under the "Existing Privileges" area of the "Other Privileges" section, appropriate privileges should be set for the school demographic changes:
   a. Budget – High schools should disregard the Budget option. This option is only for colleges.
   b. Demo – Update: 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.
5. Press Add to update the user privileges.
6. After all changes have been made press the Save button.
7. 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
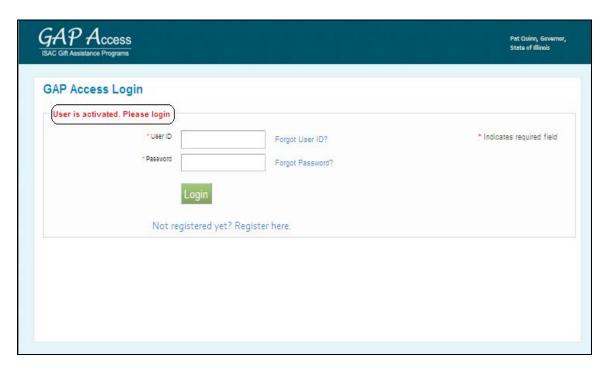
POST-SECONDARY INSTITUTION PRIVILEGES SCREEN

1. Only Administrators have access to update program privileges.
2. Your User ID will appear at the top of the new screen that appears (*Admin Page* will appear in the top right corner of the page).
3. Under the "Program Privileges" section, post secondary institutions will see "MAP" listed in the "Program Name" column. Under the "Privileges" column, select either "None," "Update" or "View."
   a. "None" will grant you zero access to MAP data.
   b. "Update" will grant you the ability to both edit and view MAP data.
   c. "View" will grant you the ability to only view MAP data (i.e., no editing ability).
4. After selecting your MAP Privilege level, click on the Save button.
5. Under the "Existing Privileges" area of the "Other Privileges" section, set privileges for school demographic and budget information:
   a. Demo – Update: 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.
   b. Budget-Confirm: this privilege level allows you to view, update and confirm your schools budget information.
6. Press Add to update the user privileges.
7. After all changes have been made press on the Save button.
8. 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 programs.
9. 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.
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.

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).