



## State Scholar Program (SSP) Component of GAP Access User Guide

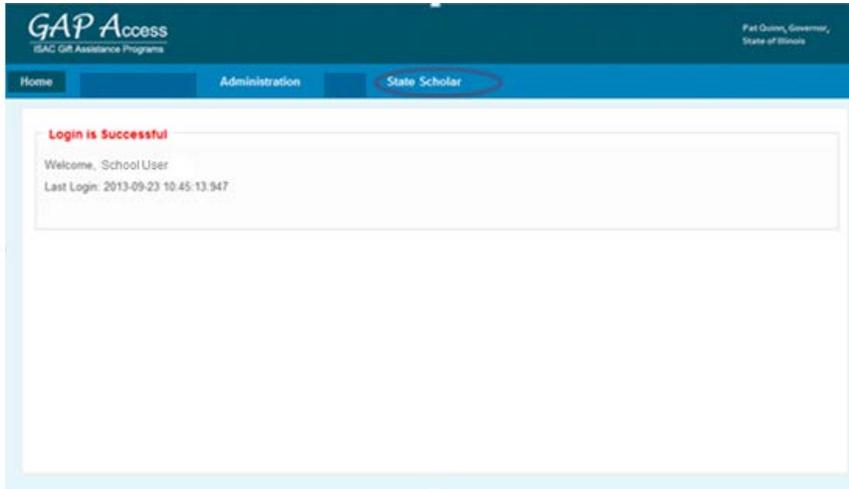
One option that high schools can use to submit the required sixth semester data, used to designate Illinois State Scholars, is to submit individual records via the GAP Access Portal. High Schools are asked to submit data for the entire class and the applicable disqualification codes for students who do not meet the eligibility criteria.

1. Your GAP Access account must be activated before you can log in to the GAP Access system.
2. Login to GAP Access. The system will time out when it is idle for 20 minutes. Be sure to log out whenever you leave your desk.

A screenshot of the GAP Access Login page. The page has a dark teal header with the "GAP Access" logo and "ISAC Gift Assistance Programs" on the left, and "Pat Quinn, Governor, State of Illinois" on the right. The main content area is white with a light blue border. It features a "GAP Access Login" heading, a "Login" sub-heading, and a form with two input fields: "\* User ID" and "\* Password". Each field has a "Forgot" link next to it. A green "Login" button is centered below the fields. A note "\* Indicates required field" is on the right. At the bottom of the form, it says "Not registered yet? Register here." The footer is dark teal with links for "Contact ISAC", "FAAs", and "MAP Program Information".

## GAP Access: State Scholar

3. Select State Scholar from the ribbon at the top of the Successful Login screen



Once you have entered the State Scholar system:

- The log out option appears at the top of each page, in the toolbar.
- A print icon appears in the top right corner of each screen.

## State Scholar Program: School Screen

**GAP Access**  
ISAC Gift Assistance Programs

Pat Quinn, Governor,  
State of Illinois

Home **State Scholar**

### State Scholar Program: School

**School** Student

ILLINOIS H S  
555555  
123 Main St.  
Chicago, IL 60602-0000  
Cook County  
Phone: (312) 555-5555

Principal:

Contact:

Update

Show  entries Filter:

Graduation Year	6th Semester Class Size	Unweighted GPA Scale	Students Tested ACT / SAT	Roster Type Submitted	Roster Received	Roster Incomplete	Does School Rank?	Students Submitted	State Scholars Selected
2014	<input type="text" value="100"/>	<input type="text" value="5"/>	129	<input type="text" value="S"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Y"/>		

Showing 1 to 1 of 1 entries

Save

Contact ISAC   FAAS   MAP Program Information

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4. The following four fields must contain data to activate the academic year link under the Graduation Year column. If you are reviewing previously-submitted data, these four fields will be prepopulated. Otherwise, you need to enter them as indicated below.
  - 6<sup>th</sup> Semester Class Size
  - Unweighted GPA Scale
  - Roster Type Submitted – (S) School entry
  - Does School Rank - Y/N
  - If “Y,” the school **MUST** provide a Class Rank on the School List Eligibility screen. Although it is not required, the Unweighted GPA can also be entered.
  - If “N,” the school **MUST** provide an Unweighted GPA on the Student List Eligibility screen. The Class Rank field is disabled.
5. Click on the Save button.
6. Once the class information has been saved, this will activate the academic year link in the Graduation Year column of the School screen. Click on the link (for example, 2016 for the 2016-17 Scholars), and all students from the selected high school who authorized the release of their ACT/SAT test scores to ISAC will display on the School List Eligibility screen, with each student record appearing in its own row.

## State Scholar Program: School List Eligibility Screen

The purpose of the School List Eligibility screen is allow high schools to provide ISAC with the required sixth semester data used in determining which students will be designated as Illinois State Scholars. This screen may also be used to review data that had been previously submitted to ISAC via an alternative method.

The rows that display per page may be increased by selecting the desired number (up to 100) from the “Show xx entries” drop-down menu that appears just above the column headers. The default value is 10 entries per page. If the number of records for the school exceeds 100, use the arrows that display in the bottom right corner of the screen to navigate to next or prior page(s).

The Filter option (located on the far right of the screen, just above the column headers) may be used to search for specific records. For example, type in a student’s last name to locate that student’s record. **IMPORTANT: Before exiting a screen (including to utilize the “Filter” option), you must click on the Save button to prevent losing the data you have entered.**

**GAP Access**  
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Home State Scholar

### State Scholar Program: School List Eligibility

School Student

ILLINOIS H S 555555  
Graduation Year: 2014 Class Size: 100 Unweighted GPA Scale: 5 Does School Rank: Y

Reminder: You must hit 'Save' before navigating to any other page.

Show 10 entries Filter:

Last Name	First Name	MI	SSN	State ID	Date of Birth	Class Rank	Unweighted GPA	Disqualify Code	Weighted Select Score	State Scholar	Address	Transfer
DOE	JOHN	A	xxx-xx-5555		08/28/1996	1	1.2	E			543 W SPRINGFIELD	
SMITH	MARY	N	xxx-xx-1234		09/27/1995			E			345 N ELM ST	

Showing 1 to 2 of 2 entries

Save

Contact ISAC FAAs MAP Program Information

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**REMEMBER: Before exiting a screen, you must click on the Save button to prevent losing the data you have entered. When data is saved on any SSP screen, ISAC will receive your data.**

7. The appropriate fields below must be completed for each student in the entire class.
- Class Rank – If the school **rank**s, provide the sixth semester rank for each student in the entire class.
  - Unweighted GPA – If the school does **NOT rank**, provide each student’s sixth semester unweighted GPA.
  - Disqualify Code – If applicable, use the drop-down menu to select the applicable disqualification codes for students who do not meet the eligibility criteria:
    - O – Student Deceased
    - M – ISAC Use Only
    - E – Not a Citizen
    - F – Not a Resident
    - H – Not Scheduled to Graduate in Associated High School Graduation Year
    - I – Student Already in College
    - J – Not in the Top Half of the Class

Enter multiple disqualification codes for a student on the Student Detail screen.

An error message will display in red at the top of the screen if any field(s) contains invalid data (impacted fields will be highlighted in yellow). All errors must be corrected in order for the data to be saved before proceeding to the next screen.

If a student does not appear on the Student List Eligibility screen, complete and submit a “Sixth Semester Academic Information Request” form to ISAC. This form may also be used to report exceptions, such as duplicate student records. [A PDF copy of this document](#) is available at the ISAC website. See sample screen print, below.



**Illinois State Scholar Program (SSP)**  
Sixth Semester Academic Information Request

A Sixth Semester Academic Information Request form must be completed for any student who should be considered for an SSP designation but does not appear on the SSP Sixth Semester GAP Access – SSP Student List Eligibility screen. This form may also be used to notify ISAC of issues that require exceptions processing (i.e., duplicate student records on the GAP Access – SSP Student List Eligibility screen). Instructions provided on reverse side.

High School Name		ACT High School Code	
High School Address	City	State	ZIP Code

6<sup>th</sup> Semester Class Size \_\_\_\_\_ Unweighted Grade Point Average (GPA) \_\_\_\_\_  
(as of June 2013) \_\_\_\_\_ Scale: \_\_\_\_\_

List students alphabetically by last name.

Student's Name (Last, First, Middle Initial)	Address City, State, ZIP Code	Date of Birth (DOB) (mm/dd/yy)	Provide one of the following:		Test Score & Test Date*	Is this a Duplicate Record? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Class Rank	if school does not rank, then Unweighted GPA		
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

\*For students who have multiple scores, only the highest score will be used to determine SSP eligibility.

Signature and Date: \_\_\_\_\_

8. In order to access the Student Detail: Eligibility screen for a specific student, click on the student’s name from within the School List Eligibility screen.

## State Scholar Program: Student Detail: Eligibility Screen

Additional Disqualify Codes, transfer information and student demographic information can be entered on the Student Detail: Eligibility screen.

The screenshot shows the 'State Scholar Program: Student Detail: Eligibility' screen. At the top, there is a navigation bar with 'Home' and 'State Scholar' links. The main content area is divided into sections: 'High School Details' and 'Student Details'. The 'High School Details' section includes fields for 'Transfer', 'Current High School Code - Name', '6th Semester HS Code - Name', 'GPA Scale & Type', and '6th Semester Class Size'. The 'Student Details' section includes fields for 'HI Grad Year', 'Prior SSN', 'Prior Last Name', 'Educational Level', 'Unweighted GPA', '6th Semester Rank', 'Discrepancy', 'Early Grad', and 'Early Grad Class Size / Rank'. A 'Disqualification Codes' table is also present, with columns for 'Non-Citizen', 'Non-Resident', 'Not in High School', 'Already in College', 'Not in Top Half', 'ISAC Disqual', and 'Death'. The table contains several rows of data with checkboxes. At the bottom of the form, there are 'Back to List' and 'Save' buttons. The footer of the page contains contact information for ISAC, FAAs, and MAP Program Information, along with a copyright notice for 2013 Illinois Student Assistance Commission.

9. The SSN that displays at the top of the screen is based on data the student provided on their ACT/SAT exam (if the student did not provide an SSN, then a number, that is randomly assigned by ISAC, will display – this number is used for ISAC purposes only). Click on the lock icon, that appears to the right of the SSN in order to view the full 9-digit number. Because an individual's SSN in Personal Identity Information, it should be handled with the appropriate safeguards in order to ensure it is only accessed by those with a business need to do so. Note that the SSN is **NOT** required data.
10. If any changes are required to the student's demographic data, click on the Update button to navigate to the Person: Update screen where you can make corrections to the student's name, date of birth and address. See page 8 for further details.

11. Transfer drop-down menu, OUT or IN

- If the student has transferred out of your school after the sixth semester, use the Transfer drop-down menu (which appears in the “High School Details” section) to select “**OUT.**” This will activate the “Current High School Code – Name” field; provide this data, if known.
- If the student has transferred in to your school after the sixth semester, use the Transfer drop-down menu (which appears in the “High School Details” section) to select “**IN.**” If the prior school is an approved Illinois high school, they should report the student’s sixth semester data to ISAC and no action is required from you. If this student is identified as a State Scholar, ISAC will mail the Certificate to your school.

12. If any changes have been made on the Student Detail: Eligibility screen, **click on the Save button prior to leaving the screen.** After clicking “Save,” select the “Back to List” button to return to the School List Eligibility screen. Any changes made on the Student Details: Eligibility screen will be reflected on the School List Eligibility screen.

## State Scholar Program: Person: Update Screen

Use this screen to make corrections to the student's name, date of birth and address. For instruction on how to access this screen, see step 10 on page 6.

**GAP Access**  
ISAC Gift Assistance Programs

Pat Quinn, Governor,  
State of Illinois

Home State Scholar

### Person: Update

DOE, JOHN A Date of Birth 08/28/1996

**Person Information**

Current SSN  
Conflict SSN  
Original SSN xxx-xx-5555  
First Name JOHN  
Middle Initial A  
Last Name DOE  
Prior Last Name  
Date of Birth 08/28/1996  
Gender Male  
ISAC Title IV Eligibility

**Demographic Information**

Mailing Address 1  
Mailing Address 2  
City  
State State  
ZIP Code  
Primary Phone  
E-mail

Save Reset

Contact ISAC FAAS MAP Program Information

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## State Scholar Program: Student

In order to search for a specific student record, select the “Student” tab that appears at the top of all State Scholar pages.

After entering your search criteria, click on the “Search” button, which will initiate the “Student Results” screen.

The screenshot displays the 'State Scholar Program: Student' search page. At the top, there is a header for 'GAP Access' (ISAC Gift Assistance Programs) and 'Pat Quinn, Governor, State of Illinois'. Below the header, navigation tabs include 'Home' and 'State Scholar'. The main content area features a sub-header 'State Scholar Program: Student' and two tabs: 'School' and 'Student', with the 'Student' tab highlighted in green and circled in red. Underneath, a section titled 'Enter Search Criteria' contains several input fields: 'Grad Year' (a dropdown menu set to '2014'), 'SSN', 'First Name', 'MI', 'Last Name' (with 'DOE' entered), 'Date of Birth', 'ACT/SAT ID', 'ISAC ID', and 'State ID'. A green 'Search' button and a blue 'Reset' button are positioned at the bottom right of the form area. The footer includes links for 'Contact ISAC', 'FAAs', and 'MAP Program Information', along with a copyright notice for 2013 Illinois Student Assistance Commission.

## State Scholar Program: Student Results

This screen provides a “snapshot” of the student’s sixth semester data.

Once State Scholar announcements have been made in November, the “Selected for State Scholar” column will display the student’s status for that academic year.

To exit from the Student Results screen, click on the “School” tab that appears at the top of the screen.

The screenshot displays the 'State Scholar Program: Student Results' page. At the top, there is a navigation bar with 'Home' and 'State Scholar' tabs. Below this, there are 'School' and 'Student' tabs, with 'Student' currently selected. A 'Modify Search' button is visible in the top right. The main content area features a table with the following columns: Last Name, First Name, MI, Date of Birth, Current High School, SSN, Highest ACT/SAT Score, Weighted Select Score, and Selected for State Scholar. A red circle highlights the 'Selected for State Scholar' column header. The table contains one entry for a student named JOHN A. DOE with a date of birth of 08/28/1996 and a highest ACT/SAT score of 21. The page footer includes contact information for ISAC and a copyright notice for 2013.

Last Name	First Name	MI	Date of Birth	Current High School	SSN	Highest ACT/SAT Score	Weighted Select Score	Selected for State Scholar
DOE	JOHN	A	08/28/1996		xxx-xx-5555	21		

If you have any questions regarding the online State Scholar system, please contact ISAC's School Services Department by calling 866.247.2172 or sending an e-mail message to [isac.schoolservices@isac.illinois.gov](mailto:isac.schoolservices@isac.illinois.gov).