

## Activating Other GAP Access Administrators

Once your GAP Access Primary Administrator account has been activated, you will then be responsible for identifying other staff members who will need a GAP Access account, and determining whether each staff member should be set up as a GAP Access Administrator or a GAP Access User. While you may establish as many GAP Access Administrators as you deem appropriate, you as the High School Principal or Financial Aid Director are the only GAP Access Primary Administrator for your school. [Note: if at any point your school has a new High School Principal or Financial Aid Director, contact ISAC's School Services Department (at 866.247.2172 or by e-mail at [isac.schoolservices@isac.illinois.gov](mailto:isac.schoolservices@isac.illinois.gov)) so that the appropriate temporary GAP Access assignments may be established.] Once you have determined which staff member(s) should be designated as GAP Access Administrator(s), the individual can create and activate an account by following **steps 1 – 7** of the **"GAP Access Administrator Registration Instructions"** section (below). [Note: a combination of steps to be completed by the new GAP Access Administrator and by the institution's GAP Access Primary Administrator.]

### **GAP Access Administrator Registration Instructions**

1. Go to the *GAP Access Login* screen, which can be accessed via the [isac.org](http://isac.org) website from the Quick Links menu at the bottom of the home page.
2. Click the "Not registered yet? Register here" link.

**GAP Access**  
ISAC Gift Assistance Programs

Pat Quinn, Governor,  
State of Illinois

### GAP Access Login

**Login**

\* User ID  [Forgot User ID?](#) \* Indicates required field

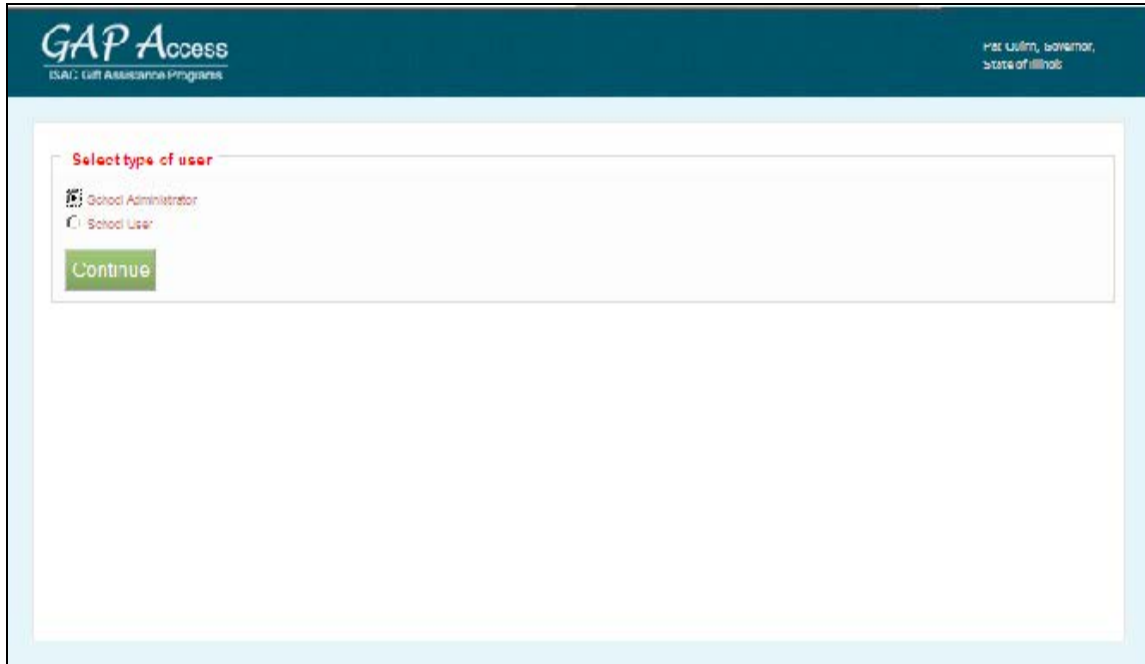
\* Password  [Forgot Password?](#)

[Login](#)

[Not registered yet? Register here.](#)

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3. Under “Select type of user,” select “School Administrator” and then click the “Continue” button.



The screenshot shows the GAP Access web application interface. At the top left, the logo reads "GAP Access" with "ISAC: Gift Assistance Programs" below it. At the top right, it says "Pat Quinn, Governor, State of Illinois". The main content area is titled "Select type of user" and contains two radio button options: "School Administrator" (which is selected) and "School User". Below these options is a green "Continue" button.

4. Complete all fields on the *User Administrator Registration* page, noting the following:
  - a. All fields that have a red asterisk (\*) are required.
  - b. The GAP Access Primary Administrator must provide the new GAP Access Administrator with the School Setup Code or leave the “School Setup Code” field blank – this code will be provided to you by ISAC’s School Services Department later in the process.
  - 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.

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The screenshot shows the 'User Registration' page for 'Administrator Registration' on the GAP Access website. The page header includes the 'GAP Access' logo and 'ISAC Gift Assistance Programs' on the left, and 'Pat Quinn, Governor, State of Illinois' on the right. The form contains several required fields, marked with an asterisk (\*). The 'School Ed Id' field is a dropdown menu with 'Test School-123456' selected. The 'School Level' field is also a dropdown menu. The 'School Setup Code' field is a text input. The 'Last Name', 'First Name', 'Middle Initial', 'E-mail', 'Confirm E-mail', 'User ID', and 'Password' fields are text inputs. The 'Confirm Password' field is a text input. The 'Select Challenge Question' field is a dropdown menu with 'What is your favourite color?' selected. The 'Challenge Question Answer' field is a text input. The 'Confirm Challenge Question Answer' field is a text input. There are three identical sets of 'Select Challenge Question' and 'Challenge Question Answer' fields. A green 'Confirm' button is located at the bottom of the form. The footer of the page contains links for 'Contact ISAC', 'FAAs', and 'MAP Program Information'.

5. After all fields have been completed on the *Administrator Registration* page, click the “Confirm” button.
6. A *Registration Confirmation Page* will appear. Review your data.
  - a. If changes are needed, click the “Make Corrections” button, correct as needed, and then click 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 the “Submit” button.

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The screenshot shows the 'Registration Confirmation Page' of the GAP Access system. The page header includes the 'GAP Access' logo and 'ISAC Gift Assistance Programs' on the left, and 'Pat Quinn, Governor' and 'State of Illinois' on the right. The main content area contains a registration form with the following fields: Last Name, First Name, Middle Initial, E-mail, and User ID. A red asterisk indicates that the E-mail field is required. Below these fields are three challenge questions: 'What is your favorite color?', 'What is your favorite city?', and 'What is your favorite pet?'. Each question has a corresponding 'Challenge Question Answer' field. At the bottom of the form are two buttons: 'Submit' and 'Make Corrections'.

7. You will see a screen indicating that your registration is complete, and that ISAC's School Services Department will verify your registration and then send you a confirmation e-mail. At this point, you should close your browser window.

The screenshot shows a confirmation message on the GAP Access system. The header is the same as the previous screenshot. The main content area features a red heading that reads 'Registration is completed.' Below this heading is a text box containing the message: 'Your registration is completed. School Services will verify your registration and will send a confirmation email. Please close the browser.'

### **Primary Administrator Will Need To Confirm**

After a new GAP Access Administrator has created an account by following steps 1 – 7 (above), you (as the GAP Access Primary Administrator) will receive an e-mail from ISAC's School Services Department asking for your confirmation that the individual should, indeed, be granted "administrator" privileges. **You will need to reply to this e-mail in order for the activation process to continue for this GAP Access Administrator account.**

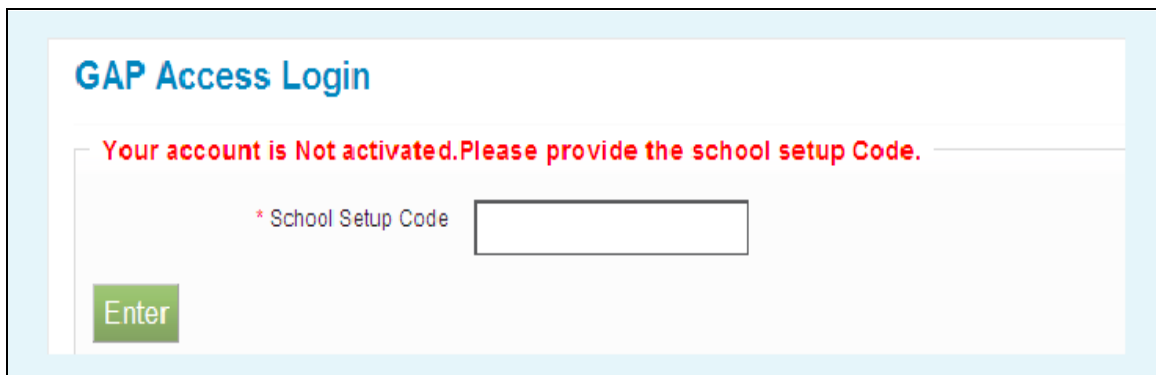
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8. After ISAC receives your Primary Administrator's e-mail reply, confirming that the individual should be granted privileges as a GAP Access Administrator. You will receive two separate e-mail notifications from ISAC'S School Services Department ([isac.schoolservices@isac.illinois.gov](mailto:isac.schoolservices@isac.illinois.gov)). One of the e-mails will provide the link/URL that will need to be used in order to activate the account. The other e-mail will provide the School Setup Code (access code). **You should wait to receive both e-mails before following the link that is provided in the first e-mail (because you will need both the link and the access code to activate your account).**

### **GAP Access Administrator Login and Set Privileges Instructions**

**NOTE:** if the GAP Access Administrator was provided the School Setup Code and entered it in step 4 of the **"Other GAP Access Administrator Registration Instructions"** section (above), then this step may be skipped.

1. Once the GAP Access Administrator has received both the URL/link and access code, 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.
2. At the *GAP Access Login* screen, there will be a message indicating that the account has not yet been activated, and the GAP Access Administrator will be prompted to enter the School Setup Code. Enter the access code (which was provided in an e-mail from ISAC's School Services Department) into the "School Setup Code" field, and then click the "Enter" button.



**GAP Access Login**

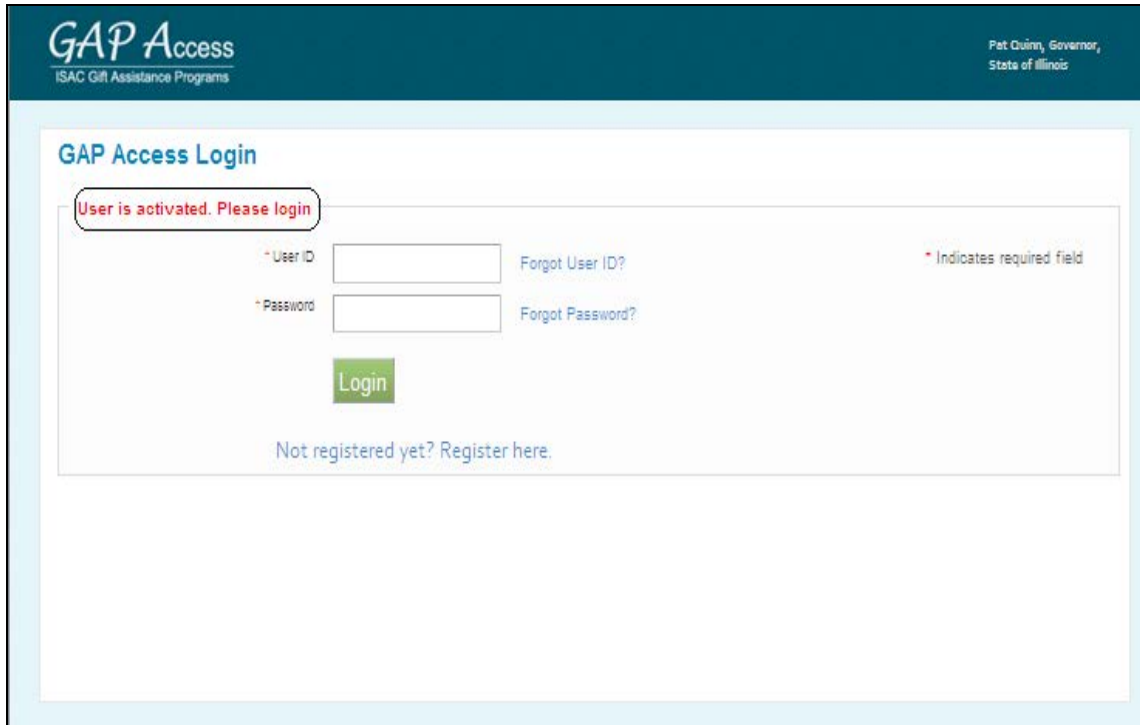
Your account is Not activated. Please provide the school setup Code.

\* School Setup Code

Enter

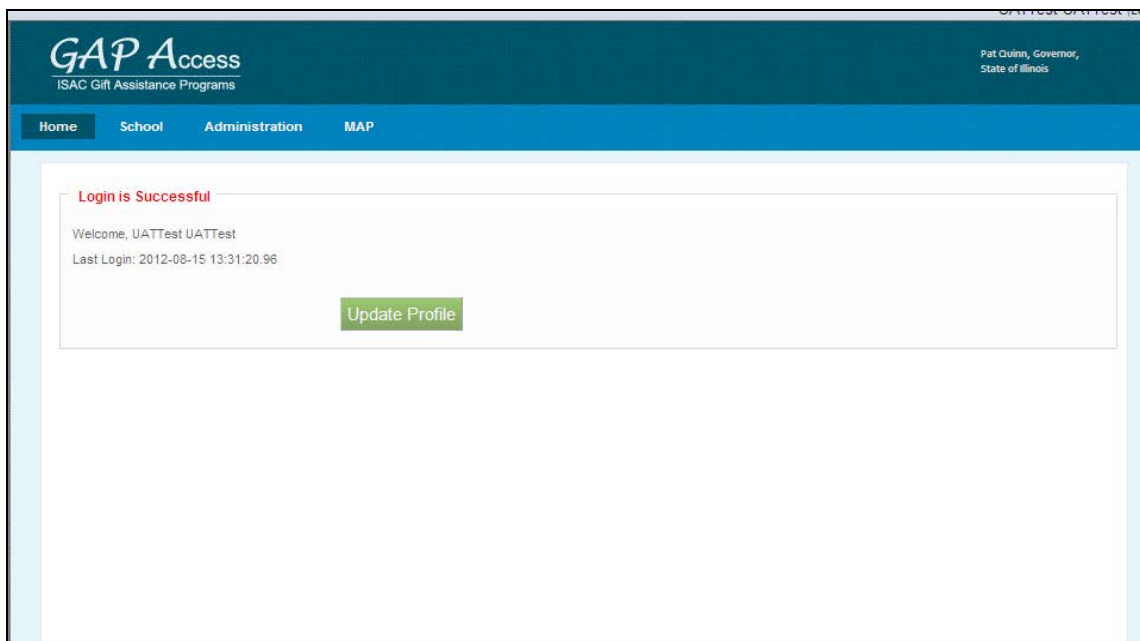
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3. The *GAP Access Login* screen will indicate that the account has been activated, and the GAP Access Administrator will be prompted to enter their User ID and Password. Be sure to enter the information exactly as you originally established it in step 4 of the “To Activate” section (above). Click on the “Login” button.



The screenshot shows the 'GAP Access Login' page. At the top left is the 'GAP Access' logo with the text 'ISAC Gift Assistance Programs' below it. At the top right, it says 'Pat Quinn, Governor, State of Illinois'. The main content area has a light blue border and contains the following elements:

- A red-bordered box with the text: **User is activated. Please login**
- A form with two input fields: 'User ID' and 'Password'. Both fields have a red asterisk to their left, indicating they are required. To the right of each field is a link: 'Forgot User ID?' and 'Forgot Password?' respectively.
- A green 'Login' button centered below the input fields.
- A link at the bottom of the form: 'Not registered yet? Register here.'

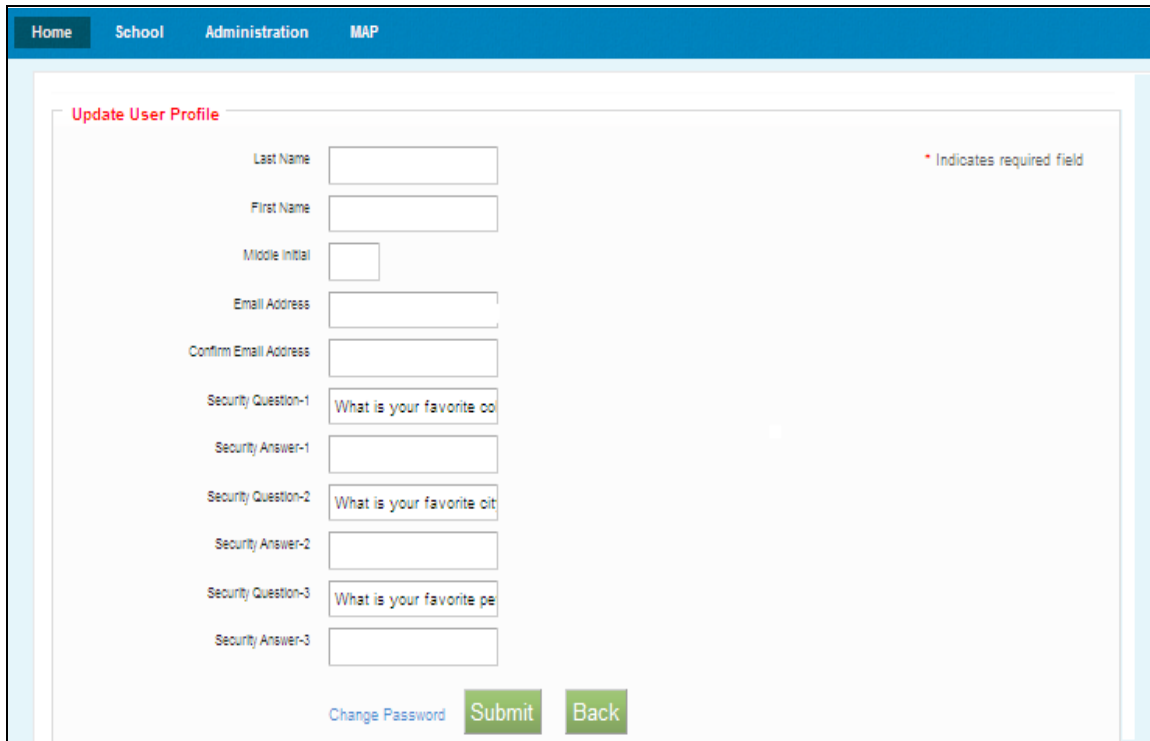


The screenshot shows the user profile page after a successful login. At the top left is the 'GAP Access' logo with the text 'ISAC Gift Assistance Programs' below it. At the top right, it says 'Pat Quinn, Governor, State of Illinois'. Below the logo is a navigation bar with links: 'Home', 'School', 'Administration', and 'MAP'. The main content area has a light blue border and contains the following elements:

- A red-bordered box with the text: **Login is Successful**
- A welcome message: 'Welcome, UATTest UATTest'
- A message showing the last login: 'Last Login: 2012-08-15 13:31:20.96'
- A green 'Update Profile' button centered below the messages.

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4. You will see a screen indicating that the login was successful, and that this is your first login.
  - a. Click the “Update Profile” button to go to the “Update User Profile” screen. Update any fields as needed, and then click the “Submit” button (or, if no changes are needed, click the “Back” button).

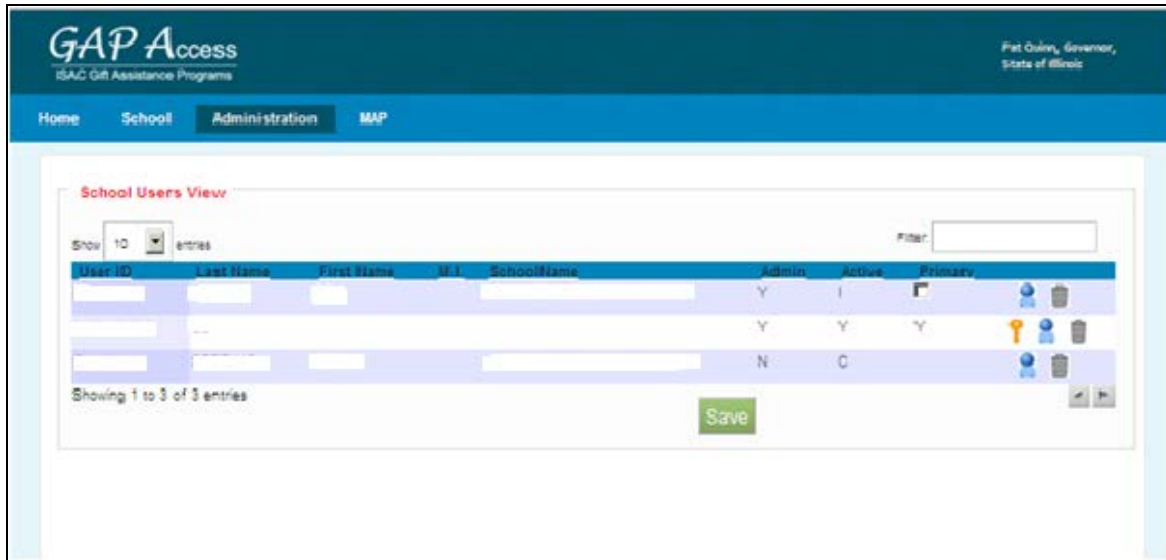


The screenshot shows a web application interface with a blue navigation bar at the top containing links for Home, School, Administration, and MAP. Below the navigation bar is a white box titled "Update User Profile" in red text. The form contains several input fields: Last Name, First Name, Middle Initial, Email Address, Confirm Email Address, Security Question-1 (with a dropdown menu showing "What is your favorite color"), Security Answer-1, Security Question-2 (with a dropdown menu showing "What is your favorite color"), Security Answer-2, Security Question-3 (with a dropdown menu showing "What is your favorite color"), and Security Answer-3. A red asterisk icon with the text "\* Indicates required field" is located to the right of the Last Name field. At the bottom of the form, there are three buttons: "Change Password" (a blue link), "Submit" (a green button), and "Back" (a green button).

- b. If the Password needs to be changed, click the “Change Password” link that appears at the bottom of the “Update User Profile” screen. **Prior to changing your password, you will need to provide the security question responses that you entered when first creating your account.** If you try to change your password but do not know your security question responses, you must contact ISAC’s School Services Department for assistance.
5. Set your program privilege levels by doing the following:
  - a. At the blue ribbon that appears along the top of the *GAP Access* screen, hover over (but do not click) “Administration” and then click “User Administration.”
  - b. At the *School Users View* screen, there will be a row for each of the school’s GAP Access accounts. Find the row for the new GAP Access Administrator account, where there will be the following three icons.
    - i. The first icon looks like a *key*, and may be used to reset the password.

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- ii. The second icon look like a *person*, and may be used to assign user privileges.
- iii. The third icon looks like a *garbage can*, and may be used to delete users.



- c. Click the second icon (Assign Privileges).
- d. Click on the Save button.



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### HIGH SCHOOL PROGRAM PRIVILEGES SCREEN

The screenshot shows the 'GAP Access' web application interface. At the top, there is a navigation bar with 'Home', 'School', 'Administration' (highlighted), 'MAP', and 'State Scholar'. The 'Administration' section is active, displaying the 'High School Program Privileges' screen. The page header includes the 'GAP Access' logo and the text 'ISAC Gift Assistance Programs' on the left, and 'Pat Quinn, Governor, State of Illinois' on the right. The main content area is titled 'User USER NAME' and 'Admin Page'. It features a 'Program Privileges' section with a table listing 'SSP' and radio buttons for 'None', 'Update', and 'View'. Below this is an 'Other Privileges' section with dropdown menus for 'Access To' and 'Privilege', an 'Add' button, and an 'Existing Privileges' area. A 'Save' button is located at the bottom of the form.

- e. 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).
- f. Under the “Program Privileges” section, a high school will see “SSP” listed in the “Program Name” column (“Program Privileges” information for colleges appears on page 11). Under the “Privileges” column, select either “None,” “Update” or “View.”
  - i. “None” will grant you zero access to SSP data.
  - ii. “Update” will grant you the ability to both edit and view SSP data.
  - iii. “View” will grant you the ability to only view SSP data (i.e., no editing ability).
- g. After selecting your SSP Privilege level, click on the “Save” button.
- h. Under the “Existing Privileges” area of the “Other Privileges” section, these privileges have been set to view by ISAC as follows (these are the same settings for all GAP Access Administrators):
  - i. Budget – High schools should disregard the Budget option. This option is only for colleges.
  - ii. 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.
- i. Press Add to update the user privileges.
- j. After all changes have been made press the Save button.
- k. 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).

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## POST SECONDARY INSTITUTION PROGRAM PRIVILEGES SCREEN

The screenshot shows the 'GAP Access' administration interface. At the top, there is a navigation bar with 'Home', 'School', 'Administration', and 'MAP' tabs. Below the navigation bar, a message reads 'Please click Save to save changes to the system.' The main content area is titled 'Program Privileges' and contains a table with the following structure:

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

Below the table, there is an 'Other Privileges' section with an 'Access To' dropdown menu set to 'Demo', an 'Update' button, and an 'Add' button. To the right, there is a section for 'Existing Privileges' with two items: 'Budget - View' and 'Demo - Update', each with a trash icon. At the bottom of the page, there is a 'Save' button.

- 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).
- b. 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.”
  - i. “None” will grant you zero access to MAP data.
  - ii. “Update” will grant you the ability to both edit and view MAP data.
  - iii. “View” will grant you the ability to only view MAP data (i.e., no editing ability).
- c. After selecting your MAP Privilege level, click on the “Save” button.
  - i. 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.
  - ii. Budget-Confirm: this privilege level allows you to view, update and confirm your schools’ budget information.
- c. Press Add to update the user privileges.
- d. After all changes have been made press on the Save button.
- e. As additional ISAC Gift Assistance Programs are connected to the GAP Access portal, you will need to return to this screen to set your privilege levels for each program (and the privilege levels for all other GAP Access administrators and/or users will also need to be set).
- f. 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).