

Activating Your GAP Access Primary Administrator Account

Only the High School Principal or Financial Aid Director of a school can register for a GAP Access Primary Administrator account. Once you register, your name and affiliation to your school will be verified by ISAC's School Services Department prior to the issuance of an acceptance e-mail. If you are the High School Principal or Financial Aid Director, follow the steps below.

To Activate

In order to establish yourself as the GAP Access Primary Administrator and activate your account, follow these steps:

1. 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 Administrator" and then click on the "Continue" button.

Activating Your GAP Access Primary Administrator Account

4. Fill in all fields on the *User Registration* Administrator Registration page, noting the following:
 - a. All fields that have a red asterisk (*) are required.
 - b. At this point, 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.

The screenshot shows the 'User Registration' page for an administrator. The page has a blue header with the 'GAP Access' logo and 'ISAC Gift Assistance Programs' text. The sub-header is 'Administrator Registration'. The form includes the following fields:

- * School Ed Id: Test School-123456 (dropdown)
- * School Level: (dropdown)
- School Setup Code: (text field)
- * Last Name: (text field)
- * First Name: (text field)
- * Middle Initial: (text field)
- * E-mail: (text field)
- * Confirm E-mail: (text field)
- * User ID: (text field)
- * Password: (text field)
- * Confirm Password: (text field)
- * Select Challenge Question: What is your favourite color? (dropdown)
- * Challenge Question Answer: (text field)
- * Confirm Challenge Question Answer: (text field)
- * Select Challenge Question: What is your favourite color? (dropdown)
- * Challenge Question Answer: (text field)
- * Confirm Challenge Question Answer: (text field)
- * Select Challenge Question: What is your favourite color? (dropdown)
- * Challenge Question Answer: (text field)
- * Confirm Challenge Question Answer: (text field)

A green 'Confirm' button is located at the bottom of the form. A legend in the top right corner states: '* Indicates required field'.

5. After all fields have been completed on the Administrator Registration page, click on the “Confirm” button.
6. A *Registration Confirmation Page* will appear. Review your 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 the confirmation 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 Your GAP Access Primary Administrator Account

GAP Access
ISAC Gift Assistance Programs

Pet Quinn, Governor
State of Illinois

Registration Confirmation Page

Last Name * Indicates required field

First Name

Middle Initial

E-mail

User ID

Selected Challenge Question What is your favorite color?
Challenge Question Answer

Selected Challenge Question What is your favorite city?
Challenge Question Answer

Selected Challenge Question What is your favorite pet?
Challenge Question Answer

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.

GAP Access
ISAC Gift Assistance Programs

Registration is completed.

Your registration is completed. School Services will verify your registration and will send a confirmation email.
Please close the browser.

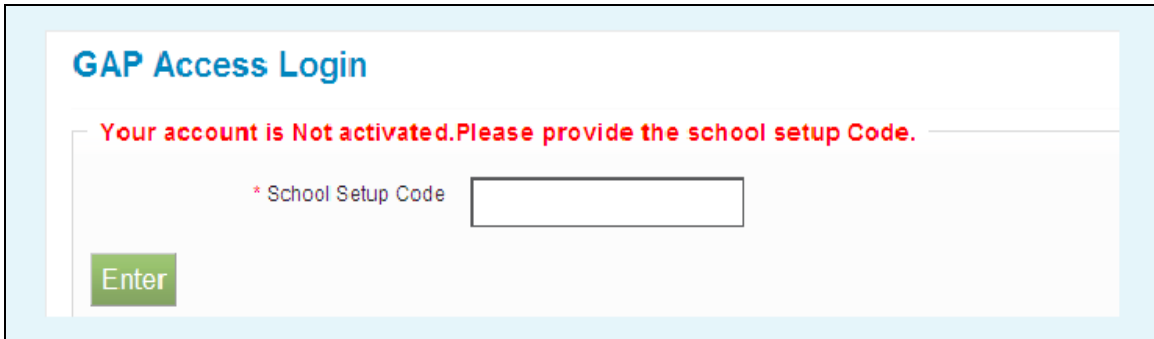
8. You will receive two separate e-mails from ISAC's School Services Department (isac.schoolservices@isac.illinois.gov). One e-mail will provide the link/URL that you will need to use in order to activate your account. The other e-mail will provide your School Setup Code (access code). **You should wait 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).**

Activating Your GAP Access Primary Administrator 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 you have received both the URL/link and access code referenced in step 8 of the “To Activate” section (above), follow the URL/link to go to the *GAP Access Login* screen.
 - a. **IMPORTANT:** the URL that you will receive 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, you will need to restart the process of creating and activating your GAP Access account.
2. At the *GAP Access Login* screen, you will see a message indicating that your account has not yet been activated, and you will be prompted to enter your 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 on the “Enter” button.

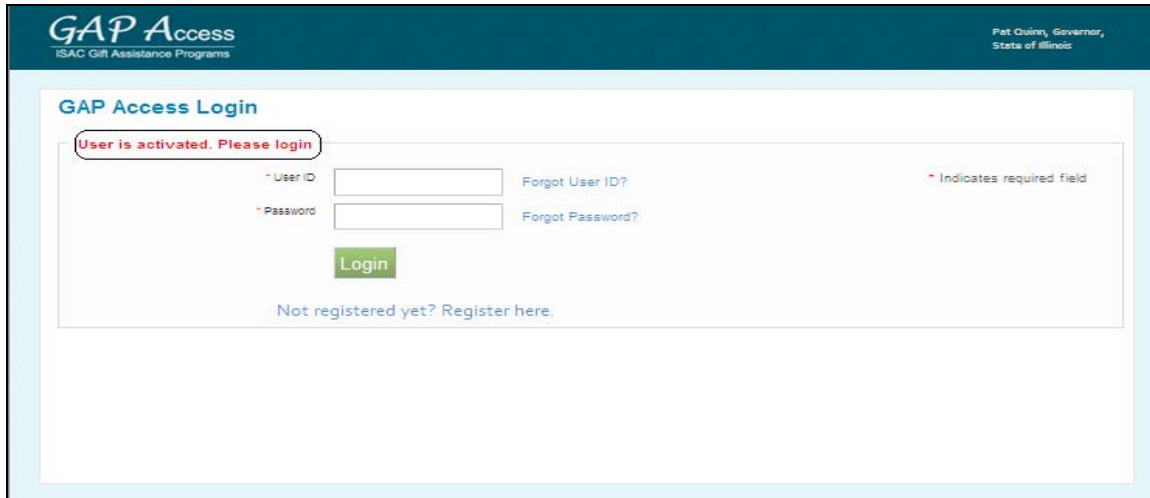


The screenshot shows a web interface for "GAP Access Login". At the top, the title "GAP Access Login" is displayed in blue. Below the title, a red error message states: "Your account is Not activated. Please provide the school setup Code." Underneath this message is a text input field with the label "* School Setup Code". To the left of the input field is a green button with the text "Enter".

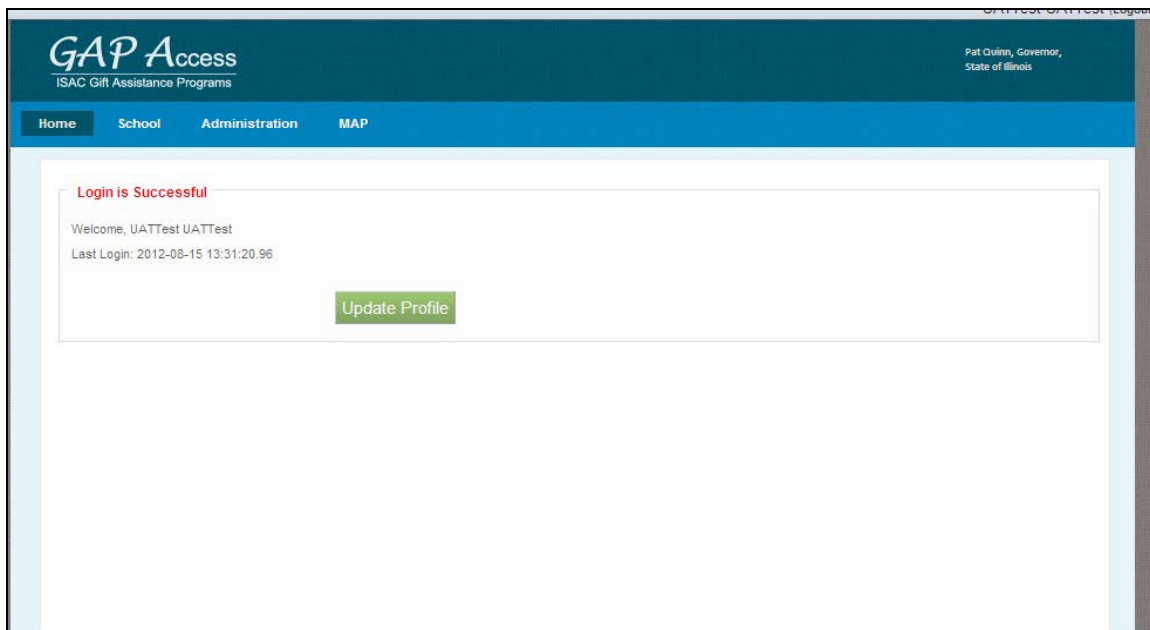
- a. **IMPORTANT:** as the school’s GAP Access Primary Administrator, you will be responsible for providing other users with this “School Setup Code” (or delegating that duty to another administrator) – **keep this access code for future reference!**

Activating Your GAP Access Primary Administrator Account

3. The *GAP Access Login* screen will then indicate that your account has been activated, and you will be prompted to enter your 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.



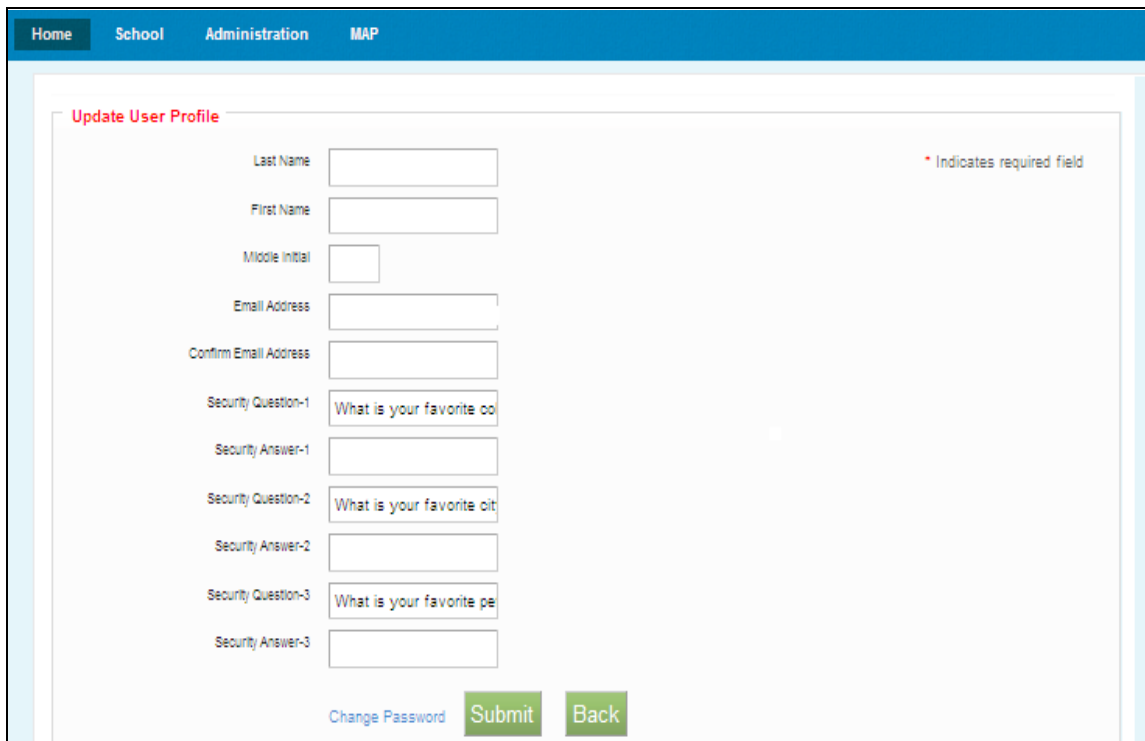
The screenshot shows the 'GAP Access Login' page. At the top left is the 'GAP Access' logo with the tagline 'ISAC Gift Assistance Programs'. At the top right, it says 'Pat Quinn, Governor, State of Illinois'. The main content area has a heading 'GAP Access Login' and a message in a red box: 'User is activated. Please login'. Below this is a form with two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a link 'Forgot User ID?'. To the right of the 'Password' field is a link 'Forgot Password?'. A red asterisk next to the 'Password' label indicates a required field. Below the form is a green 'Login' button. At the bottom of the form area, there is a link: '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 tagline 'ISAC Gift Assistance Programs'. At the top right, it says 'Pat Quinn, Governor, State of Illinois'. Below the logo is a navigation menu with links: 'Home', 'School', 'Administration', and 'MAP'. The main content area has a heading 'Login is Successful' and a message: 'Welcome, UATTest UATTest'. Below this is the text 'Last Login: 2012-08-15 13:31:20.96'. At the bottom of the message box is a green 'Update Profile' button.

Activating Your GAP Access Primary Administrator Account

4. You will see a screen indicating that your 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).

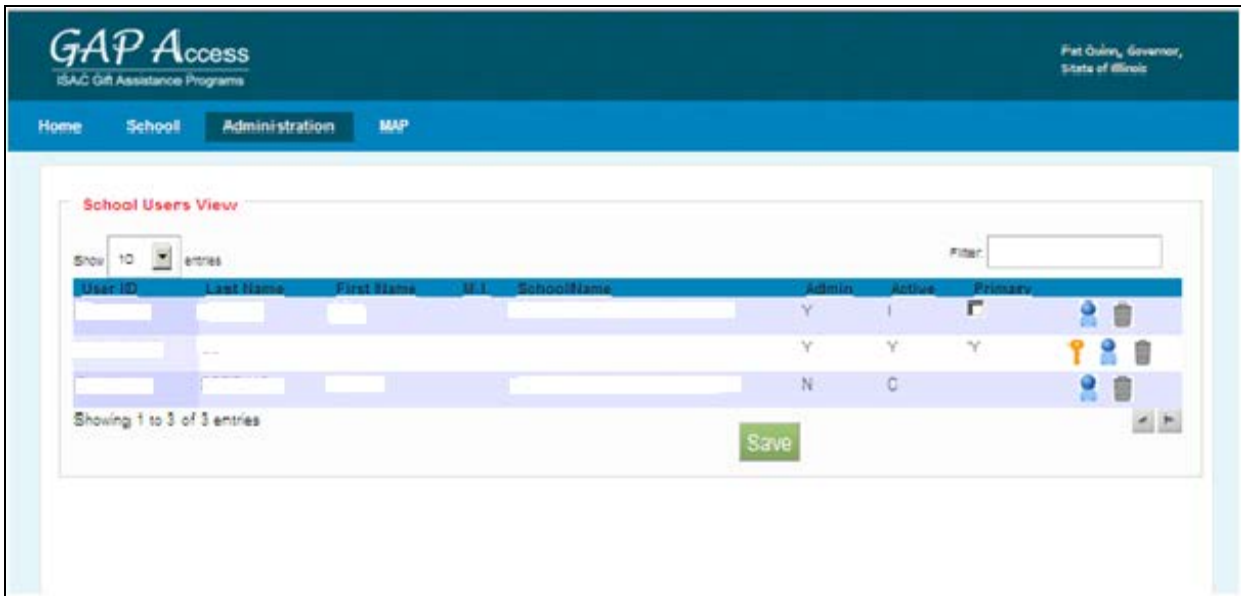


The screenshot shows a web application interface with a blue navigation bar at the top containing links for Home, School, Administration, and MAP. Below the navigation bar is a white box titled "Update User Profile" in red text. The form contains several input fields: Last Name, First Name, Middle Initial, 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 and the text "* Indicates required field" are located in the top right corner of the form area. 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 you need to change your Password, click on 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 on “User Administration.”

Activating Your GAP Access Primary Administrator Account

- b. At the *School Users View* screen, you will see a row that displays your User ID, your name, and your school's name. Note that both the "Admin" and "Active" columns are pre-populated with a "Y," and there is a check-mark in the "Primary" field (indicating that you are the school's GAP Access Primary Administrator). In addition, you will see the following three icons.
 - i. The first icon looks like a *key*, and may be used to reset your password.
 - ii. The second icon looks 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 on the second icon (Assign Privileges).
- d. Click on the Save button.

Activating Your GAP Access Primary Administrator Account

HIGH SCHOOL PROGRAM PRIVILEGES SCREEN

The screenshot shows the 'High School Program Privileges' screen in the GAP Access system. At the top, there is a navigation bar with 'Administration' selected. The main content area is titled 'Program Privileges' and contains a table with two columns: 'Program Name' and 'Privilege'. The 'Program Name' column lists 'SSP'. The 'Privilege' column has three radio button options: 'None', 'Update', and 'View'. Below this table is the 'Other Privileges' section, which includes 'Access To' and 'Privilege' dropdown menus, an 'Add' button, and an 'Existing Privileges' label. 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 8). 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 Primary 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).

Activating Your GAP Access Primary Administrator Account

POST SECONDARY INSTITUTION PROGRAM PRIVILEGES SCREEN

Please click Save to save changes to the system

Admin Page

Program Privileges

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

Other Privileges

Access To: Demo Privilege: Update Add

Existing Privileges

- Budget - View
- Demo - Update

Save

- I. 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).
- m. 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).
- n. 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.
- o. Press Add to update the user privileges.
- p. After all changes have been made press on the Save button.
- q. 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).
- r. 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).