



User Guide:

State Scholar Program (SSP)

Online Processing





State Scholar Program (SSP) Online User Guide

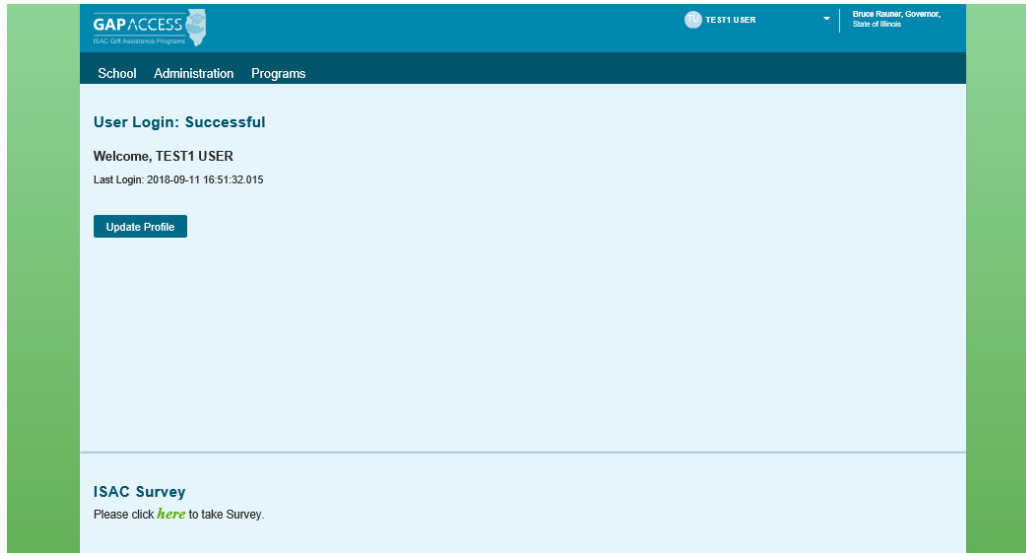
One option that high schools can use to submit the required sixth semester data, used to designate Illinois State Scholars, is to submit individual records via the online process in the GAP Access Portal.

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 User Login page. The page has a blue header with the GAP ACCESS logo and "ISAC Gift Assistance Programs" on the left, and "Ethics Officer, Governor, State of Illinois" on the right. Below the header is a dark blue bar with "User Login" in white. The main content area is light blue and contains a "Login" section with two input fields for "User ID" and "Password", and a blue "Login" button. Below the button are links for "Forgot Password?", "Forgot User ID?", and "Click here to register". A "COMPUTER SYSTEM USAGE WARNING" section follows, containing text about unauthorized access. At the bottom, there is a blue footer with links for "Contact ISAC", "FAQs", "MAP Program Information", "ING Program Information", and "IVG Program Information". The very bottom of the page has a small copyright notice: "© Copyright 2018 Illinois Student Assistance Commission Terms of Use Privacy Policy ISAC is an official agency of the State of Illinois".

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

The screenshot shows the 'State Scholar Program: Search By School: Results' page. The school name is 'ILLINOIS HIGH SCHOOL 55555'. The table below shows the following data:

Grad Year	6th Sem Class Size	Unweighted GPA Scale	Students Tested ACT / SAT	Roster Type Submitted	Roster Received	Does School Rank?	Students Submitted	State Scholars Selected	Certs Printed By	Run Selection
2018	4	004.000	2	S	09/13/2018	N	2		ISAC	<input type="checkbox"/>

4. In order to begin processing for an academic year, school specific data must be entered. **Enter the 6th Semester Class Size, Unweighted GPA and answer the question Does School Rank? Y (yes) or N (no)**

If your school ranks, only report the students unweighted rank, **we do not need both rank and unweighted GPA.**

5. **Messages** - ISAC will share important program updates as they become available.

6. Obtaining Certificates of Achievement

Certs Printed By field. This field will default to I- ISAC. If your school would like to print your students' certificates, select S-School. This option will only be available until early November.

- Schools that do not choose to download and print their own certificates may instead wait for ISAC to mail printed Certificates of Achievement to the high school.
- High schools that download their own certificates will not receive the ISAC-printed Certificates of Achievements in late November/early December.

7. Option to include eligible students in early State Scholars processing cycle.

Early announcement of Scholars allows students to include the honorary designation of State Scholar on college admission and merit-based scholarship applications.

Once the student data has been entered and saved, the school may check the “Run Selection” field to participate in the early announcement processing. **By checking this field, you are agreeing to include your students in the early announcement processing.**

Schools that do not wish to include their students in the early announcement processing, will be considered for State Scholar designation when the last announcement takes place at the end of the cycle.

8. Click the Save button

Once the class information has been entered and saved, this will activate the academic year link in the Graduation Year column of the School screen. Click on the link (for example, 2019 for the 2018-19 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.

High Schools are required to submit data for the entire class and the applicable disqualification codes for students who do not meet the eligibility criteria.

The rows that display per page may be increased by selecting the desired number (up to 100) from the “Entries displayed” 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.

The screenshot displays the 'State Scholar Program: School List Eligibility' interface. At the top, there is a navigation bar with 'School', 'Administration', and 'Programs' tabs. Below this, the title 'State Scholar Program: School List: Eligibility' is shown, along with a search bar and a 'Filter' button. The main content area is titled 'ILLINOIS HIGH SCHOOL 555555' and contains several data fields: Graduation Year (2018), Class Size (4), Unweighted GPA Scale (004.000), and Does School Rank (N). A reminder message states: 'Reminder: You must hit 'Save' before navigating to any other page.' Below the form, there is a table with the following columns: Last Name, First Name, MI, Date of Birth, Class Rank, Unweighted GPA, Disqualification Code, WSS, State Scholar, Address, and Transfer. The table contains two rows of data: one for ADAMS, JOHN, A, 07/03/2000 and another for DOE, JANICE, 11/01/1999. A 'Save' button is located at the bottom right of the table.

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.

9. 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:
 - E - not a citizen or eligible non-citizen;
 - F - not a resident of Illinois as of June 30, 2019 (provide updated address);
 - H - not scheduled to graduate from high school by September 1, 2020;
 - I - already in college/already graduated high school (does not apply to early graduates);
 - J - not in the top half of the class; or
 - O - deceased

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.

Adding a Student

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

6th Semester Class Size _____ Unweighted Grade Point Average (GPA) _____
(as of June 2019) 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/yyyy)	Provide one of the following:		Test Score & Test Date*	Is this a Duplicate Record?
			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: _____

10. 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.

GAP ACCESS
ISAC GTR Assistance Programs

TEST1 USER | Bruce Rauner, Governor, State of Illinois

School Administration **Programs**

State Scholar Program: Search By School: Results

Search By School Search By Student Reports File Upload

Select School **School Summary**

ILLINOIS HIGH SCHOOL 555555

Address 123 STREET CITY, IL 55555	Principal PRINCIPAL SCHOOL Principal Phone Principal Email Principal@School.edu	Approval N Closed -- Demo Loaded 09/11/2018 CPS -- CITE --
County Phone	School Contact School contact Contact Phone Contact Email Contact@School.edu Update Contact	

Entries displayed 10 Filter

Grad Year	6th Sem Class Size	Unweighted GPA Scale	Students Tested ACT / SAT	Roster Type Submitted	Roster Received	Does School Rank?	Students Submitted	State Scholars Selected	Certs Printed By	Run Selection
2018	4	004.000	2 S		09/13/2018	N	2		HSAC	<input type="checkbox"/>

Showing 1-1 of 1 entries

Print Certificates Save

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 displays the 'State Scholar Program: Student Detail: Eligibility' screen. At the top, there is a navigation bar with 'School', 'Administration', and 'Programs' tabs. Below this, the page title and search options ('Search By School', 'Search By Student', 'Reports', 'File Upload') are shown. The main content area is divided into two primary sections: 'High School Details' and 'Student Details'.
High School Details:
- **Transfer:** A dropdown menu with a checkmark.
- **Current High School Code - Name:** A text field.
- **8th Semester H3 Code - Name:** A text field containing '555555 - ILLINOIS HIGH SCHOOL'.
- **GPA Scale & Type:** A text field containing '004.000'.
- **8th Semester Class Size:** A text field containing '4'.
Student Details:
- **H3 Grad Year:** A text field containing '2018'.
- **Prior Last Name:** A text field containing '=='.
- **Educational Level:** A text field containing '11'.
- **Unweighted GPA:** A text field.
- **8th Semester Rank:** A text field.
- **Discrepancy:** A dropdown menu with a checkmark.
- **Early Grad:** A text field.
- **Early Grad Class Size / Rank:** Two text fields separated by a slash.
Disqualification Codes Table:
A table with a green header 'DISQUALIFICATION CODES' and seven columns: 'Non Citizen', 'Non Resident', 'Not Sched Grad', 'Already In College', 'Not In Top Half', 'ISAC Unqual', and 'Death'. Each column has a corresponding checkbox: E, F, H, I, J, M, and O. The 'M' checkbox is checked.
- **Discrepancy Letter Sent:** A text field containing '=='.
- **Award Letter Sent:** A text field containing '=='.
At the top right of the page, there is a user profile for 'Grace Rasmus, Governor, State of Illinois' and a lock icon next to the SSN '123456789'.

11. 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.

12. If any changes are required to the student’s demographic data, click on the Update button to navigate to the Person: Update screen (page 11) where you can make corrections to the student’s name, date of birth and address.

Correcting a Record (for example, correcting the spelling of a name, or reporting that a student was designated as a State Scholar in error):

Once a high school's **students have been announced as State Scholars**, corrections to already-submitted data would need to be submitted as follows:

Submitted in writing to ISAC's School Services Department via a fax to 847.831.8549, an e-mail to isac.schoolservices@illinois.gov, or regular mail to our Deerfield address.

13. 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 into your school **after the sixth semester**, the students prior school will report the students sixth semester data to ISAC. **No further action is required from you.**

14. 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 the Person: Update screen to make corrections to the student's name, date of birth and address. For instruction on how to access this screen, see page 8.

The screenshot shows the 'Person: Update - ADAMS, JOHN A' screen. The page has a blue header with the 'GAPACCESS' logo and 'ISAC Gift Assistance Programs' text. The user is logged in as 'TEST1 USER' and the Governor is 'Bruce Rauner, Governor, State of Illinois'. The navigation menu includes 'School Administration Programs'. The main content area is divided into two columns: 'Person Information' and 'Demographic Information'. The 'Person Information' column contains fields for Student State ID (123456789), First Name (JOHN), Middle Initial (A), Last Name (ADAMS), Prior Last Name, Date of Birth (07/03/2000), and Gender (Male). The 'Demographic Information' column contains fields for Mailing Address 1 (123 1ST ST), City (CITY), State (IL), ZIP Code (55555 5555), Primary Phone (555-555-5555), and E-mail. At the bottom of the form are 'Back' and 'Save' buttons.

Person Information	Demographic Information
Student State ID 123456789	Mailing Address 1 123 1ST ST
First Name JOHN	City CITY
Middle Initial A	State IL
Last Name ADAMS	ZIP Code 55555 5555
Prior Last Name	Primary Phone 555-555-5555
Date of Birth 07/03/2000	E-mail
Gender Male	

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 shows the 'GAP ACCESS' website interface. At the top, there is a navigation bar with 'School', 'Administration', and 'Programs' tabs. The 'Programs' tab is active. Below the navigation bar, the page title is 'State Scholar Program: Search By Student: Criteria'. Underneath the title, there are four search options: 'Search By School', 'Search By Student' (which is circled in red), 'Reports', and 'File Upload'. Below these options, there is a section for entering search criteria. It includes a dropdown menu for 'Grad Year' (set to '2018-2019'), and text input fields for 'First Name', 'Middle Initial', 'Last Name', 'Date of Birth', and 'State ID'. At the bottom of the form, there are two buttons: 'Search' and 'Reset'.

State Scholar Program: Student Results

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

Once State Scholar announcements have occurred, 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: Search By Student: Results' page. At the top, there is a navigation bar with 'School', 'Administration', and 'Programs' tabs. The 'Programs' tab is active. Below the navigation bar, there is a search section with 'Search By School', 'Search By Student', 'Reports', and 'File Upload' options. The 'Search By Student' option is selected. A search criteria input field and a 'Search Results' button are present. Below the search section, there is a table with the following columns: Last Name, First Name, MI, Date of Birth, 6th Sem High School, Current High School, Weighted Select Score, and Selected for State Scholar. The 'Selected for State Scholar' column is circled in red. The table contains one entry for a student named DOE, JANICE, with a date of birth of 11/01/1999 and a 6th Sem High School score of 555555. The page also shows 'Entries displayed: 10' and 'Showing 1-1 of 1 entries'.

Last Name	First Name	MI	Date of Birth	6th Sem High School	Current High School	Weighted Select Score	Selected for State Scholar
DOE	JANICE		11/01/1999	555555			

Reports

Once ISAC announces the qualified Illinois high school students have been designated as State Scholars, users can generate a Portable Document Format (PDF) report of your institution's State Scholar Finalists and Non-Finalists.

In the State Scholar section, click on the Reports box on the State Scholar Program: School screen.

The screenshot shows the GAP ACCESS website interface. At the top, there is a navigation bar with 'School', 'Administration', and 'Programs' tabs. Below this, the page title is 'State Scholar Program: Search By School: Results'. There are three links: 'Search By School', 'Search By Student', and 'Reports' (which is circled in red), followed by 'File Upload'. Below the links, there is a 'Select School' dropdown and a 'School Summary' button. The main content area displays information for 'ILLINOIS HIGH SCHOOL 55555'. This information is organized into three columns: Address (123 STREET, CITY, IL 55555), Principal (PRINCIPAL SCHOOL, PRINCIPAL PHONE, PRINCIPAL EMAIL, SCHOOL CONTACT, CONTACT PHONE, CONTACT EMAIL), and Approval (N, Closed, Demo Loaded, CP#, CITE). Below this information, there is a table with columns: Grad Year, 6th Sem Class Size, Unweighted GPA Scale, Students Tested ACI / SA I, Roster Type Submitted, Roster Received, Does School Rank?, Students Submitted, State Scholars Selected, Certe Printed By, and Run Selection. The table contains one row of data for the year 2018. At the bottom, there is a pagination control showing 'Showing 1-1 of 1 entries' and a page number '1'.

Grad Year	6th Sem Class Size	Unweighted GPA Scale	Students Tested ACI / SA I	Roster Type Submitted	Roster Received	Does School Rank?	Students Submitted	State Scholars Selected	Certe Printed By	Run Selection
2018	4	004.000	X		09/11/2018	N	0	0	HSAC	

Reports

Click on Create New Report.

Search By School Search By Student **Reports** File Upload

ILLINOIS HIGH SCHOOL 555555

Address
123 STREET
CITY, IL 55555

County

Phone

Principal
PRINCIPAL SCHOOL

Principal Phone

Principal Email
Principal@School.edu

School Contact
School contact

Contact Phone

Contact Email
Contact@School.edu

Approval
N

Closed
--

Demo Loaded
09/11/2018

CPS
--

CITE
--

Update

Refresh Create New Report

Graduation Year
2018-2019

Entries displayed 10

Filter

Status	Report Type	Date Run	File Size(kb)	Username
--------	-------------	----------	---------------	----------

Showing 1-1 of 1 entries

Click on the drop down arrow and select the report of choice and then click on Request Report. The requested report detail will appear on the State Scholar: Reports: Eligibility Reports screen.

Select Report

SSP Finalists

Graduation Year
2018-2019

Request Report

Contact School Services Department

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@illinois.gov.

Quick Links

isac.org

[State Scholar Program](#)

[Required Sixth Semester Data](#)