



User Guide:

**State Scholar Program (SSP)**

**Online Processing**





## State Scholar Program (SSP) Online User Guide

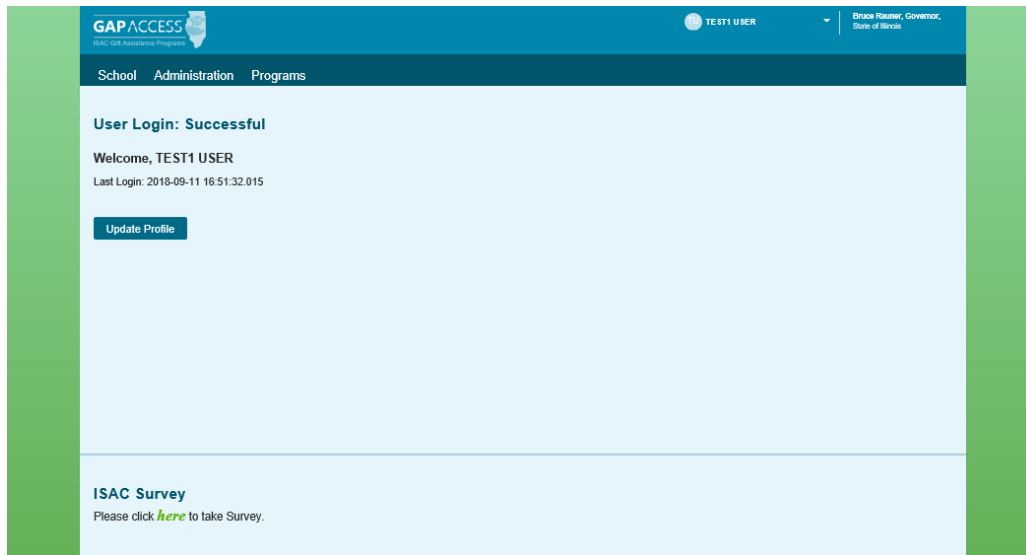
One option that high schools can use to submit the required sixth semester data, used to designate Illinois State Scholars, is to submit individual records via the online process in the GAP Access Portal.

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 a disclaimer about the system's use. 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 displays the 'State Scholar Program: Search By School: Results' page. The school name is 'ILLINOIS HIGH SCHOOL 55555'. The page is divided into sections for school information, contact details, and a data entry table. A red box highlights the data entry fields in the table, and a yellow message box is present in the upper right area.

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, 2018 for the 2017-18 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.

ILLINOIS HIGH SCHOOL 555555

Graduation Year  
2018

Class Size  
4

Unweighted GPA Scale  
004.000

Does School Rank  
N

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

Entries displayed: 10

Starts With:  Go Filter:  Go

Last Name	First Name	MI	Date of Birth	Class Rank	Unweighted GPA	Disqualification Code	WSS	State Scholar	Address	Transfer
ADAMS	JOHN	A	07/03/2000	<input type="text"/>	<input type="text"/>	<input type="text"/>			123 1ST ST CITY	
DOE	JANICE		11/01/1999	<input type="text"/>	<input type="text"/>	<input type="text"/>			123 2ND ST CITY	

Save

**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, 2018 (provide updated address);
  - H - not scheduled to graduate from high school by September 1, 2019;
  - 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

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

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.

The screenshot displays the 'State Scholar Program: Search By School: Results' page. The header includes the GAP ACCESS logo and navigation tabs for 'School', 'Administration', and 'Programs'. The main content area shows details for 'ILLINOIS HIGH SCHOOL 555555', including address, principal information, and approval status. A table below the details shows one entry for the year 2018 with 2 students submitted and 2 state scholars selected. The page includes a filter input, pagination controls, and buttons for 'Print Certificates' and 'Save'.

**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  
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Demo Loaded  
09/11/2018

CPS  
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CITE  
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Update Contact

Entries displayed: 10

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 visible. The main content area shows search results for a student named ADAMS, JOHN A. with State ID 123456789 and Date of Birth 07/03/2000. The screen is divided into sections for High School Details and Student Details. High School Details includes fields for Transfer, GPA Scale & Type (004.000), 8th Semester Class Size (4), Current High School Code - Name, and 8th Semester HS Code - Name (55555 - ILLINOIS HIGH SCHOOL). Student Details includes fields for HS Grad Year (2018), Prior Last Name, Educational Level (11), Unweighted GPA, 8th 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 Sched Grad, Already in College, Not in Top Half, ISAC Unqual, and Death, each with a checkbox. There are also checkboxes for Discrepancy Letter Sent and Award Letter Sent. The top right corner shows the user's name, Grace Rauer, Governor, State of Illinois, and a lock icon.

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](mailto: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
<b>Student State ID</b> 123456789	<b>Mailing Address 1</b> 123 1ST ST
<b>First Name</b> JOHN	<b>City</b> CITY
<b>Middle Initial</b> A	<b>State</b> IL
<b>Last Name</b> ADAMS	<b>ZIP Code</b> 55555 5555
<b>Prior Last Name</b>	<b>Primary Phone</b> 555-555-5555
<b>Date of Birth</b> 07/03/2000	<b>E-mail</b>
<b>Gender</b> 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'. There are four search options: 'Search By School', 'Search By Student' (circled in red), 'Reports', and 'File Upload'. Below the search options, there is a section for 'Enter Search Criteria' with a 'Search Results' link. The search criteria form includes the following fields: 'Grad Year' (a dropdown menu showing '2018-2019'), 'First Name' (a text input field), 'Middle Initial' (a text input field), 'Last Name' (a text input field), 'Date of Birth' (a text input field), and 'State ID' (a text input field). 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 bar with 'Enter Search Criteria' and a 'Search Results' button. The search results are displayed in 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 shows 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 includes a 'Filter' input field, a 'Showing 1-1 of 1 entries' message, and a pagination control showing '1'.

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 State Scholar Program: Search By School: Results page. The 'Reports' link is circled in red. The page displays school information for ILLINOIS HIGH SCHOOL 55555, including address, contact details, and approval status. A table below shows the search results for the year 2018.

**ILLINOIS HIGH SCHOOL 55555**

**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  
[Update Contact](#)

**Approval**  
N  
**Closed**  
--  
**Demo Loaded**  
09/11/2018  
**CP #**  
--  
**CITE**  
--

Entries displayed: 10 | Filter: [ ]

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

Showing 1-1 of 1 entries | Page 1 of 1

## 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](mailto:isac.schoolservices@illinois.gov).

### Quick Links

[isac.org](#)

[State Scholar Program](#)

[Required Sixth Semester Data](#)