Step 1:

To navigate to **STARS**, from the **GAfutures Homepage**, **Sign In** using your **STARS** access username and password.

For users that do not have **STARS** access and would like to gain access, please contact one of the designated admins for your institution.....

Institution User – Contact your Institution Admin for access.

Institution Admin – Contact your District Admin for access.

**District Admin – Contact GSFC for access.**

Note: You will be prompt to complete your *Profile* after you successfully sign in to GAfutures for the first time.
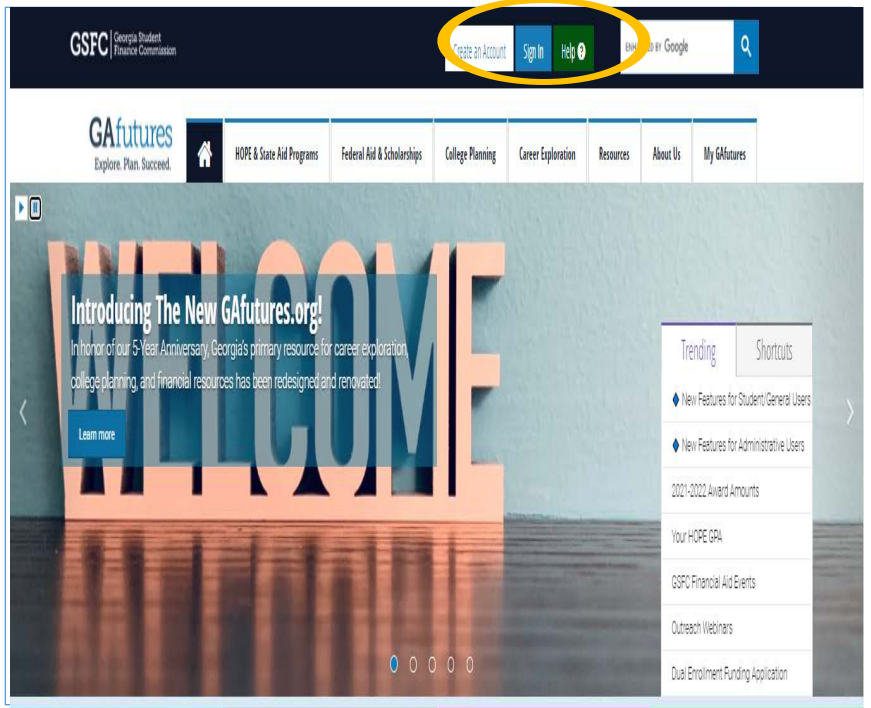

Step 2:

Once you have signed in to **GAfutures**, if you have admin access, you will see the **High School Functions** tab located in the mega menu at the top of the screen.

Note: If you do not see the **High School Functions** tab, you will need to contact your Institution Admin, District Admin or GSFC to be granted admin access to the GAfutures admin area. Once access has been granted, your designated admin will assign the necessary rights to **STARS**.
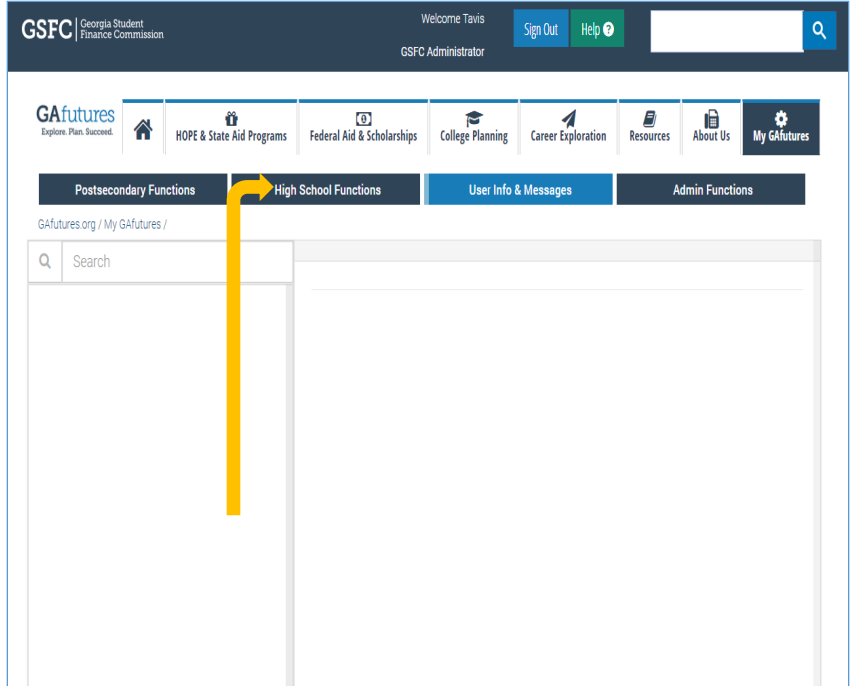
Step 3:

Now that you have access to the **High School Functions** tab, you will see the **STARS** system as the only option in the drop down menu.
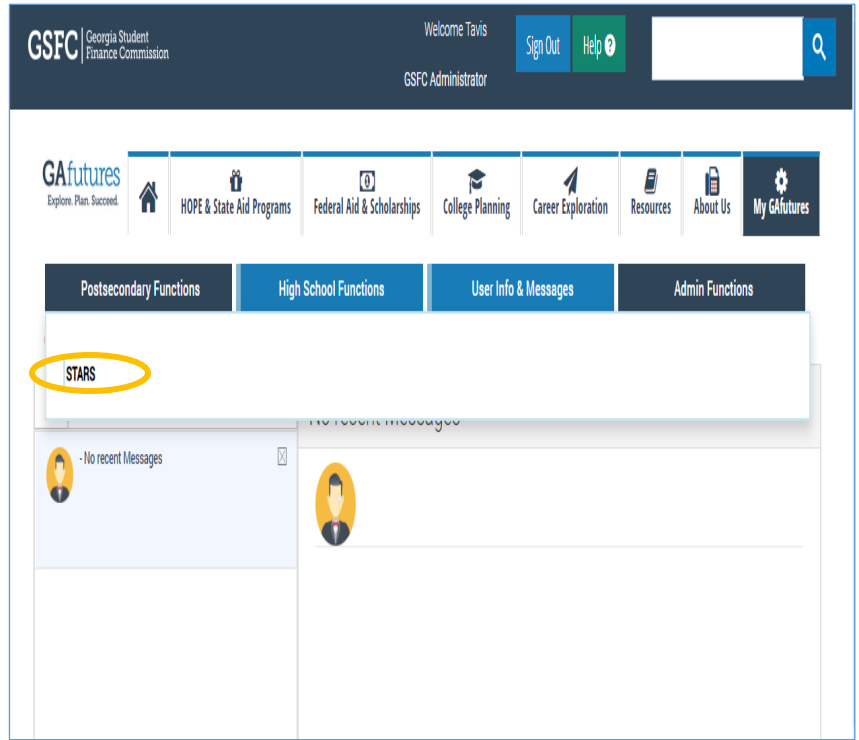
Step 4:

On the left menu, expand the options for **Transcripts** and select **Upload Transcripts** from the list of options.

Finally, choose the file to upload by selecting **Browse** and locating the transcript file from your Student Information System. Once this is done, select **Upload File**.

Note: Transcript data files from Student Information Systems need to be either .txt or .trs file type.