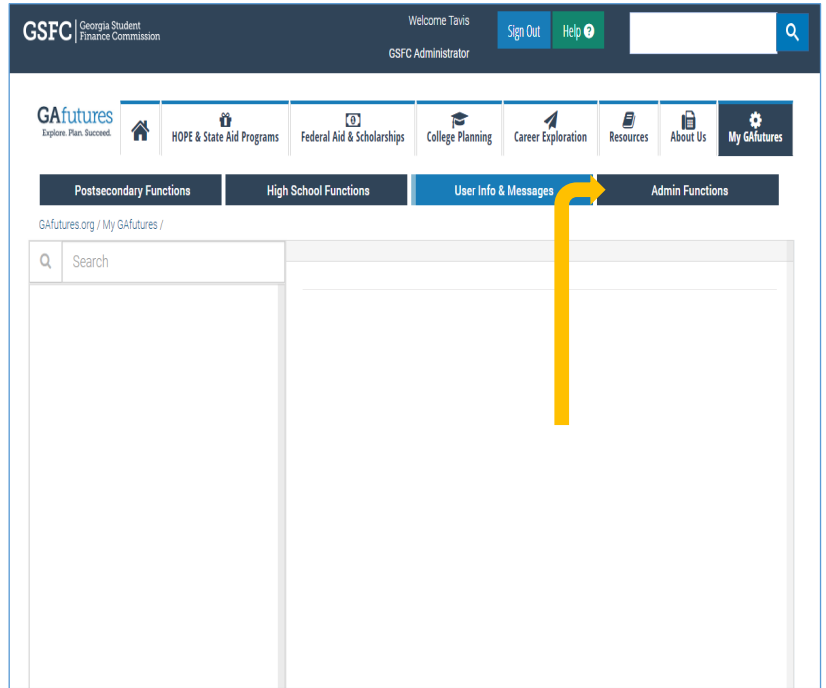


Step 1:

To edit, add or review admin rights first, sign in to GAfutures. Once signed in, look for the **Admin Functions** menu located in the mega menu at the top of the screen.

Note: If you do not see the **Admin Functions** menu, you will need to contact your District Admin or GSFC to be granted admin access. Institution Admins cannot assign access to the Administrative Rights tab.



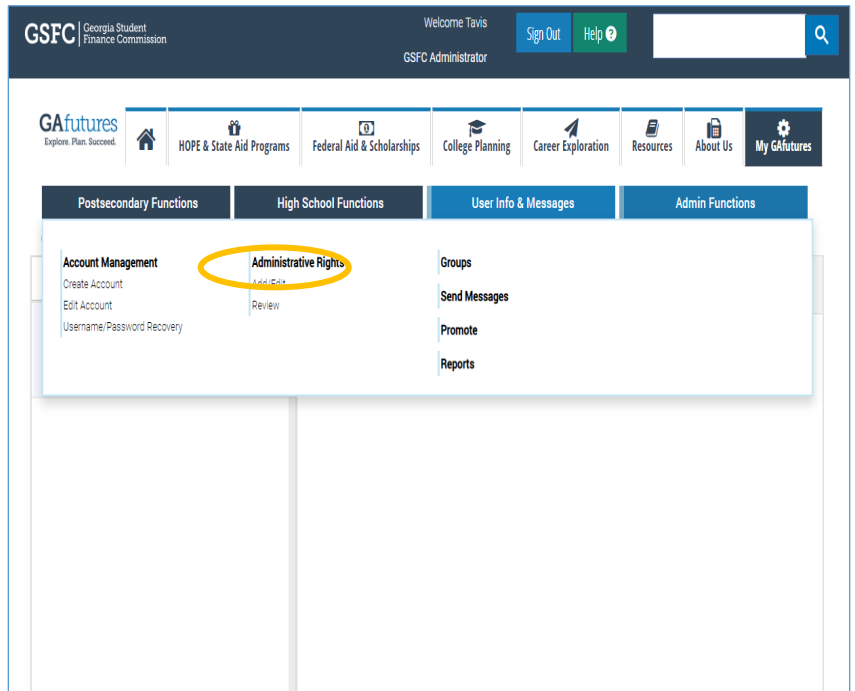
Step 2:

As the designated administrator for your school or district, you are responsible for managing your Institution User accounts.

In the **Admin Functions Menu** you can

- Create an account for a staff member
- Edit accounts
- Reset passwords (an email is sent to the user)
- Assign rights to the institutional users for STARS (if a high school) or SURFER (if a postsecondary college or university)
- Review all users at your school

To add administrative rights to an account, click on the **Administrative Rights** tab. Once you have clicked on the **Administrative Rights** tab select the add/edit option.



Step 3:

Next, search for the account you wish to update. Click on the drop-down menu and choose one of the following search criteria:

- Username
- Email
- Phone No
- School Name
- Last Name

ADMINISTRATIVE RIGHTS

Add/Edit

Please complete all fields below to assign or remove administrative rights. Fields marked with * are required.

Search By *

Username

Enter Username *

Search

Step 4:

Once you enter your search criteria, you can then view the accounts associated with that particular tab. Review the accounts before choosing to ensure you identify the correct user.

Please complete all fields below to assign or remove administrative rights. Fields marked with * are required.

Search By *

Email

Enter Email *

Search

Please click on the User Name link below to View/Edit the Application Access Rights.

Select User	User Name	First Name	Last Name	Email	Admin Type
<input type="checkbox"/>	GSFC	A	W	iew@gstfc.org	GSFC User
<input type="checkbox"/>		A	W	iew@gstfc.org	No rights for this user
<input type="checkbox"/>		A	W	iew@gstfc.org	No rights for this user
<input type="checkbox"/>		A	W	iew@gstfc.org	No rights for this user
<input type="checkbox"/>		A	W	iew@gstfc.org	No rights for this user

Step 5:

Once you have identified the appropriate account, check the box next to the username and select the admin type (Inst. User, Inst. Admin). Click **Update**.

Please complete all fields below to assign or remove administrative rights. Fields marked with * are required.

Search By *
Email

Enter Email *

Please click on the User Name link below to View/Edit the Application Access Rights.

Select User	User Name	First Name	Last Name	Email	Admin Type
<input type="checkbox"/>	GSFC	A	W	lew@gstf.org	GSFC User
<input type="checkbox"/>	_____	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	_____	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	_____	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	_____	A	W	lew@gstf.org	No rights for this user



Step 6:

After clicking update, you will receive a prompt indicating that the **Admin Type** was updated successfully. An automatic message will be sent informing the user of the changes. Click **OK**

Please complete all fields below to assign or remove administrative rights. Fields marked with * are required.

Search By *
Email

Enter Email *

Please click on the User Name link below to View/Edit the App

Select User	User Name	First Name	Last Name	Email	Admin Type
<input type="checkbox"/>	GSFC	A	W	lew@gstf.org	GSFC User
<input type="checkbox"/>	_____	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	_____	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	_____	A	W	lew@gstf.org	No rights for this user

www.gafutures.org says:
Admin Type updated Successfully!!



Step 7:

To **Assign Rights**, click on the **blue link** for the account name.

Expand the STARS or SURFER option.

You may assign rights as:

- Full Access
- Read Only
- None

You can assign rights to the entire system or to functions within the system.

Please click on the User Name link below to View/Edit the Application Access Rights.

Select User	User Name	First Name	Last Name	Email	Admin Type
<input type="checkbox"/>	COUNSELOR			@ edu	Institution User

Update

Applications				
	Default, when application selected is:	Full Access	Read Only	None
<input type="checkbox"/>	SURFER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Update

Step 8:

To assign rights to various functions, expand the list.

You may assign rights for each function as:

- Full Access
- Read Only
- None

To save click **Update**.



Applications				
	Default, when application selected is:	Full Access	Read Only	None
<input type="checkbox"/>	SURFER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Student Information			
	Student search	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Student Demographics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Student Scholarship and Grant Status	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	GSPApps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Add/Edit Student Invoice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Hope/Zell Loss Dates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Applications			
	GPA			
	GPA Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Progress Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Year Graduate reports (12/01/2006)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Student Records with missing SSN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Update