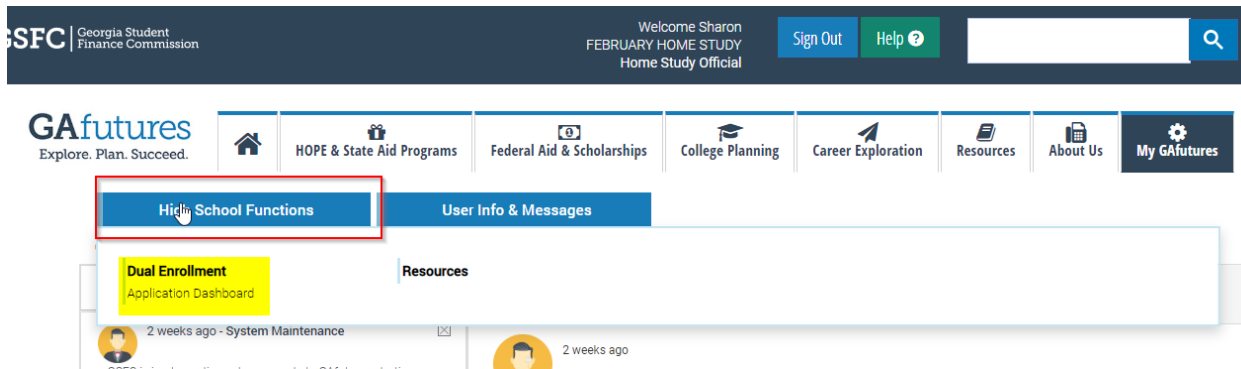


Sign in to your GAfutures Administrator account

Selecting High School Functions (HSF) allows the following options:

- **Application Dashboard** to access the Single View
- **Resources** for important information posted by GSFC

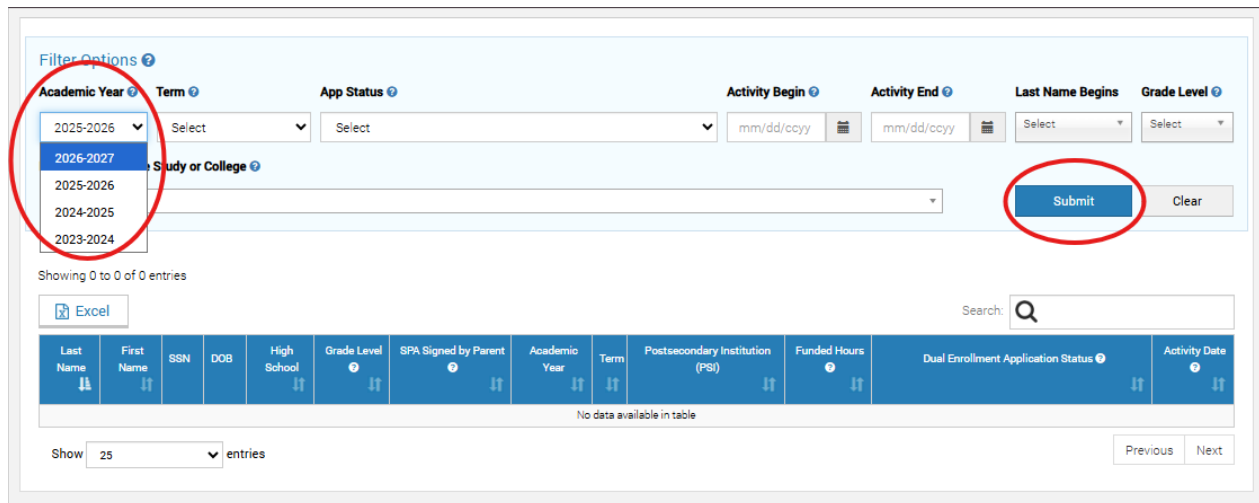
The **User Info & Messages** section is a form of communication by GSFC. Messages are provided to GAfutures users based on the users' account type, i.e. home study, high school & PSI professionals and high school or college students.



Select **Application Dashboard** to view your **Dashboard** before accessing the **Single View**.

An application which has a status of **Parent Participation Pending** or **Parent Participation Denied** cannot be processed.

The top light blue selection is a filter option.



The Dual Enrollment Dashboard defaults to display applications for the current academic year. Between February and May, please change the **Academic Year** in the filter options and click **Submit** to see your students' applications for the upcoming academic year.

Note: Selecting other filter options will prevent you from seeing your students submitted applications. Only utilize the **Academic Year** filter option. You can use the **Search** box if you are looking for a specific student among numerous.

Filter Options

Academic Year: 2020-2021 | Term: Select | App Status: Select | Activity Begin: mm/dd/ccyy | Activity End: mm/dd/ccyy | Last Name Begins: Select | Grade Level: Select

High School/ Home Study or College: Select

Submit | Clear

The default view is current academic year(s) applications, excluding deleted and manual apps. Use the filter options to narrow the view. (Use Dual Enrollment Report function for a list of all apps - Not Yet Available - Coming Soon).

Excel | Search:

Last Name	First Name	SSN	DOB	High School	Grade Level	SPA Signed by Parent	Academic Year	Term	Postsecondary Institution (PSI)	Funded Hours	Dual Enrollment Application Status	Activity Date
HOPE	GRANT	XXX-XX-4851	01/21/2004	FEBRUARY HOME STUDY	11	Y	2020-2021				High School Profile Pending	05/16/2020

Show 25 entries | Previous 1 Next

The **Dashboard**, below the darker blue, lists your student application and statuses. Click on the **hyperlinked name** in the far left “last name column” to open the **Single View**.

Review the student’s information for accuracy. The student may access their Dashboard to add a college(s).

An application should only be **deleted** if the student does not attend your high school. Select **Back to Dashboard** at any time while in the Single View.

First Name: GRANT Last Name: HOPE SSN: DOB: 11/30/2004 Application ID: DE2788592

Back to Dashboard | Delete Application

Academic Year	Grade Level	Student's Email	by Student	by Parent	Albany Tech
2021	12	sonyeg@gsfc.org	05/26/2020	05/26/2020	Wesleyan Young Harris

Parent/Guardian's Email: ParentEmail@mail.com | Resend Parent Email

Parent Acknowledgment Received: Electronically Received – Approved

Student Status (to be completed by HS)

Term	Grade Level
Summer	Select
Fall	Select
Spring	Select

Submit

Student DE Eligibility Type

Term	Student DE Eligibility Type
Summer	
Fall	
Spring	

10 th Grade (19-20 DE student as 9 th Grader)	SB2 as of Spring 2020	Test Score Eligibility	
No	No	ACT	SAT
			Meet Test Scores
			No Test Scores on File

Begin with the **Student Status** section and select the grade level dropdown next to the term which you want to add courses for, i.e. Fall term 2020. Select **Submit** after entering the grade level.

The **Student DE Eligibility Type** section to the right will update based on your grade level selection and will indicate the **PSI and course types** the student is eligible to participate in Dual Enrollment.

ted by HS)

Grade Level ?		Submit	Term		Student DE Eligibility Type ?	
Select			Summer	10th Grade w/ Test Scores: Any PSI, Any Course		
Other			Fall			
Select			Spring			

s 9 th Grader) Grader ?		SB2 as of Spring 2020 ?		Test Score Eligibility ?	
	No	ACT	SAT	Meet Test Scores	
		24	1240	Yes (Meets the test score requirement as a 10th Grader to enroll in Core courses at any PSI)	

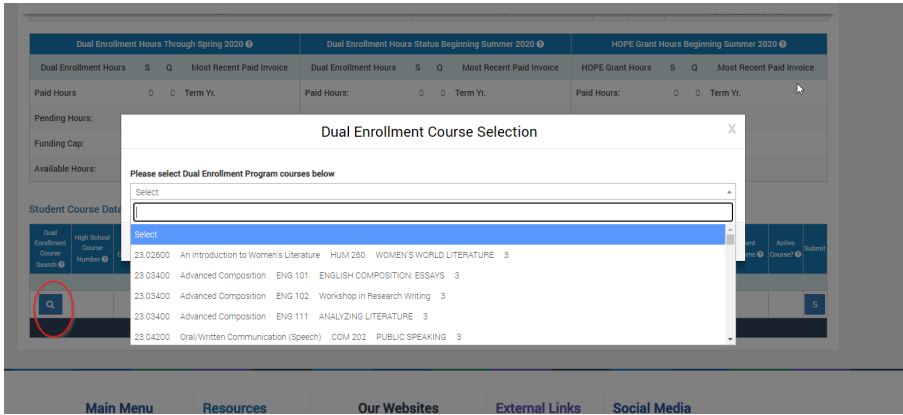
Example:

For a 10th grader to enroll at any participating TCSG, USG or private PSI, and take Core or CTAE courses, the student must have a qualifying test score in GSFC’s system*. The **Test Score Eligibility** section will indicate test scores on file and confirm eligibility status.

*See 1 pager, how to submit test scores

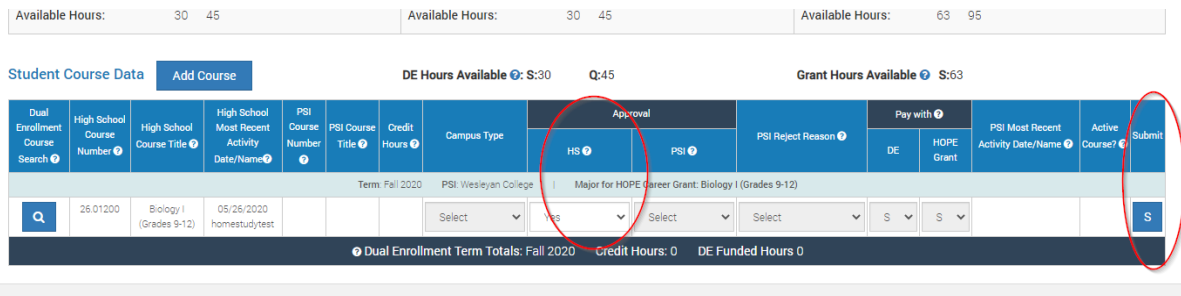
To begin adding courses, select **Add Course** in the bottom left-hand corner, then select the PSI and term for processing. Only the term for which you selected a grade level in the Student Status section will display. Or, based on the student eligibility type, the PSI cannot be selected.

Upon selecting the term and clicking select, you may begin adding courses. Click on the **magnifying glass** on the far left to open the Course Directory.



Enter the high school/PSI course number or high school/PSI course title or subject area to narrow down the course options. Highlight the course and click **Select**.

Next, you must confirm approval by selecting **Yes** from the drop down under the **Approval** column then select the **S** **Submit** on the far right.



Select **Add Course** until all courses have been entered and approved for the term.

The status of the application is now updated to **PSI Decision Pending**. Once the PSI completes the college level fields (College equivalent course number, Campus, Pay With) and approves all course(s), the application status will update to **Complete Application** (see 1 pager Understanding Statuses).

Note: The PSI will either approve or reject the course(s) entered. If a course(s) is rejected, as the home study administrator, you must review the PSI suggestion and approve (agreeing with the PSI's suggestion).