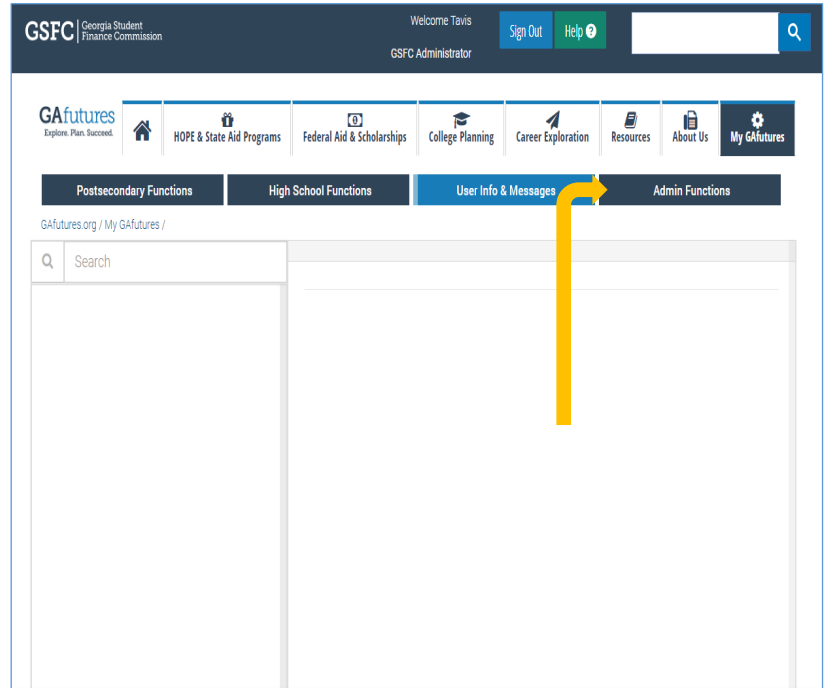


**Step 1:**

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.



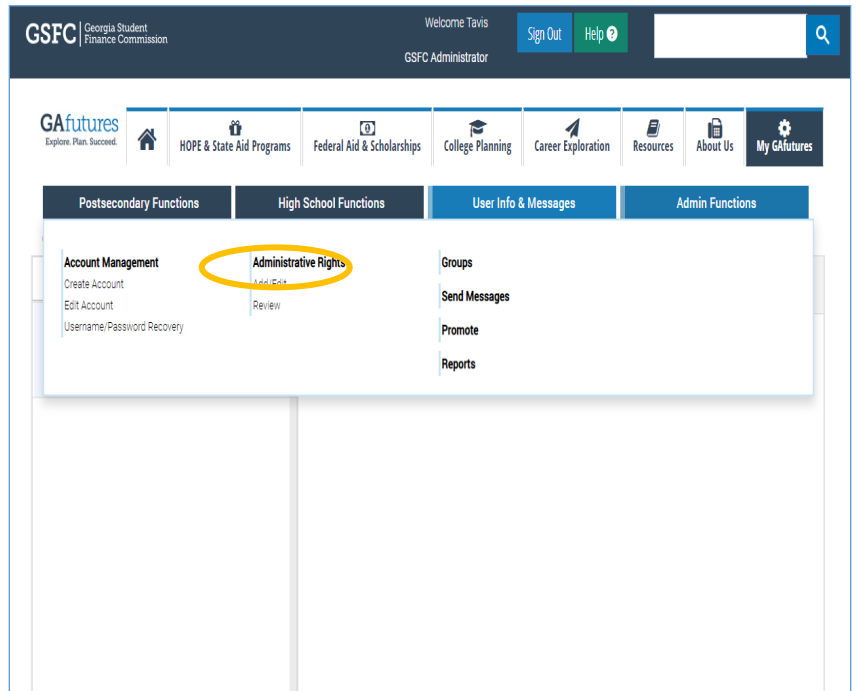
**Step 2:**

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

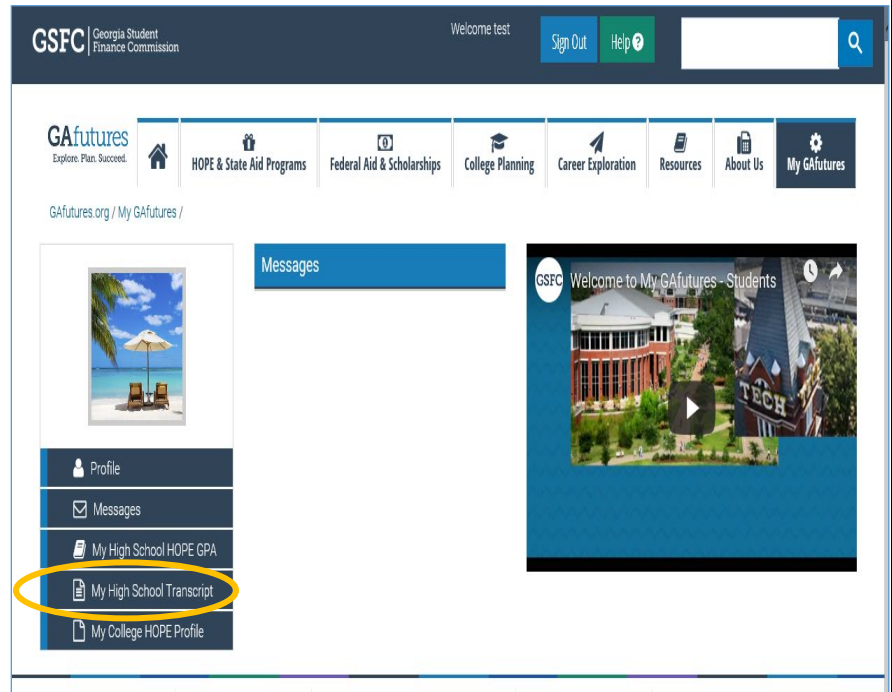
To add administrative rights to an account, click on the **Administrative Rights** tab. Once you have clicked on the **Administrative Rights** tab select the add/edit option.



**Step 3:**

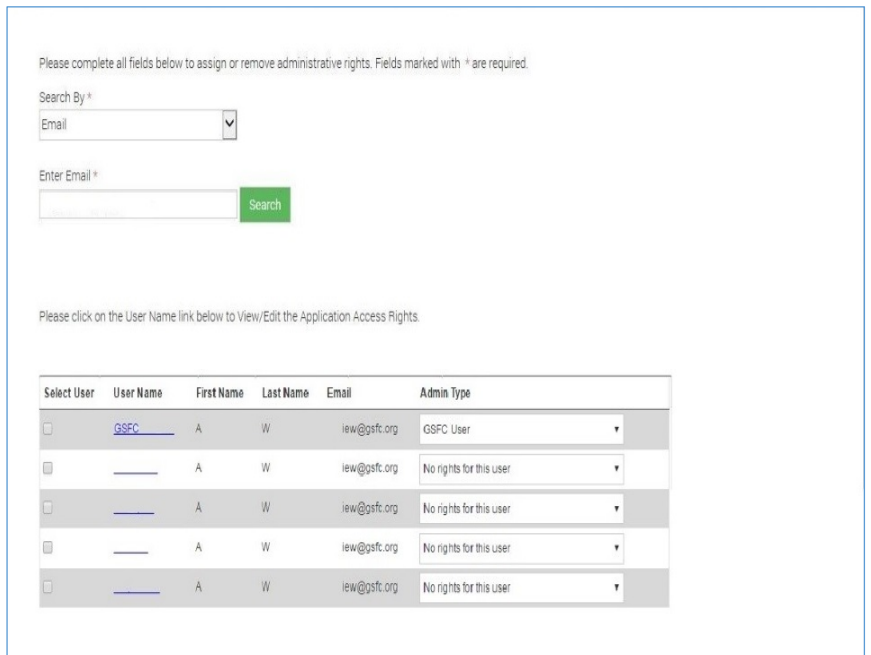
Next, search for the account you wish to update. Click on the drop-down menu and choose one of the following search criteria:

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



**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.



**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"/>	<a href="#">GSFC</a>	A	W	lew@gstf.org	GSFC User
<input type="checkbox"/>	<a href="#">_____</a>	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	<a href="#">_____</a>	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	<a href="#">_____</a>	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	<a href="#">_____</a>	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"/>	<a href="#">GSFC</a>	A	W	lew@gstf.org	GSFC User
<input type="checkbox"/>	<a href="#">_____</a>	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	<a href="#">_____</a>	A	W	lew@gstf.org	No rights for this user
<input type="checkbox"/>	<a href="#">_____</a>	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"/>	<a href="#">COUNSELOR</a>			@ 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**