Step 1:
To edit, add or review admin rights first, sign into 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**.

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**.
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.

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**.