

Step 1:

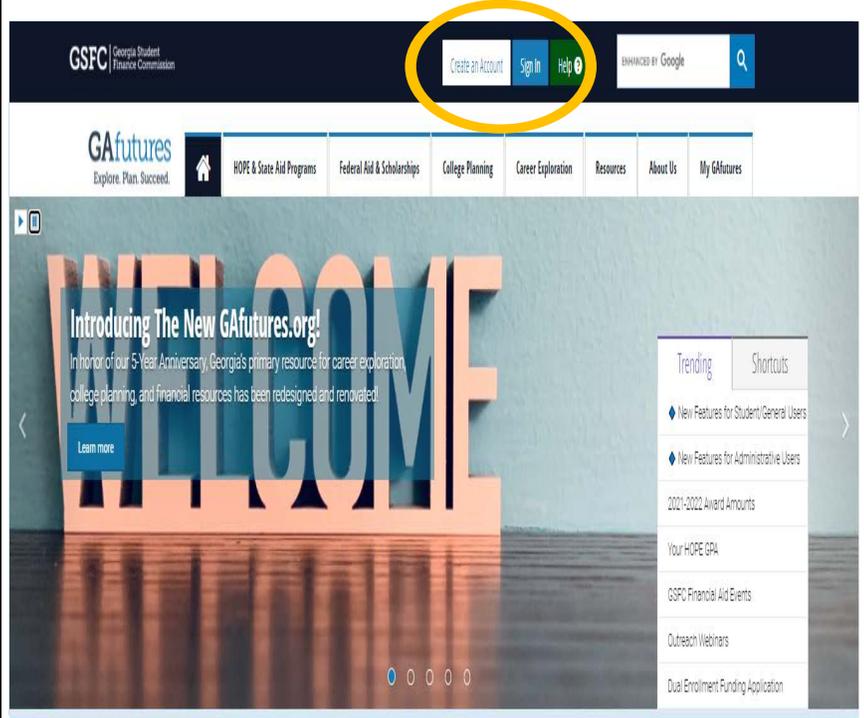
To navigate to **SURFER**, from the **GAfutures Homepage**, **Sign In** using your **SURFER** access username and password.

For users that do not have **SURFER** 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 GSFC for access

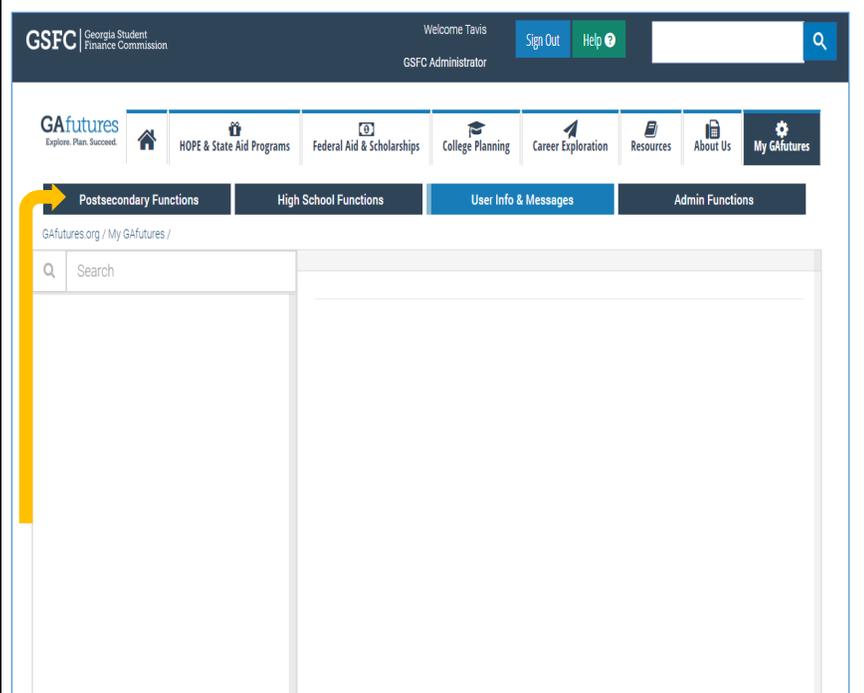
Note: You will be prompted to complete your *Profile* after you successfully sign in to GAfutures for the first time.



Step 2:

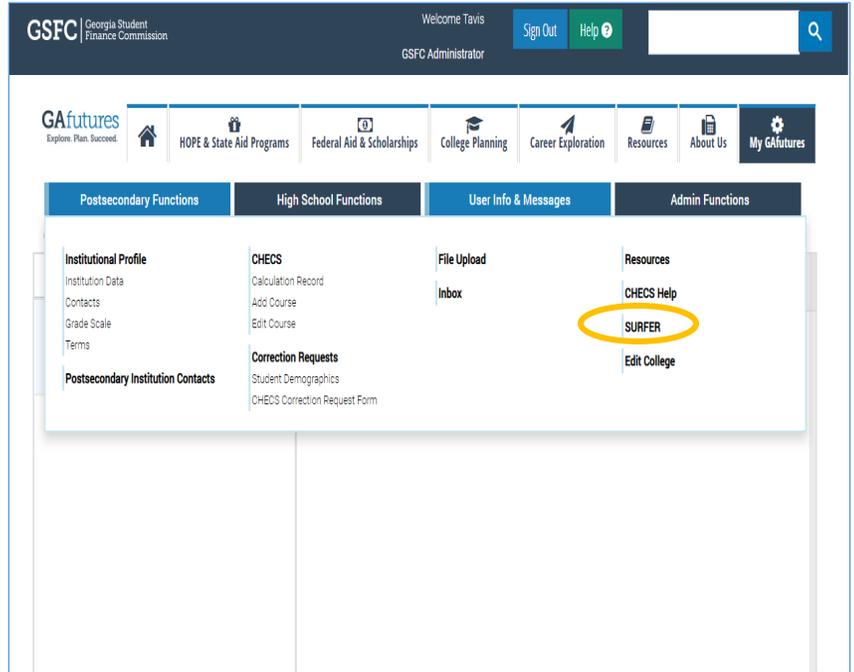
Once you have signed in to **GAfutures**, if you have admin access, you will see the **Postsecondary Functions** tab located in the mega menu at the top of the screen.

Note: If you do not see the **Postsecondary Functions** tab, you will need to contact your Institution Admin, or GSFC to be granted admin access to GAfutures.



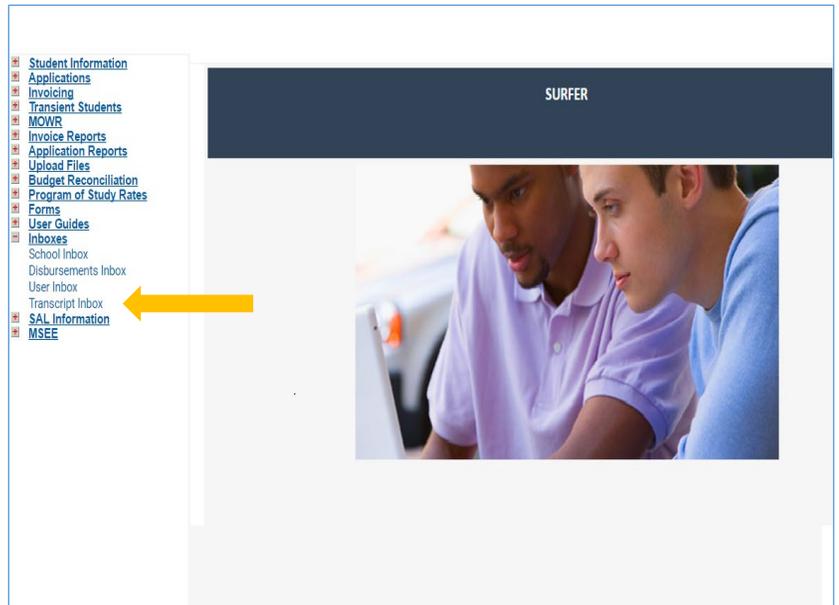
Step 3:

Now that you have access to the **Postsecondary Functions** tab, you will see the **SURFER** system as one of the options in the drop down menu.



Step 4:

To download transcripts, on the left menu, expand the options for **Inboxes** and select **Transcripts** from the list of options.



Step 5:

Finally, click the check box next to the file you want to download and then click the **Submit** Button.



Note: To download any transcript inbox files, please use your institution zip file password (the code you use for unzipping invoice files). If you don't know that password, please contact your institution administrator.

The screenshot shows the SURFER Transcript Inbox interface. On the left is a navigation menu with categories like Student Information, Applications, Invoicing, and Inboxes. The main area displays a table of transcript files. A yellow arrow points to the 'Download' checkbox in the first row. At the bottom right of the table, there are 'Submit' and 'Clear' buttons, with another yellow arrow pointing to the 'Submit' button.

Download	View	Reports/Files Name	File Size	Data Generated
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TRD889_20160706104129.XML	32225	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_20160711104129.XML	32229	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_20160722104129.XML	32242	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_20160731104129.XML	35210	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_TRANSCRIP_LIST_20160706104129.HTML	29210	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_TRANSCRIP_LIST_20160706104129.RTF	28428	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_TRANSCRIP_LIST_20160711104129.HTML	29210	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_TRANSCRIP_LIST_20160711104129.RTF	28428	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_TRANSCRIP_LIST_20160722104129.HTML	29210	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_TRANSCRIP_LIST_20160722104129.RTF	28428	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_TRANSCRIP_LIST_20160731104129.HTML	34102	07/13/2016
<input type="checkbox"/>	<input type="checkbox"/>	TRD889_TRANSCRIP_LIST_20160731104129.RTF	33284	07/13/2016