**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**.

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.

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**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**.