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INTRODUCTION

The STARS (Scholar Tracking and Reporting System) data portal is the system used to track REACH Scholar progress. As a program requirement, REACH Georgia Coordinators across the state shall use STARS to document scholar performance each semester. The data will be used to track progression, serve as an early warning system and verify eligibility of students for continued program participation. Behavioral data, including attendance, behavior infractions and the 8th grade GPA, is manually provided, while academic data for 9-12 grade scholars is provided through the electronic transcript exchange process. Prior to adding behavioral data, transcripts must be submitted providing the student’s Grade Point Average (GPA).

The STARS Data Portal Guide includes step-by-step instructions on how to access STARS, update student records and upload transcripts to GSFC.

You should find this resource to be user friendly, but if you require additional assistance or have questions, contact REACH Georgia by phone at (770) 724-9250 or email at reach@gsfc.org.

<table>
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<tr>
<th>Important Due Dates</th>
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<td><strong>December 15</strong> – New scholars must be entered following REACH Signing Day.</td>
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<td><strong>February 15</strong> – Fall term academic/behavior progression data must be entered for all scholars.</td>
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<tr>
<td><strong>June 30</strong> – End of year transcripts to be uploaded for high schoolers, and numerical averages manually entered for 8th graders; Spring term academic/behavior progression data must be entered for all scholars. Final GPA verified and Scholarship eligibility status verified for high school graduates.</td>
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OBTAIN ACCESS TO STARS

Create an Account

STARS is accessed through www.gafutures.org. You will need to create an account on GAfutures.org.

Coordinators with 5 or fewer High Schools see below. Coordinators with 6 or more High Schools refer to Page 4.

1. Visit GAfutures.org and select Create an Account from the top of the home page.
2. Select the middle group (green) which identifies your role as working as an Education Professional.
3. The process of creating your account will begin. You need only to complete the required fields (those with a red asterisk *).
4. After entering your name and email address, you will begin Step 2. Select “I work at a Georgia High School”. Then a series of security questions must be completed.
5. Step 3 will ask you to create a username and select a high school to associate with the account. An account will need to be created individually for each high school that you support. Select a username that is easily identifiable by the name of the high school. i.e., username of lamberthighcoordinator for Lambert High School.
6. Complete the account creation by filling in any required fields.
7. You will be required to acknowledge the Terms of Use/Privacy Policy and select “I’m not a robot.”
8. Select Create Account.
9. Repeat this process until you have created a login for each of your high schools.
Coordinators with 6 or more High Schools

1. Visit GAfutures.org and select **Create an Account** from the top of the home page.
2. Select the **middle group (green)** which identifies your role as working as an **Education Professional**.
3. The process of creating your account will begin. You need only to complete the required fields (those with a red asterisk *).
4. After entering your name and email address, you will begin Step 2. Select “**I am a Georgia District Administrator**”. Then a series of security questions must be completed.
5. Step 3 will ask you to create a username and select a school district to associate with the account.
6. Complete the account creation by filling in any required fields.
7. You will be required to acknowledge the Terms of Use/Privacy Policy and select “I’m not a robot.”
8. Select **Create Account**.

**Request STARS Access**

Coordinators with 5 or fewer High Schools: Your District Administrator (DA) will grant you access to STARS.

1. Email your DA and provide:
   a. Your first and last name.
   b. Your GAfutures username (do not provide password).
   c. Request for read only access to HOPE GPA and Transcripts applications and **full access to the REACH application in STARS**.
2. If you do not know the identify of your DA, please contact reach@gsfc.org.
Coordinators with 6 or more High Schools

Georgia Student Finance Commission (GSFC) will grant you access to STARS.

1. Access the Administrator Access Request Form, provided to you by REACH.
2. Complete the requested information.
3. Submit the form to GSFC using one of the methods listed on the form.
4. You will receive an email confirmation once your account set up is complete.

Note: The Authorized Official to sign the form must be the Superintendent of your district or the Principal or Assistant Principal at any of the high schools that you support.

Recover Username/Password

If you forget your username and/or password to GAfutures:

1. Select the Sign In button from the GAfutures home page.
2. Select the Forgot Username? or Forgot Password? link, whichever applies.

If you continue to have sign in problems, select the Help button at the top of the home page to submit a helpdesk inquiry.
# SIGN IN TO STARS

**Sign in to STARS**

**Step 1:**
1. Visit [www.gafutures.org](http://www.gafutures.org) and Sign In.
   a. If this is your first time signing in, you will be prompted to complete your Profile. **Be sure to complete the security question/answer section.**
   b. Upon first login, you will also be prompted to read and acknowledge the **Terms of Use/Privacy Agreement**.

**Note:** If you do not have a GAfutures username and password, refer to Page 3, Create an Account.

**Step 2:**
1. Once signed in you will be routed to the My GAfutures page.
2. Select the **High School Functions** tab and select the STARS link.

**Note:** If you do not see the STARS link, contact your District Administrator, Institutional Administrator or REACH Georgia at reach@gsfc.org.
## ADD A REACH STUDENT TO STARS

**Step 1:**
1. Sign in to GAfutures.org.

*Note: If you do not have a GAfutures account, refer to Pg. 3*

**Step 2:**
1. From the My GAfutures page, select the High School Functions tab.
2. Click on the STARS link.

**Step 3:**

### GAfutures login with one school
If assigned to one school per GAfutures account login, you will be routed to the STARS home page for that high school.

On the STARS home page view the menu listing on the left of the page.
1. Click on the REACH link and the Student’s page will be displayed.
2. Ensure that the school you are entering/updating data for is listed correctly.

### GAfutures login with 6 or more schools
If assigned to 6 or more schools per GAfutures login, you will be routed to a listing of high schools in which you are assigned.

1. Double click on the school name you wish to view. Follow numbers 1 & 2 above.

### Important Due Dates
- **December 15** – New scholars must be entered following REACH Signing Day.
- **February 15** – Fall term academic/behavior progression data must be entered for all scholars.
- **June 30** – End of year transcripts to be uploaded for all high schoolers; Spring term academic/behavior progression data must be entered for all scholars. Final GPA and Scholarship eligibility status verified for high school graduates.
**Step 4:**
STARS will default to the Student List tab.

1. Review the list to ensure that all current scholars are listed and that the information is accurate. If a student is missing or a student is listed that does not attend the high school, email REACH at reach@gsfc.org.

2. To add a new student, select the **Enter New Student** tab.

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**Step 5:**
Enter the SSN, Last Name and DOB of the student. **Note:** If the student has provided a SSN Waiver, enter the District assigned ‘999’ number for the SSN.

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**Step 6:**
Enter the scholar’s information. Fields identified below with an asterisk (*) indicate a required field.

- First Name *
- GTID *
- Address *
- Gender *
- City *
- Zip *
- Race *
- Ethnicity *
- Cohort Year (scholar’s first year in REACH) *
- Citizenship Status *
- Alien Registration (if applicable) *
- Anticipated Grad Year *
- FERPA Release Form Received *
- Media Consent Provided *
- Postsecondary Student Plans to Attend *
  (select Unknown if no information available)
Step 7:
Certify REACH Eligibility

When first entering student’s data, you will need to certify that the student’s application has been reviewed and is complete. Other certifications will be completed later.

1. Select the first checkbox identifying that the student’s REACH application has been reviewed and is complete.
2. Do not select the second box as the student’s have not yet graduated high school.
3. Select the Submit button to save.

For any questions or concerns about the process of adding a student to your REACH Scholars list in STARS, please contact REACH at reach@gsfc.org
UPDATE PROGRESS FOR EXISTING REACH SCHOLAR

**Step 1:**

From the Student List, **double click on the student’s name** for whom you intend to update with their biannual academic and behavioral data.

*Note: Prior to adding academic and behavioral progress for the June 30th deadline, electronic transcripts must be successfully uploaded to STARS for all high school scholars.*

**Step 2:**

1. Select appropriate **Grade Level** tab for the student’s current grade. (For 8th graders, type School Name and leave CEEB field blank.)
2. Select Yes/No in identifying whether Academic, Discipline and Attendance Requirements were met.
   - If an area is identified as “No”, please enter step(s) being taken to improve in this area.
3. Enter number of Mentoring and Coaching sessions completed.
4. Identify whether student is under the care of DFCS (Department of Family & Children Services).
5. **For 8th graders**, manually enter numerical average in Current GPA and the date the “GPA” was calculated. The GPA is not a part of the mid-year updates.
6. **For high schoolers**, the GPA is auto-populated after a successful end-of-year transcript submission to STARS. The GPA is not a part of the mid-year updates.
7. Select the Submit button to save.

For end-of-year updates ONLY, GPA fields are to be completed prior to updating a scholar’s academic/behavioral progress.
# REACH Coordinator STARS Data Portal Guide

## Step 1: Create a GAfutures Account

- **GAfutures account is needed to access STARS**
  - Note: Only create a new account if you do not already have a GAfutures account.
  - Go to [www.gafutures.org](http://www.gafutures.org)
  - Select Create an Account link
  - Select the middle group, as “Educational Professional”.
  - On Step 2, select the radio button for “I work at a Georgia High School”
  - Enter remaining information and select to Create Account
    - If supporting 5 or fewer high schools, it is recommended to create a username specific to each high school
    - If supporting 6 or more high schools, create one account and complete the Administrator Access Request Form provided by REACH

## Step 2: Request STARS Access

- **Follow option below based on the number of high schools supporting**
  - 5 or less high schools
    - Contact your District Administrator or contact us at REACH@gsfc.org
  - 6 or more high schools
    - Complete the Administrator Access Request Form (contact us at REACH@gsfc.org)
  - Provide DA with your GAfutures username
  - Have the form signed by an Authorized Official (Principal, Supervisor, etc.)
  - Request full access to the REACH section of STARS & read only access to HOPE GPA & Transcripts sections of STARS
    - Return the form to GSFC

## Step 3: Enter New Student Data

- Sign in to GAfutures
  - For Coordinators with 5 or less high schools, enter the username of the school for which you wish to enter/update students
- Select the High School Functions button and the STARS link
- Select the REACH link from the menu to the left of the page
  - For Coordinators with 6 or more schools, you will be routed to a school listing prior to the REACH link. Select the school from the list that you wish to enter students and then select the REACH link
- View the Student List to ensure the student is not currently listed
- Select the Enter New Student tab
- Enter all requested student data and Submit

## Step 4: Update Data for Existing Student

- GPA data is required for end-of-year (June 30th) updates only. High Schoolers’ GPAs are auto-populated after a successful transcript upload. You must manually enter the numerical average for 8th Graders.
- From the REACH link, in the Student List tab, double-click on the student’s name for whom you wish to update data
- Select the appropriate grade level tab
- Enter academic/behavioral progress data for the student
- Submit

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Upload/Submit Transcripts

GPA data is added to the 9-12th grade tabs from the Transcript. Transcripts, along with academic and behavioral requirement data are due annually on June 30.

GPA data for 8th grade is added manually on the 8th grade tab.

Step 1:
1. Sign in to GAfutures.org and access STARS, as shown on Page 5.

Step 2:
On the STARS home page, view the menu options on the left.
1. Select the Transcripts link.
2. Select Upload Transcripts.
Step 3:
From the Upload Transcripts page, upload the transcripts from your computer.
1. Click on Choose File and select the file from the location saved on your computer.
2. Select Open.
Verify GPA

The GPA is calculated using the HOPE GPA calculation. For graduating students, the GPA calculated must be verified by the high school prior to the student receiving the REACH scholarship.

Both the HOPE Eligible and HOPE Ineligible transcripts must be verified in February (preliminary GPA) and June (final GPA).

Note: This process will typically not be handled by the REACH Coordinator unless the Coordinator is already the individual that handles submitting transcripts to GSFC.

Step 1:
1. Sign in to GAfutures.org and access STARS, as shown on Page 5.

Step 2:
On the STARS home page, view the menu items on the left.
1. Select the HOPE GPA link.
2. Select HOPE GPA Reports.
3. From the Select report version: dropdown, select the appropriate year and select to view the Preliminary (February) or Final (June) report.
4. On the HOPE GPA Reports page, select the Unverified Report button for the HOPE Eligible Scholars Report.

Select the appropriate Year and select to view the Preliminary or Final report.
Step 3:
View the GPAs for each student. Transcripts are verified as a group and not individually. If you do not agree with one or more of the GPA’s, do not select the box to verify the transcripts.

If you agree with each student’s GPA;
1. Select the checkbox at the bottom of the page indicating you have reviewed the calculated GPA’s and verify they are correct to the best of your knowledge.
2. Select Submit Verification button.
3. You are done with Step 4. Skip Step 5 and proceed to Step 6.

If you do not agree with at least one student’s GPA;
1. Do not select the checkbox at the bottom of the page to verify the transcripts.
2. From the menu tree on the left of the page, select the Transcripts link.
3. Select View Transcripts.

Note: Should you determine that a transcript should not have been verified, contact GSFC at trex@gsfc.org.
Step 4:
By default, the page results list students whose last name begins with an “A”.

1. Locate students.
   a. To search for all students, select the drop down menu for Last Name Begins with: and choose the blank listing located above the letter A.
   b. To search for a specific group of students, select the letter for which the last name begins.
   c. To search for an individual student, enter the students SSN or Last Name in the search box.

2. Once the student list populates, select the magnifying glass under the View column to open the PDF version of the transcript.

3. If determined that a transcript has incorrect data, proceed to upload a new transcript(s). Refer to Page 13, Upload/Submit Transcripts. The new transcript will override the current one.

4. Once the new transcript(s) is loaded, allow up to two (2) business days for the GPA to be recalculated and begin the verification process again.
Step 5:
Once done with the HOPE Eligible report, the HOPE Ineligible report needs to be reviewed.

1. From the menu tree on the left of the page, select HOPE GPA Reports.
2. From the Select report version: dropdown, select the appropriate year and select to view the Preliminary (February) or Final (June) report.
4. Repeat Steps 4 and 5 (if applicable) from above.

Note: Should you determine that a transcript should not have been verified, contact GSFC at trex@gsfc.org.