



# REACH Georgia Scholarship Program and GAfutures for REACH Coordinators



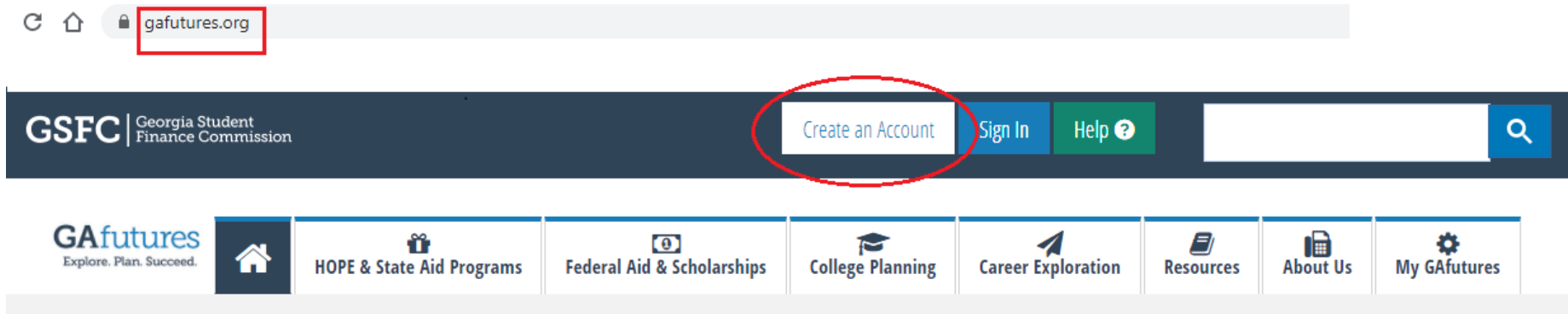
**GSFC** | Georgia Student  
Finance Commission

# This guide will explain how to ...

- Create a [www.GAfutures.org](http://www.GAfutures.org) account
- Attain REACH access in the STARS Data Portal
- Add a new, 8<sup>th</sup> grade REACH scholar selection in STARS
- Complete Biannual updates - progress reports for all REACH scholars in STARS

# Creating a GAfutures Account

Visit [www.gafutures.org](http://www.gafutures.org) and select the “Create an Account” link near the top of the webpage:



# Creating a GAfutures Account


Select the “Education Professional” option in the middle of the page:


Create Account


GAfutures.org / Create Account

**CREATE ACCOUNT**

**CREATE YOUR GAFUTURES ACCOUNT**  
Click on the group that best describes you

 Student ⓘ


 Education Professional ⓘ

 General User ⓘ

# Creating a GAfutures Account

Enter your information into the required fields. Only those fields marked with a \*red asterisk\* are required:

## CREATE ACCOUNT




Fields marked with \* are required.

<b>First Name *</b> <input type="text" value="Enter first name"/>	<b>Middle Initial</b> <input type="text" value="Middle initial"/>	<b>Last Name *</b> <input type="text" value="Enter last name"/>
<b>Email * ?</b> <input type="text" value="primary.email@example.com"/>	<b>Reenter Email *</b> <input type="text" value="primary.email@example.com"/>	
<b>Alternate Email</b> <input type="text" value="alternate.email@example.com"/>	<b>Reenter Alternate Email</b> <input type="text" value="alternate.email@example.com"/>	

# Creating a GAfutures Account

Select “I work at a Georgia High School” and create 3 security questions and answers:



Fields marked with \* are required.

Click on the radio button that best describes you \*

I work at a Georgia High School  I am a Georgia District Administrator  I work at a Georgia College or University  
 I am a Georgia Home Study Official of an Accredited Program  I am a Georgia Home Study Official of an Unaccredited Program

<b>Security Question 1 *</b> <input type="text" value="Create your first security question"/>	<b>Answer *</b> <input type="text" value="Create your first security answer"/>
<b>Security Question 2 *</b> <input type="text" value="Create your second security question"/>	<b>Answer *</b> <input type="text" value="Create your second security answer"/>
<b>Security Question 3 *</b> <input type="text" value="Create your third security question"/>	<b>Answer *</b> <input type="text" value="Create your third security answer"/>

# Creating a GAfutures Account

In the final step, enter the information into the required fields, and be sure to select your Georgia High School from the drop-down menu:

Fields marked with \* are required.

**Username \*** (Username is lowercase.)

**Password \***   
Your password should be at least 8 characters long and contain 1 number, 1 special character, 1 upper case character and 1 lower case character

**Reenter Password \***

**School \***

**Country**

**City**

**State/Province**


**ZIP/Postal code**

**Street**

**County**

**Contact Phone**   Mobile  Home  Work

I acknowledge that I have read and accept the [Terms of Use](#) and [Privacy Statement](#) of this website and its affiliates. \*

I'm not a robot  [Privacy](#) [Terms](#)

# Creating a GAfutures Account

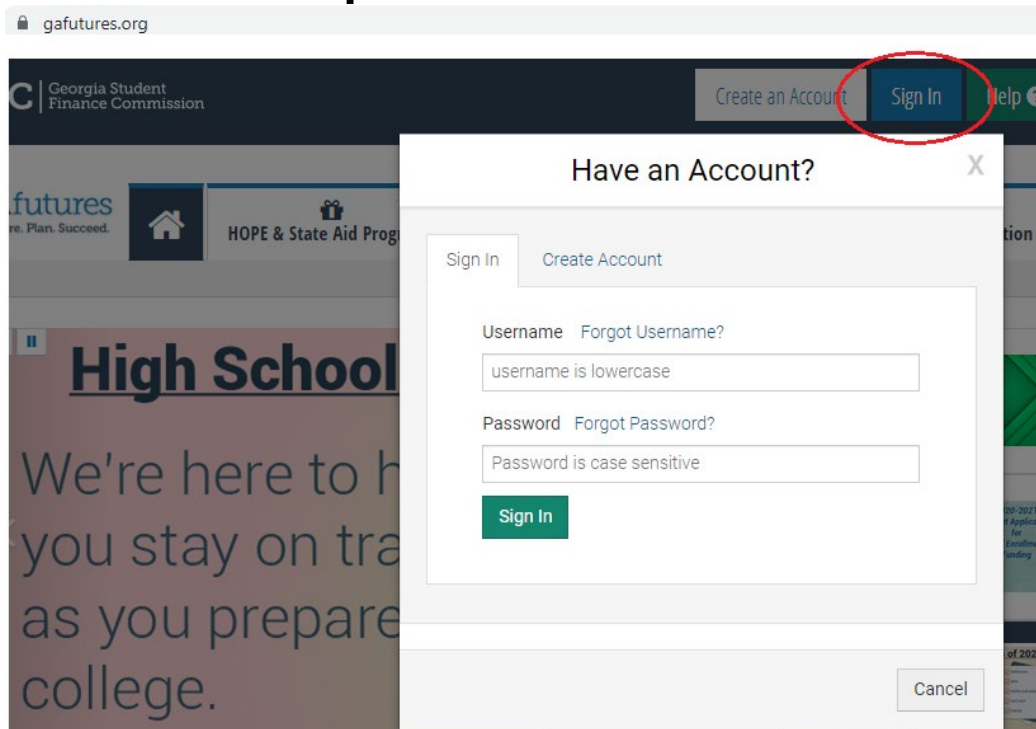
You should now have created your account. Once complete, please contact us at [REACH@GSFC.org](mailto:REACH@GSFC.org) so that we can grant you access to the necessary REACH functions in STARS:

- [-] [HOPE GPA](#)
  - HOPE GPA Reports
  - HOPE Progress Reports
  - Update Student Records with missing SSN
- [+] [Inbox](#)
- [-] [Transcripts](#)
  - Upload Transcripts
  - View Transcripts
  - Edit Transcripts
  - Release Transcripts
  - Fulfill Student Transcript Request
  - Uploaded Transcripts History
  - Released Transcripts History
  - Search Transcripts for Previous Year(s)
- [-] [REACH](#)
  - Students



# Entering a New 8<sup>th</sup> Grade Scholar Selection

Visit [www.gafutures.org](http://www.gafutures.org), and select the “Sign In” button near the top right-hand corner and enter your username and password:



The screenshot shows the website [www.gafutures.org](http://www.gafutures.org) with the 'Sign In' button circled in red. A modal form titled 'Have an Account?' is open, featuring a 'Sign In' tab and a 'Create Account' tab. The 'Sign In' form includes fields for 'Username' and 'Password', each with a 'Forgot' link. The 'Username' field contains the text 'username is lowercase' and the 'Password' field contains 'Password is case sensitive'. A green 'Sign In' button is at the bottom of the form, and a 'Cancel' button is at the bottom right of the modal.

# Entering a New 8<sup>th</sup> Grade Scholar Selection

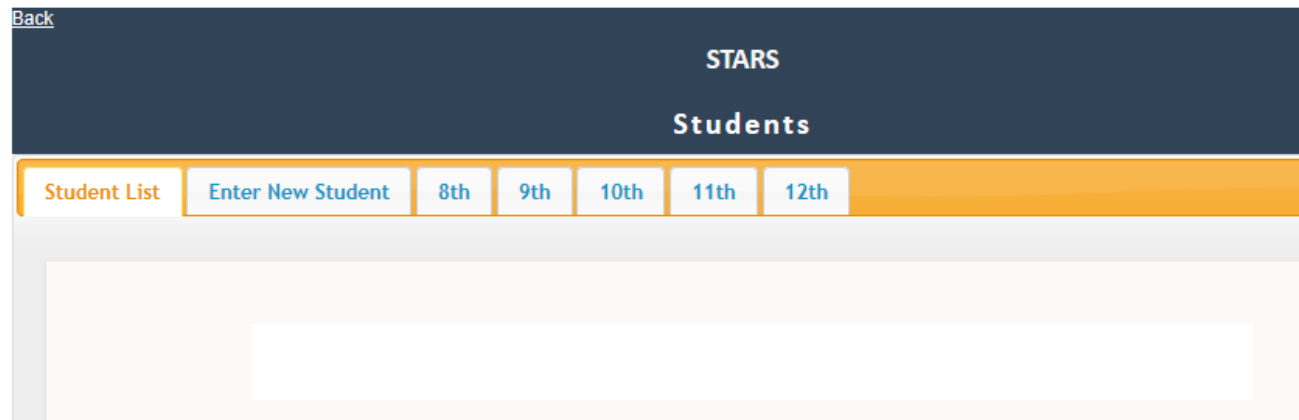
Click on the “My GAfutures” button, then the “High School Functions” button, and finally “STARS”:

The screenshot shows the GSFC (Georgia Student Finance Commission) website interface. At the top, there is a dark blue header with the GSFC logo, the text "Georgia Student Finance Commission", a "Welcome" message, a "Sign Out" button, a "Help" button, and a search bar. Below the header is a navigation bar with several menu items: "GAfutures Explore. Plan. Succeed.", a home icon, "HOPE & State Aid Programs", "Federal Aid & Scholarships", "College Planning", "Career Exploration", "Resources", "About Us", and "My GAfutures" (which is highlighted with a red box). Below the navigation bar is a secondary menu with three items: "Postsecondary Functions", "High School Functions" (highlighted with a red oval), and "User Info & Messages". Underneath "High School Functions", the "STARS" link is visible and also highlighted with a red oval.

# Entering a New 8<sup>th</sup> Grade Scholar Selection

8<sup>th</sup> graders should be entered into the high school they are likely to attend. In that high school's account, enter STARS and click the REACH link:

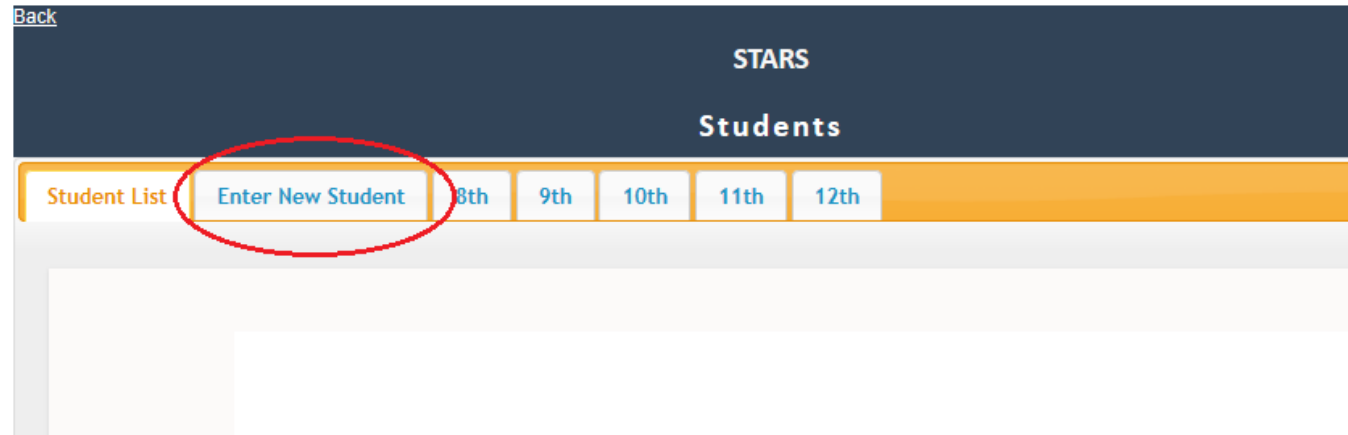
- + [HOPE GPA](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- + [Transcripts](#)
- + [Administration](#)
- + [Application](#)
- + [REACH](#)
- + [Students](#)



# Entering a New 8<sup>th</sup> Grade Scholar Selection

Click on the “Enter New Student” tab:

- + [HOPE GPA](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- + [Transcripts](#)
- + [Transcript Administration](#)
- + [Application](#)
- [REACH](#)
- Students



# Entering a New 8<sup>th</sup> Grade Scholar Selection

Enter the appropriate information in the first 3 fields:

Student List Enter New Student 8th 9th 10th 11th 12th

Please enter SSN, Last Name and DOB to begin new student entry.

SSN  Last Name  DOB

SSN or District assigned '999' number required

# Entering a New 8<sup>th</sup> Grade Scholar Selection

Enter the appropriate information into the fields that are not marked “Field to be completed by REACH Georgia Staff”:

SSN  Last Name  DOB   
SSN or District assigned '999' number required

First Name  MI  GTID

Address  Gender

City  State  Zip

Race  Ethnicity

Tier (Field to be completed by REACH Georgia Staff)

Cohort Year (Field to be completed by REACH Georgia Staff)

Citizenship Status

Anticipated Grad Year   FERPA Release Form Received  
 Media Consent Provided

Student demonstrated need by the following:

REACH Certifies that the student's application has been reviewed and selected as eligible.  
(Field to be completed by REACH Georgia Staff)

REACH certifies that the student has graduated from HS in accordance with REACH eligibility requirements.  
(Field to be completed by REACH Georgia Staff)

# Entering a New 8<sup>th</sup> Grade Scholar Selection

- Once all new students are submitted, please inform REACH staff that this step is complete
- We will review the information and contact you to grant final approval of eligibility
- Selections are not to be announced or officially signed as REACH scholars until their eligibility has been given final approval

# REACH Scholar Progress Reports

In STARS, click on the “Students” link under “REACH” near the bottom left side of the screen and you should see student names. Double-click on the name you would like to update:

- + [HOPE GPA](#)
- + [Update Student Information](#)
- + [Dual Enrollment](#)
- + [School Information](#)
- + [Software Downloads](#)
- + [Documentation](#)
- + [Inbox](#)
- + [Reports](#)
- + [FAFSA Completion Data](#)
- + [Transcripts](#)
- + [Transcript Administration](#)
- [REACH](#)
- [Students](#)

Back

STARS

Students

Student List Enter New Student 8th 9th 10th 11th 12th

Double click on the student name or graduation year or search by entering all or part of their name.

Show 50 entries Search:

Grad Year	Name
2025	DOE, JOHN



# REACH Scholar Progress Reports

Click on the grade tab that represents the year that you are attempting to update for that student:

The screenshot shows a web interface for updating a student's progress report. At the top, there is a navigation bar with tabs for 'Student List', 'Add/Update Student', '8th', '9th', '10th', '11th', and '12th'. The '8th' tab is highlighted with a red circle. Below the navigation bar, the student's name 'JOHN DOE' is displayed. A dropdown menu for 'Middle School Year' is set to '2020-2021'. The main form area is titled 'Mid-Year Requirements Fall Term: 8th' and contains several sections:

- School Name:** A text input field followed by a 'CEEB' dropdown menu.
- Met Academic Requirements?** Radio buttons for 'Yes' and 'No'. Below this is the text 'Scholar has maintained at least a 2.5 cumulative GPA' and a 'Yes/No' dropdown. A text area for 'If No, please explain measures being taken to improve' is provided.
- Met Discipline Requirements?** Radio buttons for 'Yes' and 'No'. Below this is the text 'Scholar exhibits good behavior and remains crime and drug-free' and a 'Yes/No' dropdown. A text area for 'If No, please explain measures being taken to improve' is provided.
- Met Attendance Requirements?** Radio buttons for 'Yes' and 'No'. Below this is the text 'Scholar has good attendance and attends classes regularly' and a 'Yes/No' dropdown. A text area for 'If No, please explain measures being taken to improve' is provided.
- Number of Mentoring sessions:** A dropdown menu set to '0'.
- Number of Coaching sessions:** A dropdown menu set to '0'.
- Under the care of DFCS?** Radio buttons for 'Yes' and 'No'.

At the bottom of the form are 'Submit' and 'Reset' buttons.

# REACH Scholar Progress Reports

Answer the yes and no questions, then enter the number of mentoring and academic coaching sessions:

The screenshot shows a web interface for reporting progress. At the top, there are navigation tabs: "Student List", "Add/Update Student", "8th", "9th", "10th", "11th", and "12th". The "8th" tab is selected and circled in red. Below the tabs, the student's name "JOHN DOE" is displayed in a grey box. Underneath, there are two white input fields. A dropdown menu for "Middle School Year" is set to "2020-2021". The main form area is titled "Mid-Year Requirements Fall Term: 8th" and contains several sections:

- School Name:** A text input field followed by a "CEEB" dropdown menu.
- Met Academic Requirements?** Radio buttons for "Yes" and "No". Below is the text "Scholar has maintained at least a 2.5 cumulative GPA" with a "iL 1/2" icon. To the right is a text box for "If No, please explain measures being taken to improve".
- Met Discipline Requirements?** Radio buttons for "Yes" and "No". Below is the text "Scholar exhibits good behavior and remains crime and drug-free" with a "iL 1/2" icon. To the right is a text box for "If No, please explain measures being taken to improve".
- Met Attendance Requirements?** Radio buttons for "Yes" and "No". Below is the text "Scholar has good attendance and attends classes regularly" with a "iL 1/2" icon. To the right is a text box for "If No, please explain measures being taken to improve".
- Number of Mentoring sessions:** A dropdown menu currently showing "0".
- Number of Coaching sessions:** A dropdown menu currently showing "0".
- Under the care of DFCS?** Radio buttons for "Yes" and "No".

At the bottom of the form are "Submit" and "Reset" buttons.

# REACH Scholar Progress Reports

## Please Note:

- Deadline for Fall progress reports: February 15<sup>th</sup>
- Deadline for Spring progress reports: June 30<sup>th</sup>
- 8<sup>th</sup> grade students do not have transcript uploads or HOPE GPAs. Simply type in the cumulative end-of-year average after each 8<sup>th</sup> grader's Spring semester.
- High school students require successful transcript uploads at the end of their Spring semester so that a HOPE GPA can be calculated and auto-populated. The HOPE GPAs must be auto-populated before you may enter their Spring progress reports
- You cannot enter the most recent semester's progress reports if one of the previous semesters has been left incomplete

# Contact REACH Georgia

For any REACH Program questions, please feel free to contact us:

- Email: [REACH@gsfc.org](mailto:REACH@gsfc.org)
- Phone: (770) 724-9252