GAP Access User Verification
To Be Completed by Primary Administrator

GAP Access User Verification is now an online process available in GAP Access. After receiving an e-mail from ISAC that the user verification process timeframe is under way, the school's Primary Administrator is responsible for checking, updating and verifying GAP Access users at the school, then submitting a confirmation of the verification online to ISAC.
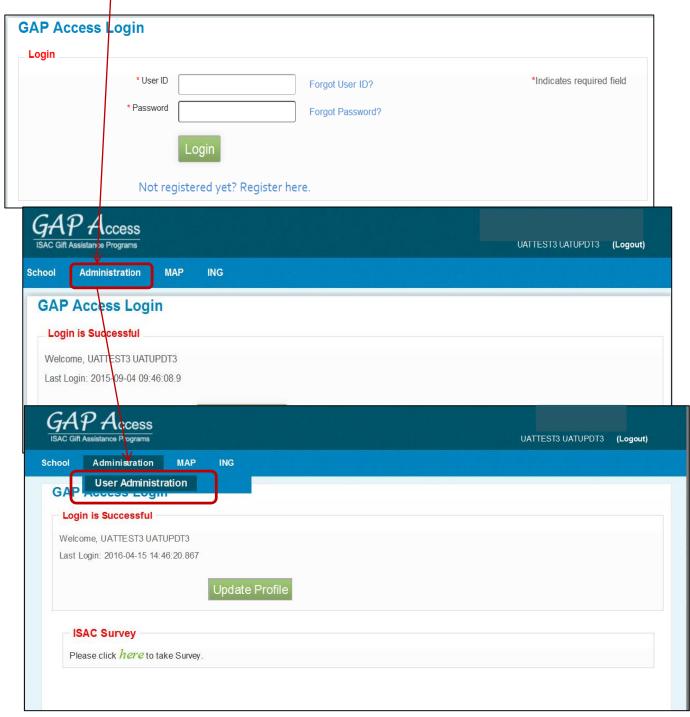
Quick "Step – By – Step" Overview

1. Primary Administrator: Log in to GAP Access. (Note: GAP Access user verification must be completed by the school's Primary Administrator).

2. Hover over the **Administrator** tab, then click the **User Administrator** option.

3. Make corrections and/or deletions to the list in GAP Access as necessary.

4. After any necessary modifications, review the list to make sure it is a correct list of users for your school.

5. Once sure the list is correct, click the **School Users Verified** checkbox.

6. Click **Submit** to transmit the verified list of users to ISAC.

Detailed instructions appear on the following pages.
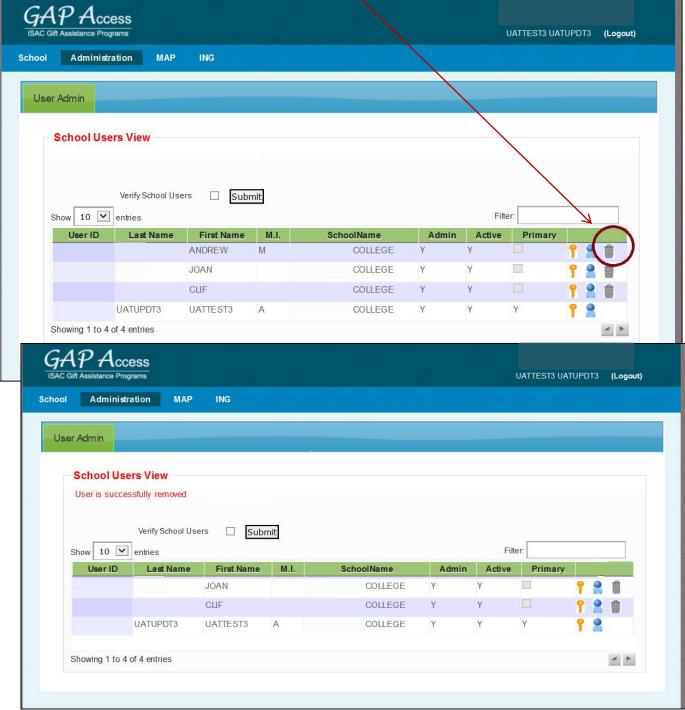
GAP Access User Verification

After receiving an e-mail from ISAC that the user verification process timeframe is under way, the school's Primary Administrator is responsible for checking, updating and verifying GAP Access users at the school, then submitting a confirmation of the verification to ISAC.

Primary Administrators: to begin the user verification process, log in to GAP Access. Then, hover over the **Administration** tab, and click the **User Administration** option.

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Next, on the School Users View screen, review the list of users at your school. Look to see if any corrections or deletions are necessary. If you would like to review current user privileges for approved users, click the blue person icon. If any names appear on the list for users no longer at your school, delete the user by clicking the trashcan icon. Note that no individual should have multiple accounts (for example, as both a User and an Administrator); if any staff have multiple accounts, determine which one should be retained, and delete the rest.

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Finally, confirm any changes made by rechecking the user list. When you are satisfied that the user list is correct, check the box labeled **Verify School Users** and submit the verified list to ISAC by clicking the **Submit** button.