



# State Scholar Program (SSP)

## Online Processing User Guide



# State Scholar Program (SSP) Online User Guide

One option that high schools can use to submit the required 6th semester data, used to designate Illinois State Scholars, is to submit individual records via the online process in the GAP Access Portal.

1. Your GAP Access account must be activated before you can log in to the GAP Access system.
2. Login to the GAP Access system. The system will time out when it is idle for 20 minutes. Be sure to log out whenever you leave your desk.

**GAP ACCESS**  
ISAC Gift Assistance Programs

Bruce Rauner, Governor,  
State of Illinois

## User Login

### Login

User ID

Password

**Login**

[Forgot Password? Forgot User ID?](#)  
[Click here to register](#)

**\*\*COMPUTER SYSTEM USAGE WARNING\*\***

This is an Illinois Student Assistance Commission (State of Illinois) computer system, which may be accessed and used only for official business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

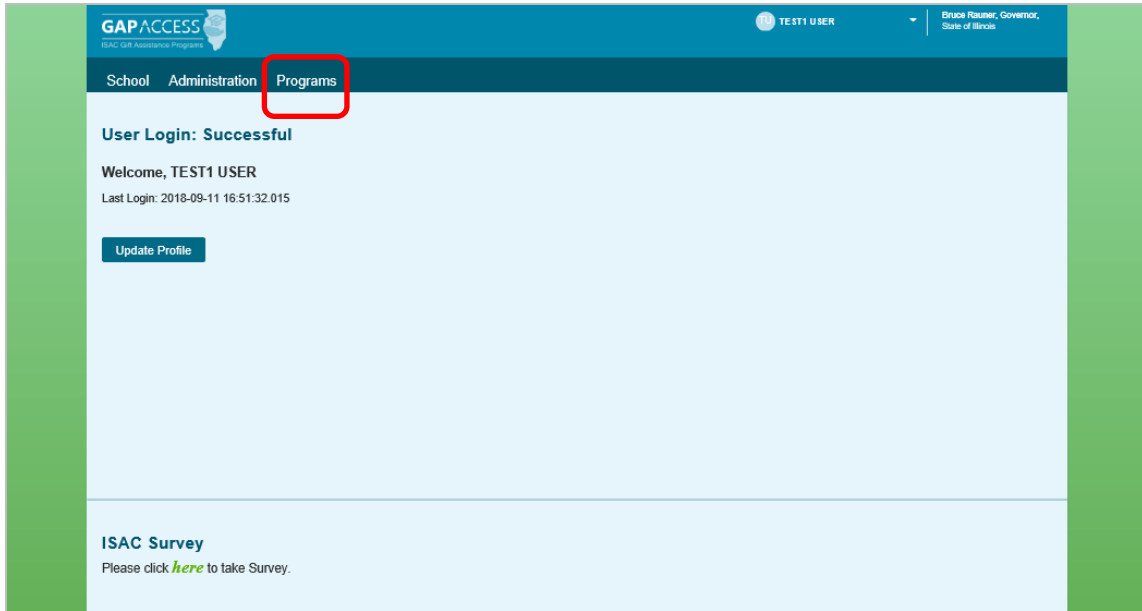
All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, constitutes consent to these terms.

[Contact ISAC](#)   [FAAs](#)   [MAP Program Information](#)   [ING Program Information](#)   [IVG Program Information](#)

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# GAP Access: State Scholar

3. At the top of the User Login: Successful screen, click on the Program tab in the ribbon at the top of the screen, and select State Scholar.



Once you have entered the State Scholar system:

- The log out option appears at the top of each page, in the toolbar.
- A print icon appears in the top right corner of each screen.

# State Scholar Program: School Screen

Person Administration School Programs

State Scholar Program: Search By School: Results

Search By School Search By Student Reports File Upload Test Records

Select School **School Summary**

**ILLINOIS HIGH SCHOOL 555555**

Address: 123 TEST STREET, CITY, IL 55555  
 Principal: [Blank]  
 Approval: N  
 Closed: [Blank]  
 Demo Loaded: 05/15/2024  
 CPS: [Blank]  
 CITE: [Blank]

**Message**  
 2025-26 State Scholar Processing has begun. Details regarding the State Scholar Program are available online.  
 Please note that, beginning with 2025-26 processing cycle, ISAC will no longer print and mail Certificates of Achievement to high schools. Rather, all high schools will be responsible for printing the certificates for their State Scholars.

Entries displayed: 10

Grad Year	6th Sem Class Size	Unweighted GPA Scale	Students Tested ACT / SAT	Roster Type Submitted	Roster Received	Does School Rank?	Students Submitted	State Scholars Selected	Run Selection
2025	4	004				N			<input type="checkbox"/>

Showing 1-1 of 1 entries

- To begin processing for an academic year, school specific data must be entered. **Enter the 6th Semester Class Size, Unweighted GPA Scale and answer the question Does School Rank? Y (yes) or N (no).** If your school ranks, only report the students unweighted rank, **we do not need both rank and unweighted GPA.**
- Messages – ISAC will share important program updates as they become available.
- **Obtaining Certificates of Achievement** -- On the School Summary screen at the bottom is the Print Certificates button. This button will be enabled when scholars have been selected for your school.

ILLINOIS HIGH SCHOOL 555555

Address: 123 TEST STREET, CITY, IL 55555  
 Principal: [Blank]  
 Approval: Y  
 Closed: [Blank]  
 Demo Loaded: 09/17/2024  
 CPS: [Blank]  
 CITE: [Blank]

**Message**  
 Submit Sixth Semester Data by November 1.  
 Online entry of sixth semester data is now available.  
 If you have received confirmation that your high school's sixth semester data has been successfully submitted, you may check the "Run Selection" box to include your eligible students in the early announcement process.  
 Reminder: beginning with this year's processing cycle (for 2025-26 State Scholars), high schools are responsible for printing State Scholar Certificates of Achievement for their Scholars. ISAC will no longer provide the Certificates of Achievement.

Entries displayed: 10

Grad Year	6th Sem Class Size	Unweighted GPA Scale	Students Tested ACT / SAT	Roster Type Submitted	Roster Received	Does School Rank?	Students Submitted	State Scholars Selected	Run Selection
2025	1	004	1			N		<input type="checkbox"/>	<input type="checkbox"/>

Showing 1-1 of 1 entries

View History Re-run Selection Print Award Letters **Print Certificates** Save Exceptions Worked

- **Option to include eligible students in early State Scholars processing cycle.** -- Early announcement of Scholars allows students to include the honorary designation of State Scholar on college admission and merit-based scholarship applications.
- **Once the student data has been entered and saved, the school may check the “Run Selection” field to participate in the early announcement processing. By checking this field, you are agreeing to include your students in the early announcement processing. Schools that do not wish to include their students in the early announcement processing will be considered for State Scholar designation when the last announcement takes place at the end of the cycle.**
- **Click the Save button.** -- Once the class information has been entered and saved, this will activate the academic year link in the Graduation Year column of the School screen. Click on the link (for example, 2025 for the 2025-26 Scholars), and all students from the selected high school who authorized the release of their ACT/SAT test scores to ISAC will display on the School List Eligibility screen, with each student record appearing in its own row.

# State Scholar Program: School List Eligibility Screen

The purpose of the School List Eligibility screen is to allow high schools to provide ISAC with the required 6th semester data used in determining which students will be designated as Illinois State Scholars. This screen may also be used to review data that had been previously submitted to ISAC via an alternative method.

**High Schools are required to submit data for the entire class and the applicable disqualification codes for students who do not meet the eligibility criteria.**

The rows that display per page may be increased by selecting the desired number (up to 100) from the “Entries displayed” drop-down menu that appears just above the column headers. The default value is 10 entries per page. If the number of records for the school exceeds 100, use the arrows that display in the bottom right corner of the screen to navigate to the next or prior page(s).

The Filter option (located on the far right of the screen, just above the column headers) may be used to search for specific records. For example, type in a student’s last name to locate that student’s record.

ILLINOIS HIGH SCHOOL 555555

Graduation Year  
2018

Class Size  
4

Unweighted GPA Scale  
004.000

Does School Rank  
N

Reminder: You must hit 'Save' before navigating to any other page.

Entries displayed: 10

Starts With: [ ] Go Filter: [ ] Go

Last Name	First Name	MI	Date of Birth	Class Rank	Unweighted GPA	Disqualify Code	WSS	State Scholar	Address	Transfer
ADAMS	JOHN	A	07/03/2000	[ ]	[ ]	[ ]			123 1ST ST CITY	
DOE	JANICE		11/01/1999	[ ]	[ ]	[ ]			123 2ND ST CITY	

Save

**REMEMBER: Before exiting a screen, you must click on the Save button to prevent losing the data you have entered. When data is saved on any SSP screen, ISAC will receive your data.**

The appropriate fields below must be completed for each student in the entire class.

- Class Rank – If the school **rank**s, provide the 6<sup>th</sup> semester rank for each student in the entire class.
- Unweighted GPA – If the school does **NOT rank**, provide each student’s 6th semester unweighted GPA.
- Disqualify Code – If applicable, use the drop-down menu to select the applicable disqualification codes for students who do not meet the eligibility criteria:
  - E - not a citizen or eligible non-citizen;
  - F - not a resident of Illinois as of June 30, 2024;
  - H - not scheduled to graduate from high school by September 1, 2025;
  - I - already in college/already graduated high school (does not apply to early graduates);
  - J - not in the top half of the class; or
  - O - deceased

To access the Student Detail: Eligibility screen for a specific student, click on the student’s name from within the School List Eligibility screen.

Enter multiple disqualification codes for a student on the Student Detail screen.

An error message will display in red at the top of the screen if any field(s) contains invalid data (impacted fields will be highlighted in yellow). All errors must be corrected in order for the data to be saved before proceeding to the next screen.

### Adding a Student

If a student does not appear on the Student List Eligibility screen, complete and submit a “Sixth Semester Academic Information Request” form to ISAC. This form may also be used to report exceptions, such as duplicate student records. A PDF copy of this document is available at the ISAC website. See sample screen print below.

Student's Name (Last, First, Middle Initial)		Address (City, State, ZIP Code)		Date of Birth (DOB) (mm/dd/yyyy)	Class Rank	If school does not rank, then Unweighted GPA	Test Score & Test Date*	Is this a Duplicate Record?
SAMPLE								
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No

\*For students who have multiple scores, only the highest score will be used to determine SSP eligibility.

Signature and Date: \_\_\_\_\_

# State Scholar Program: Student Detail: Eligibility Screen

Additional Disqualify Codes, transfer information and student demographic information can be entered on the Student Detail: Eligibility screen.

The screenshot displays the 'State Scholar Program: Student Detail: Eligibility' screen. At the top, there is a navigation bar with 'School', 'Administration', and 'Programs' tabs. Below this, the page title and search options ('Search By School', 'Search By Student', 'Reports', 'File Upload') are shown. The main content area is divided into several sections:

- Search Results:** Displays the student's State ID (123456789), Name (ADAMS, JOHN A.), Address (123 1ST ST, CITY, IL 55555 - 5555), and Date of Birth (07/03/2000). An 'Update' button is present next to the date of birth.
- High School Details:** Includes a 'Transfer' dropdown menu, 'GPA Scale & Type' (004.000), '8th Semester Class Size' (4), 'Current High School Code - Name', and '8th Semester H3 Code - Name' (555555 - ILLINOIS HIGH SCHOOL).
- Student Details:** Includes 'H3 Grad Year' (2018), 'Prior Last Name', 'Educational Level' (11), 'Unweighted GPA', '8th Semester Rank', 'Discrepancy' dropdown, 'Early Grad', and 'Early Grad Class Size / Rank'.
- DISQUALIFICATION CODES:** A table with columns: Non Citizen, Non Resident, Not Sched Grad, Already In College, Not In Top Half, ISAC Unequal, Death. Each column has a corresponding checkbox (E, F, H, I, J, M, O).
- Discrepancy Letter Sent** and **Award Letter Sent** fields are also present.

The SSN that displays at the top of the screen is based on data the student provided on their ACT/SAT exam (if the student did not provide an SSN, then a number, that is randomly assigned by ISAC, will display, and this number is used for ISAC purposes only). Click on the lock icon, that appears to the right of the SSN to view the full 9-digit number. Because an individual's SSN is Personally Identifiable Information, it should be handled with the appropriate safeguards in order to ensure it is only accessed by those with a business need to do so. Note that the SSN is **NOT** required data.

If any changes are required to the student's demographic data, click on the Update button to navigate to the Person: Update screen (see page 10) where you can make corrections to the student's name, date of birth and address.



**Correcting a Record (for example, correcting the spelling of a name, or reporting that a student was designated as a State Scholar in error):**

Once a high school's **students have been announced as State Scholars**, corrections to already-submitted data would need to be submitted as follows:

- Submit in writing to ISAC's School Services Department via fax to 847.831.8549, an e-mail to [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov), or regular mail to ISAC's Deerfield address.

Transfer drop-down menu, OUT or IN

- If the student has transferred out of your school **after the 6<sup>th</sup> semester**, use the Transfer drop-down menu (which appears in the "High School Details" section) to select "**OUT.**" This will activate the "Current High School Code – Name" field; provide this data, if known.
- If the student has transferred into your school **after the 6<sup>th</sup> semester**, the student's prior school will report the student's 6<sup>th</sup> semester data to ISAC. **No further action is required from you.**

If any changes have been made on the Student Detail: Eligibility screen, **click on the Save button prior to leaving the screen.** After clicking "Save," select the "Back to List" button to return to the School List Eligibility screen. Any changes made on the Student Details: Eligibility screen will be reflected on the School List Eligibility screen.

# State Scholar Program: Person: Update Screen

Use the Person: Update screen to make corrections to the student's name, date of birth and address. For instructions on how to access this screen, see page 7.

The screenshot shows the 'Person: Update - ADAMS, JOHN A' screen. The top navigation bar includes 'GAPACCESS ISAC Gift Assistance Programs', 'TEST1 USER', and 'Bruce Rauner, Governor, State of Illinois'. Below the navigation bar, there are links for 'School', 'Administration', and 'Programs'. The main content area is divided into two columns: 'Person Information' and 'Demographic Information'. The 'Person Information' column contains fields for Student State ID (123456789), First Name (JOHN), Middle Initial (A), Last Name (ADAMS), Prior Last Name, Date of Birth (07/03/2000), and Gender (Male). The 'Demographic Information' column contains fields for Mailing Address 1 (123 1ST ST), City (CITY), State (IL), ZIP Code (55555), Primary Phone (555-555-5555), and E-mail. At the bottom of the form, there are 'Back' and 'Save' buttons.

Person Information	Demographic Information
Student State ID 123456789	Mailing Address 1 123 1ST ST
First Name JOHN	City CITY
Middle Initial A	State IL
Last Name ADAMS	ZIP Code 55555 5555
Prior Last Name	Primary Phone 555-555-5555
Date of Birth 07/03/2000	E-mail
Gender Male	

# State Scholar Program: Student

In order to search for a specific student record, select the “Student” tab that appears at the top of all State Scholar pages.

After entering your search criteria, click on the “Search” button, which will initiate the “Student Results” screen.

The screenshot shows the 'GAP ACCESS' website interface. At the top, there is a navigation bar with 'School', 'Administration', and 'Programs' tabs. The 'Programs' tab is active. Below the navigation bar, the page title is 'State Scholar Program: Search By Student: Criteria'. There are four tabs: 'Search By School', 'Search By Student' (which is circled in red), 'Reports', and 'File Upload'. Below the tabs, there are two buttons: 'Enter Search Criteria' and 'Search Results'. The main content area contains several form fields: 'Grad Year' (a dropdown menu showing '2018-2019'), 'First Name' (a text input field), 'Middle Initial' (a text input field), 'Last Name' (a text input field), 'Date of Birth' (a text input field), and 'State ID' (a text input field). At the bottom of the form area, there are two buttons: 'Search' and 'Reset'.

# State Scholar Program: Student Results

This screen provides a “snapshot” of the student’s 6th semester data.

Once State Scholar announcements have occurred, the “Selected for State Scholar” column will display the student’s status for that academic year.

To exit from the Student Results screen, click on the “School” tab that appears at the top of the screen.

The screenshot displays the 'State Scholar Program: Search By Student: Results' page. At the top, there is a navigation bar with 'School', 'Administration', and 'Programs' tabs. The 'Programs' tab is active. Below the navigation bar, there is a search bar with 'Search By Student' selected. A table of results is shown with the following columns: Last Name, First Name, MI, Date of Birth, 6th Sem High School, Current High School, Weighted Select Score, and Selected for State Scholar. The 'Selected for State Scholar' column is circled in red. The table contains one entry for a student named JANICE DOE.

Last Name	First Name	MI	Date of Birth	6th Sem High School	Current High School	Weighted Select Score	Selected for State Scholar
DOE	JANICE		11/01/1999	555555			

# Reports

Once ISAC announces the qualified Illinois high school students have been designated as State Scholars, users can generate a Portable Document Format (PDF) report of your institution's State Scholar Finalists and Non-Finalists.

In the State Scholar section, click on the Reports box on the State Scholar Program: School screen.

Person Administration School Programs

## State Scholar Program: Search By School: Results

Search By School Search By Student **Reports** File Upload Test Records

Select School **School Summary**

### ILLINOIS HIGH SCHOOL 555555

<b>Address</b> 123 TEST STREET CITY, IL 55555 <b>County</b> <b>Phone</b>	<b>Principal</b> Principal Phone Principal Email School Contact School Contact Contact Phone Contact Email Contact@School.edu	<b>Approval</b> N Closed -- Demo Loaded 05/15/2024 CPS -- CITE --	<b>Message</b> <b>2025-26 State Scholar Processing</b> has begun. Details regarding the <a href="#">State Scholar Program</a> are available online.  Please note that, beginning with 2025-26 processing cycle, ISAC will no longer print and mail Certificates of Achievement to high schools. Rather, all high schools will be responsible for printing the certificates for their State Scholars.
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Entries displayed 10

Grad Year	6th Sem Class Size	Unweighted GPA Scale	Students Tested ACT / SAT	Roster Type Submitted	Roster Received	Does School Rank?	Students Submitted	State Scholars Selected	Run Selection
2025	4	004				N			<input type="checkbox"/>

Showing 1-1 of 1 entries

# Reports

Click on Create New Report.

The screenshot shows a web interface for the 'Reports' section of the ISAC system. At the top, there are navigation tabs: 'Search By School', 'Search By Student', 'Reports', and 'File Upload'. The main heading is 'ILLINOIS HIGH SCHOOL 555555'. Below this, there are three columns of information: 'Address' (123 STREET, CITY, IL 55555), 'Principal' (PRINCIPAL SCHOOL, PRINCIPAL PHONE, PRINCIPAL EMAIL: Principal@School.edu), and 'Approval' (N, Closed, Demo Loaded: 09/11/2018, CPS, CITE). There are 'Update' and 'Refresh' buttons. A 'Create New Report' button is circled in red. Below the buttons, there are dropdown menus for 'Graduation Year' (2018-2019) and 'Entries displayed' (10). A table header is visible with columns: Status, Report Type, Date Run, File Size(kb), and Username. The table shows 'Showing 1-1 of 1 entries'.

Click on the drop down arrow and select the report of choice and then click on Request Report. The requested report detail will appear on the State Scholar: Reports: Eligibility Reports screen.

The screenshot shows a 'Select Report' form. It has a dropdown menu for 'Select Report' with 'SSP Finalists' selected. Below it is a 'Graduation Year' dropdown menu with '2025-2026' selected. There is an empty text input field for 'School Code'. At the bottom is a blue 'Request Report' button.

## For Questions & Assistance: Contact ISAC's School Services Department

If you have any questions regarding the online State Scholar system, please contact ISAC's School Services Department by calling 866-247-2172 or sending an e-mail message to [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov).

### Quick Links

- [isac.org](http://isac.org)
- [State Scholar Program Required Sixth Semester Data](#)