Sign in to your GAfutures Administrator account

Selecting High School Functions (HSF) allows the following options:

Application Dashboard to access the Single View

**Resources** for important information posted by GSFC

The **User Info & Messages** section is a form of communication by GSFC. Messages are provided to GAfutures users based the users account type, i.e. home study, high school, PSI and students, whether high school or college student.
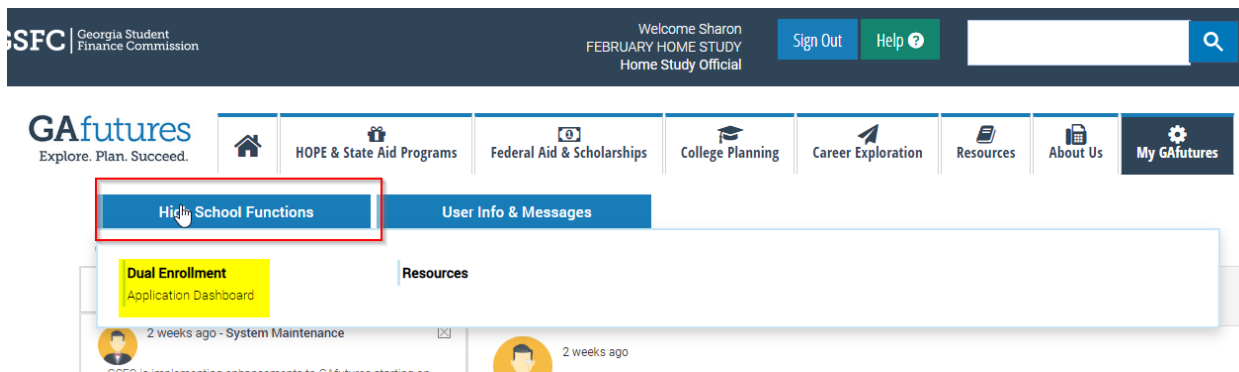
Select **Application Dashboard** to view your **Dashboard** before accessing the **Single View.**

An application which has a status of **Parent Participation Pending or Parent Participation Denied** cannot be processed.

The top light blue selection is a filter option.
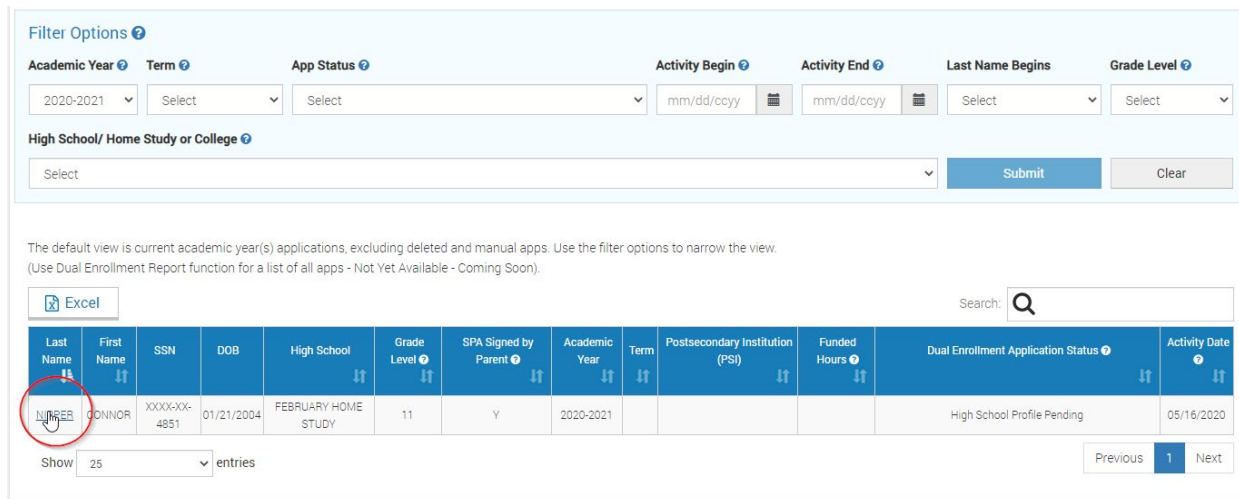
The Dashboard, below the darker blue, list your student application and statuses. Click on the **hyperlinked name** in the far left "last name column" to open the **Single View**.

Review the student's information for accuracy. The student may access their Dashboard to add a college(s).

An application should only be **deleted** if the student does not attend your HS. Select **Back to Dashboard** at any time while in the Single View.

Begin with the **Student Status** section and select the grade level dropdown next to the term which you want to add courses for, i.e. Fall term 2020. Select **Submit** after entering the grade level.

The **Student DE Eligibility Type** section to the right, will update based on your grade level selection and will indicate the **PSI and course types** the student is eligible to participate in Dual Enrollment.

Example:

For a 10th grader to enroll at any participating TCSG, USG or private PSI, and take Core or CTAE courses, the student must have qualifying test scores in *GSFC's system. The **Test Score Eligibility** section will indicate test scores on file and confirm eligibility status.

*See 1 pager, how to submit test scores

To begin adding courses, select **Add Course** in the bottom left hand corner, then select the PSI and term for processing. Only the term for which you selected a grade level in the Student Status section will display. Or, based on the student eligibility type the PSI cannot be selected.

Upon selecting the term and clicking select, you may begin adding courses. Click on the **magnifying glass** on the far left to open the Course Directory.

Enter, the high school/PSI course number or high school/PSI course title or subject area to narrow down the course options. Highlight the course and click **select**.

Next, you must confirm approval by selecting *Yes* from the drop down under the **Approval** column then select the **S** to **Submit** on the far right.

Select **Add Course** until all courses have been entered and approved for the term.

The status of the application is now updated to **PSI Decision Pending**. Once the PSI completes the college level fields (College equivalent course number, Campus, Pay With) and approves all course(s), the application status will update to **Complete Application** (see 1 pager Understanding Statuses).

Note: The PSI will either approve or reject the course(s) entered. If a course(s) is rejected, as the home study administrator, you must review the PSI suggestion and approve (agreeing with the PSI's suggestion).

GSFC | Georgia Student Finance Commission