

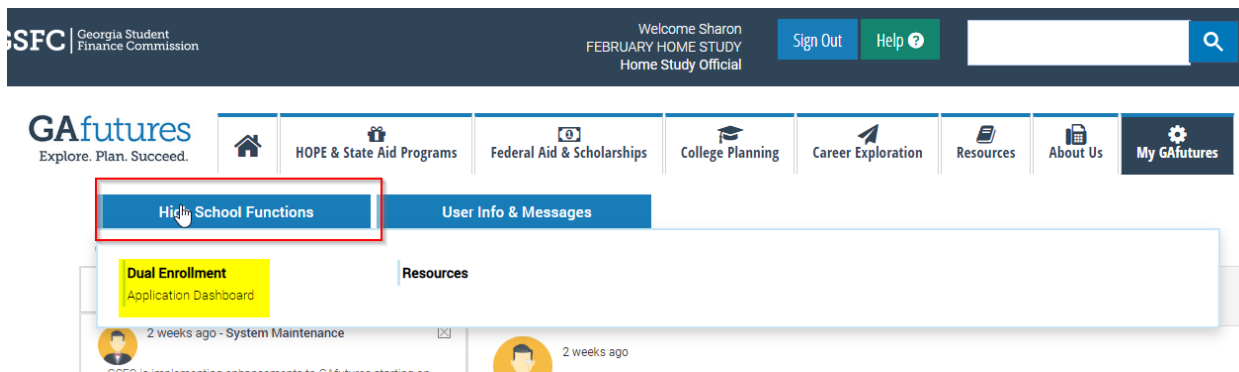
## Sign in to your GAfutures Administrator account

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

**Application Dashboard** to access the Single View

**Resources** for important information posted by GSFC

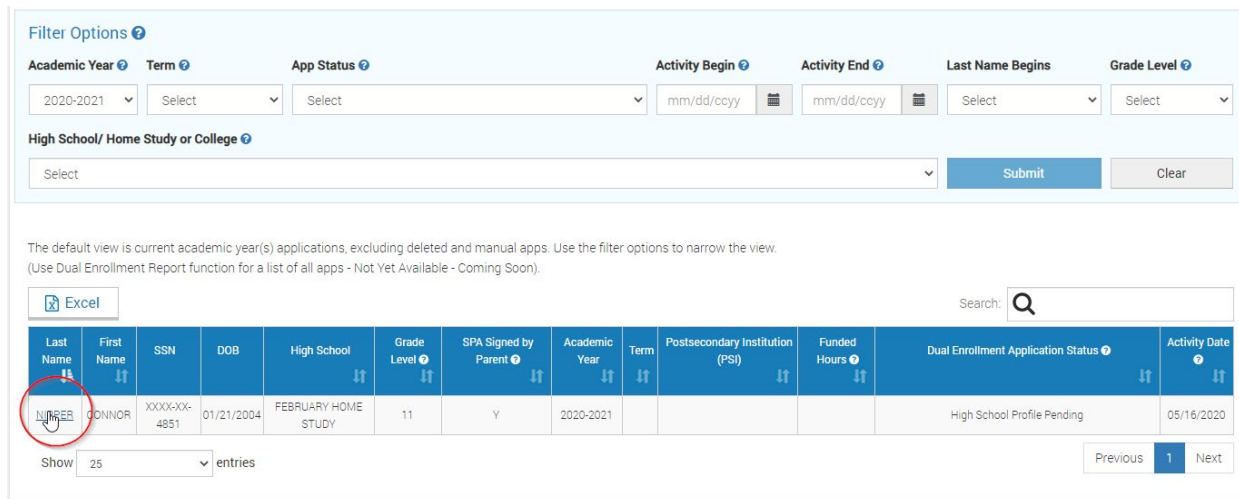
The **User Info & Messages** section is a form of communication by GSFC. Messages are provided to GAfutures users based the users account type, i.e. home study, high school, PSI and students, whether high school or college student.



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.

First Name: GRANT Last Name: HOPE SSN: ..... DOB: 11/30/2004 Application ID: DE2788592

[Back to Dashboard](#) [Delete Application](#)

Academic Year	Grade Level	Student's Email	by Student	by Parent	
2021	12	sonyag@gstfc.org	05/26/2020	05/26/2020	Albany Tech Wesleyan Young Harris

Parent/Guardian's Email: ParentEmail@mail.com [Resend Parent Email](#)

The Parent/Guardian's Email field is required.

Parent Acknowledgment Received: Electronically Received – Approved

**Student Status (to be completed by HS)**

Term	Grade Level	Submit	Term	Student DE Eligibility Type
Summer	Select		Summer	
Fall	Select		Fall	
Spring	Select		Spring	

10<sup>th</sup> Grade (19-20 DE student as 9<sup>th</sup> Grader) Grader: No

SB2 as of Spring 2020: No

Test Score Eligibility		ACT	SAT	Meet Test Scores
				No Test Scores on File

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.

ted by HS)

Grade Level	Submit	Term	Student DE Eligibility Type
Select		Summer	
Other		Fall	10th Grade w/ Test Scores: Any PSI, Any Course
Select		Spring	

10 <sup>th</sup> Grade (19-20 DE student as 9 <sup>th</sup> Grader) Grader		SB2 as of Spring 2020		Test Score Eligibility	
ACT	SAT	Meet Test Scores			
		Yes (Meets the test score requirement as a 10th Grader to enroll in Core courses at any PSI)			

Example:

For a 10<sup>th</sup> 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.

Dual Enrollment Course Search	High School Course Number	High School Course Title	High School Most Recent Activity Date/Name	PSI Course Number	PSI Course Title	Credit Hours	Campus Type	Approval	PSI Reject Reason	Pay with	PSI Most Recent Activity Date/Name	Active Course?	Submit
	26.01200	Biology I (Grades 9-12)	05/26/2020 homestudy/test				Select	Yes	Select	S	S		S

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).