GSFC | Georgia Student Finance Commission

Administrator Access Request Form - GAfutures

The High School or District Administrator has full access to GAfutures and STARS. The Postsecondary Institution Administrator has full access to GAfutures and SURFER. Administrators provide access to Institutional Users. An authorized official of the postsecondary institution/school/district must sign the form. To submit the form by email or fax, see information below. Upon receipt of your request form, the Administrator or District Administrator will receive an email with access information to GAfutures.

Postsecondary Institution/School/District Name	Federal School Code or CEEB or District Number

Address	Username
	Check one: ☐ I have a GAfutures username. It is:_____ ☐ I do not have a GAfutures username. Please create one for me.

Administrator Name	Title

Direct Telephone Number	Email Address

*Name of Authorized Official of Institution	Title of Authorized Official of Institution

* Signature of Authorized Official of Institution	Date

Postsecondary Institutions Submit Form:	High Schools & Districts Submit Form:
Scan and Email: garym@gsfc.org Fax: 770.724.9249 Contact: Student Aid Services Gary Mann, 770.724.9039	**Scan and Email:** trex@gsfc.org Fax: 770.924.9370 Contact: Transcript Exchange (TrEx) Support 800.505.GSFC ext. 3507

*Must be different from Administrator