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GOVERNOR



Georgia Student Finance Commission
Georgia Student Finance Authority
Georgia Higher Education Assistance Corporation
GAcollege411

Tricia P. Chastain
PRESIDENT

Publication Date: July 14, 2016

DCL ID: 2017 – 06

Subject: New SURFER/STARS Access Process

Dear Colleague:

With the upcoming launch of **GAfutures.org** on July 26, the process to receive or grant access to SURFER/STARS has been updated. All users will access SURFER/STARS through the **GAfutures** homepage.

As previously, Super User (now Administrator) access must be granted by GSFC. Current Super Users (now Administrators) **do not** need to submit a new [Administrator Access Request Form](#). If your high school, district or postsecondary institution would like to change the Administrator, however, please complete the new [Administrator Access Request Form](#) and submit it to GSFC for processing.

Administrative Users

The new [Administrator Access Request Form](#) is located in SURFER within the *Forms* section and in STARS within the *Documentation* section. The Administrator (formerly the Super User) will complete and submit the [Administrator Access Request Form](#) to GSFC. Once the form has been received, the Administrator or District Administrator will receive an email with access information to **GAfutures**. This enables the Administrator to grant additional employees who work with student records access to the necessary system. Quick Guides will be available on **GAfutures** to help you navigate to SURFER and STARS.

Note: While the look of SURFER/STARS has changed slightly, the left hand menu options remain the same for SURFER and continue to be your main navigation. There are two new menu options for STARS that will handle the school profile and transcripts processes. The Quick Guides will have instructions on the new menu options.

Institutional Users

Institutional Users (formerly School Users) will no longer have a paper form to complete to gain access to SURFER/STARS. After the prospective user creates a **GAfutures** account, the Administrator will provide access to STARS or SURFER. The Institutional User will then receive the *Terms of Privacy Agreement* and *Data Sharing Agreement* electronically and will be able to simply read and click to have their access to the appropriate system granted.

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If you have questions or have issues accessing the forms, please contact garym@gsfc.org for SURFER or trex@gsfc.org for STARS.

Sincerely,

A handwritten signature in black ink, reading "Tricia P Chastain". The signature is written in a cursive, flowing style with a large initial 'T' and 'C'.

Tricia P. Chastain