

HSSP ELECTRONIC DELIVERY SYSTEM – QUICK REFERENCE GUIDE

STEP 1. FILL OUT HIGH SCHOOL PROFILE IN COUNSELOR CENTER

1. Logon to the Counselor Center (<http://counselor.xap.com>).
2. Go to **Preferences**, then select **School Profile**, Click on **Sixth Semester Profile**.
3. Fill out the profile and click **Save**.
 - a. Does your school provide class rank? Yes/No
 - b. Class size – What is the 6th semester class size for your current seniors?
 - c. GPA scale – What scale does your school use for grading? (4.0, 5.0, or other) i. If your school uses “other”, then specify which scale. Value must be between 1.0 and 100.0
 - d. HSSP Contact Name – Who should ISAC call if they have questions?
 - e. E-mail address – What is the e-mail address for the contact person?

Note: Once data has been submitted in Step 3, you will not be allowed to change any values in this profile

STEP 2. PRINT AND UPLOAD YOUR TRANSCRIPTS

1. Login to your Student Information System (SIS).
2. Print the sixth semester transcripts for junior class eligible for HSSP Scholar Programs.
 - a. During print processing, the user must print to **Xap Portable Document Extract**.
 - b. A dialogue box will pop-up, click on the **Send To Xap** button.
 - c. The PDX utility will automatically sign the user into the **Counselor Center** based on the **Preferences** configured during installation.
3. Upload the transcripts into the **Illinois Transcript Exchange**.
 - a. Select **end of term** transcript type from the drop-down list.
 - b. Answer a question to allow students to be able to release these transcripts to post-secondary institutions through the **IllinoisMentor** site.
 - c. Click the **submit** button to upload your transcripts.
 - d. After processing your file, you will see a **SendtoXap Document Processing** page.

If your upload encounters any errors, please contact Xap Customer Support at 800-Go-To-Xap (800-468-6927).

STEP 3. VALIDATE AND SEND YOUR STUDENTS INFORMATION

1. Begin sending process.
 - a. After completing step 2, click on **Send** button on the Processing page.
 - b. Select **“ISAC”** from the **Destinations** page, then click **Next** button at the bottom.
 - c. Confirmation page will appear.
 - d. Click **Validate** button next to ISAC in destination section to begin validation process.
2. Validate process.
 - a. HSSP Data validation page is displayed with all the students being sent to ISAC.
 - b. Uncheck the checkbox next to any student that has **INCORRECT** transcript data.
 - c. Add **“Yes”** for any student who is an early graduate or transfer student.
 - d. Choose a disqualification reason where applicable.
 - e. Update button is clicked when all information is complete for all students.
3. Completing send process.
 - a. The user will be back in the Confirmation page with a list of all students and ISAC as the destination. In order to submit their data to ISAC, the user will click on the Finish button. **Congratulations, your HSSP data has been sent to ISAC!**

To contact ISAC School Services with questions regarding HSSP, call 866-247-2172 or e-mail: SchoolServices@ISAC.org