

## 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](mailto:SchoolServices@ISAC.org)**