

MAPnet User Guide

Accessing
MAPnet

MAPnet Password Requirements

The Illinois Technology Office (ITO) provides guidelines for State of Illinois Web sites, including computer security. Pursuant to the ITO recommendations regarding passwords, ISAC is revising its current policy for the creation of passwords for ISAC Web sites that process data related to monetary payments or data subject to the Privacy Act of 1974 and that may be exposed to possible data theft or alteration.

Changing A Password

The System Administrator selects "View Users" from the "Table of Contents" on the side panel (see screen below). This will bring up a list of all users at your school from which you can edit each user individually to change their password. To get to the Edit User screen click on the first icon (Paper and Pencil) beside the user's name that you wish to change. This will bring you to the Edit User screen. Be VERY careful not to click on the Red X, as this will delete the user from the list.

Table of Contents

2005-06

ISACnet

- Go to ISACnet
- Logoff

MAPnet Home

- Go to MAPnet

Student

- Student List Eligibility
- Student List Payment

Payment

- Input Student Enrollment Hours
- Submit Payment Requests
- Generate Payment Requests

Budget

- View Budget
- View Global Parameters
- Forecast

Administration

- View Users

Reports

MAPnet

ISACnet

View Users

Users

#	User Name	First Name	Last Name	Access Level	Email	Phone #	Phone Ext	Fax #
1	_x_5	ISAC FIRST	ISAC LAST	Administrator		(613) 236-8753		(613) 236-8754

First Page Previous 10 Pages 1 Next 10 Pages Last Page Page 1 of 1

© 2005, Illinois Student Assistance Commission, all rights reserved.

On the Edit User screen (see next screen) type the new password in both the Password field and the Verify Password field and then click the Save Changes button.

Note: If the password entered doesn't meet the new requirements, when the user clicks on the Save Changes button, a message will be printed at the top of the screen detailing what needs to be corrected.

Table of Contents

2005-06

ISACnet

- Go to ISACnet
- Logout

MAPnet Home

- Go to MAPnet

Student

- Student List Eligibility
- Student List Payment

Payment

- Input Student Enrollment Hours
- Submit Payment Requests
- Generate Payment Requests

Budget

- View Budget
- View Global Parameters
- Forecast

Administration

MAPnet

ISACnet

Edit User

User

User Name:

First Name:

Last Name:

Access Level:

EMail:

Phone #:

Phone Ext.:

Fax #:

Password:

Verify Password:

© 2005, Illinois Student Assistance Commission, all rights reserved.

Rules for Changing Passwords

Follow these simple rules for assigning or changing a password. Passwords:

1. must be at least eight (8) characters long;
2. must have at least one (1) number;
3. must have at least one (1) lower-case letter;
4. must have at least one (1) upper-case letter;
5. cannot include spaces;
6. cannot contain special characters (i.e., must be letters or numbers only);
7. cannot contain more than three (3) continuous strings of the same character (e.g., xxxx, 1111, etc.); and
8. cannot contain more than the starting half of the user's first or last name (e.g., Joseph Anonymous - jose or anyon would not be allowed anywhere in the password).

Adding A New User

The System Administrator can add new users by selecting "View Users" from the Table of Contents on the side panel. Once on the "View Users" screen click on "Add New User" found at the bottom of the screen. Samples of the screens can be seen under the "Changing A Password" section of this document.

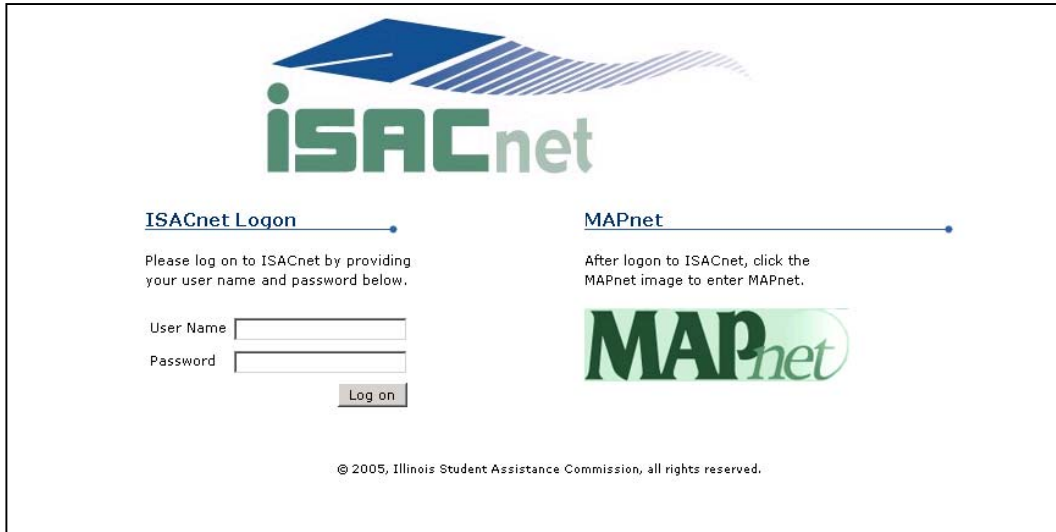
Accessing MAPnet

Using MAPnet is as easy as accessing the Internet. MAPnet allows schools to process MAP and Silas Purnell IIA grants by navigating through different screens using your Internet browser. To assist you in this process, MAPnet has an easy to use online help feature that covers MAPnet functions, processing routines, and MAP processing code definitions.

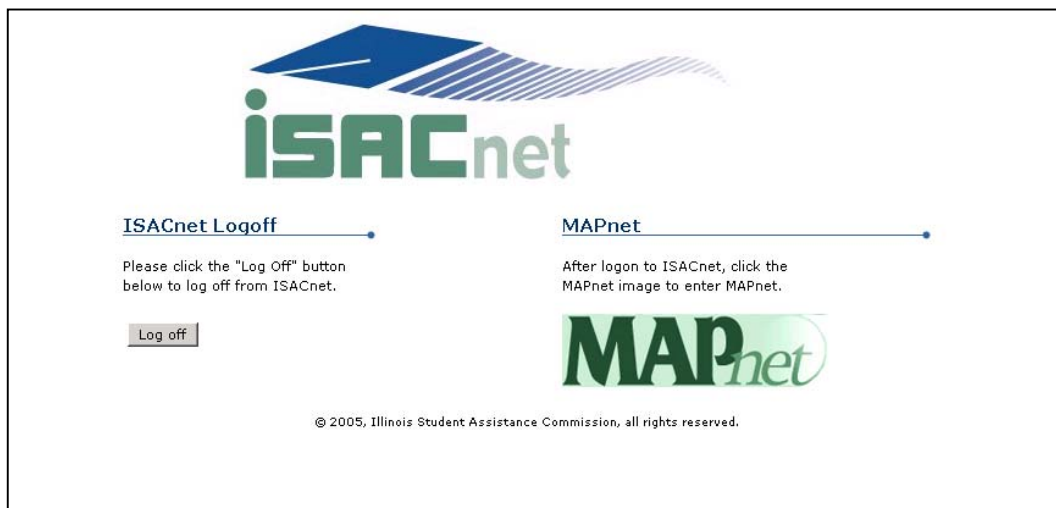
To access MAPnet follow the instructions below:

1. Access Internet Explorer (IE) on your PC.
2. Type www.mapnet.org in the address bar to access the ISACnet Home Page. This page is designed to be the launching pad for ISAC Internet applications. To access MAPnet, select one of the academic years.
3. Log on to the system entering your User Name and Password in the appropriate fields. Then click on the Log on button.





4. If your log on is unsuccessful, a message will appear on the ISACnet Home Page that reads **“Invalid logon attempt.”** If you get this message, simply re-enter your User Name and Password. If you need assistance with these items, check with the MAPnet administrator at your school.
5. After a successful log on, click on the MAPnet icon to access the MAPnet Home page.



MAPnet Home Page

The MAPnet Home Page includes information in the Current News section to assist school representatives in keeping up to date with MAP and IIA processing. Since this information is available in College Zone, the Current News section will provide direct links to College Zone.

The Student Lookup box gives the user the ability to go directly to an individual student record without having to navigate through different screens.

Table of Contents

2005-06

ISACnet

- ▶ [Go to ISACnet](#)
- ▶ [Logout](#)

MAPnet Home

- ▶ [Go to MAPnet](#)

Student

- ▶ [Student List Eligibility](#)
- ▶ [Student List Payment](#)

Payment

- ▶ [Input Student Enrollment Hours](#)
- ▶ [Submit Payment Requests](#)
- ▶ [Generate Payment Requests](#)

Budget

- ▶ [View Budget](#)
- ▶ [View Global Parameters](#)
- ▶ [Forecast](#)

Administration

MAPnet Monetary Award Program

Welcome to MAPnet

Welcome to MAPnet, the Internet application for processing the Monetary Award Program (MAP) and the Silas Purnell Illinois Incentive for Access (IIA) Grants.

For additional information about the **MAP** or **IIA** grant programs click on the corresponding link, or go to the MAP and IIA areas of the ISAC Gift Assistance Programs section of the FAA Zone at collegezone.com.

For the most current MAP or IIA Program News, click on the appropriate link in the Current News box below.

Current News

- [MAP Program News](#)
- [IIA Program News](#)
- [MAP and IIA Important Dates](#)
- [General Contact Information](#)
- [MAPnet Training Information](#)

Student Lookup

- [View Student List](#)

SSN:

© 2005, Illinois Student Assistance Commission, all rights reserved.

User Access Levels

Only persons having the necessary clearance should be allowed access to MAPnet. Each person who uses MAPnet will be assigned a user name and password. The System Administrator will maintain the security information in MAPnet.

- **View Only** provides the ability to view MAPnet data.
- **View and Update** provides the ability to update all data in MAPnet except for user setup information and create/apply forecast scenarios.
- **Administrator** provides the ability to update all data in MAPnet along with maintaining user setup information. In addition, the administrator has access to do forecasting.

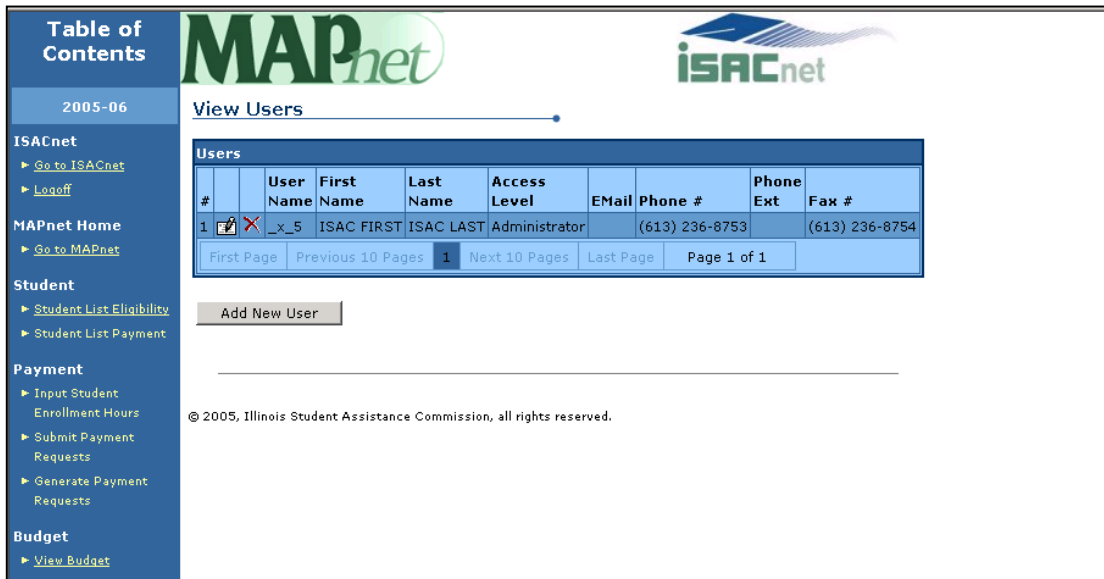


Table of Contents

2005-06

ISACnet

- ▶ [Go to ISACnet](#)
- ▶ [Logout](#)

MAPnet Home

- ▶ [Go to MAPnet](#)

Student

- ▶ [Student List Eligibility](#)
- ▶ [Student List Payment](#)

Payment

- ▶ [Input Student Enrollment Hours](#)
- ▶ [Submit Payment Requests](#)
- ▶ [Generate Payment Requests](#)

Budget

- ▶ [View Budget](#)

MAPnet

ISACnet

View Users

Users

#	User Name	First Name	Last Name	Access Level	EMail	Phone #	Phone Ext	Fax #
1	_X_5	ISAC FIRST	ISAC LAST	Administrator		(613) 236-8753		(613) 236-8754

First Page Previous 10 Pages 1 Next 10 Pages Last Page Page 1 of 1

© 2005, Illinois Student Assistance Commission, all rights reserved.