

2.0 Information for Schools New to Transcript Exchange

2.1 Who is Xap and why do I need to sign the Xap Agreement?

The Georgia Student Finance Commission (GSFC) has contracted with Xap Corporation to develop and maintain GAcollge411.

- ➔ Xap is a pioneer in electronic and internet-based information management systems for college-bound students.
- ➔ Xap partners directly with associations and institutions of higher learning to develop regional, university-approved Mentor websites. A Mentor site utilizes the Internet to efficiently guide students through the comparison, selection, application for admission, and financial aid stages of planning for college.

Through its contract with GSFC, Xap will be helping implement the Transcript Exchange and the new HOPE Scholarship GPA calculation using GAcollge411 as the vehicle for schools to participate in these processes.

Signing the Xap agreement authorizes Xap to work with your school to provide electronic transcripts for your students and to produce the data required for the HOPE Scholarship GPA calculation. While the agreement does not obligate your school to exclusive use of Xap products nor does it cost your school anything, legal restrictions prevent Xap from working with your school without a completed agreement form.

If there is more than one high school in a district, we require one agreement for the district as opposed to individual high school agreements.

Signing the Xap agreement will allow for the submission of student information to a secure stand-alone site. The server architecture has three layers of security to safeguard and protect student data:

- ➔ The first layer is a state-of-the-art firewall.
- ➔ The second layer is a load-balancing appliance that intercepts checks and routes each packet/request to the web server cluster.
- ➔ A third layer is obtained by making database servers inaccessible to the public.

Once you have signed the Xap agreement you will be contacted by GSFC to begin implementation of the Transcript Exchange and HOPE Scholarship GPA calculation processes. Features accompanying the Transcript Exchange that will be provided to your school include:

- ➔ A reduction in processing time when sending transcripts to colleges.
- ➔ Ability to track when transcripts are sent to and downloaded by colleges.
- ➔ A reduction in cost of printing and mailing transcripts

A copy of the Xap Agreement follows this chapter.

2.2 Determine local system users and responsibilities

This project requires involvement with the people at your school who are responsible for maintaining and updating the data for the high school transcripts for your students. Please identify those people in the tables below.

✓ **GCollege411 resources:**

- Demi Fogle, Transcript Exchange Project Manager at demif@gsfc.org / 770-724-9336
- Eurkita Ford, Installation Support Technician at eurkitaf@gsfc.org / 770-724-9055
- Nikole Warren, Installation Support Technician at Nikole@gsfc.org / 770-724-9049

| ? Please identify your school's IT personnel: | |
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| Name: | |
| Title: | |
| Phone number: | |
| Email address: | |
| ? | |
| Name: | |
| Title: | |
| Phone number: | |
| Email address: | |

| ? Please identify your school's Registrar/Counselor personnel: | |
|---|--|
| Name: | |
| Title: | |
| Phone number: | |
| Email address: | |
| ? | |
| Name: | |
| Title: | |
| Phone number: | |
| Email address: | |

