STEP-BY-STEP GUIDE TO THE SSAR
Self-Reported Student Academic Record

FOR FRESHMAN APPLICANTS

Before you get started:
It is important to have your unofficial transcript from your high school handy when filling out the SSAR. You will need to fill it out exactly as it is seen on your transcript for accuracy.

1   **Visit the SSAR website.**
You can access UNF's SSAR portal through your applicant portal or via UNF's SSAR information page.

2   **If new to the SSAR, click "Create a SSAR Account".**
On this page, click "Agree and Continue". Then, fill out your personal information to create your account.

3   **Log in to the SSAR portal.**
Once you have created your account, you will be taken to a log in page. Use your email address and password to access the portal.

4   **Ensure the 'University of North Florida' is selected.**
You can add any additional universities or colleges who also utilize SSAR. Once selected, click the "Begin" button.

5   **Enter your high school and graduation year.**
Confirm your graduation month and year. Click "Enter School" and select your country/state to search for your high school in the database. Note that you will need to include any high schools you have attended, including the one you plan to graduate from.

6   **Indicate the grade scale your high school uses to report grades.**
On the next page, indicate the grade scale that your high school uses to report grades. For example, if your high school uses the A, B, C, etc. scale, select "Letter Grades". If your school uses numbers, i.e., a 94 represents an A, choose "Number Grades". Finally, "Decimal Grades" refers to the system where an A is represented by a 4.0, 3.0, etc. If you have access to both your number and letter grades, you can select this option as well.

7   **Add your dates of attendance.**
Enter the month and year when you started at this school, as well as when you graduated or intend to graduate.

8   **Select the way your high school provides final grades.**
The most common options are "Full Year" and "Semester". There are other options to choose from. If you are unsure, please check with your school counselor.

9 **Choose how you would like to enter your coursework.**
Using the dropdown menu, choose whether you would like to enter your coursework by year or by subject.

10 **Enter your GPA and class rank.**
You will have the option to enter in both your weighted and unweighted GPA. If your school does not report one of these, you can check the box that indicates this. If you have access to your class rank, you may also enter that information here. If you do not have access to class rank information, you may select "This school does not provide rank information or I do not know it".

11 **Indicate courses taken using the "Quick-Start Course Entry" option.**
Place a checkbox next to each course you've taken at your selected school. Enter when you took the course, course level, length, and grade for the courses you have selected. When you have finished, click the "Save Courses" button at the bottom of the screen. You will be returned to the main course entry screen to continue entering and editing your coursework.

12 **Enter any remaining coursework by subject or by year.**
Select the subject area, course title, exact course name, level, length, and final grade for each course you are entering. You must click the "Save Course" button at the bottom of the page after you have entered each course to ensure your progress is saved. Continue through each subject or year until you have entered all your coursework. When done, click the "Back to Summary" button to return to the main screen. If you have taken any courses you are unsure how to enter, make sure you work with your school counselor to ensure you submit the courses accurately.

13 **Review your progress and submit your coursework.**
Upon clicking the "Review/Submit" button at the bottom of the page, you will be asked to review all the information you entered. Before submitting, be sure that you have done the following:

- Included senior-year coursework.
- Entered all courses, course level, course length, and grades exactly as they appear on your transcript. For example, do not list a course as 'honors' unless the course is marked as honors on your transcript.
- Did not average, recalculate, or add any weight to grades.
- Reviewed your entries for accuracy. If you are unsure about any of your entries, contact your school counselor for clarity before submitting.

14 **Enter your electronic signature.**
Using your SSAR email address and password, electronically sign to indicate that this academic record is complete, factually accurate and honestly prepared. Once you have signed, click the "Submit" button.

NEED HELP? CONTACT US!

Contact UNF's Office of Admissions or visit ***unf.edu/admissions/ssar.html*** for more information.

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