Chattahoochee TECHNICAL COLLEGE

GSFAPPS Instructions

USE GSFAPPS TO APPLY FOR:

HOPE Scholarship and Grant

First, if you wish to apply for HOPE and Pell Grant at the same time, STOP. You should complete the FAFSA at http://www.fafsa.ed.gov. CTC's school code: 005620.

Otherwise, go to www.GAcollege411.org

FIRST CREATE A GAcollege411 ACCOUNT.
Click on "Create an Account" (Top right of Homepage).

SET UP YOUR PROFILE

STEP 1 OF 3 – Who Are You?
- Click on **"GO"** next to the appropriate choice (Middle or Junior High School Student, High School Student, College Student, Adult, or Parent)

STEP 2 OF 3
- Use pull down menus for your month and day of birth and type in the 4-digit year. Type in your full high school name or choose find to choose from the list of high schools already in the database.
- Click **Next** at the bottom of the page.

STEP 3 OF 3
- Type in your name
- Use pull down menu for **Year of high school graduation**
- Type in your **E-mail address** (If you don't have an E-mail address, You can choose to use a GAcollege411.org account as your primary contact address: accountname@gacollege411.org).
- Enter an **Account Name** – this is the name that will be part of your email address. Use a name that is easy for you to remember and that will be appropriate when you are sending E-mail to a college admissions office or to a place of business.
- Choose a **password**.
- Next enter a question and answer in the next two boxes. *If you forget your password, help is provided on the sign in screen.*
    - *When you request your password within sign in help, you will be asked a question. To get your password, you must submit the correct answer to that question.*
- Enter your **permanent address** and **county**.
- Enter your **Social Security Number**.
    - *Your SSN is optional to open your account; however, it is required to fill out your application form using the information from your account. You must also click the box next to the line: **I have read and agree to the privacy policy and terms of use of this site**.*
- Click on **Create Your Account**.
- On the **Financial Aid Planning** page, click on the **Start Applying** link under **Financial Aid Applications** and then click **Start GSFAPPS**.

CTC GSFAPPS Instructions
COMPLETING A GSFAPPS APPLICATION FOR CTC

Welcome Screen – PLEASE READ

Click **Apply Now** to apply online (at bottom).

Click **"SUBMIT NEW APPLICATION"**.

*Note: In order to select any program, first click on the program name you want to apply for. This will open an informational box containing the program requirements. At the bottom of the dialogue box, click **"Apply for this Program". Then, click "Select".***

STUDENT DEMOGRAPHIC INFORMATION
Most of the information is pre-filled; however, you will need to complete any required fields that are blank. If you make a mistake in any field other than your social security number or birth date field, go back and make any necessary corrections. You will be prompted to do a final review of your information before submitting.
Click **Continue**.

SUMMARY INFORMATION
Click on the Colleges to which you plan to apply. You can choose up to 6 schools.
Review your application carefully! Make any changes or corrections, and then select submit.
Read the certification and electronically sign your application by checking the box.

Once your application has been completed and signed, you should receive a confirmation page that you may print for your records. Don't forget to review this page for any additional requirements.

FORGET YOUR PASSWORD IN GAcollege411?
If you forget your password, contact the GAcollege411 Technical Support line at 1-800-468-6927.

NEED AN EMAIL ADDRESS?
An email address is required. If you do not have an email address, click the box on Screen 3 of the Create an Account process, and **GAcollege411** will assign one to you.

Chattahoochee Technical College