

Applying for HOPE Scholarship/Grant funding 2010/2011



Getting started with the new GAcollge411

Please read the instructions before going to the website

1. **Don't try to apply without following this step by step guide.** Go to the www.GAcollge411.org website. Be sure not to have pop-up blockers turned on as you will need to be able to click on a couple of windows that will pop open later.
2. You must create an account. On the top right of the home page click on "Create an Account". ****IMPORTANT**** *When you create a username and password, BE SURE TO WRITE THEM DOWN; you will need them again in the future!*
3. On the "Create an Account" screen you will have several steps. **Step 1** of the account creation process (not this sheet) asks "Who are you?" and it gives you 5 different choices. Select the closest one that matches you and continue through the following screens entering your personal information. Be sure to fill out all the information asked even if it says it is optional (**specifically** your social security number), yes, it is required to apply for Financial Aid.
4. You will see a screen where you will have to accept or decline "The use of Information" by the different agencies involved which are Georgia Student Finance Commission (GSFC), Georgia Student Finance Authority (GSFA) and Georgia Higher Education Assistance Corporation (GHEAC). Consenting to the use of the information in your account is a personal preference, be sure to read it carefully and make an informed decision.
5. Once you have created your account click on the tab with purple font at the top of the screen that says "Your Portfolio". In the purple bar click "Your Profile". Then click on "The Basics". Click on "Edit" It is to the right corner of each box. Make sure that all the information requested is there, that it's correct and save any changes! **If you skip this step you will not be able to continue later on.**
6. Once you are done with the Portfolio, click on the tab with green font at the top of the screen that says "Financial Aid Planning". In the green bar click "Applications". In the first box, click a light blue button that says "Start GSFAPPS".
7. A new window will open and at the bottom of that page click "Apply Now" to Apply Online. **If you don't see the "Apply Now" link, go back and edit your portfolio.** There must be something missing there.
8. Click on Submit New Application to start your application.
9. This screen shows the different financial aid "Available GSFC Programs". **Select the name of the financial aid program you are applying for (Hope Grant or Hope Scholarship).** A new window will pop open. Read the program requirements to verify your eligibility. Scroll down and check the box next to "Apply for this program". Now in the original screen there should be a checkmark next to Hope Grant or Hope Scholarship. At the bottom click on "Select".
10. Some of your information is pre-filled on the application page. You should check information carefully. You should complete **ALL** unpopulated fields. The last question on this page asks for your dependency status. You are considered to be an independent student if you were born **before** January 1, 1987, **OR** you are married, **OR** you have children you are financially responsible for:
 - a) If you are classified as an **independent student** select *continue*. You do not need to enter parent Information.
 - b) If classified as a **dependent student**, you must provide parent information.
11. Parent Information screen (Only if dependent)
 - a) If your parents are married, please complete all required fields.
 - b) If your parents are divorced or separated, complete the required fields for the parent you live with or the parent that last supported you.
12. Complete the remaining fields required for completion of your application. You will see a listing of Georgia colleges. Be sure to highlight Lanier Technical College by clicking on it. Click on "continue".
13. You will have the opportunity to review your application and select "submit" at the bottom of the page.
14. This next page will have legal information and a button for you to acknowledge that you have read it and agree.
15. **Electronically sign the application using the user name and password you created. Congratulations!** You have now completed your application for HOPE funding. ****IMPORTANT**** If you don't see on the screen an application number, your application might have not been transmitted correctly to GSFC.
16. In a few days you will receive an e-mail from **GSFC** confirming that your application has been received and processed. **This does not mean it's already been approved;** it means they have reviewed it and submitted it to the college for final revision. **Please allow 72 business hours from applying before calling to check status. You must be already accepted to Lanier Technical College by the Admission's office in order to have final approval for HOPE funding.**