GSFAPPS INSTRUCTIONS

First you must create a GAcollege411 account at **www.gacollege411.org**.

CREATE AN ACCOUNT

STEP 1
- Click on Georgia Scholarship/Grant Application (Shortcuts right side of page)
- Sign into GA College 411. Click on "Create an Account or Sign in" (if you already have an account)
- "Who are you" screen choose "College or Postsecondary School Student" click on Go

STEP 2
- Click on the find button to choose college attending from the scroll down list. Click next on the bottom of the page.

STEP 3
- Fill-in **"Account Information"**
- Create an **"Account name (username) and Password"**
- Provide a "**Security Question and Answer"**
- Complete **"Additional Information"** (include social security number and gender).
- Click the box next to the line: **"I have read and agree to the privacy policy and terms of this site".**
- Click on **"Create Your Account".** A red note will appear at the top of the page if an error has occurred.
- Click continue on the **"You have successfully completed your account"** screen.
- Click on **"Your Portfolio"** then **"Your Profile",** then **"The Basics"**
- Click on **"Edit"** – fill in **Date of birth** and **Social Security Number** scroll to bottom of page save
- Click on **"Financial Aid Planning"** tab (top right side of page) Select HOPE Grant, scroll to middle of page select 2-a (electronic application)

COMPLETING A GSFAPPS APPLICATION

- Click on **"Use information from my profile".**
- Click on **"I understand and consent to sharing my information".**
- Click on **"Apply On Line Now"** (at bottom of the page)
- Click on "**Submit new application"**
- Click on HOPE Grant program on dialogue box. This will open an informational box, at the bottom of the dialogue box; click "Apply for this Program" - Click *Select* on the HOPE Grant dialogue box.
- Complete screen in the "Student Demographic Information" screen. Most information is pre-filled – complete this section. If you make a mistake in any field other than your social security number or birth date, go back and make any necessary corrections. You will be prompted to do a final review of your information before submitting. Click *continue.*
- If you are over the age of 24, select any options that apply. Click *continue.*
- 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.

FORGOT YOUR PASSWORD IN GACOLLEGE411?

If you forget your password, call the Technical Support line at 1-800-468-6927.