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## Visit the Dual Enrollment Page of the CGTC Website.

- Students can type <https://cgtc.io/DE> into their web browser or scan the following QR Code.
- Students will click on the **Click here to apply now!** link.

*Note: CGTC's Dual Enrollment page also contains information for Dual Enrollment students regarding Financial Aid, testing, updates from CGTC, and other important information for our High School Students.*



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## Create a new account for the Online Application/Enrollment Hub.

- As first-time users, students will need to click the **New Users Click Here** link under the **Sign In** button.
- Students will enter their First Name, Last Name, and Email Address.  
*We recommend students use an email account they have access to and will check often.  
If applying from a High School location, students should use their high school email address to ensure they will be able to check their email while on their high school campus.*
- After clicking the **Submit** button, a thank you message will appear prompting students to check their email for a link to set their password.

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## Check your email account.

- Students will receive an email from [acceptance@centralgatech.edu](mailto:acceptance@centralgatech.edu).
- After clicking the **Set Password** button in that email, students will be directed to a page where they can type in their desired password.
- Students will then be logged into the Enrollment Hub.

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## Fill out your application.

- On the main page of the Enrollment Hub, students will see the **Application** section. This is where students will start a new application.
- Students will choose **Dual Enrollment** as their application type and **High School** as their location.
- Students will then fill out the application with their information and click the **Review Application** button at the end.
- After verifying their information is correct, students will click the **Submit Your Application** button on the right side, or bottom of the page.

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## Using the Enrollment Hub and checking application status.

- Students can use the Enrollment Hub to check on the status of their application and see if there are any Checklist Items that need to be submitted.
- We suggest that students refer back to the Enrollment Hub often.

## What's next?

Students will receive an acceptance letter with their Student Technology login information to the email account used to create their Enrollment Hub login as instructed above. We suggest that students check their email frequently for important information and reach out if they have any questions; ***we are here to help:***

### CGTC High School Initiatives

highschool@centralgatech.edu | (478) 218-3752