

1 How to Create a GAfutures Account Profile:

1. On the GAfutures.org website, click on the **Create an Account** button at the top of the home page. Select the **Education Professional** group. (Professionals are not required to provide SSN and DOB.)
2. Select the option which best describes your **Georgia Home Study Program**. (Accredited Georgia Home Study Programs must be accredited by one of the accrediting agencies listed in the menu options. If a specific agency is not listed, for state of Georgia scholarship and grant purposes, your Georgia Home Study Program is considered unaccredited.)
3. Enter your **unique home study program name**. Each Georgia Home Study Program is unique in that only the person who created the GAfutures account will have access to student(s) Dual Enrollment applications when the student selects the specific Georgia Home Study Program.
4. Upon successfully creating a GAfutures Education Professional account and unique Georgia Home Study Program name, you will receive an email with an assigned **GAfutures HSP#** for your Georgia Home Study Program name. Provide your Georgia Home Study Program name and assigned HSP# to your student.

Note: It is important to remember your assigned **GAfutures HSP#**. This number will be used each semester when you approve your student's courses and by your student when applying for Financial Aid.

2 Secure Funding (for your student to complete):

Returning Users

1. Go to www.gafutures.org
2. Click the **Sign In** button
3. Enter your Username and Password
4. Click the **Sign In** button

New Users

1. Go to www.gafutures.org
2. Click the **Create an Account** button
3. Complete all information on the **Create new account?** screen
4. Click the **Create Account** button



Once you are signed in or have created a new account, complete the application:

1. Click **My Dual Enrollment Profile**.
2. Click **The Upcoming 2020-21 School Year**.
3. Under **Student Demographic** section, review your pre-populated information and verify that your SS# and DOB are correct. Enter any missing info.
4. Under **High School** section:
 - Click **High School**.
 - Select your high school name.
 - In the **I Plan to Enroll** statement, select **May 2020 - April 2021**.
 - Select your appropriate grade level.
5. Under **College Selection** section, select **Central Georgia Technical College**.

Instructions continued on next page...

Contact Information

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General Questions

highschool@centralgatech.edu
(478) 218-3701
www.centralgatech.edu/highschool

Special Accommodations

Special accommodations are available for qualified students. For more information, contact the Special Populations Office:

Crawford, Dooly, Houston, Peach, Pulaski, Twiggs County
specialpops@centralgatech.edu
(478) 218-3229

Baldwin, Bibb, Jones, Monroe, Putnam County
specialpops@centralgatech.edu
(478) 476-5137

6. Under **Participation Agreement** section:

- Go to **Student Acknowledgement**, read and click on each box to indicate your agreement/understanding.
- Read the **HOPE Grant Implications** box and click 'I Understand'.
- For Student Signature, type your first and last name.
- Click **Submit**.
- Write down the **Dual Enrollment Application ID** that appears.
 - * Your parent needs this so they can complete their part of the application!

7. Your parent will then receive an email with information on how to go in and complete the parent portion of your application. They will use the **Dual Enrollment Application ID** to access your application.

8. If you are attending more than one college for DE:

- Click **My Dual Enrollment Profile**.
- Click **Add Colleges**.
- Select your second college.

Note: You must apply for and secure your Dual Enrollment funding in GAfutures **each year**. For help with your GAfutures application, please click the **Help** button on the GAfutures website or contact your high school initiatives coordinator.

3 **How to Approve Your Home School Student's Courses:**

1. Sign in to your **GAfutures Educational Professional** account. Select **High School Functions**, then **Application Dashboard**.
2. You are now on the application **Dashboard**. Double click on the student's last name to open the **Single View**. The **Single View** consists of sections; you must complete each section and will receive a success or warning message in each section.
3. First, click **Student Status**, next to the term(s), select the grade level, and indicate Y or N for current SB2 (if applicable) then select submit. You will receive a Success message. The **Student DE Eligibility Type** will update with the available college type and course type the student is eligible to receive funding.
4. Next, at the bottom of the page is the **Student Course Data** section.
5. Select the **Add Course** button to select the college and term of the application. Students may list several colleges, you must determine which one college you are processing the now term specific application for at this time. You may later go back and process for a different college and/or term.
6. Next, select the **magnifying glass**, on the far left, to select from the approved course on the Directory.
7. Next, you must approve the course by selecting Yes under the **Approval** column. Last, click the **S or Submit** button.
8. Repeat steps 5 through 7 for each course your student is enrolled in to complete the term specific application.

Note: Home Study Administrators must login and approve your student's courses in GAfutures **each semester**. For help with GAfutures, please click the **Help** button on the GAfutures website or contact your high school initiatives coordinator.