

## STEP 1: COMPLETE YOUR FAFSA

- Fill out the Free Application for Federal Student Aid (FAFSA) at [Student Aid.Gov](https://studentaid.gov)
  - Complete the **2023-2024** FAFSA for Fall Semester 2023 to Summer 2024
  - Federal School Code for Gwinnett Technical College: **016139**
  - **Be sure to use the Data Retrieval Tool to reduce errors on your application**
- Gwinnett Tech will receive your FAFSA 5 to 7 business days after submission
- Submit your FAFSA early each year to ensure you have plenty of time to complete your financial aid file.
- The **FAFSA Filing Deadlines** for 2023-2024: **Fall** 5/15/2023, **Spring** 10/16/2023, **Summer** 3/1/2024

## STEP 2: LOGIN TO YOUR OKTA Dashboard

- Login to your OKTA Dashboard to access your Banner Account and student email at [Login.Gwinnettech.edu](https://login.gwinnettech.edu)
- Select the Banner Icon
- Your **User ID** is your student email address: FLLLLLXXXX@student.GwinnettTech.edu
  - F=First initial, L= First 6 letters of last name
  - XXXX=Last 4 digits of your Student 900 number
- Your **Password** is: gtcMMDDYY (gtc + DOB)
- Click Sign In

## STEP 3: CHECK FOR OUTSTANDING REQUIREMENTS

- Log into your Banner Account at [Login.Gwinnettech.edu](https://login.gwinnettech.edu)
- Click on “Student Services & Financial Aid”
- Go to the Financial Aid Folder
- Click on “My Award Information”
- Select “Award Package for Aid Year”
- Select the **2023-2024** Aid Year from the drop-down menu
- Scroll to bottom of the page to the last box and click on “**Overall Financial Aid Status**” in blue
- Click on “**Student Requirements**” in blue
  - If there are additional requirements, click on the ‘**Required Documents**’, which will lead you to ‘gwinnettech.verifymyfafsa.com’ or to Dynamic Forms. **If there is no link please copy and paste gwinnettech.verifymyfafsa.com into your browser.**
  - Once you are on gwinnettech.verifymyfafsa.com a one-time activation is required.
  - Click the ‘Create Account’ link
  - Enter and confirm your student information (**PLEASE NOTE: Your Name, Social and Date of Birth must match the information submitted on your FAFSA**)
  - Click ‘Create Account’
  - Once your account is created, any required tasks will populate for your review and submission.
- Files will not be reviewed until all requested documents are received. Please monitor your student email and Banner account for updates.
- The Financial Aid Document Deadlines for 2023-2024: **Fall** 6/16/2023, **Spring** 11/3/2023, **Summer** 3/29/2024

## STEP 4: ACCEPT YOUR FINANCIAL AID AWARD

- Log into your account on [Login.Gwinnettech.edu](https://login.gwinnettech.edu)
- Click on “Student Services & Financial Aid”
- Go to the Financial Aid Folder
- Click on “My Award Information”
- Select “Award Package for Aid Year”
- Select the **2023-2024** Aid Year from the drop-down menu
- Click on the “Accept Award Offer” tab to view the awards
- If you are awarded the Pell or HOPE Grants, they will automatically be accepted for you
- If you are possibly eligible for the HOPE or Zell Miller Scholarship, the **HPGPA** code will be automatically added to your student banner. It can take up to 4 weeks for your eligibility to be determined. Once a determination has been made you will be notified through your student email.
- Student Loans:** You can “Accept” or “Decline” the awards in the drop-down boxes and then click the “Submit Decision” button. To accept all awards in full, click “Accept All Award Offers.”
- To receive any accepted **Student Loan** awards, you will need to be enrolled at least half time (6+ credit hours per semester), complete the Master Promissory Note, and Loan Entrance Counseling at [StudentAid.gov](https://StudentAid.gov).
- Federal Work Study:** To apply for work study positions that will work around your class schedule:
  - Go to [GwinnettTech.edu](https://GwinnettTech.edu), and click on “Gwinnett Tech Careers”
  - Work study awards are paid as monthly wages for the hours worked; it does not apply towards your tuition or fees. Students can work a maximum of 20 hours per week.

## STEP 5: CHECK FOR AUTHORIZED AID

- Log into your account on [Login.Gwinnettech.edu](https://login.gwinnettech.edu)
- Go to “Student Services and Financial Aid”
- Click on “Student Records”
- Click on “Account Summary by Term”
- Click on the header for the current semester typed in blue**
- Your account balance for the term will be listed toward the middle of the page
- At the bottom of the page, you will see your authorized financial aid (number will be negative)
- If the authorized aid is **greater than** your “Account Balance Due”, no further action is required
- If the authorized aid is **less than** the “Account Balance Due,” you will have to pay the difference before the payment deadline. If you don’t have authorized aid, it will state “**No authorized financial aid exists on your record for the selected term**” and you will have to pay your full balance by the payment deadline.
- Payment plans are available through Nelnet which allows students to pay off the balance in installments rather than all at once. For more information visit [MyCollegePaymentPlan.com/Gwinnett](https://MyCollegePaymentPlan.com/Gwinnett)