

## STEP 1: COMPLETE YOUR FAFSA

- ☐ Fill out the Free Application for Federal Student Aid (FAFSA) at [Student Aid.Gov](https://studentaid.gov)
  - Complete the **2024-2025** FAFSA for Fall 2024, Spring 2025 and Summer 2025
  - Federal School Code for Gwinnett Technical College: **016139**
- ☐ 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 2024-2025: **Fall** 5/15/2024, **Spring** 10/16/2024, **Summer** 3/3/2025

## 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)
- ☐ Select "Ellucian Experience (Banner)".
- ☐ On the "Financial Aid" card, click on "View My Award"
- ☐ On the top right of the screen be sure you are viewing the appropriate Award year. If you are planning to attend from July 1, 2024 through June 30, 2025 you would select the 2024-2025 Aid year.
- ☐ If there are any unsatisfied requirements it will be at the top of the page.
  - If there are additional requirements, click the down arrow to see your instructions on what is required. The majority of all requirements will be submitted through 'gwinnettech.verifymyfafsa.com'. **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 2024** - 6/14/2024, **Spring 2025** - 11/1/2024, **Summer 2025** - 4/1/2025. You are welcome to submit documents after the deadlines; however, please note that this might delay the processing of your aid, potentially requiring you to cover your class expenses upfront.

## STEP 4: ACCEPT YOUR FINANCIAL AID AWARD

- ☐ Log into your account on [Login.Gwinnetttech.edu](https://Login.Gwinnetttech.edu)
- ☐ Select “Ellucian Experience (Banner)”.
- ☐ On the “Financial Aid” card, click on “View My Award”
- ☐ On the top right of the screen be sure you are viewing the appropriate Award year. If you are planning to attend from July 1, 2024 through June 30, 2025 you would select the 2024-2025 Aid year.
- ☐ Click on the “Award Offer” tab to view the awards
- ☐ “Expected Enrollment Status”: this indicates the semester’s you have been awarded. Students are typically awarded Fall/Spring semesters initially. Once students are registered for Summer this will be updated to reflect summer awards.
- ☐ If you are awarded the Pell or HOPE Grants, they will automatically be accepted for you
- ☐ **Student Loans:** You can “Accept” or “Decline” the awards in the drop-down boxes and then click the “Submit” button.
- ☐ 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).

## STEP 5: CHECK FOR AUTHORIZED AID/ACCOUNT BALANCE

- ☐ Log into your account on [Login.Gwinnetttech.edu](https://Login.Gwinnetttech.edu)
  - ☐ Select “Ellucian Experience (Banner)”.
  - ☐ Go to the “Banner Registration & Fees” card and click on “Account Summary by Term”
  - ☐ Click on the dropdown menu and select which term you wish to view.
  - ☐ 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.
- \*\*\* It’s advised to regularly review your Authorized Aid and Account Balance before classes start, as eligibility and awards may change.**