

## How to Create a GAfutures Account Profile as an Education Professional for the Dual Enrollment funding Program and Application

The Georgia Home Study Program parent/guardian must create a GAfutures Education Professional account profile, for the name of the Georgia Home Study Program to receive an assigned HSP#, prior to the student completing the annual online Dual Enrollment funding application.

1. On the GAfutures.org website, click on "Create an Account" button at the top of the home page. Select the Education Professional group as indicated below. Professionals are not required to provide SSN and DOB.

GSFC | Georgia Student Finance Commission

Create an Account Sign In Help ?

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### CREATE YOUR GAFUTURES ACCOUNT

Click on the group that best describes you

Student ? Education Professional ? General User ?

**EDUCATION PROFESSIONAL**

- I work at a Georgia High School
- I am a Georgia District Administrator
- I work at a Georgia College or University
- I am a Georgia Home Study Parent/Guardian or Official

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2. Select the option which best describes your Georgia Home Study Program.

1 Step 1 2 Step 2 3 Step 3

Fields marked with \* are required.

Click on the radio button that best describes you \*

☐ I work at a Georgia High School ☐ I am a Georgia District Administrator ☐ I work at a Georgia College or University

☒ I am a Georgia Home Study Official of an Accredited Program ☐ I am a Georgia Home Study Official of an Unaccredited Program

Security Question 1 \* Answer \*

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.

*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.*

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.

Georgia Home Study Name - (GSFC Assigned GAfutures Number) (ZIP) \*

☒ My home study program is not listed.

Select Accrediting Agency \*

New Home Study Program Name \*

ENTER HOME STUDY PROGRAM NAME

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(s).

## Student Application

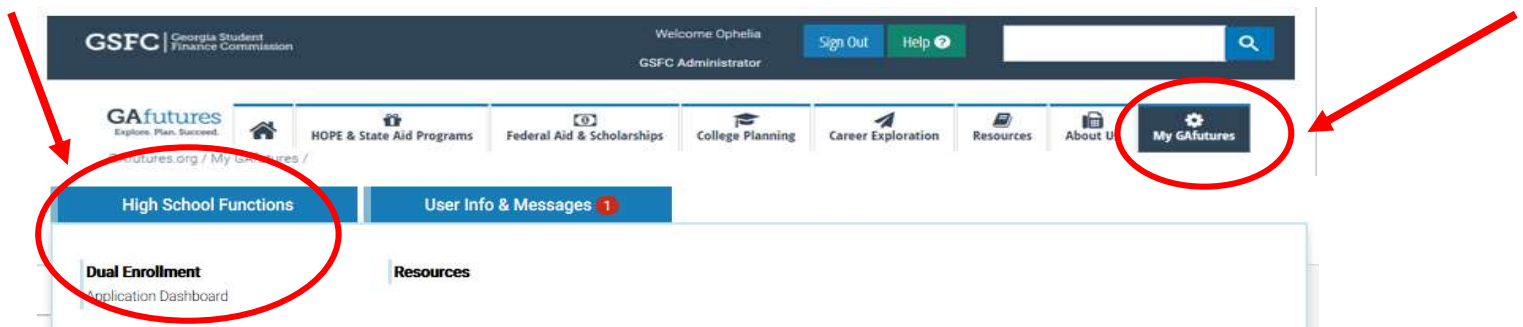
Your student(s) is now ready to complete the online Dual Enrollment funding Application for the upcoming 2020 – 2021 school year (includes Summer term 2020, Fall term 2020, Winter Term 2021 and Spring term 2021).

Your student should sign into his/her GAfutures account, or if they do not have one must create a GAfutures account profile as a student and select the Georgia Home Study Program name with the HSP# from the drop-down menu.

## Home Study Dashboard – tracking the status of the applications submitted by your student(s)

Once your student(s) has completed the online funding application, sign in to your GAfutures Georgia Home Study Program account to access High School Functions (HSF) and the Dual Enrollment Dashboard.

The Dashboard allows you to view and access individual student applications to process and add course(s) selections.



## Single View – processing applications for your student(s)

**Scheduled Release is May 18, 2020**

The "Single View" will be utilized to process individual student applications. You will double click on the student's name and it will bring you to the student's application.

This is where you will select the term, postsecondary institution and choose the high school course(s) approved for Dual Enrollment from the Directory link. The postsecondary institution (PSI) will then choose the college equivalency for each high school course. When all courses are approved (or denied) by high school and PSI for the term, the application is considered complete.

Visit the Resources section for posting of communications and other resourceful documents pertaining to the Dual Enrollment funding Program.