

# GSFAPPS Instructions

First you must create a GAcademy411 account.  
Click on “Create an Account” (Top left Homepage)

## SET UP YOUR PROFILE

### SCREEN 1 OF 3

- Type name, date of birth (use slashes) and email address (Note: if you don't have an email address, one will be assigned to you – just click the box provided.) See note on back of page.
- Set up your user name and password – use something appropriate and that you can remember. Don't forget that college officials will also see your user name.
- Enter a password hint question and answer.

### SCREEN 2 OF 3

- Complete the mailing address, phone, etc.
- Select current grade level

### SCREEN 3 OF 3

- Click on “My 411”
- Click on “My Profile” (Some fields will be prepopulated)
- Even though your mailing address was collected when the account was created, your permanent address must be completed in the profile.
- **PLEASE DO NOT FORGET TO PUT YOUR SOCIAL SECURITY NUMBER IN THE PROFILE.**
- **Save** – your profile has been submitted
- *Click Here* to return to GAcademy411

## COMPLETING A GSFAPPS APPLICATION

- Click on the tab at the top labeled “Applications & Transcripts”
- Click on the link “GSFAPPS”

When you get to the question about whether you are independent or dependent, use these guidelines:

**Independent** – over age 24, married or have children – do not fill out parent's information.

**Dependent** – under age 24, not married or have no children – fill out parent's information.

Welcome Screen – **PLEASE READ**

Click *Apply Now* to apply online (at bottom)

Click **“SUBMIT NEW APPLICATION”**

**Note:** In order to select any program, first click on the program name you want to apply for. This will open an informational box containing the program requirements. At the bottom of the dialogue box, click “Apply for this Program” Click *Select*.

## STUDENT DEMOGRAPHIC INFORMATION

Most information is pre-filled, complete this section. If you make a mistake in any field other than your social security number or birth date field, go back and make any necessary corrections. You will be prompted to do a final review of your information before submitting.

Click *Continue*

## SUMMARY INFORMATION

Edit if necessary and then submit.

Electronic Signature

Please read the certification carefully, enter your 411 password, and Submit, Read and Print a copy for your records.

## FORGET YOUR PASSWORD IN GACOLLEGE411?

If you forget your password, call the Technical Support line at 1-800-468-6927.

## NEED AN EMAIL ADDRESS?

An email address is necessary. If you do not have an email address, click the box on screen 1 of the create an account process and GAcademy411 will assign you one.



Helping Students Plan, Apply, and Pay for College