

## Dual Enrollment Funding Application Instructions

*The application for the following school year is made available sometime in February.*

1. Go to **www.GaFutures.org** and either *LOG IN* to your existing account, **OR** create a new account.
2. Verify/enter your full name, date of birth, and social security number correctly in your profile.
3. Once your account has been created (updated if needed) –
  - a. Click on the **“My Dual Enrollment Profile”** link.
  - b. Click on the **blue** link **“Apply Now”** on the right-hand side of the page.
  - c. Click the **“Apply for Dual Enrollment”** link.
4. Open the New Application and complete all sections.
  - a. If any information is incorrect, return to your profile to make the changes.
  - b. The parent’s email address CANNOT be the same as the student’s email address.
    - *If the parent’s email address was used to create the profile, the personal email in the profile must be changed to reflect the student’s email, then parent’s email is to be added in the “Parent/Guardian Email” area.*
  - c. If you do not know your parent’s email account **OR** if your parent does not have an email account, they will visit **www.GaFutures.org/DEparent** after you complete the student section to complete the form.
5. Make sure to select the application for the **Upcoming School Year (not current school year), Mill Creek High School, and all of the college(s) you are applying to.**
6. The student must check ALL of the boxes on the left side.
7. After the student completes their part of the application, the student will receive a message with their Application ID.
8. The parent/guardian will receive an email at the address provided with a link to access the “Parent/Guardian Participation Agreement”. To log in the parent can use either the
  - *Application ID & date of birth of the student*
  - *Student’s social security number & date of birth of the student*
9. The parent will complete the form online by checking ALL boxes on the right side and then submit the form.
  - a. **The application is NOT considered complete until BOTH the student & parent have signed and submitted the application.**
10. The funding application will show *High School Profile Pending* once the student has completed by parts. Mill Creek completes the approval process at a later time.