

Utilizing MyGNTC

Checking for Unsatisfied Requirements (Documents):

1. Go to [GNTC](#) and click on the [MyGNTC](#) link at the top of the page.
2. A webpage with basic information regarding MyGNTC will display. Click on the [Login to MyGNTC](#).
3. Sign-in to your account. You will use the first part of your student e-mail (everything before the @ sign) as your username. Since we are single sign-on, you will use the same password as you would when logging in to your student e-mail.
4. Once you are signed-in, click on the tab titled "Student Services and Financial Aid."
5. The page will then display boxes indicating different options. Click on the box titled "Financial Aid."
6. A drop-down menu will appear. Click on the second option titled "My Eligibility."
7. Finally, select the proper aid year you wish to view, and click the "Submit" button.

Checking Charges and Award Amounts Based Off of Enrollment Hours

1. *Follow steps 1 through 4 in the first section of this handout.
2. After clicking on the box titled "Financial Aid," a drop-down menu will appear. Click on the option titled "My Award Information."
3. On the next page, click on the link titled "Account Detail by Term."
4. Finally, select the term you wish to view and click "Submit."

Accepting Federal Loan Funds

Note: Only complete this step if you have requested and been approved for federal loan funds. See our [Federal Loans](#) page for more details regarding loans.

1. *Follow steps 1 through 4 in the first section of this handout.
2. After clicking on "Financial Aid," a drop-down menu will appear. Select the option titled "My Award Information."
3. From the next page, select the "Award by Aid Year" link.
4. On the drop-down box provided, select the proper aid year and click "Submit."
5. On the next page, you will need to read and accept/decline the Terms & Conditions
6. After accepting the Terms & Conditions, you will need to click on the tab titled "Accept Award Offer."
7. Under the award description, you will be able to click on the drop-down box provided to select "Accept" or "Decline." There is also a box provided off to the right of the award amounts, which will allow you to accept a partial amount of the offered funds if you choose to do so. After your decision is made, click the button titled "Submit."

How to Pay Online

If you: have charges that are not able to be fully covered by financial aid, have an incomplete financial aid file, or you do not qualify for financial aid, you will need to cover your charges out-of-pocket or through the tuition payment plan. Please note that all charges must be covered by the Tuition & Fee deadline.

1. *Follow steps 1 through 3 in the first section of this handout.
2. A.) To Pay Out-of-Pocket: Click on the first (1) option titled "Registration" then select "Pay Online." From the drop-down box provided, select the term for which you wish to pay. Follow the directions displayed on the webpage to submit your payment.
B.) To set-up a Tuition Payment Plan: Click on the fourth (4) option titled "Tuition Payment Plan," and follow prompts.