

Utilizing MyGNTC

Checking for Unsatisfied Requirements (Documents):

1. [Login to MyGNTC](#). You will use the same username and password as you would when logging in to your student e-mail.
2. Click on the tab titled "Student Services and Financial Aid."
3. Click on the box titled "Financial Aid."
4. Click the second option titled "My Eligibility."
5. Select the aid year you wish to view, and click the "Submit" button.
6. If you are required to submit documentation, click the blue link titled "FAFSA Selected for Verification."
7. If applicable, some required documents may appear separately in PDF format.

Checking Charges and Award Amounts Based On Enrollment Hours

1. Follow steps 1 through 3 in the first section of this handout.
2. Click on the option titled "My Award Information."
3. Select the link titled "Account Detail by Term."
4. Select term and click "Submit."

Note: Prior to the start of the term, the Term Detail section will display the individual charges including the combined total. The Authorized Financial Aid section will be displayed as well. If the total Authorized Financial Aid is greater than the Amount Due, then the student will not owe anything.

Accepting Federal Loan Funds

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

1. Follow steps 1 through 3 in the first section of this handout.
2. Select "My Award Information."
3. Select the "Award by Aid Year."
4. Select the proper aid year and click "Submit."
5. Click on the "Terms & Conditions" tab.
6. Accept or decline the Terms & Conditions.
7. Once accepted, click on the tab titled "Accept Award Offer."
8. If you wish to do a partial acceptance, enter the portion you want to accept in the box provided off to the right of the award amounts.
9. Click the button titled "Submit."

(Additional instructions on next page)

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How to Set-up The Tuition Payment Plan

1. View the [Financial Aid](#) page.
2. Under the section titled “How to Pay” you will see a link to [Set-up a Payment Plan](#).
3. Click “Enroll Today”
4. Follow the screen prompts to set-up the payment plan.

How to Pay Online Through MyGNTC

Any unpaid balance, it may be paid out-of-pocket through the MyGNTC account. Please note that all charges must be paid by the Tuition & Fee payment deadline.

1. Follow steps 1 through 4 in the first section of this handout
2. Select “Student Services & Financial Aid.”
3. Click “Pay Your Bill Online” and follow the prompts.

How to View Your Grades

To view all grades, follow these instructions.

1. Follow steps 1 through 4 provided in the first section of this handout to access your MyGNTC Account.
2. Select “Student Services & Financial Aid.”
3. Select “Student Records”
4. Click on “Academic Transcript”
5. Select “All Levels” from the drop-down box.