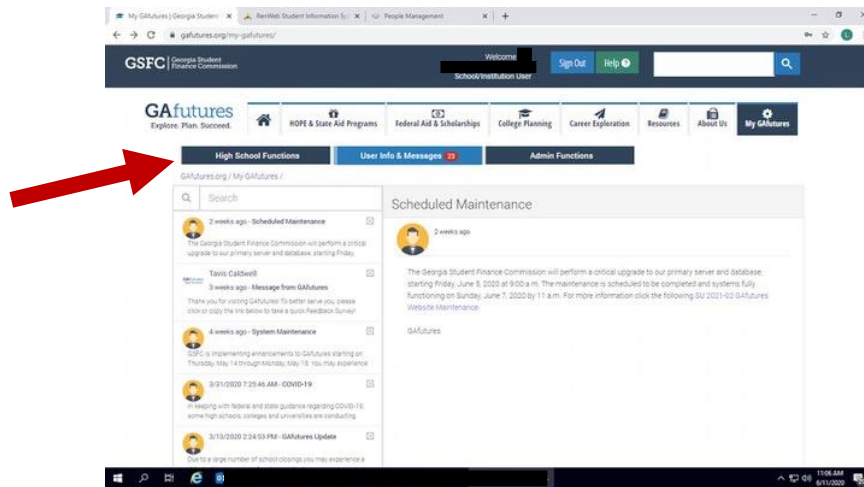


Submitting class requests through GA futures:

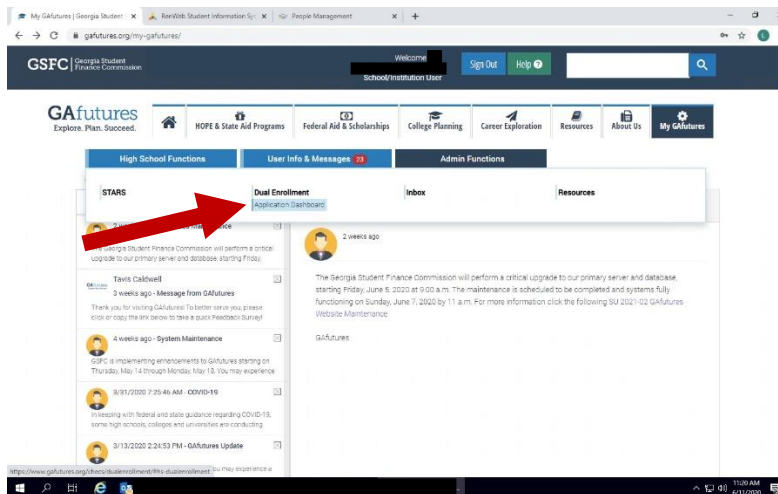
The steps detailed below describe how the **home study official** navigates the new GA futures “High School Functions” and Dual Enrollment Application Dashboard. These steps are accessible **ONLY AFTER** the student has submitted an online dual enrollment application through their GA futures account and the parent has confirmed the participation email. See the YouTube link below for a tutorial detailing those initial steps.

<https://www.youtube.com/watch?v=-UoBFIfsNSU&feature=youtu.be>

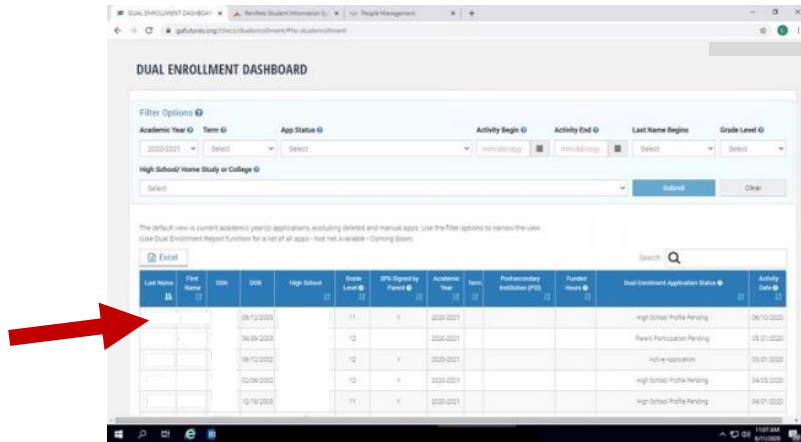
1. Log into gafutures.org using the home study official’s login/password. On the first screen, select “High School Functions”:



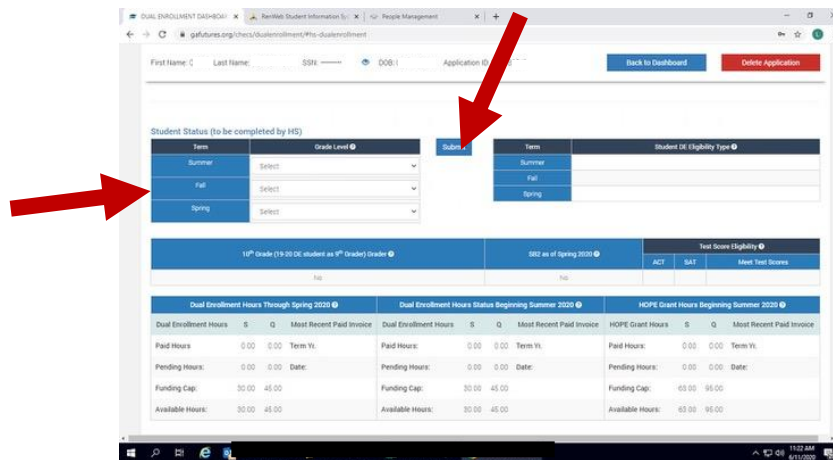
2. Select Dual Enrollment “Application Dashboard”:



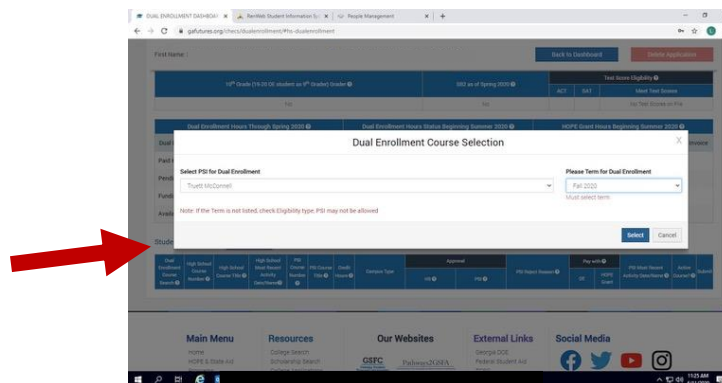
3. Scroll down and select your student's last name from the dashboard:



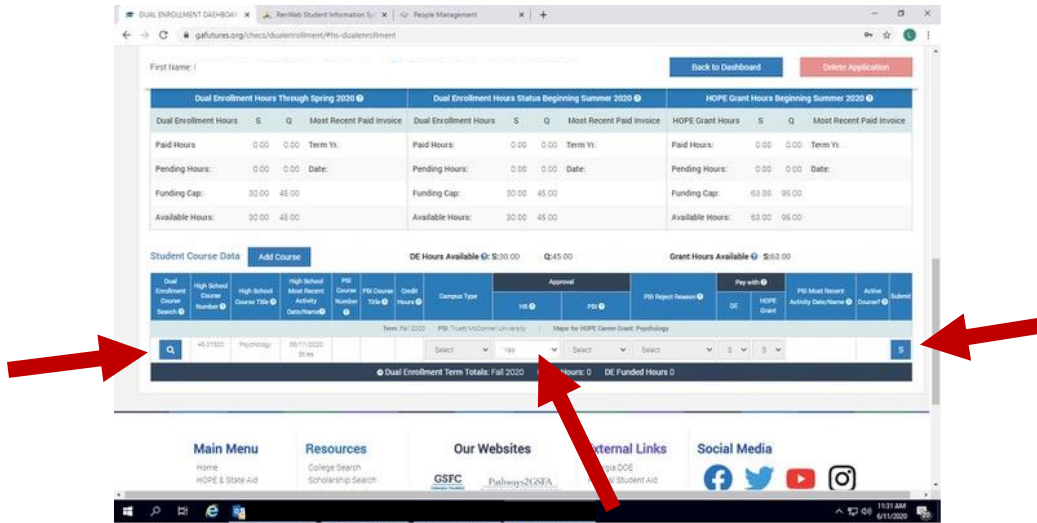
4. In the "Single View" screen, scroll down to "Student Status" and submit your student's grade level for the 2020-21 school terms:



5. Scroll down to "Student Course Data", click on "Add Course", and select Truett McConnell University and the respective term for the course you would like to request:



6. Next, select and submit each individual course by selecting the following from left to right in the bottom bar:
 - a. “Dual Enrollment Course Search” – Click on the magnifying glass button in the left column and choose the specific course from the menu
 - b. “HS Approval” – Select “Yes”
 - c. “Submit” – Click the “S” in the blue square in the right column to complete the course request



7. Repeat steps 5 & 6 only for every additional course you would like to request
8. Once all courses are submitted, you may check on the status of the application back in the dashboard (the button to send you back is at the top of the screen). The status should now read “PSI Decision Pending.” Once TMU processes the request, the status will read “Complete Application.”

Questions about this process? Please contact Mr. Gary Bennett at gbennett@truett.edu or (706) 865-2134 ext. 2102.