

## Applying for the Tennessee Dual Enrollment Grant

**Step 1:** Visit [www.collegefortn.org/tsacstudentportal](http://www.collegefortn.org/tsacstudentportal) and select “TSAC Student Portal” option.



**Step 2:** For existing account holders, select the “Sign In” option located at the bottom of the page. Enter your username, select “Login,” and proceed to Step 3. First time users will need to create an account. Select “Register” and proceed to Step 4.



**Step 3:** Returning Users with existing accounts: Security questions you selected during the account creation process may be asked. Answer them correctly to proceed to the next screen. Enter your password and log in and proceed to Step 5.

Special Note: If at any point during the login process you encounter error messages, carefully read the error message. TSAC has included instructions with each error message. Follow the instructions before becoming agitated and abandon the process. Remember that the grant is free to those who qualify and will benefit you. Use the “Forgot username and password” option below the login and password blocks if you have forgotten them. Contact TSAC (800)342-1663 for account reset. If the rest is required, you will need to go through the account creation process again (Step 4).

**Step 4:** New Users who are creating an account: After selecting the “Create a Log In” option, carefully enter the required information. Select “Challenge Questions” that best suits you. Write down the answer you enter as well as how you type it. Choose a “Personal Image,” acknowledge the “Term & Conditions,” and select “Create My Account.” If any errors exist it will be indicated in red near the top. You must correct the issue before being allowed to proceed. Once your account is created, go back to Step 3 and log in using your Username and Password.

Student's Date of Birth:

Email Address:

Re-enter Email Address:

Phone Number:

Password:

Re-enter Password:

- Passwords are not identical
- Complete the registration before clicking "Next" or "Log In"
- Email has spaces and/or special characters
- Email is not 2-48 characters long
- Email is not a valid email address
- Email is not a valid email address
- Password is not 8-16 characters long
- Password is not a valid password

Challenge Questions, Orders and Answers

Please select three different Challenge Questions and provide an answer for each. These are used if you log into a different computer or do not register this computer to validate your identity. Your First Name, Last Name or User Name cannot be used as Challenge Question answers. Please click on an answer to select a Challenge Question and enter an answer.

Challenge Answer 2:

Personal Image

Your Personal Image helps you know for sure that you are at the valid site. Every time you log in, you will see your Personal Image after you enter your User Name.

Please select a Personal Image:

Personal Questions

I acknowledge by getting access to this site I certify that I am the student/borrower or have the student/borrower's permission to use the information. Access without permission may subject you to civil penalties or criminal prosecution.

**Step 5:** Once logged into your account, choose the “Apply” option located in the top, left hand corner of the screen. On the next screen scroll down until you see the “Dual Enrollment Grant” options and select the appropriate year (e.g., Dual Enrollment Grant for 2023-2024) for which you are apply to the grant.

**Step 6:** On the next page, carefully read the information before choosing the “I understand” near the bottom of the page. This information is beneficial and includes important information. Then select “Dual Enrollment Grant” to apply for the grant.

**Step 7:** Carefully verify your student information and enter any missing/needed information. Those with “Required” next to the field are required information that must be completed. If any error exists it will be indicated in red near the top. You must correct the issue before being allowed to proceed. If the existing answers are correct, DO NOT change them. Answer questions truthfully since they directly affect your grant eligibility. Select **“KING UNIVERSITY” (School ID # 003496)** in the “College/University Information Section”. This is who will receive the Dual Enrollment Grant.

Proceed to the next acknowledgement page reading carefully before checking the “I understand” box and proceeding to the next page for confirmation. Allow the system time to process your application. You will receive confirmation. After selecting “ok,” you will be directed to a printable document which you can print and keep for your records. This part is not required but just a nice feature for students who may want to keep it.