

How to Create a Portal Account

1. Using Google Chrome, Microsoft Edge, Safari, etc., go to **www.tn.gov/tsacstudentportal**
2. Click **Create a Log In**
3. Create your account – the following is required
 - Username – must be 6-25 numbers and letters (no spaces)
 - First name (use first name from Social Security Card)
 - Last name
 - SSN (Social Security Number)
 - Date of birth – MMDDYYYY format
 - Email (students should use a **personal email** rather than a school-issued email)
 - Reenter email
 - Password (e.g. Fall2@21)
 - Cannot contain first name, last name, or username
 - Must be 8 – 25 characters
 - Must include 1 uppercase letter
 - Must include 1 lowercase letter
 - Must include 1 number
 - Must include 1 character from this list ~!@#\$%^&* _-+=`|\(){}[];:"'<>.,?/
 - Reenter password (e.g. Fall2@21)
 - Challenge questions – select three different questions; **answers must be at least four characters**
 - Select a personal image
 - Check the box beside “I acknowledge by gaining...” statement
 - Click **Create My Account** (do **not** hit enter on keyboard)
4. Once your TSAC Student Portal account has been created, click the hyperlink reading **Click here to log in to your account and apply online.**

User Name:

Password:

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YOU ARE NOT FINISHED (SEE NEXT PAGE)...

Please call the call center at 800-342-1663 between 8:00a – 4:30p CT for login assistance.

How to Complete the Dual Enrollment Grant Application

5. Enter your username and password and click **Log In**.
6. Answer your challenge question and click **Continue**.
7. Confirm your personal image and click **Continue**.
8. Read the user agreement and click **Accept**.

User Name:

Password:

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9. Click **Apply**.
10. Scroll down and click **Dual Enrollment Grant (including GIVE) for 2021 – 2022**.

TN 9 **Apply** View Summary FAQs Send Email
10
Dual Enrollment Grant (including GIVE) for 2021 - 2022
Dual Enrollment Grant (including GIVE) for 2022 - 2023

11. Read the General Requirements and Instructions and click **I understand**.
12. Scroll down the General Requirements and Instructions screen again and click **Dual Enrollment Grant (Including G.I.V.E.)**.

11 **I understand** **Cancel**
To continue, please select which scholarship you wish to receive.
12 **Dual Enrollment Grant (Including G.I.V.E.)** **Middle College Scholarship**

13. Complete the Dual Enrollment Grant Application – the following is required
 - Last name
 - Address – where you live (e.g. 123 Main Street)
 - City
 - State
 - Zip code
 - County
 - Race
 - Citizenship status
 - Resident of TN – select **yes** if you live in Tennessee
 - TN residence date – MMDDYY format; enter your date of birth if you have lived in Tennessee all your life
 - Student email address (students should use a **personal email** rather than a school-issued email)
 - Confirm student email address – reenter email

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13. Continued from previous page – the following is required
 - High school
 - High school diploma or GED received – select **no** if you will be a 11th or 12th grader at the time of dual enrollment
 - Will you have completed 10th grade at the time of dual enrollment – select **yes** if you will be a 11th or 12th grader at the time of dual enrollment
 - Anticipated graduation year (e.g. 2023)
 - Select the college **through which you will use the Dual Enrollment Grant**
 - Notification popup should appear; if you are dual enrolled at more than one college in the same semester, contact the financial aid office at the college you selected for more information regarding potential funding for both colleges. Click **OK**.
14. Click **Continue** to submit the application.
15. Read the Additional Courses Acknowledgement, check the box indicating you understand the acknowledgement, and click **Next**.
16. Click **OK** on the Application Confirmation screen.
17. A completed DEG application should appear. Please select **print** or **close** to finish.

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