Create A TSAC e*GRandS Account

To request up to $300 toward your educational costs, complete the TSAC online application for the Dual Enrollment Grant by the appropriate deadline: September 15 for fall semester; February 1 for spring semester or May 1 for summer semester. Complete the Tennessee Student Assistance Corporation (TSAC) online application for the Dual Enrollment Grant at www.collegepaystn.com.

First, Create an Account. You will use this account anytime you want to apply for Tennessee Student Aid from this point forward. Record and safeguard your User Name and Password. Students who encounter problems creating an account can call the TSAC Call Center 1-800-342-1663 for assistance. DSCC cannot reset TSAC account passwords or unlock frozen TSAC accounts.

- Go to www.collegepaystn.com.
- Click on Students and Parents.
- Click on the Dual Enrollment Grant icon – right side of the Web page.
- The Grant rules will appear. Click on the blue On-line Application link in parentheses near the top of the page.
- Create a new account by clicking the red wording that says:
  
  Our login process has changed. If this is the first time you have logged in after January 1, 2010, click here to create an account.

  (Beginning January 1, 2010, all students will create an account and establish a username including those who have previously applied for the Tennessee Dual Enrollment Grant.)

- Create a User Name. Suggestion: lastname first initial year of birth – example: John Smith born 1992 = jsmith92
- Enter your First Name – your first name as it appears on your social security card
- Enter a Middle Initial – as it appears on your social security card
- Enter your Last Name – as it appears on your social security card
- Enter your Social Security Number. Do not include dashes or spaces. Social Security Numbers are required to receive any type of state or federal financial aid. TSAC’s website is a secure site.
- Enter your Date of Birth in this format MMDDYEAR. Example: January 12, 1992 would be 01121992
- Enter an email address. Be sure it is one that you maintain and check regularly. You will use this account until you graduate from college!
- Enter a phone number that you consistently have available to you.
- Create a Password. Suggestion: School initials and year of graduation DCHS2010 or DHS2012
- Select and answer 6 challenge questions. Stick to things that never change (your favorite food or color may change) Suggestions:
  What is your oldest cousin’s name?
  What town was your father born in?
  What was the make of your first car?
  What is the name of the hospital you were born?
  What was your first job?
  What was the name of your elementary school?
  What is your mother’s maiden name?
  What is your father’s middle name?
What state were you born in?

- Select a Personal Image which will appear on the screen whenever you login to the TSAC site.
- Click the box beside the statement that says: I acknowledge by gaining access to this site I certify that I am the student/borrower or have the student/borrower’s permission to access the information. Access without permission may subject you to civil penalties or criminal prosecution.
- Click Create My Account

YOU'RE NOT DONE! Once you have established your account, login using your new username and password and click on Apply for TSAC Aid.

- Scroll down the list that appears and select the Dual Enrollment Grant application for the appropriate term.
  - Fall semester = August – December
  - Spring semester = January – May
  - Summer semester = May – August
  
  Note: Students may receive up to a maximum $600 per year from the Tennessee Dual Enrollment Grant

- Read the General Requirements and Instructions and click I Agree
- Complete the information requested on the application. The college choice requested on this application refers to the college where you plan to take dual enrollment classes and not the college where you plan to enroll after high school graduation.
- Be sure to click submit when you have finished the application.