

A Guide to Applying to Greenville Technical College

Thank you for your interest in Greenville Technical College! We hope this guide will answer questions you may have about using our online application.

Email Address

In order to apply, we require an email address for follow-up correspondence. If you do not have an email address, you can get a free email address online by setting up an account with any of the following email service providers.

Google Email
www.gmail.com

Yahoo Email
<https://edit.yahoo.com/registration>

Windows Live (includes Microsoft Passport, Hotmail, Messenger or MSN account)
<https://signup.live.com/signup>

Get Started

- **Create an Account to Start Your Application**

Click the APPLY NOW link at the top of any page on the website, or go to www.gvltec.edu/apply/ and click the **APPLY NOW – ONLINE APPLICATION** button. If you are starting a new application, click “No”

The first page creates an account/profile. This account allows you to update your profile and non-submitted application, communicate with the Enrollment Services Department, and upload documents.



Do you currently have an application in progress? Yes No

Submit

- **Start and update your current application.**

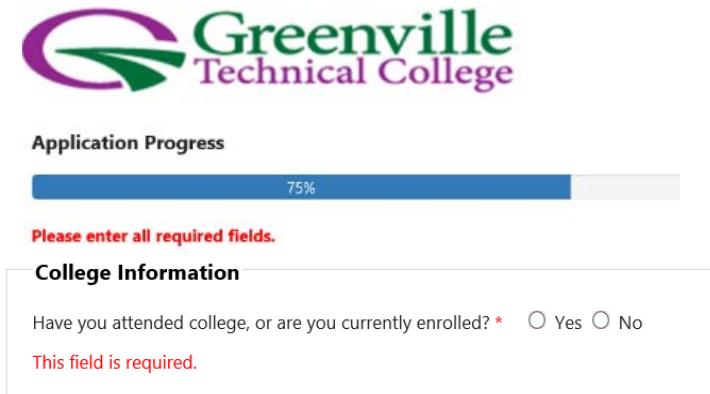
If you cannot finish the application in one sitting, you can always log back in using your email address and password. You can see your progress at the top of each page.



Update your profile	Application Progress
Update your current application	<div style="text-align: center;">75%</div> <div style="width: 75%; height: 10px; background-color: #0070C0; margin: 0 auto;"></div>
Review messages	Legal Name
Log out	First Name: <input type="text" value="Minnie"/>
	Middle Name: <input type="text"/>
	Last Name: <input type="text"/>

- **Moving through the application.**

Click **SAVE AND CONTINUE** at the bottom of each page. If you leave a required field (marked with *) blank, it will not let you move on.



The screenshot shows the Greenville Technical College logo at the top. Below it is a progress bar labeled "Application Progress" which is 75% complete. A red error message states "Please enter all required fields." Below this is a section titled "College Information" with a question: "Have you attended college, or are you currently enrolled? *". There are radio buttons for "Yes" and "No". A red error message below the question says "This field is required."

- **Ready for Submission**

Once all fields have been completed, carefully read and review the Certification and Disclosure Statements. Check the "I have read and certify the above statements." box.

Are you ready to submit your application?

I have read and certify the above statements.

Submit Application Review Application

- **Submit Application**

Once you click **SUBMIT APPLICATION**, you are done! You will receive a confirmation email to the email address you used to create the account. This email will give you a list of requirements and next steps.