

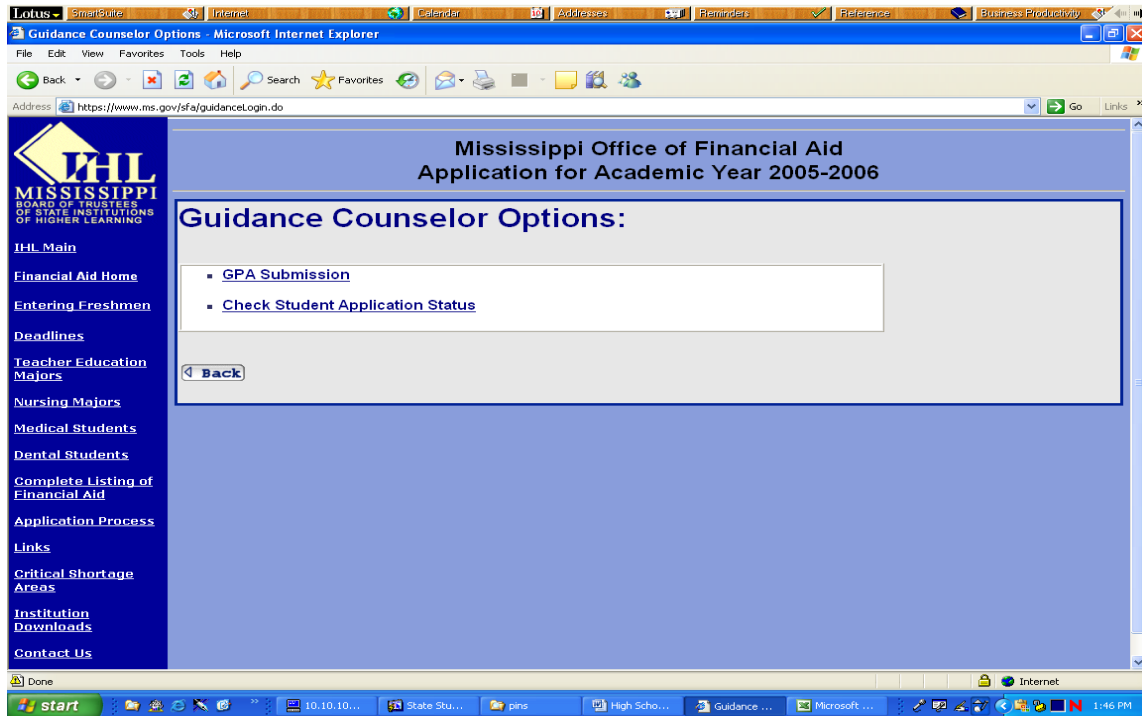
Instructions for High School Counselor GPA submission

The GPA submission application is accessed using your ACT code as the Institution Number and the PIN number assigned by our office. Enter your ACT code and press the TAB key. Enter your assigned PIN number and click the Next button. You can only submit GPAs via this application for students that have completed our web application.

Our office mail letters to students that have completed the web application requesting additional documentation and their high school GPA on a 4.0 scale may be requested if the student completes the application before your electronic grade file is submitted and processed by our office. We ask students to notify high school counselors that we need a seven semester grade point average on a 4.0 scale. You may use this application to submit the grade point average of each student as they apply; however, our office prefers to receive one electronic grade file on CD or diskette prior April 15th each year that contains all of your seniors' information.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Guidance Counselor Login' page for the Mississippi Office of Financial Aid. The page title is 'Mississippi Office of Financial Aid Application for Academic Year 2005-2006'. The main heading is 'Guidance Counselor Login:'. Below the heading, there are instructions: '* Denotes a Required Field', 'Press Tab to navigate to the next field.', and 'Press Shift + Tab to navigate to the previous field.'. There are two input fields: 'Institution Number:' and 'Pin Number:'. Both fields have a small asterisk next to their labels. Below the input fields are 'Back' and 'Next' buttons. The page is framed by a blue border. On the left side, there is a navigation menu with links: 'IHL Main', 'Financial Aid Home', 'Entering Freshmen', 'Deadlines', 'Teacher Education Majors', 'Nursing Majors', 'Medical Students', 'Dental Students', 'Complete Listing of Financial Aid', 'Application Process', 'Links', 'Critical Shortage Areas', 'Institution Downloads', and 'Contact Us'. The browser's address bar shows 'https://www.ms.gov/sfa/guidanceLogin.jsp'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including '10.10.10...', 'State Stu...', 'WordPerf...', 'MyFiles', 'High Scho...', and 'Guidance ...'. The system clock shows '1:23 PM'.

Successful login will result in the following screen being displayed.



At this point you may check student application status or submit GPA. Click the GPA submission link.

You should now have the following screen displayed.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Mississippi Office of Financial Aid website. The page title is "High School Counselor GPA Submission" and the URL is "https://www.ms.gov/sfa/gpaSearch.jsp". The page content includes a navigation menu on the left with links such as "IHL Main", "Financial Aid Home", "Entering Freshmen", "Deadlines", "Teacher Education Majors", "Nursing Majors", "Medical Students", "Dental Students", "Complete Listing of Financial Aid", "Application Process", "Links", "Critical Shortage Areas", "Institution Downloads", and "Contact Us". The main content area features the heading "High School Counselor GPA Submission" and a form with the following fields:

- * Denotes a Required Field
- Press Tab to navigate to the next field.
- Press Shift + Tab to navigate to the previous field.
- * Student's SSN: [Text input field]
- * Aid Year: [Dropdown menu with "Select from List" option]
- Buttons: "Back", "Logout", and "Next".

The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 1:51 PM.

Enter student's nine digit social security number followed by the TAB key.

Select the desired aid year from the list (i.e. 2005-2006 for 2005 seniors).

Click the Next button which will display the GPA submission form.

Mississippi Office of Financial Aid
Application for Academic Year 2005-2006

Name: Collins High

* High School grade point average (0.00 – 4.00):

Enter highest National ACT composite score (0-36):

ACT test date (MM/YYYY): /

Enter lowest National ACT subject area test score:
The ACT Subject areas are:
English
Mathematics
Reading
Science Reasoning

Highest combined National SAT score: (0 – 1600):

SAT test date (MM/YYYY): /

Is student a National Merit semi-finalist or finalist?

Is student a National Achievement semi-finalist or finalist?

Student has or will complete the high school core curriculum for the Higher Education Legislative Plan for Needy Students? If you are unsure please review high school core located at (<http://www.ihl.state.ms.us/financialaid/helpcorr.html>)

I certify that the above information is true and correct for the student listed. Furthermore, the high school grade point average reported is based on at least 7 semesters of high school work. Yes

Enter High School grade point average (0.00 – 4.00):

Note: Field must be entered and GPA must be in the range indicated.

Enter highest National ACT composite score (0-36): ## ACT test date: MM/YYYY

Note: Please enter the highest ACT composite score obtained from a single National ACT test. The creation of a higher ACT composite score by utilizing subject area test scores from multiple ACT test is not acceptable. This is an optional field and may be left blank but we encourage you to enter this information.

Enter lowest National ACT subject area test score (English, Mathematics, Reading, or Science Reasoning) (0-36): ##

Note: This is an optional field but we encourage you to enter this information.

Highest combined National SAT score: (0 – 1600): ##### SAT test date: MM/YYYY

Note: Please enter highest combined National SAT score from a single National SAT test. The combined SAT score is obtained by adding Math and Verbal scores. This is an optional field but we encourage you to enter this information.

Is student a National Merit semi-finalist or finalist?

Note: This is an optional field.

Is student a National Achievement semi-finalist or finalist?

Note: This is an optional field.

Student has or will complete the high school core curriculum for the Higher Education Legislative Plan for Needy Students? If you are unsure please review high school core located at (<http://www.ihl.state.ms.us/financialaid/helpcorr.html>).

Note: This is an optional field; however, if the student is applying for the Higher Education Legislative Play for Needy Students (HELP) this must be completed or an official high school transcript must be mailed to our office with the GPA calculated on 4.0 scale.

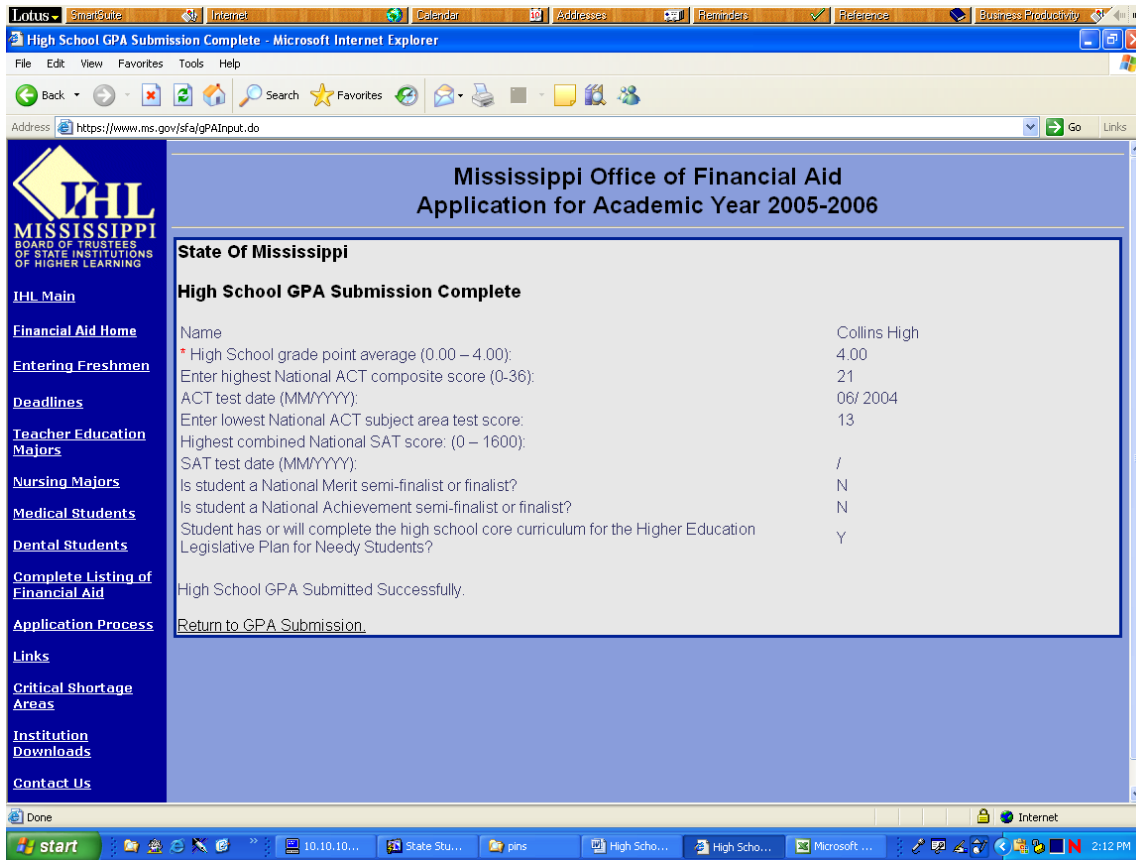
I certify that the above information is true and correct for the student listed. Furthermore, the high school grade point average reported is based on at least 7 semesters of high school work. Place a check in the Yes checkbox.

Note: This is a required field.

Click the submit button which should result in the following screen being displayed.

Note: An error will be displayed if Yes checkbox is not checked or the GPA is not in the required range.

The following screen will be displayed when the High School GPA submission was accepted.



Click the Return to GPA Submission link if you have more GPAs to submit. If you are finished close the web browser.