Login to <a href="https://gmc.studentforms.com">https://gmc.studentforms.com</a> and click "Manage Requests:"

| ≡           |            |  |           | StudentForms                            |         |         |                 |
|-------------|------------|--|-----------|---|---------|---------|-----------------|
| E Ne        | eds Action | Needs Action   | ds Action |   | 30.     |         | Manage Requests |
| <b>і</b> м  | y Docs     | 2 2024-2025 Verification<br>Status: Collecting Documents |           |   |         |         | $\smile$        |
| <b>3</b> Co | ontact Us  | Submitted 0  |           |   |         |         | 1               |
|             |            | Sandbox  | Sandbox   | Sandb <sup>OX</sup> Version 22.57.26569 | Sandbox | Sandbox | Sandbox         |

Select the form you wish to request by clicking the corresponding **+** button under the appropriate aid year column:

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| Ô | Needs Action      | Needs Action         |  |   |           |           |         |                 | Manage Requests |
|   | Completed Actions |                      |  |   |           |           |         |                 |                 |
|   | My Docs           | 2024-20<br>Status: C | 25 Verification<br>ollecting Documents | _   |           |           |         |                 |                 |
| 2 | Activity          | Tasks Left • Nee     | ds Action 2                            | Manage Requests   |           | >         | :<br>   |                 |                 |
| 1 | Contact Us        | • Sub                | mitted 0                               | You can request to open an appeal or upload a specific docu<br>wish to proceed. If you are unsure which award year to choo<br>school. |           |           |         |                 |                 |
|   |                   | candbox              |  | Request Type  | 2024-2025 | 2023-2024 |         | candbox         | candbox         |
|   |                   | )):<br>Gandbox       |  | Professional Judgment: Unusual Circumstance Appeal  | +         | +         | Sandbox | sandbox Sandbox | Sandbox         |
|   |                   |                      |  | Professional Judgment: Special Circumstance - EFC/SAI<br>Appeal   | +         | +         | Sandhag |                 |                 |
|   |                   |                      |  | 2023 - 2024 Summer Loan Request   | +         | +         | resting |                 | Sandbox .       |
|   |                   |                      |  | 2024 - 2025 Federal Direct Loan Request   | +         | +         |         |                 |                 |
|   |                   | Sandbox              |  | Georgia College Completion Grant Application  | +         | +         |         | Sandbox         | Sandbox         |
|   |                   |                      |  |   |           |           | Sandbox |                 | Sandbox         |
|   |                   |                      |  |   | 16-       | Close     | Sandhag |                 |                 |
|   |                   |                      |  |   |           |           |         |                 |                 |

Provide a brief reason for your request. You will have the opportunity to elaborate further in the webform itself. Click "**Submit**."

|                                    | StudentForms  |  |  |  |                 |
|------------------------------------|---|--|--|--|-----------------|
| Needs Action     Completed Actions | Needs Action  |  |  |  | Manage Requests |
| My Docs Activity Contact Us        | 2024-2025 Vertication<br>Statis Left United Control Documents<br>Meeds Action 2<br>Buteratted 0 | Add Request<br>2024 - 2025 Federal Direct Loan Request 2024-<br>2025<br>Please explain your reason for this request. | ×  |  |                 |
|                                    |   | Enter your comments  | Sandbox<br>Sandbox<br>CeSENNS<br>CeSENNS |  |                 |
|                                    |   | Characters left: 255/255<br>Submit Go Back<br>Sandbox CeSt 1018 Sandbox<br>Sandbox Sandbox Sandbox Sandbox           | Sandbox<br>Sandbox<br>eStims<br>Testims  |  |                 |

Under "Needs Action," the form will now be available for you to complete under the "20XX-20XX Other Documents" tile. Select this tile:

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|   | Needs Action<br>Completed Actions<br>My Docs<br>Activity<br>Contact Us | Needs Action<br>1<br>Task Left Needs Action 1<br>• Submitted 0 | 2024-20<br>Status: C<br>Tasks Left Sub | 25 Verification<br>olescing Documents<br>ds Action 2<br>mitted 0 | 9e      | ⊐ar     | Son<br>Manage Requests |
|   |  | sandbox  | Sandbox                                | Sandbox Version 22.57.26569<br>Accessibility Statement           | Sandbox | Sandbox | Sandbox                |

Click on the bar to expand the student action containing the webform, and select "**Fill Out**" to complete your requested form:

