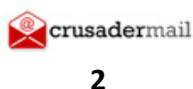




Congratulations on your acceptance to Dallas Christian College

Now that you have been accepted to DCC, please complete the five steps below so that you will be ready to register for classes.



Step 1) Fill out your FAFSA online



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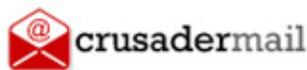
Go to www.fafsa.ed.gov to complete your 2013-2014 FAFSA (Free Application for Federal Student Aid).

If this is your first time to fill out a FAFSA, you will need a PIN (personal identification number), and if you are a dependent student, your parent or guardian will also need to have a PIN. The PINs will be used to sign in to the FAFSA and to electronically sign your FAFSA and master promissory notes should you decide to take out loans. The PIN website is at www.pin.ed.gov.

Be sure to double-check your entries as you fill out your FAFSA. A mistake on your name or social security number will cause a delay in getting your FAFSA information to us, which in turn will put a hold on our ability to award you financial aid.

You will need to have your 2012 tax information in order to complete the FAFSA. You may be given the opportunity to use the IRS Retrieval option to pull your tax information directly from the IRS, which will often decrease the possibility of errors on your application. If your parent's or guardian's information is needed on the FAFSA, make sure they choose to use the same option if it is given to them.

Step 2) Set up your Crusader Mail account



Go to www.dallas.edu/CrusaderMail. We encourage you to bookmark this page.

Your username is the first letter of your first name, followed by your full last name.
(E.g. the username for John Smith would be *jsmith*)

Your temporary password is: **Crusaders** (with a capital "C")

Click the "Login" button. This will open your Crusader e-mail. Once you have successfully logged in, you should change your password immediately! To do this, follow the steps below:

1. Click on the "Settings" button in the top right of the e-mail window. (This button looks like a gear.) Select "Settings" from the menu that pops up when you click on the gear.
2. Select the "Accounts" option from the top of the page.
3. Click on the link that says "Google Account settings" to be taken to a new page.
4. On the new Accounts page, select the "Security" link on the left side of the page.
5. Click on the button that says "Change password."
6. Now enter a new password and confirm it by entering it again.
7. Click the button that says "Change Password."

Step 3) Interview for the Virtual Financial Aid Office

DALLAS CHRISTIAN COLLEGE

Go to dallas.vfao.com and complete the Interview.

If this is the first time you have been to this website, you will need to register before you can complete the Interview. Record your registration information and keep it in a secure location, because you will have to complete an Interview each year for financial aid.

Make sure that you complete everything accurately. This information must match your FAFSA information.

Be sure to choose Fall and Spring as the Terms of Attendance so that you can be awarded for both semesters for 2013-2014 at the same time. If you do not choose both terms, it will delay your aid for the Spring.

Step 4) Set up DCC Student Portal



To set up your DCC Student Portal, follow these steps:

1. Go to www.dallas.edu
2. Click on the "Campus Portal" link toward the top of the page.
3. Select the Student Portal homepage.
4. Click on the "New User?" link.
5. Complete all the boxes as directed and click "Login."
6. **Important!** Record and remember your user ID and password in a secure location for reference later.
7. Watch your e-mail for a confirmation. If you do not receive a confirmation e-mail within one hour, you may need to check your junk mail box. If the confirmation e-mail is not there either, please contact itsupport@dallas.edu.
8. Once you receive your confirmation e-mail, login to portal to view your account information. Keep in mind that transfer credit is not applied until you have earned 12 hours from DCC.

Step 5) Sign your Master Promissory Note



Master Promissory Note

If you are interested in using federal loans to assist in paying your educational expenses, you must go to studentloans.gov and complete a **Master Promissory Note**. This must be done in order to receive your loans if you have never had loans before here at DCC.

A Master Promissory Note (MPN) must be completed for federal Direct student loans and for Parent PLUS loans.

You will use the PIN that you used for your FAFSA to sign your promissory note.

Congratulations, and welcome to the DCC family!