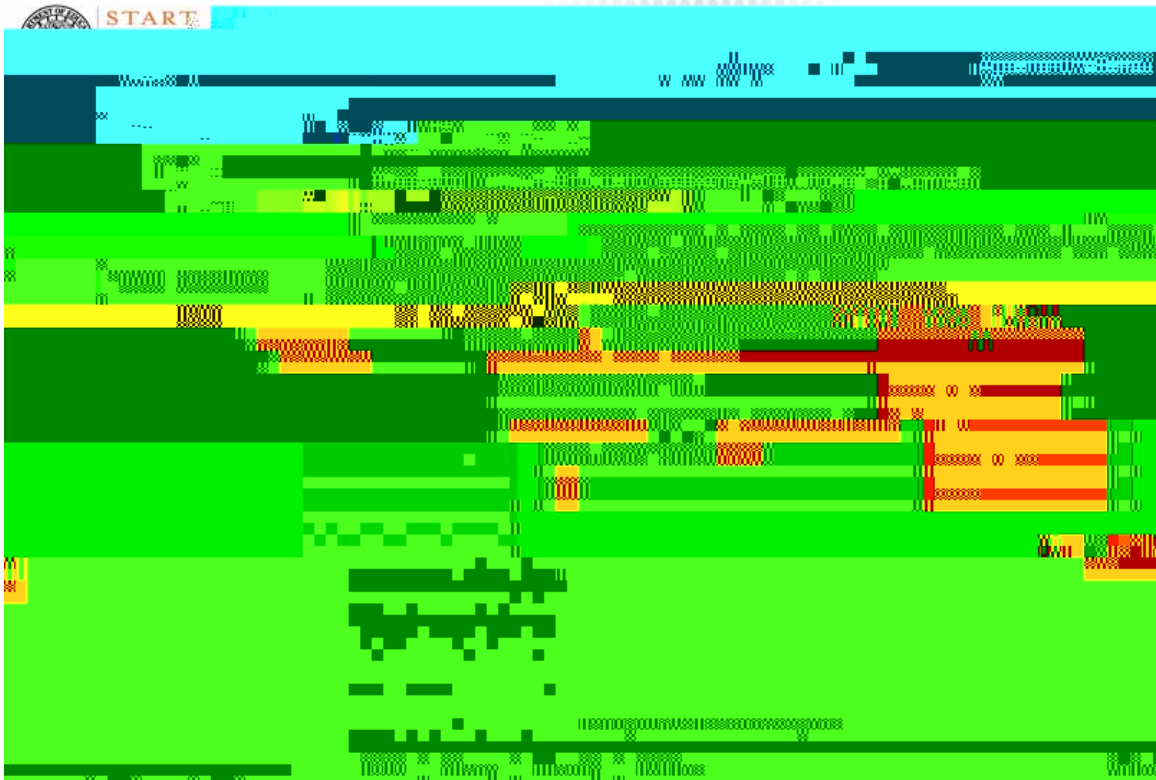


TEACH Grant  
Agreement to Serve (ATS)  
Web Site User Guide

June 2008



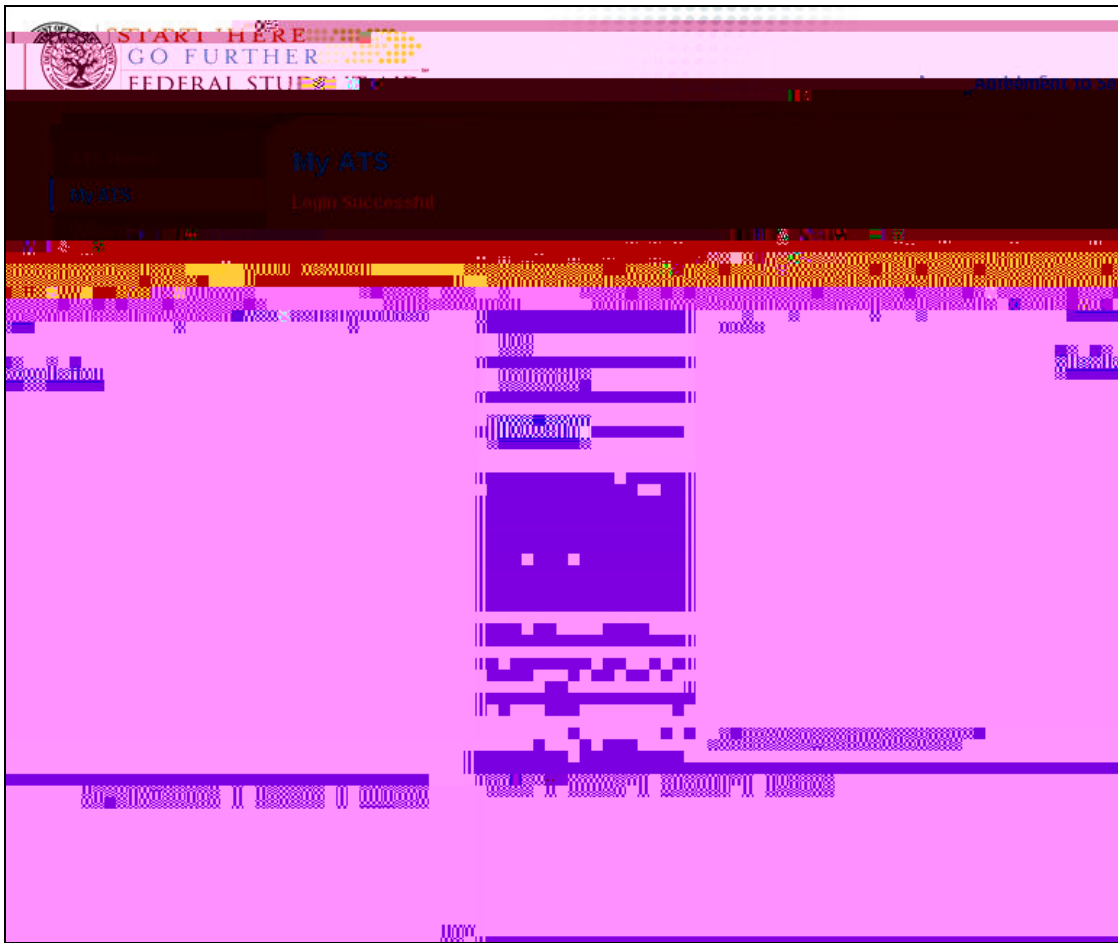


### Notes for Login to My ATS

After clicking on the My ATS link, the Login to My ATS screen will appear.

To log in, the student must enter his or her social security number (SSN), first two letters of last name, date of birth (DOB), and Department of Education-issued PIN and click on SUBMIT in the lower right corner of the screen.

**Note:** The Department of Education-issued PIN is what the student used to complete his or her Free Application for Federal Student Aid (FAFSA).



### Notes for My ATS – Before Submission of First ATS

After successfully logging in, the My ATS screen will appear and display a Login Successful message.

If the student has not yet read the overview of the four-step ATS completion process under the What to Expect link, the student should do so to ensure that he or she is prepared to complete all four steps in one session. The link is located on the left side of the screen or in the text at the top of the screen.

**Note:** If the student exits the ATS Web site before completing Step 4 and returns later, he or she will need to begin the process again starting with Step 1.

To complete his or her first ATS, the student will click on the Start New ATS Application link in the middle of the screen.



### Notes for ATS Step 1 – School Info

After clicking on the Start New ATS Application link, the ATS Step 1 – School Info screen will appear. The student’s First Name, Middle Initial, Last Name, SSN, and DOB will be pre-filled.

To complete this step, the student must select School Location, School, and School Year information from the applicable dropdown menu and click on NEXT in the lower right corner of the screen.

If a student has any questions about his or her selections for these data elements, the student should contact the school’s financial aid office for guidance.

The most common error message associated with Step 1 will be one that informs the student that his or her school requires a COD Award Record on file before the student can proceed with ATS completion. This message will direct the student to the school’s financial aid office for guidance.

**Reminder for Schools:** An option that requires COD System acceptance of an origination record from a school before a student may enter the school’s information on the ATS will be automatically set to “Y” (Yes) for each

**Notes for ATS Step 2 – Student Info**  
**(Screenshot on Page 7)**

After completing ATS Step 1 and clicking on NEXT, the ATS Step 2 – Student Info screen will appear. This screen has three sections for student/school, student contact, and reference information. All of the student/school information in the first section will be pre-filled.

To complete this step, the student must complete the student contact data elements in the second section, complete the reference data elements in the third section, and click on NEXT in the lower right corner of the screen.

**Note:** In the third section, the student must complete all data elements for two references with different U.S. addresses who have known the student for at least three years. The first reference should be a parent or legal guardian.

ATS Home

ATS



Permanent Telephone: 1234

**Notes for ATS Step 3 – Review Draft**  
**(Screenshot on Page 9)**

After completing ATS Step 2 and clicking on NEXT, the ATS Step 3 – Review Draft screen will appear. This screen will display the contents of the student's *draft* ATS.

To complete this step, the student must do as follows:

- 1) Review and verify the accuracy of information entered.

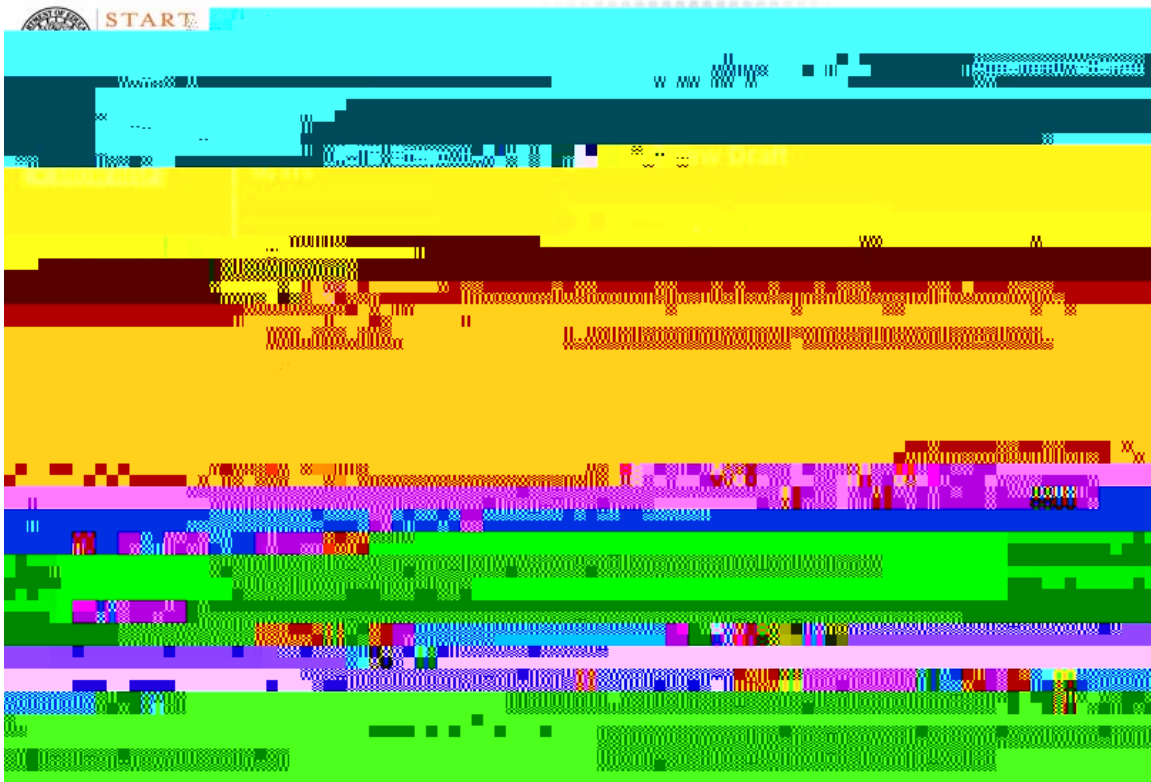
*To make changes to name or school information*, the student must click on School Info on the left side of the screen or in the bar at the top of the screen.

*To make changes to student contact information or reference information*, the student must click on Student Info on the left side of the screen or in the bar at the top of the screen.

- 2) Read all sections of the ATS and confirm that he or she has done so by clicking on the checkbox in item 6 at the bottom of the screen.
- 3) Sign the ATS by entering his or her First Name, Middle Initial, and Last Name (as submitted in ATS Step 1) in item 7 at the bottom of the screen.

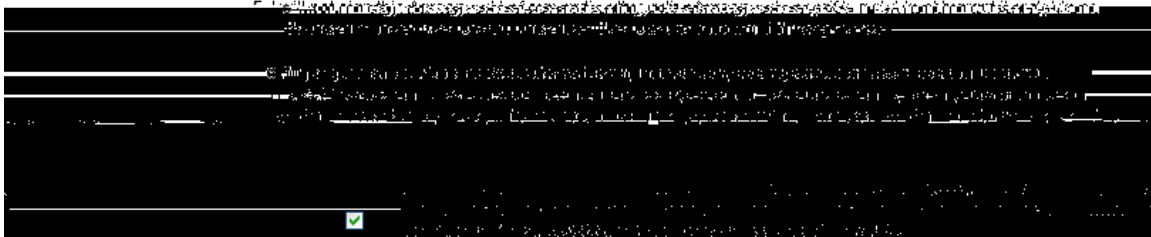
Once all of the actions listed above have been completed, the student must click on NEXT in the lower right corner of the screen.





(For this example, the full content of the ATS is not shown.)

4. I understand that the Department has the authority to verify information reported on this Agreement with other federal agencies.



(Your response will be recorded and be made part of your completed ATS.)

Sign your ATS below by entering your full name. Your typed name will serve as your signature for this electronic ATS. If you do not want to sign this ATS, click "Logout" to cancel this electronic ATS and exit the site.

7. TEACH Grant Recipient's Signature

First:  M.I.:  Last:

8. Today's Date  
To Be Completed



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Last updated/reviewed June 29, 2008

**Notes for ATS Step 4 – Submit ATS**  
**(Screenshot on Page 11)**

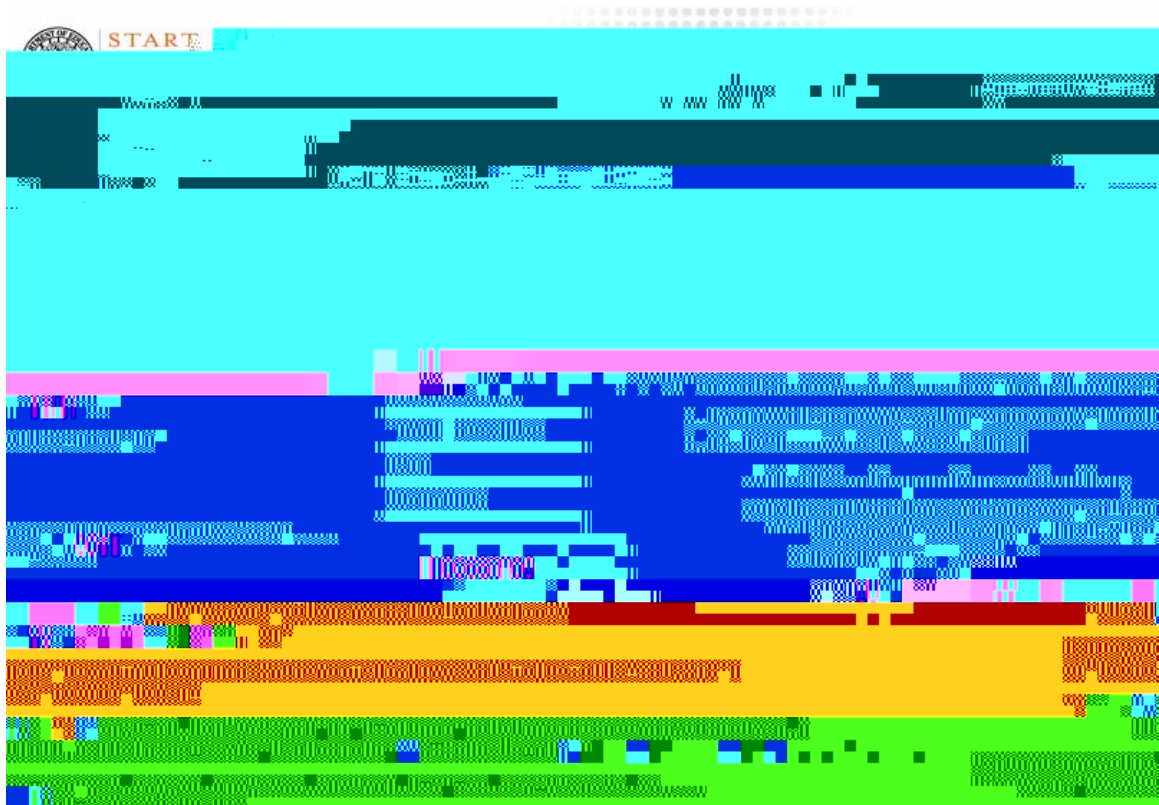
After completing ATS Step 3 and clicking on NEXT, the ATS Step 4 – Submit ATS screen will appear. This screen will again display the contents of the student's *draft* ATS and will include the following three additional pieces of information at the bottom of the screen:

- 1) The student's signature will be included in item 7.
- 2) The date will be included in item 8.
- 3) A Transaction History section that summarizes all of the actions the student completed during the ATS completion process will be included below item 8.

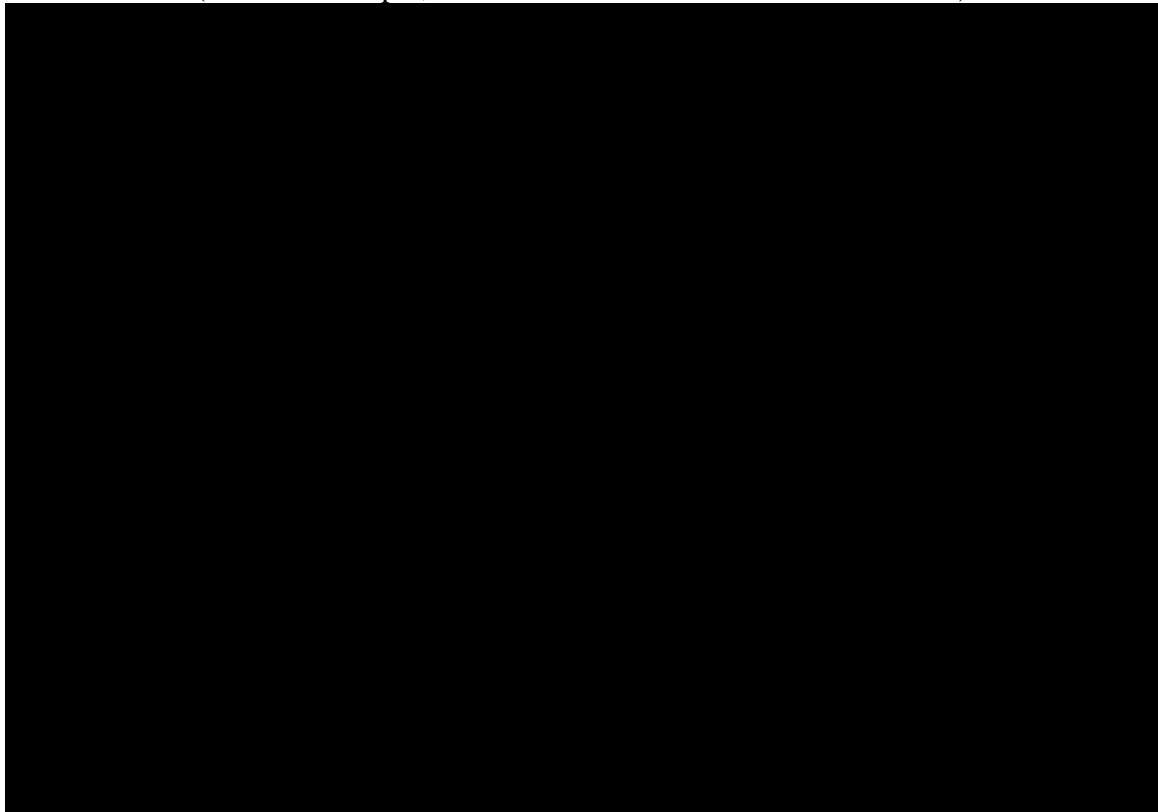
If additional changes are needed to the information entered, the student must do as follows:

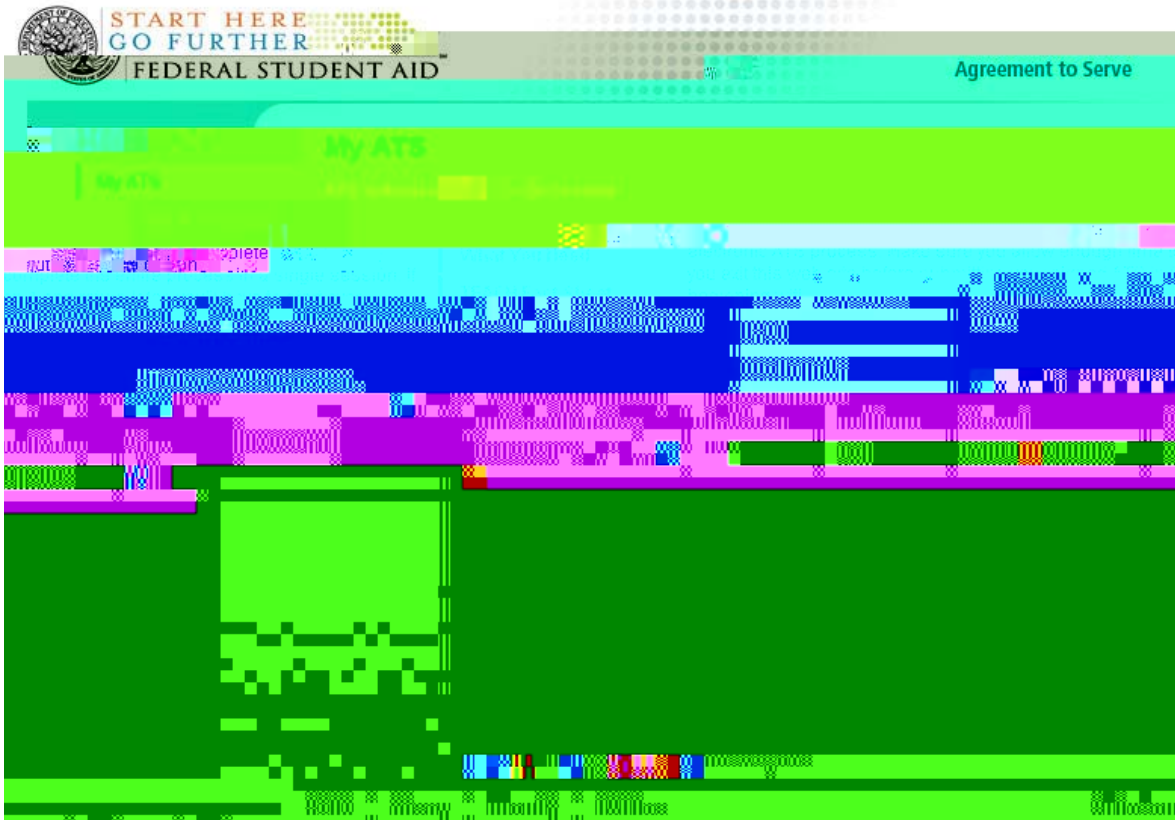
***To make changes to name or school information,*** the student must click on School Info on the left side of the screen or in the bar at the top of the screen.

***To make changes to student contact information or reference information,*** the student



(For this example, the full content of the ATS is not shown.)





### **Notes for My ATS – After Submission of First ATS**

After completing ATS Step 4 and clicking on SUBMIT, the My ATS screen will appear and display an ATS Submission Successful message.

Now that the student has completed his or her first ATS, this screen will include a Previously Completed ATS Applications section. This section will list the student's completed ATS and provide the student's ATS in PDF format.

When the student clicks on the ATS file, it will open in PDF format in the same browser window. The student may review the ATS online, save the ATS to another location, or print the document.

To return to the ATS Web site after opening the ATS file, the student will need to use his or her browser's Back button. If the student closes the window rather than using the Back button, he or she will no longer be connected to the ATS Web site.

When the student successfully logs in to My ATS from this point forward, the Previously Completed ATS Applications section will appear on the screen. Each future ATS that the student completes will be added to the Previously Completed ATS Applications section and available in PDF format.