

Application Instructions Virtual Academy or GCS eLearning University Prep Academy (9-12)

Information and FAQ's can be found under Quick Links on the Guilford County website, please visit www.gcsnc.com

- Step 1** Log in SchoolMint or create an account on the GCS website at www.gcsnc.com
Scroll down to "Quick Links"
Click on "SchoolMint Registration"
- Step 2** Under Student Dashboard find the student's name enrolling in the eLearning program
Beside the student's name, click on the box that says "Add New Student Application" or "Edit Student"
- Step 3** Under **"Please Select the School Year You Would Like to Apply to"**
Click on the circle to check 2020-2021 and the box will be highlighted in blue
Under **"Please Click on Your Student's Name"**
Make sure the check mark is beside the student's name that is enrolling in the eLearning and the box is highlighted in blue
Under **"Current School"**
Verify student's enrollment, school name and current grade
Click "Next"
- Step 4** In the "Registration" box, click on "Select"
Click "Next"
- Step 5** Under the map you will see 2 boxes
Northwest High-Registration (should see a blue check mark beside this box)
GCS eLearning University Prep Academy (9-12) Prep Academy-Registration
Click on the check mark to uncheck Northwest High-Registration
Click on the check mark to check GCS eLearning University Prep Academy (9-12)-Registration
You should only be applying to the virtual academy not reapplying to NWHS
Click "Next"
- Step 7** **At the top of the page a yellow box should appear and read:**
This application is for GCS eLearning University Prep Academy (9-12)
Verify the information and answer the 3 questions requested
Click "Next"
- Step 8** Verify all information
Click "Submit"