Completing the GHP Student Application

1. An account in the GHP online application system has been created for each state level nominee.
   a. An email will be sent through the GHP online application system to all state level nominees. This email has the link to the online application and instructions on how to login and complete the application.
2. Once signed in click "**Get Started**".
   a. Here students will be able to start, edit, and submit their application.
3. Before starting please change your current password
   a. Click the "**settings**" button in the top right corner of the screen. Scroll down to the "**Change Password**" section and enter your new password. Then click "**Save Changes**".

Student applicants will need to complete multiple tasks before submitting the GHP online application.

Task 1: Get Permission from a Parent

1. Click on the link to start this task.
2. Enter the student's parent's/legal guardian's First Name, Last Name, and Email address.
3. Click Submit.
   - An email will be sent to the parent/guardian requesting the permission form be completed.

*The parent/guardian must complete the permission form in order for the student to complete and submit the GHP application. The parent/guardian will need to create an account using the same steps to complete the permission form. The parent/guardian will also enter **Applicant** as the **Category**. Although a parent/guardian can see the student's entire online application, the parent cannot enter any information onto any task in the application, nor can the student complete the parent/guardian task.*

Task 2: Application – Governor's Honors Program Student Profile

Students may save the work and exit the application at any time during the application process. The may return to the application and complete the tasks in multiple sessions if needed.

1. Click on the link to start this task.
2. Select the **Nomination Area**.
3. Complete the requested **Student Information**.
   a. Click **Save & Continue Editing** to store information already entered in the required fields.
   b. Click **Next** after saving to go to the next page of the **Student Profile**.
4. Enter requested information for parent/guardian contact.
   a. Parent 2/Legal Guardian Information is helpful in ensuring communication between GOSA and the student, but is not required.
5. Write a brief response to each of the prompts included in this task.
6. Click **Save & Go to Next Task**.

Task 3: Area of Nomination Required Assignment

1. Click on the link to start this task.
2. Read the directions carefully for the required assignment in the student's area of nomination.
   a. A pdf version of the application with required assignments for each area of nomination is available from the local GHP coordinator and on the GOSA website.

3. Carefully review information requested for the required assignment.
4. Click **Save & Go to Next Task**.

*Please note: The final two tasks of the student application (**Teacher Recommendation** and **Counselor/Administrative Designee Verification**) __will not__ be made available for the student to complete until the parent/guardian has completed the **Parent Permission Form**.*

Task 4: Get a recommendation from a teacher

1. Click on the link to start this task.
2. Enter the First Name, Last Name, and Email address of the recommending teacher.
   - The recommending teacher does not have to currently teach at the student's school.
3. Enter the email address a second time to ensure that the email address is correct.
4. Describe how the student knows the teacher who will provide the recommendation.
5. Click on the **Submit** button. A confirmation of the submission will appear on the screen.
6. Click on **Back to Submission** to return to the GHP online application.

Task 5: Request verification from a counselor/administrative designee

1. Click on the link to start this task.
2. Enter the First Name, Last Name, and Email address of the person at the school who can provide information about the student's school performance.
   - In most cases, it will be the GHP coordinator at the school. If it is not, the GHP coordinator will tell the student who should be the designee for this request.
3. Enter the email address a second time to ensure that the email address is correct.
4. Describe the role of the person listed (i.e., counselor, GHP coordinator, principal).
5. Click on the **Submit** button. A confirmation of the submission will appear on the screen.
6. Click on **Back to Submission** to return to the GHP online application.

Final Task

After a task is completed, the status for each will be marked **Complete** in green. If there is something missing or incomplete, you will not be able to submit the application, and **Prerequisites Not Met** will be in the status field. Once all tasks are complete, the **Submit your application** button will become live.

1. Click on the button to submit your application.
   a. A student *cannot* accidentally submit the application. The student will be directed to a confirmation to submit page.
   b. If the student needs or wants to review the application one more time, click the browser's back button.
   c. The student may no longer make changes to the submission once this task is complete.
2. Click on the **Continue** button to finish the process to submit the GHP application.
   a. An email will be sent to the email address entered when the account was registered.
   b. A green band at the top of the page will also verify the submission has gone through.
3. Click on **Back to Submission**. The **Submit your application** button will be marked **Complete** under status. You have completed everything necessary for the GHP online application and are now ready to log-out.