## Tennessee Reconnect Account Set-Up and Application Instructions

**Step 1:** Go to threconnect.gov and select APPLY FOR TN RECONNECT GRANT at the top.

**Step 2:** Complete the TN Reconnect Grant application.

**Step 3:** Select the CREATE A LOG IN link.

- Create a USER NAME
- Fill in all required contact information
- Create a PASSWORD
- Select three different CHALLENGE QUESTIONS from the drop down boxes

IMPORTANT: Be sure to record your answers to these questions exactly as you have typed them into

- the form. Each answer is case sensitive and may be asked at random during each log in attempt.
  - Choose a personal image (make a note of this as well)
  - Agree to the Terms and Conditions
  - Click on CREATE MY ACCOUNT
  - Select CLICK HERE TO LOG IN

**Step 4:** Type in your USER NAME and click LOG IN.

**Step 5: Submit your answer(s) to the security question(s) listed and click CONTINUE.** IMPORTANT: DO NOT click on the following message box as it appears onscreen: *Register this computer to skip this step next time you log in from this computer (cookies must be enabled).* 

**Step 6:** Enter your PASSWORD and click LOG IN and accept User Agreement.

**Step 7:** Select the APPLY link.

**Step 8:** Select TN RECONNECT SCHOLARSHIP APPLICATION FOR 2020-2021 or 2021-2022 towards the bottom of the page and click I AGREE on the next page.

**Step 9:** Complete the TN Reconnect Scholarship Application.

- Verify or update all of the contact information listed on screen
- Answer remaining questions
- Complete Additional Student Information Section
- Select an eligible institution from the drop down menu

Note: Northeast State is listed as NORTHEAST STATE COMM COLLEGE, 005378

**Step 10:** Click the green CONTINUE button at the bottom of the page and select OK on the next screen.

**Step 11:** Select the LOG OUT button.

Call <u>800.342.1663</u> with any questions or concerns regarding the TSAC portal or the Tennessee Reconnect application.





## NOTE: Answers are case sensitive. Keep these secure!

User Name:	
Question #1:	
Answer #1:	
Question #2:	
Answer #2:	
Question #3:	
Answer #3:	
Personal Image:	



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