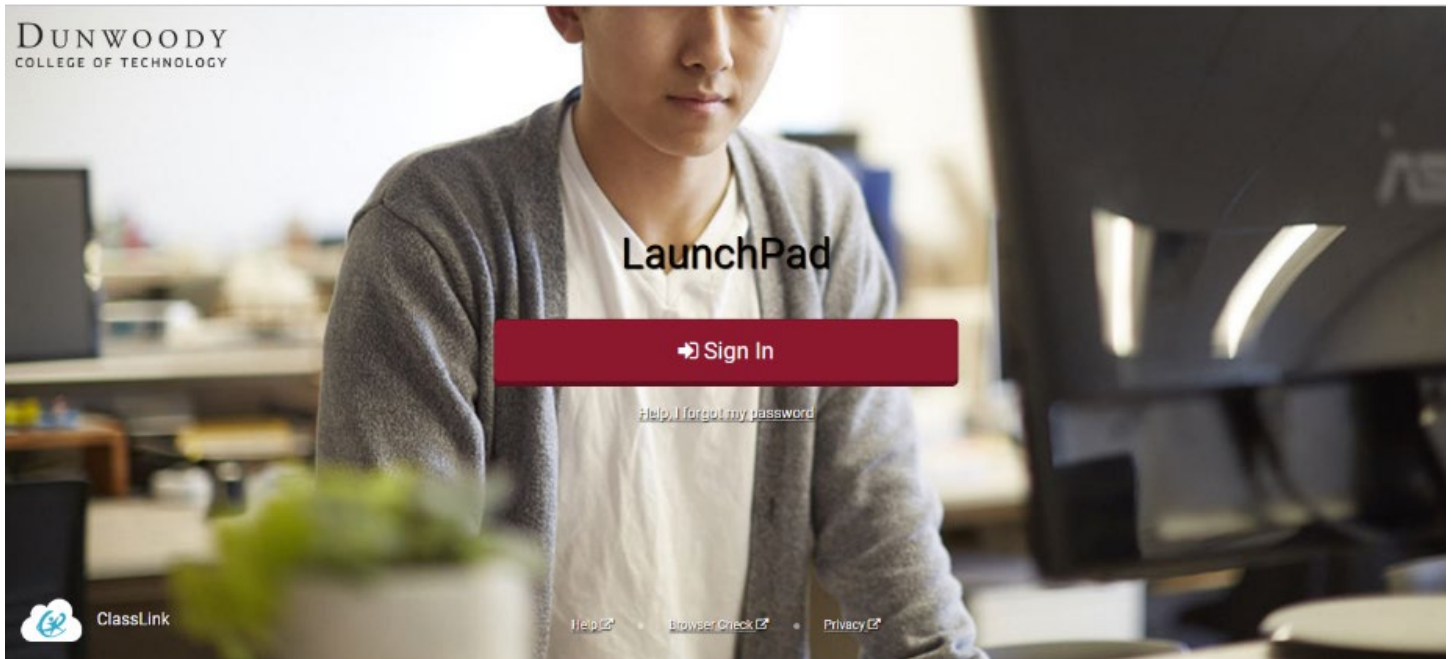


# HOW TO COMPLETE THE FINANCIAL RESPONSIBILITY FORM

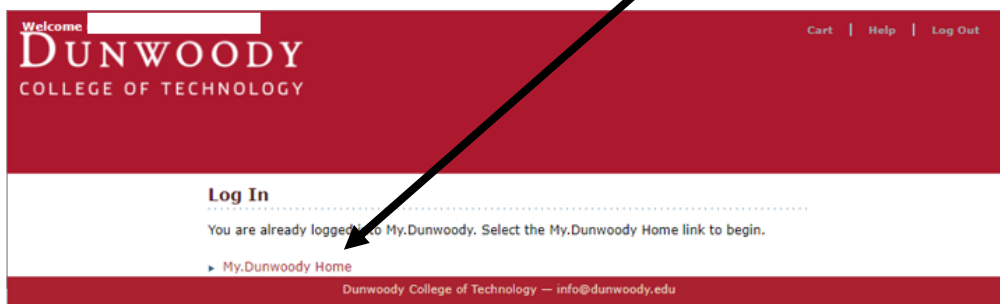
1. Sign In to [launchpad.dunwoody.edu](https://launchpad.dunwoody.edu) using your Dunwoody username and password.



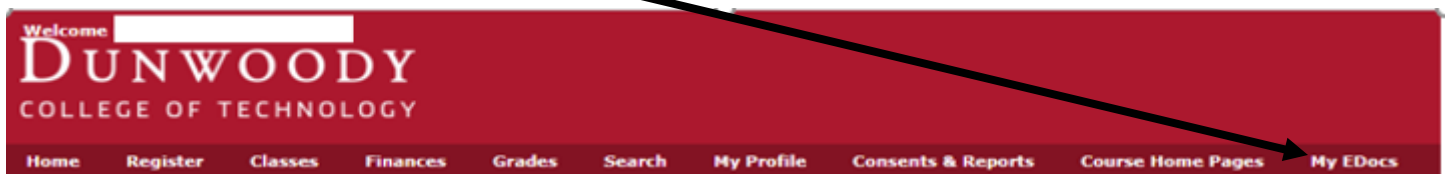
2. Click on the “My.Dunwoody” icon.



3. Click on the “My.Dunwoody Home” link, if prompted.\*



4. Click on the “My EDocs” tab on the right.\*



5. Click on the “Financial Responsibility Form (Year)” link for the appropriate academic year.

**NOTE: Students are required to complete this form every academic year.**

(Academic year = Fall, Spring, Summer)

**DUNWOODY**  
COLLEGE OF TECHNOLOGY

Home Register Classes Finances Grades Search My Profile Consents & Reports Course Home Pages My EDocs

Financial Responsibility Form Graduate Survey

### My EDocs

Required EDocs

Please complete the following documents.

- Financial Responsibility Form (2018-2019)
- Financial Responsibility Form (2019-2020)

Available EDocs

Only complete the following documents if you were asked to do so.

Completed EDocs

- Financial Responsibility Form (2017-2018)

6. Read the form, select if you WILL or WILL NOT be completing the FAFSA for the corresponding academic year, complete the required fields, and then press the “Agree and Sign Form” button. (You will be brought to the top of the page when it is complete.)

---

**Please indicate how you will fulfill your financial responsibility. \***

I WILL be completing the FAFSA and using financial aid (scholarships, grants, and federal loans) to pay my expenses.

I WILL NOT be completing the FAFSA and will be paying my expenses by other means.

**Student ID Number:**

**Phone Number:**  \* **You must enter a phone number.**

**Enter your full name as signature:**  \*

**Signature Date:**

\*If you do not see the “My.Dunwoody Home” link or the “My EDocs” tab, please close and reopen your browser or try a new browser.

Contact Student Accounts with questions. [studentaccounts@dunwoody.edu](mailto:studentaccounts@dunwoody.edu)