



# SC Higher Education Tuition Grants Commission

*Providing Opportunity. Promoting Choice.*

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Katherine H. Stevens  
Executive Director

## myTG User Agreement

Any individual who accesses college-specific reports, files, and/or SC Tuition Grants Application records online via myTG Aid Administrator Portal must read and sign this statement. The original must be maintained by the college or university's financial aid office, and a copy of the signed user statement must be submitted to the Commission. The user should also keep a copy of the signed statement for his or her records.

As the authorized state agency for receipt of South Carolina residents' Free Application for Federal Student Aid (FAFSA) results, the Commission utilizes FAFSA data in coordinating need-based student aid funding for eligible South Carolina residents attending one of 21 independent institutions of higher education located in the state of South Carolina. As such, the user understands that the information provided by the Commission is derived from the U.S. Department of Education and is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the user, becomes his or her responsibility. Therefore, the user agrees to protect the privacy of all information provide to him or her by the Commission. The user understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses, shall be guilty of a misdemeanor and is subject to a fine of up to \$5,000 (5 U.S.C. 552a(i)(3)).

### Appropriate Use

Appropriate uses of the myTG Aid Administrator Portal include, but are not limited to:

- Obtaining weekly Applicants Roster, used to determine SC Tuition Grant eligibility for currently enrolled and prospective students at user's institution;
- Obtaining School Totals Reort, used to record cumulative award totals throughout awarding and processing cycle;
- Obtaining Renewals Report, used to identify returning students who have yet to renew their application for the upcoming award year;
- Obtaining annual Auditors Copy of Applicants Report, providing year-end grant and recipient information for annual program review;
- Obtaining Certification Rosters and certifying eligibility either through the online user interface or via a secure file upload;
- Obtaining Payment Rosters, used to post SC Tuition Grant funds to individual students' accounts;
- User must protect myTG from access by or disclosure to unauthorized personnel;
- User must report immediately to the Commission any security incidents, potential threats, or vulnerabilities;
- User must report immediately to the Commission any compromise, suspected compromise, or incident of sharing of a password or any other authenticator;
- In addition to adhering to this user agreement, user must also agree to follow all Commission policies and procedures, as outlined in the SC Higher Education Tuition Grants Commission's Policies & Procedures Manual.

College/University Name: \_\_\_\_\_ Federal School Code: \_\_\_\_\_

Authorized User's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized User's Email Address: \_\_\_\_\_

Authorized User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized User's Access Level (Select one):      Update      View only

I certify that this individual is an employee of the college/university listed above and that he or she is authorized to access college-specific Tuition Grants reports and files via the myTG Aid Administrator Portal.

Financial Aid Director's Signature: \_\_\_\_\_

*This agreement with an original signature must be maintained by the college or university's financial aid office. A copy of this agreement should be submitted to the Commission. The user should maintain a copy of this agreement for his or her records.*

SCHETGC Use Only:

\_\_\_\_\_  
*Date Received*

\_\_\_\_\_  
*Initials*

\_\_\_\_\_  
*myTG Username*