



TEACH Grant

Agreement to Serve (ATS)

Web Site User Guide

June 2008



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This web site is for completing an electronic Agreement to Serve (ATS) in order to receive one or more Teacher Education Assistance for College and Higher Education Grants within the same school year to pay for your education. To learn more about TEACH Grants before you complete the ATS, please read the [TEACH Fact Sheet](#).

You will be required to use your U.S. Department of Education issued PIN to complete an electronic ATS. For additional information or to ask general PIN questions, you can visit the official [PIN site](#) or access the [PIN customer service](#) web page.

Pop-up blockers may prevent users of this site from using some functionality. Please check to make sure that you have disabled any pop-up blockers before proceeding.

Click on [My ATS](#) to begin the process or to view previously completed agreements.

Last updated/reviewed June 29, 2008

Notes for ATS Home

- A student will complete a Teacher Education Assistance for College and Higher Education (TEACH) Grant Agreement to Serve (ATS) electronically via the ATS Web site ***each year that he or she is scheduled to receive a TEACH Grant award.*** The ATS will explain the service obligation that must be fulfilled, the circumstances that will result in the TEACH Grant being converted to a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program, and, if the TEACH Grant is converted to a Direct Unsubsidized Loan, the terms and conditions associated with repaying the loan.
- The URL for the ATS Web site is www.teach-ats.ed.gov.
- The student will arrive at the ATS Home screen via the ATS Web site URL and click on the applicable links to complete actions.
- The student will be able to easily navigate the ATS Web site through the use of seven links located on the left side of each ATS Web site screen. For assistance, the student will click on the Contact Us link on the left side of the screen or in the text at the bottom of the screen.
- To begin the four-step process to complete his or her first ATS, the student will click on the My ATS link on the left side of the screen or in the text at the bottom of the screen.



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Login to My ATS

Please log in to My ATS in order to create a new ATS, or to view or print an ATS that you previously submitted.

Since your PIN can be used to retrieve personal information about you and to sign documents you must not share or disclose the PIN to others. By using your PIN, you agree that it has not been compromised -- no one besides you knows it. If you think your PIN has been compromised, you should change it at the Department of Education [PIN Registration Web site](#) using the option "Change PIN".

| | |
|---|----------|
| Social Security Number: | ●●●●●●●● |
| First two (2) characters of your last name: | DO |
| Date of Birth (mm/dd/yyyy): | ●●●●●●●● |
| PIN: | ●●●● |

SUBMIT

Last updated/reviewed June 29, 2008

Notes for Login to My ATS

- After clicking on the My ATS link, the Login to My ATS screen will appear.
- To log in, the student must enter his or her social security number (SSN), first two letters of last name, date of birth (DOB), and Department of Education-issued PIN and click on SUBMIT in the lower right corner of the screen.

Note: The Department of Education-issued PIN is what the student used to complete his or her Free Application for Federal Student Aid (FAFSA).

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Login Successful

An electronic ATS can be completed in 4 steps. We estimate that it will take 30 minutes to complete the electronic ATS process. Make sure you allow enough time to complete the entire process in a single session. If you exit this web site before submitting your signed ATS in Step 4 and return later, you'll have to start over beginning with Step 1. If you haven't read the [What to Expect](#) section of this site, we recommend that you do so now.

[Start New ATS Application](#)

Last updated/reviewed June 29, 2008

FOIA | Privacy | Security | Notices

WhiteHouse.gov | USA.gov | ED.gov

Notes for My ATS – Before Submission of First ATS

- After successfully logging in, the My ATS screen will appear and display a Login Successful message.
- If the student has not yet read the overview of the four-step ATS completion process under the What to Expect link, the student should do so to ensure that he or she is prepared to complete all four steps in one session. The link is located on the left side of the screen or in the text at the top of the screen.
Note: If the student exits the ATS Web site before completing Step 4 and returns later, he or she will need to begin the process again starting with Step 1.
- To complete his or her first ATS, the student will click on the Start New ATS Application link in the middle of the screen.

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ATS Step 1 - School Info

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Please enter your full name as you provided it on the most recent Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA that you submitted. Then, select the location of your school from the list. Based on information returned from the PIN site, we have filled in some of your personal information.

When finished, review the information that you just entered. If it is correct, click "Next"

Warning: Any person who knowingly makes a false statement or misrepresentation on this form will be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

OMB No. 1845-0083
Form Approved
Exp. Date 11/30/2008

| | |
|-------------------------|--|
| First Name: | John |
| Middle Initial: | Q |
| Last Name: | Doe |
| SSN: | 999999999 |
| DOB: | 01/01/1990 |
| School Location: | <input type="text" value="- Please Select -"/> |
| School: | <input type="text" value="- Please Select -"/> |
| School Year: | <input type="text" value="- Please Select -"/> |

[CANCEL](#) [NEXT](#)

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Notes for ATS Step 1 – School Info

- After clicking on the Start New ATS Application link, the ATS Step 1 – School Info screen will appear. The student’s First Name, Middle Initial, Last Name, SSN, and DOB will be pre-filled.
- To complete this step, the student must select School Location, School, and School Year information from the applicable dropdown menu and click on NEXT in the lower right corner of the screen.
- If a student has any questions about his or her selections for these data elements, the student should contact the school’s financial aid office for guidance.
- The most common error message associated with Step 1 will be one that informs the student that his or her school requires a COD Award Record on file before the student can proceed with ATS completion. This message will direct the student to the school’s financial aid office for guidance.

Reminder for Schools: An option that requires COD System acceptance of an origination record from a school before a student may enter the school’s information on the ATS will be automatically set to “Y” (Yes) for each eligible TEACH Grant school. If a school wants to change this option to “N” (No), it may do so via the School Options Information screen on the [COD Web site](#).

Notes for ATS Step 2 – Student Info
(Screenshot on Page 7)

- After completing ATS Step 1 and clicking on NEXT, the ATS Step 2 – Student Info screen will appear. This screen has three sections for student/school, student contact, and reference information. All of the student/school information in the first section will be pre-filled.
- To complete this step, the student must complete the student contact data elements in the second section, complete the reference data elements in the third section, and click on NEXT in the lower right corner of the screen.

Note: In the third section, the student must complete all data elements for two references with different U.S. addresses who have known the student for at least three years. The first reference should be a parent or legal guardian.



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ATS Step 2 - Student Info

SHOW HELP



Please enter the remainder of your personal information and provide the requested information for two references with different U.S. addresses who have known you for at least 3 years. The first reference should be a parent or legal guardian.

When finished, review the information that you just entered. If it is correct, click "Next."

Warning: Any person who knowingly makes a false statement or misrepresentation on this form will be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

OMB No. 1845-0083
Form Approved
Exp. Date 11/30/2008

| | |
|-------------------------|-----------------|
| First Name: | John |
| Middle Initial: | Q |
| Last Name: | Doe |
| SSN: | 999999999 |
| DOB: | 01/01/1990 |
| School Location: | Virginia |
| School: | FAKE UNIVERSITY |
| School Year: | 2008-2009 |

| | | | |
|----------------------------------|---------------------|-------------------------|---------------------|
| Permanent Street Address: | 123 FAKE STREET | Mailing Address: | |
| Address 2: | | Address 2: | |
| City: | ANYWHERE | City: | |
| State: | Alabama | State: | -- Please Select -- |
| Zip Code: | 54321 | Zip Code: | |
| Permanent Telephone: | 9876543210 | | |
| E-Mail Address: | | | |
| Drivers License State: | -- Please Select -- | | |
| Drivers License Number: | | | |

| Reference 1 | | Reference 2 | |
|----------------------------------|-------------|----------------------------------|-------------|
| First Name: | JANE | First Name: | JILL |
| Middle Initial: | | Middle Initial: | |
| Last Name: | DOE | Last Name: | DOE |
| Permanent Street Address: | 234 FAKE ST | Permanent Street Address: | 345 FAKE ST |
| Address 2: | | Address 2: | |
| City: | ANYTOWN | City: | ANYPLACE |
| State: | Alaska | State: | Arizona |
| Zip Code: | 12345 | Zip Code: | 01234 |
| Permanent Telephone: | 1234567890 | Permanent Telephone: | 3216549870 |
| Relationship: | FRIEND | Relationship: | FRIEND |

PREVIOUS NEXT

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Notes for ATS Step 3 – Review Draft
(Screenshot on Page 9)

- After completing ATS Step 2 and clicking on NEXT, the ATS Step 3 – Review Draft screen will appear. This screen will display the contents of the student’s *draft* ATS.
- To complete this step, the student must do as follows:
 - 1) Review and verify the accuracy of information entered.

To make changes to name or school information, the student must click on School Info on the left side of the screen or in the bar at the top of the screen.

To make changes to student contact information or reference information, the student must click on Student Info on the left side of the screen or in the bar at the top of the screen.
 - 2) Read all sections of the ATS and confirm that he or she has done so by clicking on the checkbox in item 6 at the bottom of the screen.
 - 3) Sign the ATS by entering his or her First Name, Middle Initial, and Last Name (as submitted in ATS Step 1) in item 7 at the bottom of the screen.
- Once all of the actions listed above have been completed, the student must click on NEXT in the lower right corner of the screen.



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ATS Step 3 - Review Draft

[SHOW HELP](#)



Please review the complete contents of your Draft Agreement to Serve (ATS).

1. Verify the accuracy of the information that you have entered.
2. If you need to change your name or school information, click "School Info."
3. If you need to change your address or reference information, click "Student Info."
4. Read ALL sections of the ATS including:
 - TEACH Grant Program Terms and Conditions,
 - Terms and Conditions and Borrower's Rights and Responsibilities Statement for TEACH Grants That Are Converted to Direct Unsubsidized Loans,
 - Important Notices, and
 - Grant Recipient's Agreement to Serve, Promise to Repay for Failure to Meet Service Obligation, and Authorizations.

Before you can continue, you must confirm that you have read and agree to all sections of the ATS by clicking on the checkbox at the end of the page.

You must also sign your electronic ATS by filling out the form at the bottom of the page with your First Name, Middle Initial, and Last Name as you submitted them on Step 1 of the form.

When you have verified the accuracy of the data you provided, read, understood and agreed to ALL sections of the ATS, and signed your electronic ATS, click next.

(For this example, the full content of the ATS is not shown.)

4. I understand that the Department has the authority to verify information reported on this Agreement with other federal agencies.
5. I will not sign this Agreement before reading the entire Agreement, even if I am told not to read it, or told that I am not required to read it. I am entitled to an exact copy of this Agreement.
6. My signature below certifies that I have read, understand, and agree to the terms and conditions of TEACH Grants and Direct Unsubsidized Loans as explained in Sections C and D, the important notices in Section E, and the agreement to serve, promise to repay, and authorizations in Section F of this Agreement.

I have reviewed the information about me in the Agreement to Serve (ATS) and acknowledge that it is true and correct. I have read all sections of the ATS, and I understand and agree to all terms and conditions of the TEACH Grant Program as described in the ATS.

(Your response will be recorded and be made part of your completed ATS.)

Sign your ATS below by entering your full name. Your typed name will serve as your signature for this electronic ATS. If you do not want to sign this ATS, click "Logout" to cancel this electronic ATS and exit the site.

7. TEACH Grant Recipient's Signature

First: M.I.: Last:

8. Today's Date To Be Completed

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Notes for ATS Step 4 – Submit ATS
(Screenshot on Page 11)

- After completing ATS Step 3 and clicking on NEXT, the ATS Step 4 – Submit ATS screen will appear. This screen will again display the contents of the student's *draft* ATS and will include the following three additional pieces of information at the bottom of the screen:
 - 1) The student's signature will be included in item 7.
 - 2) The date will be included in item 8.
 - 3) A Transaction History section that summarizes all of the actions the student completed during the ATS completion process will be included below item 8.
- If additional changes are needed to the information entered, the student must do as follows:

To make changes to name or school information, the student must click on School Info on the left side of the screen or in the bar at the top of the screen.

To make changes to student contact information or reference information, the student must click on Student Info on the left side of the screen or in the bar at the top of the screen.
- ***IMPORTANT:*** To complete this step and the ATS completion process, the student must complete a final review of all ATS information and click on SUBMIT in the lower right corner of the screen.



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ATS Step 4 - Submit ATS

SHOW HELP



Please review the complete contents of your Draft Agreement to Serve (ATS).

1. Verify the accuracy of the information that you have entered.
2. If you need to change your name or school information, click "School Info."
3. If you need to change your address or reference information, click "Student Info."
4. Read ALL sections of the ATS including:
 - o TEACH Grant Program Terms and Conditions,
 - o Terms and Conditions and Borrower's Rights and Responsibilities Statement for TEACH Grants That Are Converted to Direct Unsubsidized Loans,
 - o Important Notices, and
 - o Grant Recipient's Agreement to Serve, Promise to Repay for Failure to Meet Service Obligation, and Authorizations.

Before you can continue, you must confirm that you have read and agree to all sections of the ATS by clicking on the checkbox at the end of the page.

You must also sign your electronic ATS by filling out the form at the bottom of the page with your First Name, Middle Initial, and Last Name as you submitted them on Step 1 of the form.

When you have verified the accuracy of the data you provided, read, understood and agreed to ALL sections of the ATS, and signed your electronic ATS, click next.

(For this example, the full content of the ATS is not shown.)

6. My signature below certifies that I have read, understand, and agree to the terms and conditions of TEACH Grants and Direct Unsubsidized Loans as explained in Sections C and D, the important notices in Section E, and the agreement to serve, promise to repay, and authorizations in Section F of this Agreement.

7. TEACH Grant Recipient's Signature

JOHN Q DOE

8. Today's Date

06/25/2008

TRANSACTION HISTORY

Below is a summary of the actions that you completed during the electronic Agreement to Serve (ATS) process:

| | |
|---|------------------------|
| <i>Your identity was confirmed by the PIN web site at:</i> | 06/25/2008 12:33:45 |
| <i>You completed the School Info section of your ATS at:</i> | 06/25/2008 12:43:10 |
| <i>You completed the Student Info section of your ATS at:</i> | 06/25/2008 13:05:55 |
| <i>You reviewed your draft ATS and confirmed that you read all sections of the ATS, and that you understood and agreed to all terms and conditions of the TEACH Grant Program as described in the ATS and you signed your ATS at:</i> | 06/25/2008 13:08:01 |
| <i>You submitted your ATS at:</i> | To Be Completed |

NOTE: Times are recorded based on Eastern Standard Time

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My ATS

ATS Submission Successful

An electronic ATS can be completed in 4 steps. We estimate that it will take 30 minutes to complete the electronic ATS process. Make sure you allow enough time to complete the entire process in a single session. If you exit this web site before submitting your signed ATS in Step 4 and return later, you'll have to start over beginning with Step 1. If you haven't read the [What to Expect](#) section of this site, we recommend that you do so now.

[Start New ATS Application](#)

Previously Completed ATS Applications

| Date Completed | First Name | Last Name | School | School Year | View |
|----------------|------------|-----------|-----------------|-------------|------|
| 06/25/2008 | John | Doe | FAKE UNIVERSITY | 2008-2009 | |

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Notes for My ATS – After Submission of First ATS

- After completing ATS Step 4 and clicking on SUBMIT, the My ATS screen will appear and display an ATS Submission Successful message.
- Now that the student has completed his or her first ATS, this screen will include a Previously Completed ATS Applications section. This section will list the student's completed ATS and provide the student's ATS in PDF format.
- When the student clicks on the ATS file, it will open in PDF format in the same browser window. The student may review the ATS online, save the ATS to another location, or print the document.

To return to the ATS Web site after opening the ATS file, the student will need to use his or her browser's Back button. If the student closes the window rather than using the Back button, he or she will no longer be connected to the ATS Web site.

- When the student successfully logs in to My ATS from this point forward, the Previously Completed ATS Applications section will appear on the screen. Each future ATS that the student completes will be added to the Previously Completed ATS Applications section and available in PDF format.