

How to download the DEG Status Report via FAST

1. Login at fast.tn.gov
2. Click **Reports**.
3. Click **Activity**.
4. Click **Dual Enrollment Grant Status Report – by Name**. A new window should open. If not, please allow pop-ups from FAST.

The screenshot shows the FAST website interface. At the top, there is a navigation bar with the TN logo and links for Logout, Reports, Verification, Update GPA and Test Scores, Administration, Send Email, and Help. A large number '2' is placed over the Reports link. Below the navigation bar, a dark blue header reads 'Reports'. Underneath, there are tabs for 'Activity' (with a large number '3') and 'High School'. The 'Activity' section is expanded to show 'Lottery' and 'Scholarship'. Under 'Scholarship', there is a list of report options: 'Dual Enrollment Grant Status Report - by Name' (highlighted with a red box and a large number '4'), 'Middle College Application Status Report', and 'Scholarship – Eligible Students Report'.

5. Select **2023-2024** for Fall 2023, Spring 2024, Summer 2024 applications; select **2024-2025** for Fall 2024, Spring 2025, Summer 2025 applications.
6. Select **Alphabetical By Last Name**.
7. Click **View Report**.
8. Select a program (CSV, PDF, Excel, etc.) to export and save the report.

The screenshot shows the 'Dual Enrollment Grant Status Report - by Name' page. It features two dropdown menus: 'ACYear' with options 2024-2025, 2023-2024 (highlighted with a large number 5), and 2022-2023; and 'SortOrder' with options 'By Application Date', 'Numerical By SSN', and 'Alphabetical By Last Name' (highlighted with a large number 6). A 'View Report' button is on the right (highlighted with a large number 7). At the bottom, there is a red box around the export options (highlighted with a large number 8).

Please call the call center at 800-342-1663 between 8:00a – 4:30p CT for login assistance.