How to Change the Institution for Lottery

2. Create a user name and password
3. Click on View Financial Summary
4. Click on the link that says “Click here to process an institution transfer request for Academic year xxxx-xxxx.” Be sure that you choose the year for which you are requesting the change.
5. Once pulled up, you may change your institution to JSCC – school code 004937.
6. Once done, please email Jennifer Byrd at jbyrd@jgcc.edu to notify her of the change.