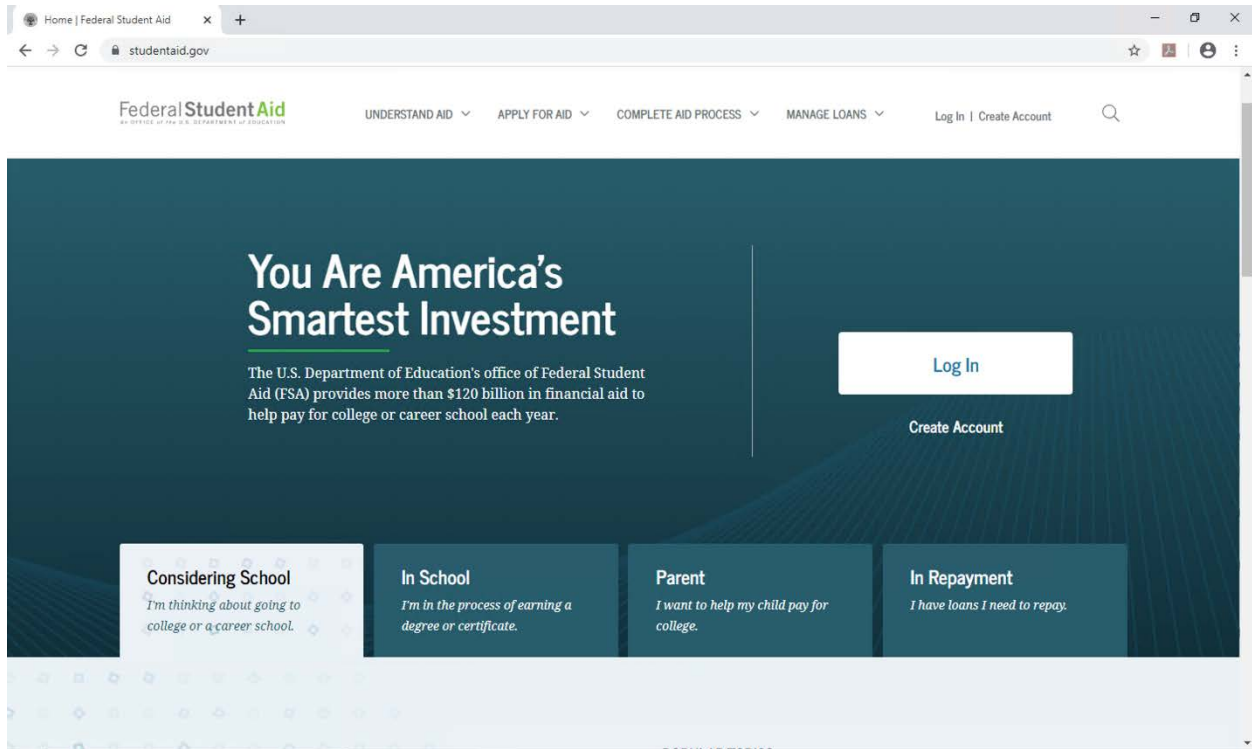
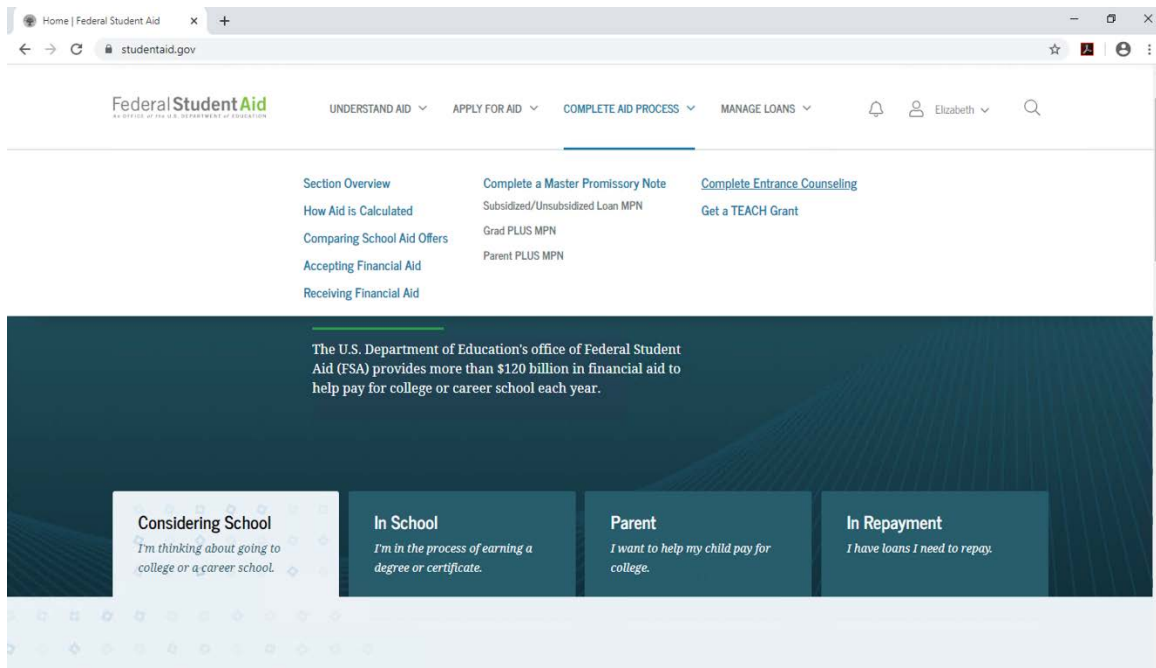


How to Complete Your Loan Documents

Step 1: Go to this [link](https://studentloans.gov) (StudentLoans.gov).



Step 2: At the top of the page under “Complete Aid Process”, you will find “Complete Entrance Counseling”. Click on it. Note: You must know your FAFSA login info to complete these steps.



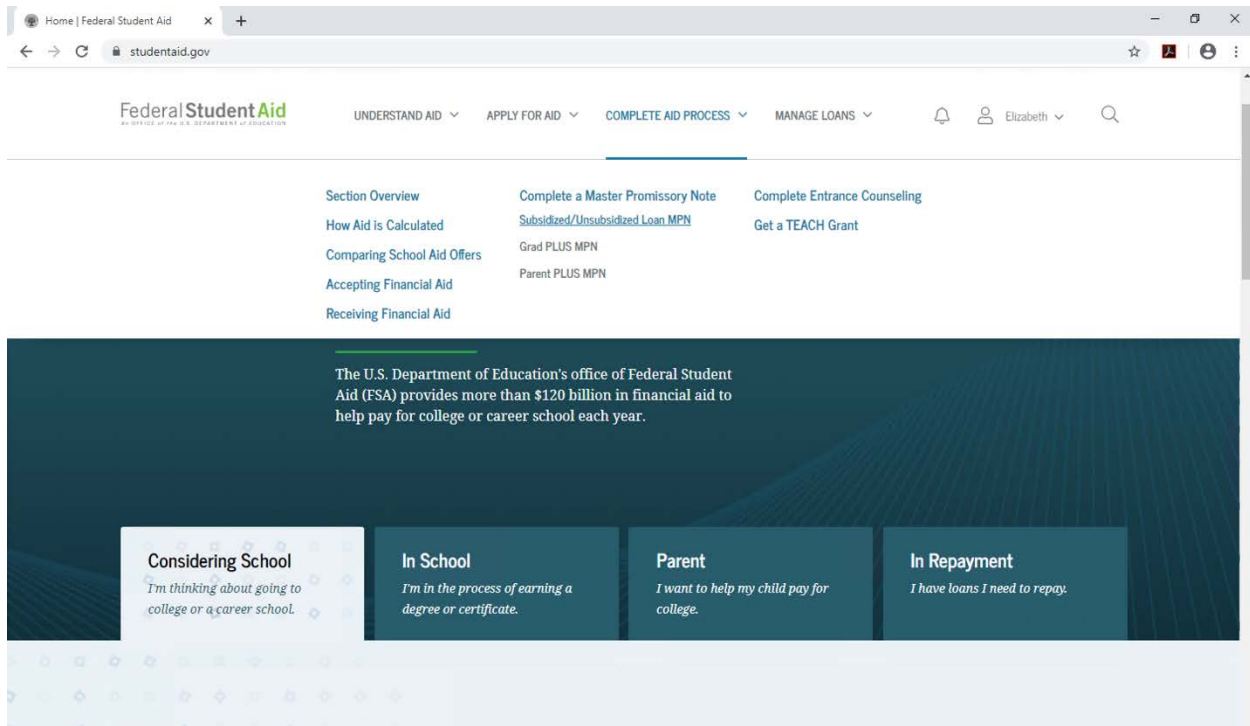
Step 3: Click on Log In To Start.

The screenshot shows the StudentLoans.gov website. At the top, there is a navigation bar with the Federal Student Aid logo, the text 'AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION', and 'StudentLoans.gov'. There are links for 'Log In' and 'Español', and a 'MENU' icon. Below the navigation bar, the page title is 'COMPLETE COUNSELING'. A prominent message states 'You're currently not logged in!' with a 'LOG IN' button. Below this, there is a section titled 'Entrance Counseling' with a sub-heading 'What is Entrance Counseling?'. This section contains three paragraphs explaining the requirements for entrance counseling based on the type of loan and the student's status. To the right, there is a section titled 'Who should complete this?' which specifies that students who have not previously received a subsidized/unsubsidized loan or PLUS loan (graduate/professional students only) under the Direct Loan Program or Federal Family Education Loan (FFEL) Program must complete this. Below the main text, there is a 'Complete Entrance Counseling' box with a 'LOG IN TO START' button and a 'Start Demo' link. At the bottom right, there is a section titled 'How long will it take?' with a note that the entire counseling process must be completed in a single session.

Step 4: When you go to notify the School, make sure to choose “Tennessee” when selecting the state. Although we are the FL campus, the main campus is in Tennessee. If you select FL as the state we will not receive anything.

Step 4: After completing the documents for the Entrance Counseling, you will hit Submit at the very end.

Step 5: When finished, you will find under “Complete Aid Process” the “Subsidized/Unsubsidized Loan MPN”. Click on this to complete the Loan Agreement.



Step 6: You will complete this until the very end and click Submit.

Step 7: Once finished with the process of these two documents, you are good to go!