

DOWNLOADING A COUNSELING CONFIRMATION DOCUMENT

Because the **My Documents** section of StudentAid.gov has been retired, the steps a student must follow to upload a confirmation of completing an action item to Workday, such as **Entrance** or **Exit Counseling**, has changed starting in spring of 2025. We request a **PDF** of the confirmation and **not a screenshot**.

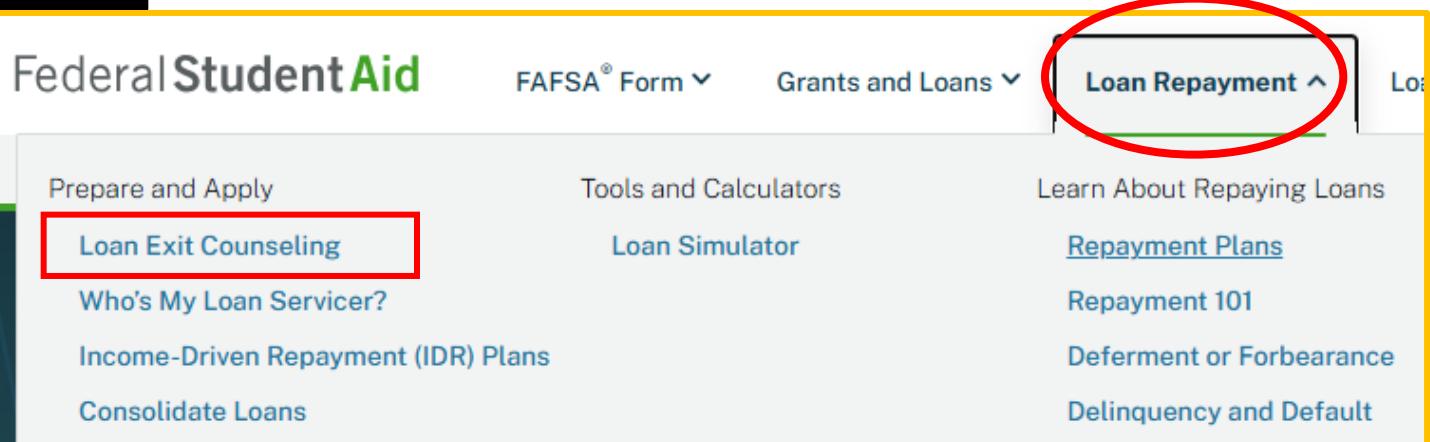
The first step is to log into StudentAid.gov and complete the counseling. **Loan Entrance Counseling** can currently be found underneath the **Grants and Loans** tab (see Image 1), while **Loan Exit Counseling** can be found under the **Loan Repayment** tab (see Image 2).

Image 1



The screenshot shows the "Federal Student Aid" website. At the top, there is a navigation bar with "FAFSA® Form" and "Grants and Loans". The "Grants and Loans" tab is circled in red. Below the navigation bar, there are two columns of links. The left column includes "Get a Grant", "Pell Grants", and "TEACH Grants". The right column includes "Get a Loan", "Undergraduate and Graduate Loans", "PLUS Loans: Graduate PLUS and Parent PLUS", "Master Promissory Note (MPN)", "Loan Entrance Counseling" (which is highlighted with a red box), "Annual Student Loan Acknowledgment", "PLUS Loan Credit Counseling", "Endorse a PLUS Loan", and "Appeal a Credit Decision".

Image 2



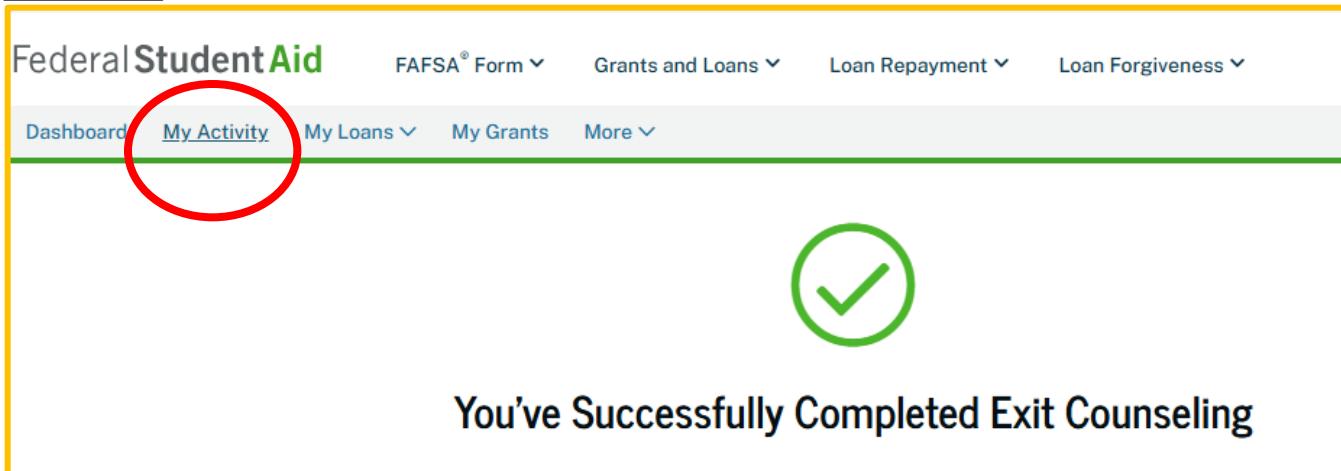
The screenshot shows the "Federal Student Aid" website. At the top, there is a navigation bar with "FAFSA® Form", "Grants and Loans", and "Loan Repayment". The "Loan Repayment" tab is circled in red. Below the navigation bar, there are three columns of links. The left column includes "Prepare and Apply" (with "Loan Exit Counseling" highlighted with a red box), "Who's My Loan Servicer?", "Income-Driven Repayment (IDR) Plans", and "Consolidate Loans". The middle column includes "Tools and Calculators" (with "Loan Simulator" listed) and the right column includes "Learn About Repaying Loans" (with "Repayment Plans", "Repayment 101", "Deferment or Forbearance", and "Delinquency and Default" listed).

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You will know you have completed the counseling when it shows you a large green checkmark on the screen with the notification.

To print the detailed completion page, go to the **My Activity** tab (see Image 3), then click the correct category. In this example, we will go to **Loan Entrance and Exit Counseling** (see Image 4).

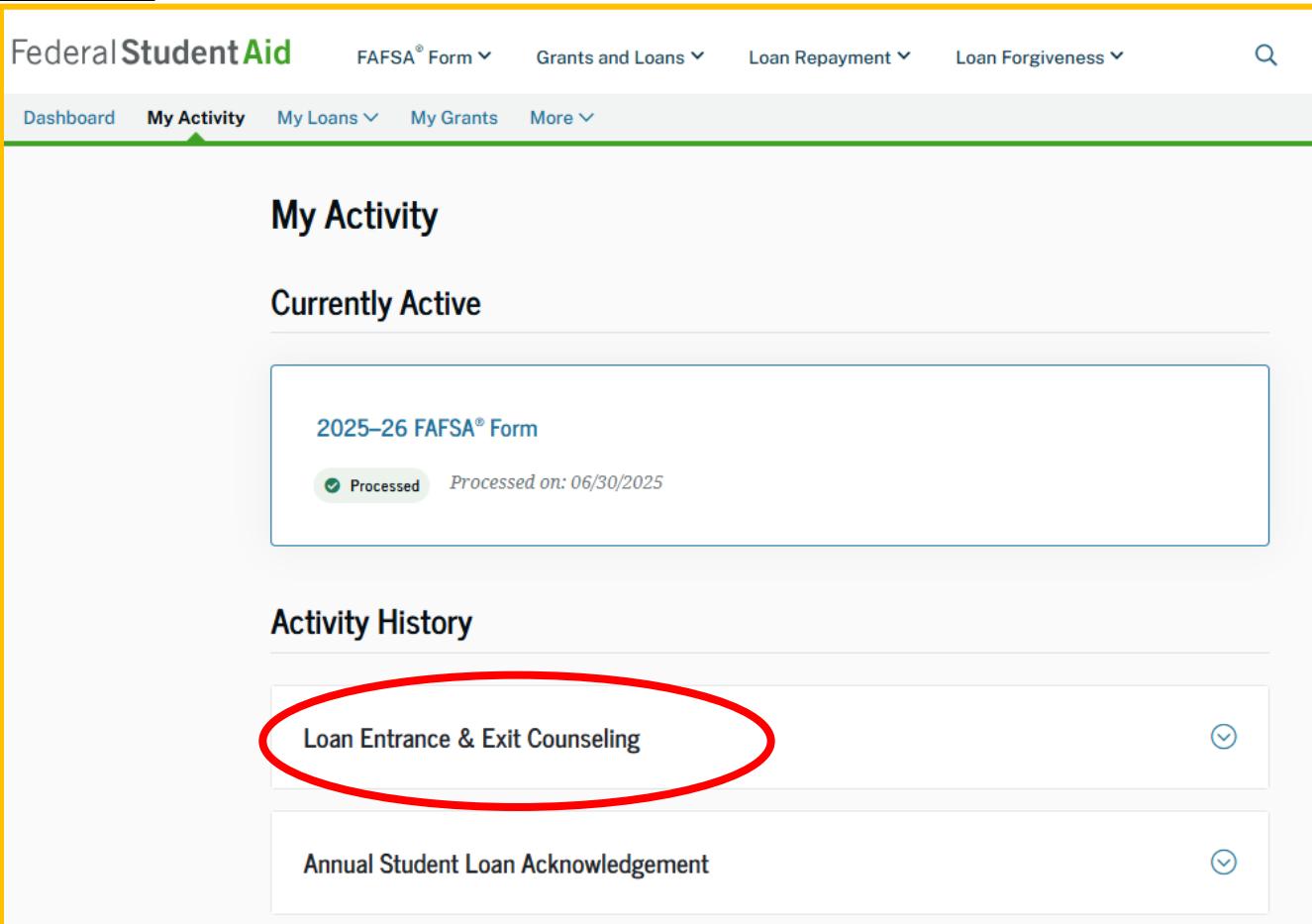
Image 3



The screenshot shows the Federal Student Aid website. The top navigation bar includes links for FAFSA® Form, Grants and Loans, Loan Repayment, and Loan Forgiveness. Below the navigation is a secondary menu with Dashboard, My Activity (which is underlined and circled in red), My Loans, My Grants, and More. The main content area features a large green circle with a white checkmark. Below the circle, the text "You've Successfully Completed Exit Counseling" is displayed.

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Image 4

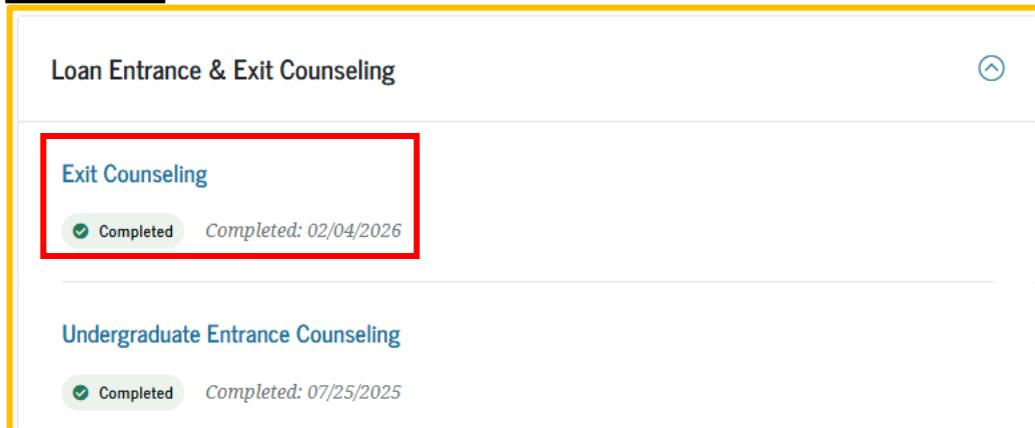


The screenshot shows the Federal Student Aid website with the My Activity tab selected (indicated by a red arrow). The main content area is titled "My Activity" and "Currently Active". It displays a box for the "2025–26 FAFSA® Form" status, which is "Processed" and dated "06/30/2025". Below this is the "Activity History" section. The "Loan Entrance & Exit Counseling" item is highlighted with a large red oval. The "Annual Student Loan Acknowledgement" item is also visible below it.

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Select the correct form based on the date of completion (see Image 5).

Image 5



Loan Entrance & Exit Counseling

Exit Counseling

Completed Completed: 02/04/2026

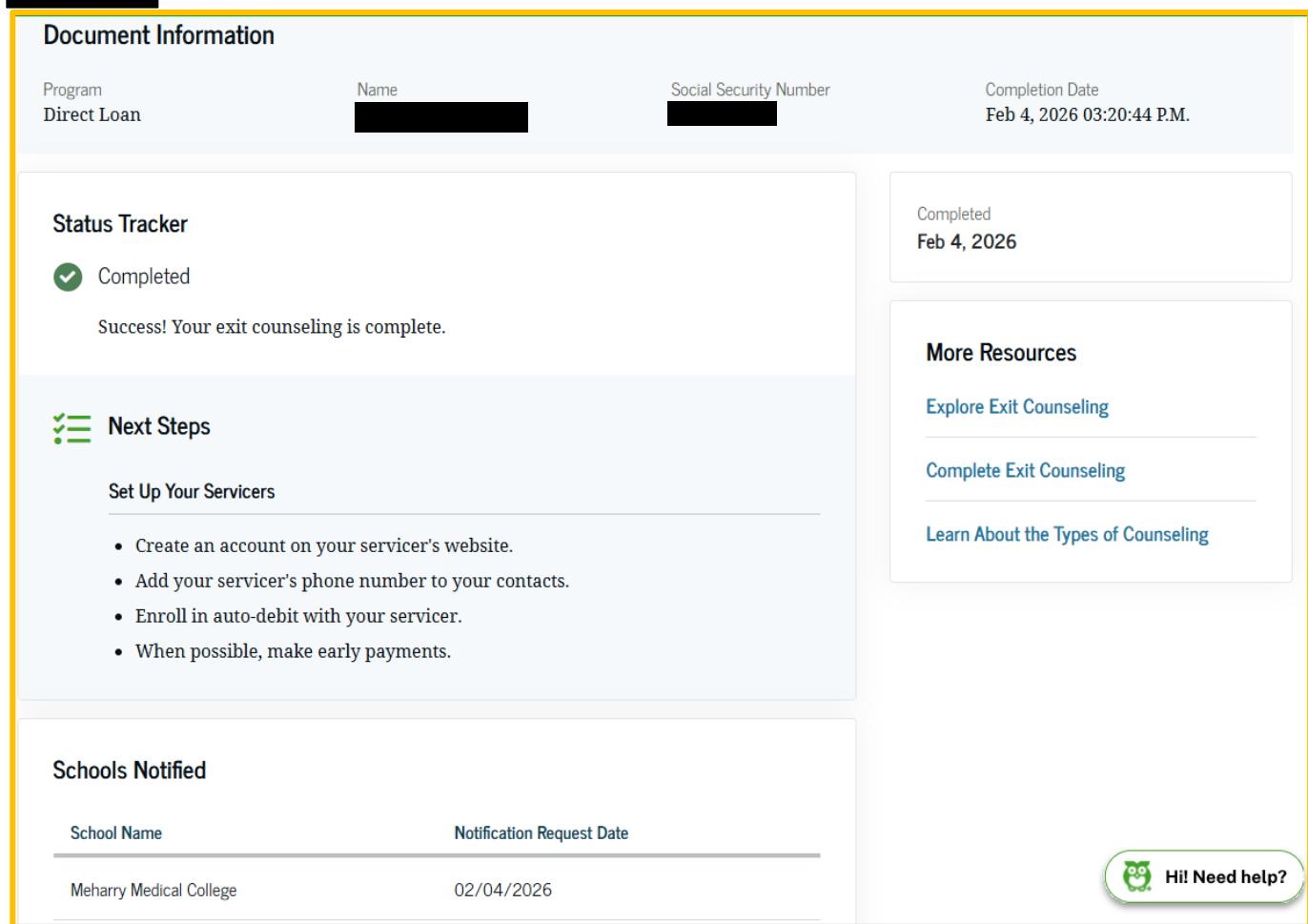
Undergraduate Entrance Counseling

Completed Completed: 07/25/2025

You will now see a detailed page showing your information, the time and date of completion, as well as the schools who were notified of your completion (see Image 6). **Please note**, the notification goes to the Department of Education Website and will not automatically load into Workday. This is why a PDF is requested from the student.

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Image 6



Document Information

Program: Direct Loan Name: [REDACTED] Social Security Number: [REDACTED] Completion Date: Feb 4, 2026 03:20:44 P.M.

Status Tracker

Completed Completed: Feb 4, 2026

Success! Your exit counseling is complete.

Next Steps

Set Up Your Servicers

- Create an account on your servicer's website.
- Add your servicer's phone number to your contacts.
- Enroll in auto-debit with your servicer.
- When possible, make early payments.

Schools Notified

School Name	Notification Request Date
Meharry Medical College	02/04/2026

More Resources

[Explore Exit Counseling](#)

[Complete Exit Counseling](#)

[Learn About the Types of Counseling](#)

Hi! Need help? 

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If you do not see a print option, you can use your browser's built-in print function (usually found by right-clicking on the page or pressing **Ctrl+P on Windows or Command+P on Mac**) to print or save the page as a PDF. If a printer is automatically selected, click the drop-down menu of the printer and scroll through the printer list to find the **Save as PDF** option (see Image 7).

You can now save the Counseling Document Information Page and upload it to the appropriate action item in Workday.

Image 7

