

## 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**.

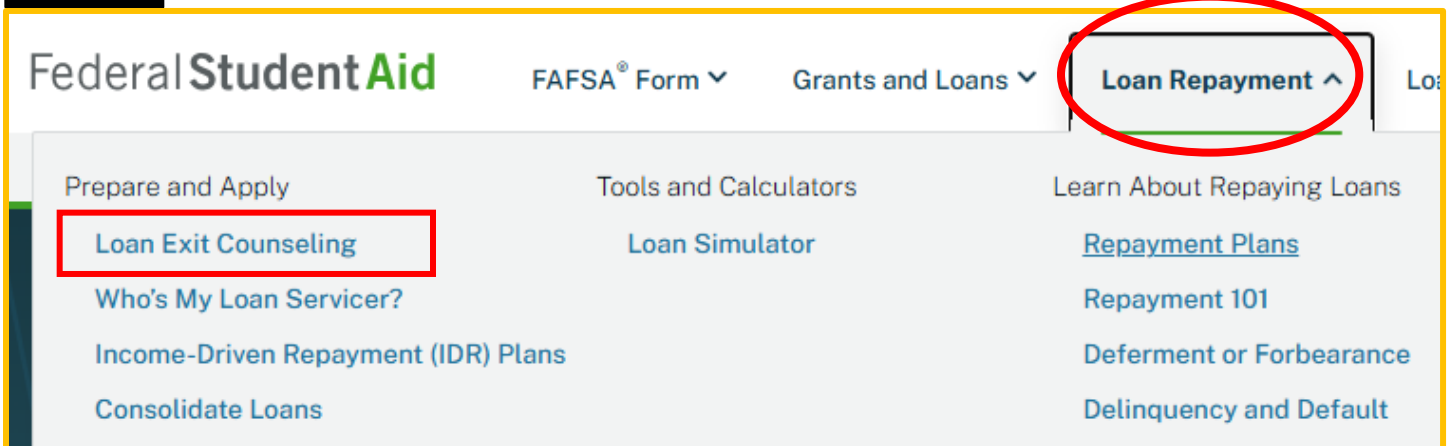
The first step is to log into StudentAid.gov and complete the counseling. **Loan Entrance Counseling** can currently be found underneath the **Grants and Loans** tab (see Image 1), while **Loan Exit Counseling** can be found under the **Loan Repayment** tab (see Image 2).

Image 1



1

Image 2



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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

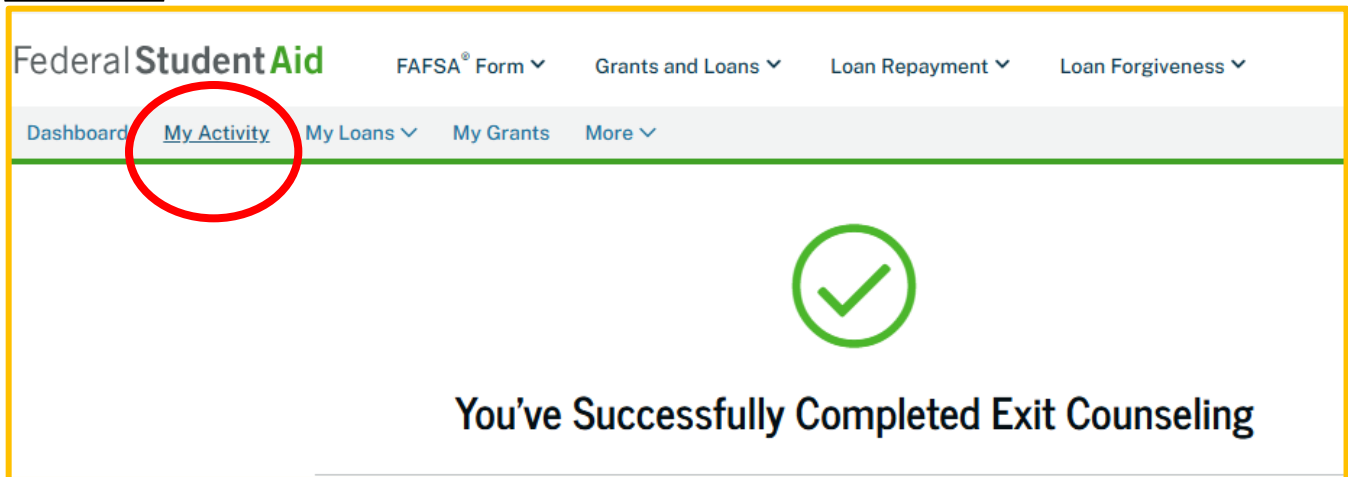
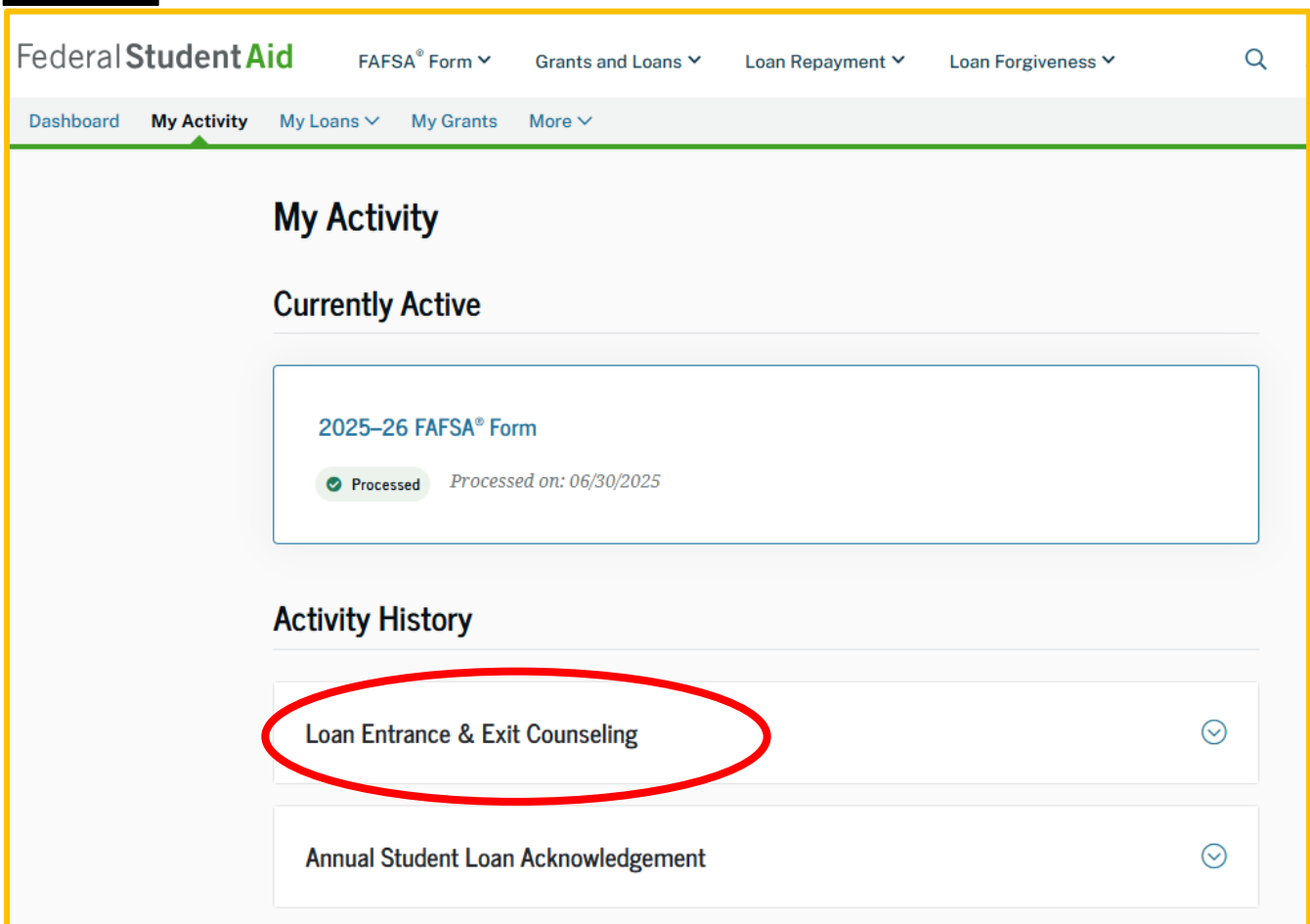


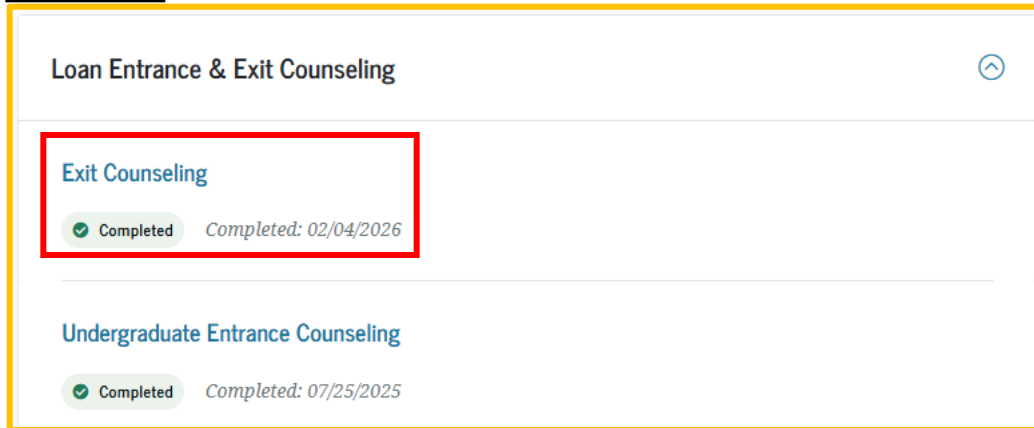
Image 4



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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**

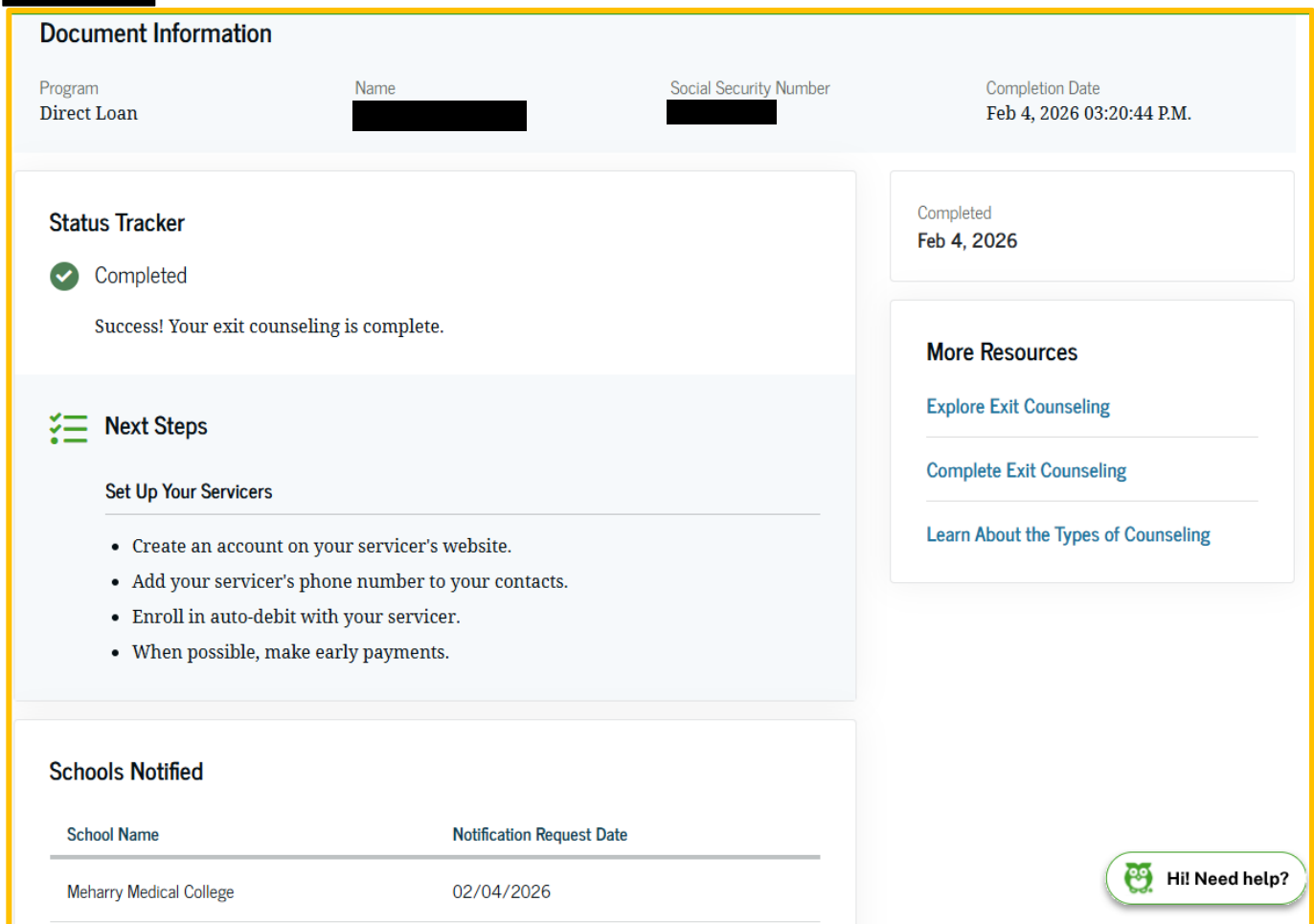
✓ Completed Completed: 02/04/2026

**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.

Image 6



**Document Information**

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

**Status Tracker**

✓ Completed

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

