Direct Loan Entrance Counseling
Step by Step Instructions

You will need the following items to complete the Loan Entrance Counseling:

- Your address, date of birth, and social security number
- Your FSA ID Username and FSA ID Password
- Driver's License Number (if applicable)
- Names, addresses and phone numbers of two personal references
    - You must have known the references for at least three years
    - References cannot share the same address or phone number

Instructions:
1. Go to http://www.studentaid.gov.
2. Hover over the third tab **Complete Aid Process**.
3. Click **Complete Entrance Counseling**.
4. Under the green lined box titled *Complete Entrance Counseling*, click **Log In To Start**.
5. Enter your FSA ID Username and FDA ID Password.
6. Click **Accept**.
7. In the *Add School to Notify* or *Select School to Notify* box, select **Florida** from the School state drop down and **Palm Beach Atlantic University** from the School Name drop down.
8. Click the **Notify This School** button when PBA's information appears in the grey box.
9. Select either
    a. "I am completing entrance counseling to receive Direct Loans as an **undergraduate student**" OR
    b. "I am completing entrance counseling to receive Direct Loans as a **graduate or professional student**"
10. Once you have made your selection click **Continue**.
11. Read all the information presented and answer the questions listed in the green boxes in all 5 sections of the entrance counseling session. When you have completed the Entrance Loan Counseling you will see a statement informing you that you have successfully completed the process. PBA will be notified automatically within 48 hours of your completion.