Direct Loan Exit Counseling Instructions

1. Go to studentloans.gov.
2. Under the Tools and Resources box, select Exit Counseling.
   a. This will redirect you to the National Student Loan Database website.
3. Select Exit Counseling.
4. Select Start.
5. Carefully read the Intro, and then select Next.
6. Read over the Basics section and make sure you have everything you need to complete the session, then select Next.
7. Enter your login information, then select Submit.
   a. Please note you will need your Department of Education issued PIN. This is the number used to sign your FAFSA and loan Master Promissory Note(s) electronically. If you have forgotten your PIN please visit pin.ed.gov to apply for a new one. It can take 1-3 days to receive a new PIN.
8. Read the Welcome message, then select Next.
9. Select the school you are exiting from, then select Next.
10. Continue through the exit session.
    a. Please take time to read the information thoroughly. After each section you will be quizzed on the information you just read.
11. At the end you will be asked to enter personal information, information about your employer (if applicable), and some personal references.
12. Review your rights and responsibilities as a borrower before finishing.

Please be sure to go through to the very end of the session or your exit requirement cannot be satisfied.