## How to Add Iowa Western to Previously Completed Loan Entrance Counseling

Go to <u>https://studentloans.gov/myDirectLoan/index.action</u>



- Click the blue LOG IN button in the upper right-hand corner
- Log in with your FSA ID username & password (same as you would use for the FAFSA)
  - If you can't remember your FSA ID, you can try to recover it with your email address or the security questions
  - o If you are still struggling with the FSA ID, please call 1-800-557-7394
- Once logged in, you can view your home page

## MY HOME PAGE



• Click on "View My Documents"

## MY DOCUMENTS

My Docume	nts		
Filter By:	- Select Document Type -	~	
Select a documen	t type from the dropdown above.		
<ul> <li>Select "Co</li> <li>Since you unsubsidit</li> </ul>	ounseling" from the drop-down list have already completed Loan Entrance Counseling for zed loans, it should be listed	subsidiz	ed &
	MY	DOC	UMENTS
My Docume	ents		
Filter By:	Counseling	~	
Sub/Unsub En	trance		
Exit			

- Click on "Sub/Unsub Entrance" and you will see the list of schools that have already been notified of your counseling
- Underneath the list of schools you will click a link that says "Notify Additional School"

Notify Additional School

• A box will come up on the screen and you will select the state your school is located in and the school name

elect School to Notify U.S. Schools/U.S. Territory Schools Non U.S. Schools	<ul> <li>This school is participating in Sub/Unsub Entrance through StudentLoans.gov.</li> </ul>
Choose a state: - Select - ~ Search school by name:	School Name: IOWA WESTERN COMMUNITY COLLEGE - CO
Select or type	School Code/Branch: G04598 School Address:
	2700 COLLEGE ROAD COUNCIL BLUFFS, IA 515030567 Remove this school

• Click SUBMIT and you will see that your new school has been added to the list of School(s) Notified



School(s) Notified:

IOWA WESTERN COMMUNITY COLLEGE - CO

Notify Additional School 🗋

**Wiew and Print HTML**