

Direct Loan Entrance Counseling Instructions

1. Go to studentloans.gov
2. Click on the green **Log In** button if you already have an FSA ID. If you do not have an FSA ID, you can create one by clicking the link below the log in button:



If you are creating a new FSA ID, you will be directed to the Federal Student Aid page where you will be asked basic information to create an FSA ID.

A screenshot of the "Create An FSA ID" form. The form has two tabs: "Create An FSA ID" (selected) and "Edit My FSA ID". The form fields include: "E-mail", "Confirm E-mail", "Username", "Password", and "Confirm Password". Below the password field are checkboxes for "Numbers", "Uppercase Letters", "Lowercase Letters", "Special Characters", and "8-30 Characters", along with a "Show Text" button. At the bottom, there are radio buttons for "I am 13 years of age or older" and "I am 12 years of age or younger". A green "CONTINUE" button is at the bottom right.

The FSA ID Application Process consists of 3 steps:

Step 1: Enter Login Information

- Let them know what log-in information you would like to use. Provide a unique username and password.

Step 2: Enter Personal Information

- Provide your Social Security number, name, and date of birth.
- (Optional) Include your mailing address, e-mail address and language preference.

- Provide five challenge questions and answers. This adds an extra level of security to your FSA ID. If you forget your username or password, you can retrieve your username or reset your password by providing answers to your challenge questions.

Step 3: Submit Your FSA ID Application


Agree not to share your FSA ID with anyone. The security of your FSA ID is important because it can be used to electronically sign Federal Student Aid documents, access your personal records, and make binding legal obligations.

- (Optional) Verify your e-mail. By verifying your e-mail, you can use your e-mail as your username when logging into FSA applications.

Once Federal Student Aid completes verification with the SSA (1-3 days), you will be able to use your FSA ID to access your personal information on Federal Student Aid websites. If you were able to link a PIN when creating your FSA ID, you should be able to use your FSA ID immediately to complete, sign and submit a new FAFSA and other Federal Student Aid documents.

3. After creating your FSA ID, on the studentloans.gov site - Click **Complete Loan Counseling**. (This process usually takes about 20 minutes to complete.)

4. Select the 1st option for **Entrance Counseling**.



Entrance Counseling (Required)

Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.



[Learn More](#)

START

5. Continue to follow prompts. Under **Select School to Notify, Choose a state** and **Search school by name** until you find **Pacific Oaks College**. Then Click **Notify This School**.

6. For Select Student Type, indicate if you are completing entrance counseling as an undergraduate or graduate/professional student. Click **Continue**.

Select Student Type

- I am completing entrance counseling to receive Direct Loans as an undergraduate  student.
- I am completing entrance counseling to receive Direct Loans as a graduate or professional  student.

CONTINUE

Add School to Notify

Select up to 3 schools you wish to notify of your counseling completion.

✓ This school is participating in Entrance Counseling through StudentLoans.gov

School Name:
PACIFIC OAKS COLLEGE

School Code/Branch:
G01255

School Address:
55 EUREKA STREET
PASADENA, CA 911033606

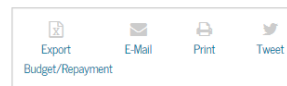
NOTIFY THIS SCHOOL

[Go back to Search](#)

7. Read through all 5 steps of the counseling session and complete all quiz questions. Click **Submit Counseling** when finished.

8. You will receive a message confirming you have successfully completed Entrance Counseling! You now have the option to Export Budget/Repayment sheets or print a copy for your records.

Under **Next Steps**, you can View Completed Counseling, Complete a Master Promissory Note (instructions provided below), or View/Print Borrower's Rights and Responsibilities for either Direct Subsidized and Unsubsidized Loans or Direct PLUS Loans.



Next Steps

- [View Completed Counseling](#)
- [Complete a Master Promissory Note](#)
- [View/Print Borrower's Rights & Responsibilities for Direct Subsidized and Unsubsidized Loans](#)
- [View/Print Borrower's Rights & Responsibilities for Direct PLUS Loans](#)
- [Check out our YouTube playlist.](#)