

1. Go to: <https://studentaid.gov>
2. Click the “In School” tab
3. Under “Popular Topics,” click “**Complete Loan Entrance Counseling.**”
4. Log in using your FSA ID and password.
 - You will receive a pop-up warning that you are accessing a U.S. Federal Government website. You must read and “Accept” to proceed.
5. Click the blue start button, below “**Complete Entrance Counseling.**”
6. Choose “**Southeast Missouri State University**” on the left and click “**Notify This School.**”
7. Select student type and click “**Continue.**”
8. Read and answer all questions.
 - *You will be asked to enter estimated figures. These numbers will not impact your financial aid.*
9. When complete, a summary page will display and you will receive a confirmation email.

The school will be notified within 2 business days.