How to Change the Institution for Lottery and/or TN Promise

1. Go to the TSAC Student Financial Aid Portal –
   www.tn.gov/TSACstudentportal
2. Create a user name and password
3. Click on View Financial Summary
4. Click on the link that says “Click here to process an institution transfer request for Academic year xxxx-xxxx.” Be sure that you choose the year for which you are requesting the change.
5. Then you can change your institution to:
   Jackson State Community College – school code 004937
6. Once done, please send an email to notify JSCC that you have made a change.

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**NOTE:** IF YOU HAVE NOT ALREADY DONE SO, YOU WILL ALSO NEED TO ADD JSCC TO YOUR FAFSA APPLICATION AT www.fafsa.gov. *This must be done in order for JSCC to process any federal or state financial aid.*