



How to Change the Institution for
Lottery → TN Promise → TSAA Awards

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 to Lori Thorne – lthorne@jsc.edu

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.*