



TSAC Student Portal

Change of Institution Instructions

1. Go to www.tn.gov/tsacstudentportal and login or click the “Create a Log In” button if you have never used the portal before. For login assistance, please contact the TSAC Call Center at 800.342.1663.

2. Under the “Grant and Scholarship Program Information” heading, if the institution listed is incorrect, click “Click here to process an institution transfer request for Academic Year 2017-2018.”

Note: The institution being changed to must also be reflected on your 2017-18 FAFSA, so go to www.FAFSA.gov to review it as well.

3. Finally, on the “Process School Transfer Request” screen, select the correct college from the drop down menu and click the “Process Transfer Request” button to change the institution.