

INSTRUCTIONS ON HOW TO COMPLETE THE ON-LINE LOAN EXIT INTERVIEW

*Harvard University has partnered with ECSI
(Educational Computer Systems, Inc.) to provide students with on-line exit services.
Below are helpful tips on how to complete the exits successfully.*

On-line Exits are available on the ECSI website for graduating students with the following loans:

- HELP (Harvard Educational Loan Program)
 - Federal Direct Subsidized Loans
 - Federal Direct Unsubsidized Loans
 - Federal Perkins Loans
 - Harvard Subsidized Loans
 - Harvard Unsubsidized Loans
-

STEP 1:

Go to: <https://www.ecsi.net/exitK4>

Be sure to use Internet Explorer 4.0 (or newer) or Netscape 4.0 (or newer).

STEP 2:

Enter your 8 digit Harvard University ID (Login ID) & your Harvard University PIN.
If you have forgotten your HU PIN, request a new one on the Authentication page.

STEP 3:

Once authenticated, you are directed to the page titled "**On-Line Exit Counseling for Student Loans**".

STEP 4:

Click on "Begin Exit Counseling" - this takes you to the initial exit interview screen.
PLEASE READ THIS PAGE CAREFULLY!

- **LOAN AMOUNTS:**
Loan amounts are **NOT** listed on **Direct Loan** or **HELP Loan** exit materials.
- **IF YOU HAVE MULTIPLE LOANS LISTED:**
Complete all loan exit interviews with a "**Pending Exit**" status

Click the "**Return**" button:

The button labeled "Return" will bring you back to the initial exit interview screen - where you can select the next Pending Exit.

STEP 5:

Once you have completed an exit for a loan, you may view and/or print your completed exit documents for your records.

STEP 6:

The HGSE Financial Aid Office will be notified electronically when your exit interview is completed.