

How to download the Promise/FAFSA report via FAST

1. Login at fast.tn.gov
2. Click **Reports**.
3. Click **High School**.
4. Click **Tennessee Promise Report**. A new window should open. If not, please allow pop-ups from FAST.

The screenshot shows the FAST website interface. At the top, there is a navigation bar with the TN logo and links for Logout, Reports, Verification, Update GPA and Test Scores, Administration, Send Email, and Help. A large number '2' is placed over the Reports link. Below the navigation bar is a 'Reports' section with two tabs: 'Activity' and 'High School'. A large number '3' is placed over the 'High School' tab. Under the 'High School' tab, there is a list of report options: 'Eligible Students by High School Report', 'High School Totals Report', 'Ineligible Students by High School Report', 'FAFSA by High School - ACT Record', and 'Tennessee Promise Report'. The 'Tennessee Promise Report' option is highlighted with a red box, and a large number '4' is placed next to it.

5. Select **2024-2025** for the ACYear (when the class of 2024 will enroll in college).
6. Click **View Report**.
7. Select a program (CSV, PDF, Excel, etc.) to export and save the report.

The screenshot shows the 'Tennessee Promise Report' page. The title 'Tennessee Promise Report' is at the top. Below the title, there is a section for 'ACYear:' with a dropdown menu showing '2024-2025'. A large number '5' is placed next to the dropdown. To the right of the dropdown, there is a large number '6' and a blue button labeled 'View Report'. Below the dropdown, there is a navigation bar with a search box and a 'Find | Next' button. A large number '7' is placed next to the search box, and a red box highlights the search box and the 'Find | Next' button.

Please call the call center at 800-342-1663 between 8:00a – 4:30p CT for login assistance.