

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 'TN' on the left, a home icon, 'Logout', 'Reports' (with a '2' next to it), 'Verification' with a dropdown arrow, and 'Update GPA and Test Scores'. Below this is a 'Reports' section with a dark blue header. Underneath, there are two tabs: 'Activity' and 'High School' (with a '3' next to it). A list of report options is displayed below the tabs, including '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' (which is highlighted with a red box and has a '4' next to it).

5. Select **2023-2024** for the ACYear (when the class of 2023 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 it, there is a dropdown menu for 'ACYear:' with '2023-2024' selected (highlighted with a red box and a '5' next to it). To the right of the dropdown is a 'View Report' button (with a '6' next to it). At the bottom of the page, there is a navigation bar with a search box containing '1 of 1', a 'Find | Next' button (with a '7' next to it), and a dropdown menu for selecting a report format (highlighted with a red box).