**2013-2014 Quick Steps for: Entrance Counseling & Master Promissory Note Guide**

**VERY IMPORTANT**

PROCESS FOR STUDENTS

Carefully read information provided. You will be required to take a quiz.

Completing Your Entrance Counseling and Master Promissory Note (MPN)

**Step 1:** Log on to [https://studentloans.gov](https://studentloans.gov)

**Step 2:** Click “Sign In” under Manage My Direct Loan (Use your FAFSA Pin #, if you don’t have a Pin # request a duplicate pin)

**Step 3:** Click “Complete Entrance Counseling”

**Step 4:** Proceed through the process

**Step 5:** Click “Home” to return to [https://studentloans.gov](https://studentloans.gov)

**Step 6:** Click “My Profile”

**Step 7:** Click “Complete Master Promissory Note”

**Step 8:** Click “Subsidized/Unsubsidized”

*Proceed through the steps to complete the process.*