

## Steps for the Entrance Loan Counseling & Master Promissory Note



**\*\*\*THIS IS A VERY IMPORTANT PROCESS IN ORDER FOR YOUR STUDENT LOANS TO BE MEMO/AUTHORIZED TO YOUR ACCOUNT\*\*\***

**STEP 1: Log onto [www.studentloans.gov](http://www.studentloans.gov)**

**Step 2:** Log-in with your FSA ID Username and FSA password

**Step 3:** Select “Complete Loan Counseling (Entrance/Financial Awareness/Exit)”

**Step 4:** Select “Entrance Counseling” then START

**Complete** “School to Notify” (on left-hand side)

**Select:** “I am completing entrance counseling to receive Direct Loans as an undergraduate” (or graduate if it applies)

**Proceed to complete the Entrance Loan Counseling session (Carefully read your information as you will be quizzed)**

**Step 5:** Return to MY HOME PAGE

**Step 6:** Select “Complete Loan Agreement (MPN)”

**Step 7:** Select MPN for Subsidized/Unsubsidized Loans then START

**Proceed to complete the Master Promissory Note (Carefully read your information)**