

# How to Electronically Complete Your Entrance Interview and Sign Your Direct Loan Master Promissory Note

**Step 1:** Go to [www.studentloans.gov](http://www.studentloans.gov) & click the green Log In bar on right. You will need the following information to sign in: FSA ID Username or Email Address and FSA ID Password. If you forgot your password, click <https://fsaid.ed.gov/npas/index.htm> or simply use the link on the site.

FSA ID Username or E-mail Address	<input type="text"/>
FSA ID Password	<input type="password"/>
<a href="#">Create an FSA ID</a>	<input type="button" value="Log In"/>
<a href="#">Forgot Username or Password?</a>	
For assistance, call 1-800-557-7394.	

**Step 2:** Click on *Complete Entrance Counseling*. You must complete Entrance Counseling prior to completing your Master Promissory Note (MPN). Entrance Counseling identifies your rights and responsibilities when borrowing Federal Stafford Loan Funds. This section will take approximately 15-20 minutes. Identify yourself as an *Undergraduate Student* and click *Continue*. Select the state and institution name click *Continue*. Read the content and answer the questions for each of the 16 sections. Read the Borrowers Rights and Responsibilities and electronically sign by entering your FSA ID Username and password. Print the counseling verification page for your records.

## Welcome to StudentLoans.gov

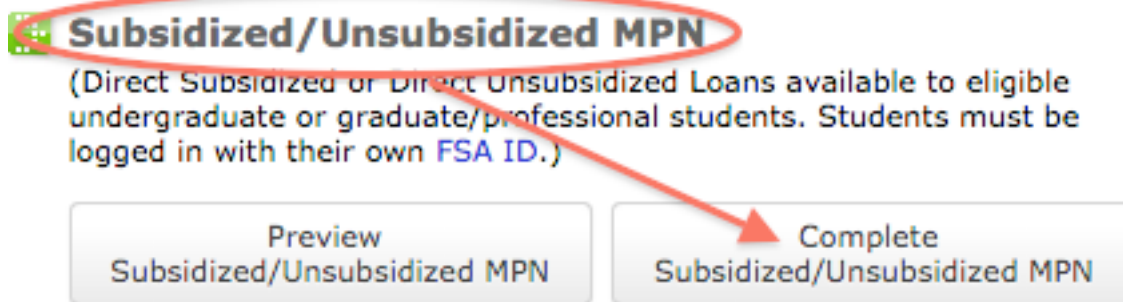
Before you begin, verify that your personal information is up to date.

Based on information that you provided for your FSA ID, we have populated your personal information. If any of this information is incorrect, you must correct the information associated with your FSA ID.

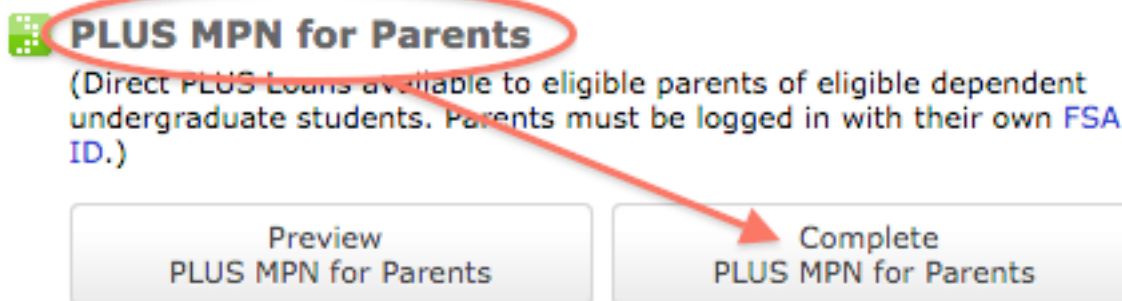
**Once you have confirmed your information, select what you would like to do:**

- Complete Counseling**  
(Entrance, Financial Awareness, PLUS, Exit)
- Complete a Master Promissory Note
- Request a Direct PLUS Loan

**Step 3:** Click on *Complete Master Promissory Note*. Select the type of loan(s) you have been awarded and are accepting and click “Complete”. (You may select Subsidized/ Unsubsidized even if you are rejecting either one). Enter your name, address, telephone number, and e-mail address. Select your school’s state. Select the school you will be attending from the drop-down box. List two references (adults over 18 years of age) with differing addresses. Sign the Term and Conditions by clicking on each section of the terms and conditions section Review (by clicking on view PDF file) and sign (type your name as indicated at the top after “Full Name”). Once you have signed your MPN you will receive a “Congratulations” message confirming submission.



*Your parent/guardian must also complete a Master Promissory Note for their Parent Plus Direct Loan:*



**Step 4:** Print a copy of your electronically signed MPN and keep for your records. To verify completion of the MPN click on “Completed MPNs” under “My Loan Documents” option.