

**ONLINE INSTRUCTIONS FOR  
DIRECT STUDENT LOAN MASTER PROMISSORY NOTE & ENTRANCE  
LOAN COUNSELING**

- You will need your federal PIN number; it is the same number that you used for the FAFSA application. If you forgot or don't have one, please logon to [www.pin.ed.gov](http://www.pin.ed.gov) to apply or have your federal PIN Number resent.
- You will need 2 references: full names, addresses, permanent telephone numbers, and e-mail addresses (optional).

**Steps for completing the Master Promissory Note:**

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on "Sign In"
3. Enter your information – SS#, Last Name, Date of Birth, and PIN.
4. Select "Complete Master Promissory Note"
5. Select "**Subsidized / Unsubsidized**".
6. Enter your personal information: Driver License number and state, permanent address, permanent telephone number, select state and college.
7. Enter "Personal References"
8. Read ALL "Term and Conditions"
9. Review and sign the Master Promissory Note; on the bottom of the page.
10. Click on "**HTML Version**" to review your information.
11. Click "submit" then print PDF copy of the Master Promissory Note and submit to the Financial Aid Office.

**Steps for completing the Entrance Counseling (FIRST TIME BORROWERS ONLY):**

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on "Sign In"
3. Enter your information – SS#, Last Name, Date of Birth, and PIN.
4. Select Entrance Counseling.
5. Select **Undergraduate** if you are studying for an Associates or Bachelors Degree.  
Select **Graduate** if you are studying for a Master Degree.
6. Select State and College.
7. Read pages 1 thru 16 and answer the questions on the bottom of the page.
8. After you complete the Entrance Counseling click submit and print a copy for the financial Aid Office.

**Congratulations, you're done.**

