



Federal Direct Loan Entrance Interview & Master Promissory Note

Federal Direct Subsidized and Unsubsidized Loans

Students must complete a Master Promissory Note and an online session called a Loan Entrance Interview in order for their Federal Direct Student Loans to fund.

In order to complete the steps below you are required to have a Department of Education (DOE)-issued FSA ID. If you do not have your FSA ID you can access one by going to <https://fsaid.ed.gov/npas/index.htm>

Please note that these loans are in the student's name and the student should be the person completing the steps below.

1. Go to www.studentloans.gov and sign-in with your "FSA ID."
2. Enter your sign-in information.
3. Click on "Complete Counseling."
4. Read the introductory information and click on "Entrance Counseling."
5. Select Your School. Select Student Type. Continue.
6. Carefully read each page, answer the corresponding questions, and click "Continue" to go to the next section of the online session.
7. After you've gone through all the necessary pages and answered all questions successfully, click "Submit Counseling".
8. Select the "View Completed Counseling" link and print for your records. The school receives electronic confirmation of completion.
9. Next, select "Complete Master Promissory Note" (MPN).
10. Review the "View What You Need" page and be sure to have the information needed before beginning.
11. Under "Select the Direct Loan you would like to receive" choose *Subsidized/Unsubsidized*.
12. Follow all of the on-screen instructions and be sure to sign electronically and submit at the end.
13. Be sure to print a copy of the MPN for your records. The school receives electronic confirmation of completion.
14. Be sure to View/Print Borrower's Rights and Responsibilities for Direct Subsidized and Unsubsidized Loans.