

www.studentaid.gov

All Federal Student Loans (subsidized and unsubsidized), PLUS, and Consolidation loans are handled through the William D. Ford Federal Direct Student Loan (Direct Loan) Program. What does this mean for you, the student? It means that if it is your plan to fund your education with student loans, you are required to sign a Master Promissory Note with the Federal Direct Loan Program. ***Not doing so, WILL cause a HOLD in your funding process.*** If you have not received a Federal Direct Loan in the past, you will also be required to complete online Entrance Loan Counseling. The site listed above is going to be your lifeline to Financial Aid from now on, so be sure to bookmark it!

Completing your Federal Direct Master Promissory Note (MPN)

- o Visit www.studentaid.gov to complete your new Master Promissory Note (MPN). You will need your **FSA user ID and password** in order to log in. If you do not yet have an FSA user ID and password, there will be a link here to create one. Please note that you will also need **2 references** to complete the MPN.
- o Once you have logged into the site, you may need to **update your profile information (email, etc.)**. Click **Save Account Settings** when you are finished.
- o To complete your MPN, under **Loans & Grants** at the top of the page, click **Master Promissory Note (MPN)**.
- o On the next page, under “**Choose the Direct Loan MPN you want to preview or complete**” select the **Log In To Start** button to the right of the “**I’m an Undergraduate Student: MPN for Subsidized/Unsubsidized Loans.**”
- o **Fill in and review all required information**, including Borrower Information, References, Review & Edit, and Sign & Submit.

Completing your Loan Entrance Counseling

- o Be sure that you are logged in to the website www.studentaid.gov.
- o Under the **Loans & Grants** at the top of the page, click **Loan Entrance Counseling**.
- o **Select Your Student Status to Begin:** Click **Start** next to “**I am an Undergraduate Student.**”
- o Follow instructions. Add Mayville State University for “**Add School to Notify.**”
- o Follow the prompts to complete the online counseling session.

Congratulations! You have now completed your Master Promissory Note and Loan Entrance Counseling for your Federal Direct Student Loan(s)! As long as you remain enrolled, these documents are good for ten years, meaning you do not have to complete them each year to receive federal loans. However, you still must **complete the FAFSA each year** to receive federal aid!

If you have any questions regarding this process, please contact the Financial Aid Office by phone at 701.788.4893, or email Financial.aid@mayvillestate.edu.