Instructions to Complete Master Promissory Note

**Step 1:** Go to [www.studentloans.gov](http://www.studentloans.gov)

**Step 2:** Click on the Blue Log-In Button.

If you are unable to see the blue button or the page does not load properly it may be the internet browser you’re using. Try using Internet 7 or Mozilla (Fire Fox). Unfortunately, the Federal Direct Loan website is not compatible with several internet browsers.

**Step 3:** Sign in with your FSAID and password.

- If you are a parent signing in to complete the MPN for the Parent Plus Loan, you need to log-in with your own FSAID. As a parent, this is the same username and password you used to sign your student’s FAFSA. Be sure not to log-in with your student’s FSAID in place of your own.
- If you do not remember your log-in, click “Forgot Username or Password?” to retrieve your FSAID username and/or password.
Step 4: Verify your personal information for accuracy.

Step 5: Select “Complete Loan Agreement” (Master Promissory Note)
Step 6: Select the correct type of MPN.

- Undergraduate students select “MPN for Subsidized/Unsubsidized Loans”
- Graduate student with a Direct PLUS Loan select “PLUS MPN for Graduate/Professional Students”
- Parents with a Direct PLUS Loan select “PLUS MPN for Parents”
Step 7: Complete the MPN by filling out the requested information.

Information saved under your FSAID will pre-load into the form. You should verify the information is correct and make any necessary changes.