

# Instructions to Electronically Sign your Federal Direct Loan Master Promissory Note and to Complete Entrance Counseling

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



**Step 2:** Click on the Green Log in Button.



**Step 3:** Sign in.

Information needed:

- FSA ID username
- FSA ID password

If you do not have an FSA ID username and password you can create one at [www.fsaid.ed.gov](http://www.fsaid.ed.gov)

**Step 4:** Verify your personal information for accuracy and confirm your account settings if needed.

**Step 5:** To complete Entrance Counseling select “**Complete Counseling**” from the main page. Once you have selected entrance counseling, follow the online instructions.

### Choose Loan Counseling Type

A counseling session will take at least 30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.

**Entrance Counseling**  
Required

Start Entrance Counseling

**Entrance Counseling is required** before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.

[Useful Information to Have](#)

**Step 6:** Choose the Counseling Type

**\*\*Please Note** - This will take approximately 30 minutes and must be completed in a single session, be sure you allow enough time to complete.

## Useful Information to Have:

- Copy of your financial aid awards
- Personal information
  - Address /Phone#/Email
- Employer Information (if applicable)
  - Name/Address
- School name
- **Two** References
  - Reference Names/ Addresses/phone #'s
  - Reference Relationship to Student

(The first should be a parent or legal guardian. The second should be someone you have known for more than 3 years and that lives at a separate address from the first reference that you list.)

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**My Loan Documents**

- Disclosure Statements
- Completed MPNs
- Completed PLUS Requests
- PLUS Correspondence
- Completed Endorser Addenda
- Income-Driven Repayment Plan Requests
- Consolidation Loan Applications

**PLUS Loan Process**

- Apply for a PLUS Loan
- Document Extenuating Circumstances
- Endorse PLUS Loan
- Print Endorser Addendum
- Complete PLUS Counseling

**Master Promissory Note**

- Complete MPN
- Print MPN

**Counseling**

- Complete Counseling
- View Completed Counseling

**Welcome to StudentLoans.gov**

**Option(s) Updated Successfully**

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**
- Apply for a PLUS Loan
- Endorse a PLUS Loan
- Complete Consolidation Loan Application and Promissory Note
- Complete Income-Driven Repayment Plan Request
- Co-sign Spouse's Income-Driven Repayment Plan Request

**Alerts**

Your disclosure statements are now available. Click here to view.

**Personal Information**

Borrower:  
Social Security Number:  
Date of Birth:  
E-mail:  
Update E-mail and/or Account Settings

**Tools and Calculators**

**Repayment Estimator**

This tool uses your loan information from National Student Loan Data System (NSLDS®) to estimate:

- initial monthly payments
- repayment plan eligibility
- repayment plan cost comparison

**Step 7: Select "Complete a Master Promissory Note"**

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**Completed Counseling**

Borrower: Social Security Number:

If you want to notify an additional school of a completed Entrance Counseling or Financial Awareness Counseling session, use the Select School button in the Notify Additional School column.

Completed Counseling				
Counseling Type	Completion Date	School(s) Notified - Notification Request Date	View Counseling Confirmation	Notify Additional School
Sub/Unsub Entrance	July 06, 2015, 08:50:03 PM	SUNY COLLEGE AT CORTLAND - July 06, 2015, 08:50:04 PM	<a href="#">View HTML</a>	<input type="button" value="Select School"/>

**Step 8: Receive confirmation of completion. Electronic notification of completed requirements will be sent to the school.**