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.

**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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**Step 7:** Select “Complete a Master Promissory Note”

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