Requesting a Federal Direct Loan

1. Online Loan Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov)
2. Online Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov)
3. Accept desired loan amount on student eServices
   (value accepted will always be split between fall and spring semesters)

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1. To complete the Loan Entrance Counseling and MPN, navigate to [www.studentloans.gov](http://www.studentloans.gov) and login using your FSA ID (this is the username and password that you used to sign your FAFSA application).

   ![Login Screen](image1.png)

2. After logging in, select “Complete Loan Counseling” from the center menu, then “Entrance Counseling” when choosing the counseling type. From there, complete counseling. This generally takes approximately 20 minutes.

   ![Counseling Screen](image2.png)

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**Complete Counseling**

Choose Loan Counseling Type

A counseling session will take 20-30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.

Counseling Type

- Entrance Counseling (Required)
- Financial Awareness Counseling

![Counseling Options](image3.png)
6. Login to your eServices, select Financial Aid > Loans, and either accept full loan eligibility or reduce to desired amount.

**Any amount entered will be split evenly between fall and spring semesters**

3. From the main menu, select “Complete Loan Agreement MPN”

4. Select “MPN for Subsidized / Unsubsidized Loans”

5. Follow through to the end of MPN. Be sure to update any pre-populated information.

Be sure to follow through to the end of each process until you receive a confirmation stating that you have been successful.