



# HOW TO?

## Complete Direct Loan Entrance Counseling and Master Promissory Note (MPN)

1



Go to <https://studentaid.gov>.

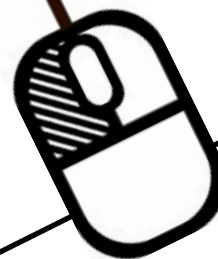
2

Loans and Grants ▾



Hover over **Loans and Grants** at the top of the page.

3



Click **Loan Entrance Counseling** from the dropdown menu.

4

Complete Entrance Counseling

LOG IN TO START



Click the **Login to Start** button and log in with your (the student's) FSA ID username and password.

5

On the left-hand side, select **University of Colorado at Colorado** to notify UCCS of your counseling. Once selected, "University of Colorado Colorado Springs," the school's address, and school code will be shown on the top right-hand side of the screen.



6

On the right, select the option that represents **your student status** (undergraduate or graduate/professional).

Click the **Login to Start** button.

7

Exit

Submit Counseling



It is important to **fully read all the information and answer the questions** in order to complete the counseling. Click the **Submit Counseling** button on the final page when finished.

Turn the page for information on how to complete the **Master Promissory Note (MPN)**.



# Completing the Master Promissory Note (MPN)

1



Ensure you are on the [studentaid.gov](https://studentaid.gov) website.

2

Loans and Grants ▾



Hover over the **Loans and Grants** option at the top of the screen and select **Master Promissory Note (MPN)** from the dropdown menu.

3



Select the **START** (or **LOG IN TO START**) button next to **MPN for Subsidized/Unsubsidized Loans**.

4

Complete all the required fields. Be sure to select **University of Colorado at Colorado** in the School Information section.

Sign and submit the MPN when you have finished completing all the steps.



Once completed, your Entrance Counseling and MPN will be viewable in the **My Documents** section of the website. This section can be found hovering the mouse over your name in the top right corner (if you have logged in) and clicking the **Documents** link.



## TIPS AND CLARIFICATIONS

Entrance Counseling and Master Promissory Notes are required for **all** first-time loan borrowers. Federal Direct Loans are unable to be received if these items are not completed.

It is the student who completes the Entrance Counseling and MPN for Direct Subsidized and Unsubsidized loans.

Additional counseling and promissory notes may be necessary for students receiving Federal PLUS loans.



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