

HOW TO?

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

1



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

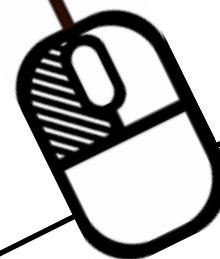
2

COMPLETE AID PROCESS ▾



Hover over **Complete Aid Process** at the top of the page.

3



Click **Complete 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

Select Student Type

- I am completing entrance counseling to receive Direct Loans as an undergraduate student.
- I am completing entrance counseling to receive Direct Loans as a graduate or professional student.

Continue

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

Click the **Continue** 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 website.

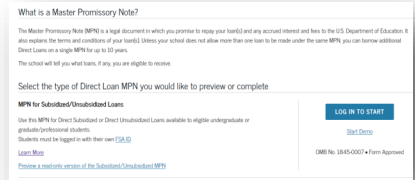
2

COMPLETE AID PROCESS ▾



Hover over the **Complete Aid Process** option at the top of the screen and select **Complete Master Promissory Note** 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.



Office of Financial Aid, Student Employment, and Scholarships

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