Go to [https://studentaid.gov](https://studentaid.gov).

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

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

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

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.

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

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. 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.