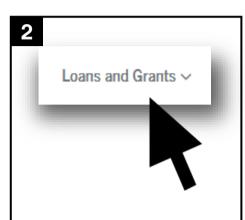
Go to https://studentaid.gov.

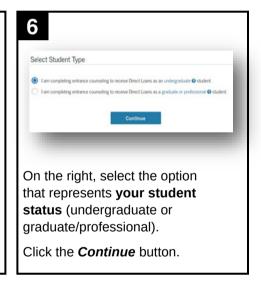


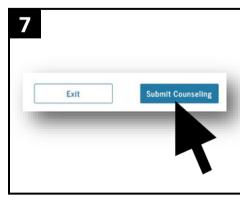
Hover over *Loans and Grants* at the top of the page.





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.



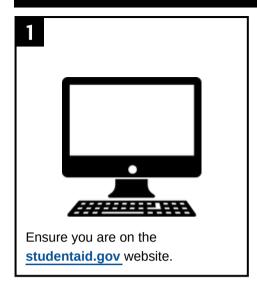


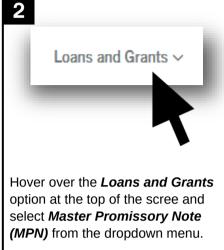
It is important to fully read all the information and answer the questions in order to complete the counseling. Click the *Submit Counseling* button on the final page when finished.

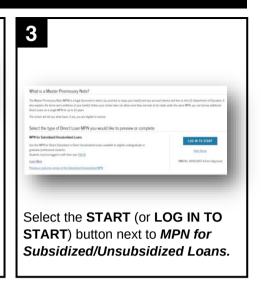
Turn the page for information on how to complete the Master Promissory Note (MPN).



## Completing the Master Promissory Note (MPN)







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** fir<u>st</u>-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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