

## How to complete Entrance Counseling:

### ON A COMPUTER:

- Got to this website: [studentaid.gov](http://studentaid.gov)
- At the top you will see 4 different drop-down menus. Scroll over “Complete Aid Process”
- Click “Complete Entrance Counseling”
- Follow the prompts to log in to your account and complete the required steps

### ON A MOBILE DEVICE:

- Go to this website: [studentaid.gov](http://studentaid.gov)
- At the top right, click on “Menu”
- Click “Complete Aid Process”
- Click “Complete Entrance Counseling”
- Follow the prompts to log in to your account and complete the required steps

*You can explore the studentaid.gov website to learn more about federal aid*

## How to complete a Master Promissory Note (MPN):

### ON A COMPUTER:

- Go to this website: [studentaid.gov](http://studentaid.gov)
- At the top you will see 4 different drop-down menus. Scroll over “Complete Aid Process”
- Click “Complete a Master Promissory Note”
- Choose which type of MPN you need to fill out. There are different MPNs for Undergrad and Graduate students. Read through the descriptions and make sure you are filling out the appropriate form based on which loans you are taking out. \*Please note that if you are taking out Sub/Unsub loans and a Direct PLUS loan you must fill out **both** MPNs.
- Click on the blue box to the right of your MPN selection to login and complete the appropriate requirements.

### ON A MOBILE DEVICE:

- Go to this website: [studentaid.gov](http://studentaid.gov)
- At the top right click on “Menu”
- Click “Complete Aid Process”
- Click “Complete a Master Promissory Note”
- Choose which type of MPN you need to fill out. There are different MPNs for Undergrad and Graduate students. Read through the descriptions and make sure you are filling out the appropriate form based on which loans you are taking out. \*Please note that if you are taking out Sub/Unsub loans and a Direct PLUS loan you must fill out **both** MPNs.
- Click on the blue box below your MPN selection to log in and complete the appropriate requirements

*You can explore the studentaid.gov website to learn more about federal aid*