



## Steps for the Entrance Loan Counseling & Master Promissory Note

**\*\*\*THIS IS A VERY IMPORTANT PROCESS IN ORDER FOR YOUR STUDENT LOAN(S) TO BE APPLIED TO YOUR STUDENT ACCOUNT\*\*\***

### ENTRANCE LOAN COUNSELING

**STEP 1:** Log onto [www.studentaid.gov](http://www.studentaid.gov)

**Step 2:** Log-in with your FSA ID Username and FSA password

**Step 3:** Select the “Complete Aid Process” tab and then Select “Complete Entrance Counseling

**Step 4:** Select START for “Entrance Counseling”

**Complete** “School to Notify” (on left-hand side)

**Select:** “I am completing Entrance Counseling to receive Direct Loans as an Undergraduate” (or graduate if it applies)

**Proceed to complete the Entrance Loan Counseling session (*Carefully read your information as you will be quizzed.*)**

### MASTER PROMISSORY NOTE (MPN) INSTRUCTIONS

**\*\*If you are already logged in for Entrance Counseling from above, follow remaining steps\*\***

**Step 5:** Return to MY HOME PAGE

**Step 6:** Select “Complete Aid Process” tab and then select “Complete Master Promissory Note (MPN)”

**Step 7:** Select MPN for Subsidized/Unsubsidized Loans then START

**Proceed to complete the Master Promissory Note (MPN)**

**(Carefully read and fill out the information.)**

***VSU will receive the information electronically and should have the student’s account updated in 3-5 business days excluding peak periods (August 2021 and January 2022).***