

## DIRECT LOAN ENTRANCE COUNSELING AND MPN INSTRUCTIONS

Federal Regulations require that certain requirements must be met before your Direct Loans can be disbursed and credited to your account.

### First time Direct Loan Borrowers:

- A. The Direct Loan Entrance Counseling (valid for ten years)
- B. The Direct Loan MPN (master promissory note, valid for ten years)

All requirements will be completed online at [www.studentaid.gov](http://www.studentaid.gov). The Department of Education will notify Slippery Rock University within 24 to 48 hours after the requirement has been completed. At that time we will satisfy those requirements in your student portal. **Please note: Incoming freshman who complete the MPN will not have that requirement satisfied in their student portal until JUNE when we begin sending loan files to the Department of Education.**

### How to Complete the Entrance Counseling

#### Step 1: Go to [www.studentaid.gov](http://www.studentaid.gov)

- Log in using your (students) FSA user ID and password
- Under the Loans and Grants tab in the top, select Loan Entrance Counseling
- Select the type of counseling specific to you the student.

#### Step 2: Add Slippery Rock University as the school to receive the Entrance Counseling

- Review and select start to complete each module (there are 6 modules in total)
- Once you complete all of the modules, you will be taken to a page that provides a summary of Entrance Counseling
- Upon completion, you will receive an email confirmation on successful completion of Entrance Counseling and your selected schools will also be notified.

**After completing the Entrance Counseling, you will have the option to complete the MPN.** To do this you will follow the instructions below beginning with step 2 after collecting the necessary information.

### How to Complete the Direct Loan Master Promissory Note (MPN)

#### Step 1: Collect the information you need to e-sign your MPN:

- Your driver's license number and SSN
- The name, address, telephone number and e-mail address (if available) of **two** adults with different U.S. addresses, the first of which should be a parent or legal guardian. These are adults who have known you for at least 3 years.

#### Step 2: If not already logged into [www.studentaid.gov](http://www.studentaid.gov) log in with your FSA user ID and password

- Under the Loans and Grants tab (located at the top of the page), select Master Promissory Note (MPN)
- Select the type of MPN specific to you the student
- Make sure to add Slippery Rock University
- Follow the steps to complete your MPN.

**Step 3: SUBMIT** your MPN. Once submitted you will receive immediate notification as well as an email confirmation that you have successfully completed your MPN. You have the option to save and/or print a copy of your completed MPN for your records