**Loan Entrance Counseling and Master Promissory Note (MPN) Instructions**

1) Go to [www.studentloans.gov](http://www.studentloans.gov)
2) Select sign in
3) Enter your FAFSA pin
4) Select subsidized/unsubsidized tab
5) Select **complete MPN** (once complete you will receive a confirmation)
6) Select **complete Entrance Loan Counseling** (once complete you will receive a 2\textsuperscript{nd} confirmation)
7) *there is a 48-72 hour turnaround time
8) After 72 hours send an email with your student ID in the subject line explaining you have completed your counseling and MPN and would like your financial aid to be authorized

**Parent Plus Loans**

1) Select sign in
2) Enter Parent FAFSA pin
3) Step 2 will prompt student information
4) Select **complete MPN** (once complete you will receive a confirmation)