



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

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 2020 and January 2021).