



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.)

Please note: VSU will receive the information electronically and update the financial aid offer in 3-5 business days. However, during our peak periods (August 2022 and January 2023), it may take up to 10 business days.