

FEDERAL DIRECT LOAN ENTRANCE COUNSELING AND MASTER PROMISSORY NOTE INSTRUCTIONS

If you are a first-time borrower you must complete Entrance Counseling and a Master Promissory Note for your Federal Direct Loan(s). Please follow the instructions below to complete these requirements.

1. Go to www.studentaid.gov.
2. Click on the button that says **Log In**.
3. You will need the FSA ID** you used to complete your FAFSA. Enter your FSA ID along with your password to login.
4. Click on **Complete Counseling** from the menu in the center of the page. Select Entrance Counseling from the next screen, then follow the instructions. You must review all the information carefully and answer the questions at the end of each section. When you arrive at the screens that ask you to create a budget with corresponding pie charts, all the figures you provide are estimated/imaginary, and will not affect your actual award package.
5. Once completed, the Federal Department of Education will electronically send Catawba College notification that you have successfully completed the Entrance Counseling. This typically takes 2-3 business days.
6. Now you will need to complete your Master Promissory Note. Return to the main page at www.studentaid.gov and click on **Complete Master Promissory Note**.
7. Then click on **Subsidized/Unsubsidized MPN** and follow the instructions.
8. As you are completing the Master Promissory Note (MPN), you will need to click on each “+” to expand the information underneath and review the detailed information for the loan. As you click on each “+” sign and move to the next section, a green check mark will appear showing that you completed each section. All sections must have a green check mark for the MPN to be considered complete.
9. Once you have reviewed all the information included with the MPN, you will be asked to type your name in the boxes provided exactly as they were entered when you applied for your FSA ID.
10. A text box should then appear, and you will be asked to review the MPN document for any errors. You must scroll through the document before you will be allowed to finalize your MPN.
11. When you have finished reviewing, click **Submit**.
12. If your submission went through, you will see a message congratulating you on successfully submitting your Master Promissory Note.
13. You will now have the option to print or save a copy of your Master Promissory Note for your records.
14. The Federal Department of Education will electronically send Catawba College notification that you have successfully completed the Master Promissory Note. This typically takes 2-3 business days.

**If you have forgotten your FSA ID or password, you may retrieve it at www.fsaaid.ed.gov. If you have any other website issues while completing this process, you may contact the US Department of Education at 1-800-848-0979 or online by clicking the “Contact Us” tab at the top of the webpage.