

Entrance Counseling and Master Promissory Note for Federal Direct loans

Go to Federal Student Aid website, studentaid.gov

- Sign in by clicking the "LOG IN" button
- Enter the FSA ID username/email and FSA Password. *If you need to create your FSA ID and password* - <u>https://studentaid.gov/help/create-fsa-id</u> *If you have forgotten your FSA ID and/or password* - <u>https://studentaid.gov/help/forgot-fsa-id</u>

Log In
Create Account

Complete a Master Promissory Note (MPN)

- Select "COMPLETE AID PROCESS" at the top of the page
- Select "Complete a Master Promissory Note (MPN)" (Number 4 in the "Next Steps Section")
- Then select the blue "START" button under the MPN for Subsidized/Unsubsidized Loans



- Complete <u>ALL</u> questions on the first and second screens. Select "Continue" at the bottom of each screen once completed.
 - Notify School: Use <u>UNIVERSITY OF PITTSBURGH</u>, there will be no Bradford in the name or address.
- Review the information you entered on the previous screens to verify accuracy. You must read ALL the terms and conditions, before you can accept the terms. You will then need to "sign" the MPN which is done by typing your name and clicking "SIGN & SUBMIT."



• You will receive a confirmation once your MPN has been submitted and have the option to save and/or print a copy of the completed MPN

Complete Entrance Counseling

- Select "COMPLETE AID PROCESS" at the top of the page
- Select "first loan" in the 5th step under "Next Steps" (you can also get here by hovering your mouse over the "Complete Aid Process" heading and choosing "Complete Entrance Counseling")
- Then select the blue "START" button under the Complete Entrance Counseling



• Select your School to notify, use UNIVERSITY OF PITTSBURGH, there is no Bradford in the name

Search Criteria: Pennsylvania University of Pittsburgh	Add School to Notify Select up to 3 schools you wish to notify of your counseling completion. Choose from Associated Schools Select - OR Select School to Notify U.S. Schools/U.S. Territory Schools Non U.S. Schools Choose a state: - Select - ✓ Search school by name: Select or type ✓	Notify These Schools Insee schools will only receive a notification indicating that you successfully completed Entrance Counseling, and to date it was completed. INVERSITY OF PITTSBURGH - Integration Indicating that you successfully completed Entrance Counseling, and to date it was completing. Integrating Integratin

- Read and complete <u>ALL</u> questions as you proceed through the counseling.
- Once you have submitted your counseling you will get a confirmation that it has been successfully submitted.

Name, , you have successfully completed Entrance Counseling!

The following is a summary of the information you entered during this session and future actions you can take.