Direct Loan MPN Instructions
(Subsidized/Unsubsidized Loans)

You, the student, will need the following:

- Your FSA-ID
- Social security number and date of birth
- Permanent Address and Mailing Address
- Telephone number
- E-mail Address
- Alien Registration Number (if elig. non-citizen)
- Contact information for Two (2) references
  - 1 can be a parent, 1 should live at a US address different than yours (aunt, grandparent, friend, etc.)
  - Address, phone, e-mail, relationship to borrower

Step 1- Go to the Direct Loan website, which is [https://studentaid.gov](https://studentaid.gov)

Step 2- Sign in using your FSA-ID, which is also used to sign the FAFSA. *If you are unsure what your FSA-ID is, click on” Forgot Username or Password” (after login is selected). If you don’t have one, click on “Create an Account” and follow instructions.*

- Sign in by clicking the “Log in” button either in top right corner, or middle of the page.

Step 3- After signing in, click on or hover over “Complete Aid Process” tab in the upper right-hand corner.

*If hovering, you can select from the drop down, “Subsidized/Unsubsidized Loan MPN” located below “Complete Master Promissory Note”*
Once you click on “Subsidized/Unsubsidized Loan MPN”, you will next click on “Start” to begin completing the MPN.

If you click “Complete Aid Process”, you will then need to select “Complete a Master Promissory Note (MPN)” - below “Step 04-Sign Loan Agreement”. Once on the next screen, you will select “Start” on the right-hand side for “MPN for Subsidized/Unsubsidized Loans” (1st option)

Step 4- Be sure to complete ALL the questions. You will need to read the terms and conditions, by scrolling down, in order to accept the terms. You will then need #1 “Check” the box to the left, #2 “Sign” the MPN (which is done by typing in your name), and then #3 Click “Sign & Submit” to complete your MPN.

Sign & Submit

#1 # have reviewed the information about me on the Master Promissory Note and acknowledge that it is true and correct. I have read, understand, and agree to the terms and conditions of the MPN, including the Borrower Request, Certifications, Authorizations, and Understandings and the accompanying Borrower’s Rights and Responsibilities Statement. I agree to repay in full all loans made under this MPN according to the terms and conditions of the MPN.

(Your response will be recorded and made part of your completed MPN)

#2 First Name: ___________________________  Middle Initial: ___________________________  Last Name: ___________________________

The time and date of your signature will be recorded and be made part of your completed MPN.

#3  EXIT  SIGN & SUBMIT

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