

## FEDERAL DIRECT LOAN ENTRANCE COUNSELING AND MASTER PROMISSORY NOTE INSTRUCTIONS

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

1. Go to [www.studentloans.gov](http://www.studentloans.gov).
2. Click on the green button that says "**Sign In**".
3. Enter your personal information along with the PIN you used to complete your FAFSA.
4. Click on "**Complete Entrance Counseling**" and follow the instructions. You must review all the information and answer the questions at the end of each section.
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. Click on "**Complete Master Promissory Note**".
7. Then Click on Subsidized/Unsubsidized 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 FAFSA PIN.
10. A blue hyperlink should then appear and you will be asked to click on the link to review the MPN for any errors. When you have finished reviewing, close the link and you will be directed back to the original site.
11. Click "**Submit**".
12. If your submission was successful, you will see a message congratulating you on completing your Master Promissory Note.
13. You will now have the option to print a copy of your Master Promissory Note for you 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 misplaced or forgotten your FAFSA PIN, you may retrieve it at [www.pin.ed.gov](http://www.pin.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.