

Direct Loan Entrance Loan Counseling/MPN Signing Instructions

Direct Entrance Counseling

1. Log on to www.studentloans.gov
2. Click on complete **Entrance Counseling**
3. Click on complete Entrance Counseling in the center of page
4. Click on I am an undergraduate student (undergraduate student) or click on I am a graduate/professional student (graduate students)
5. Click continue
6. Read each page and click to continue
7. On school and loan information page; select school state →North Carolina; then choose Shaw University
8. Click continue to begin your quiz
9. Take quiz
10. Once you complete the quiz
 - a. Click View Entrance Loan Counseling highlighted in blue
 - b. Print a copy of the Entrance Counseling for your records

Signing Your MPN

In order to complete your Master Promissory Note, you will need to provide complete reference information for 2 individuals. References must reside at different addresses.

1. Go directly to www.studentloans.gov
2. Select **Sign In**- you will need to enter your FAFSA PIN number (**Students who have forgotten their PIN number can request a duplicate PIN and receive it immediately**)
3. Select **Complete MPN**
4. Click on Subsidized/Unsubsidized
5. Complete section **C-G**. You must check the box at the end of each section to indicate that you understand your **Rights and Responsibilities**.
6. Review the HTML version of your MPN to verify accuracy. Closeout this page and check **CONTINUE** which will prompt you back to previous screen.
7. Print the PDF version of the MPN.
8. **SUBMIT MASTER PROMISSORY NOTE** (Last and final step)