### STEPS TO COMPLETE THE STAFFORD LOAN ENTRANCE COUNSELING SESSION & MASTER PROMISSORY NOTE (MPN)

<table>
<thead>
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<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Log on to <a href="http://www.studentloans.gov">www.studentloans.gov</a>.</td>
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<td><strong>Step 2</strong></td>
<td>On the right hand side of the screen, click on the green “Log In” button.</td>
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| **Step 3** | If you have already established an FSA ID, in the next window click on “Continue to Log In” and enter your FSA ID and password then click the “Log In” button. *These fields are case sensitive.*  
If you have NOT established an FSA ID, click on “Create an FSA ID” and follow the prompts to create a log in ID and password. *It can take up to 3 business days for a new FSA ID to be verified and available to complete the Entrance Counseling and MPN.* |
| **Step 4** | In the center of your screen, click on “Complete Counseling”. |
| **Step 5** | In the center of your screen under “Choose Counseling Type”, click on “Entrance Counseling”. |
| **Step 6** | Select up to three schools you wish to notify of your counseling completion. Under “Select Schools to Notify”, enter the schools State and Name from the drop down box.  
Click on “Add School” button. Continue this process until all schools have been added.  
Under “Select Student Type”, click on “I am completing entrance counseling in order to receive direct loans as an undergraduate student”, then click the “Continue” button. You should see that the Section 1 tab color has changed from blue to green. |
| **Step 7** | You should now be at the actual quiz page. Read the information provided, answer the questions, and click on the “Continue” button at the bottom of the page.  
- Watch for the purple “Check Your Knowledge” sections for questions you must answer. Click the “Check Answer” button after answering each one.  
- Some sections are generalized and have non-variable answers. Other segments are customized and interactive as is the case with “Managing Your Spending” and “Plan to Repay”.  
- As you complete each portion of the quiz, the tab will change color from blue to green. |
| **Step 8** | The “Managing Your Spending” section consists of two tabs 1) *Estimate Your Expenses* this year and 2) *Your Funds This Year*.  
- On the *Expenses* tab, you may opt to: a) select your housing status (on/off campus) and click on “Apply Expenses”. *(The defaulted expenses are that of 2012-2013 academic year) ~ or ~ b) manually enter the cost of attendance figures based on that of a school you plan to attend.  
- On the *Funds* tab, enter the financial aid (scholarships, grants and loans) based on that of the school you plan to attend.  
- Answer the questions in this section based on the calculations provided.  
The “Plan to Repay” section also consists of two tabs 1) *Your Monthly Loan Payment* and 2) *Your Monthly Income*.  
- On the *Payment* tab, enter the amount you think you will owe when repayment begins.  
- On the *Income* tab, enter your projected annual salary.  
- The calculations estimate your monthly payments and net income. |
| **Step 9** | Click on “Submit Counseling.” An “Entrance Counseling Summary” screen should appear.  
Click on the sentence “You can submit a Master Promissory Note.” |
| **Step 10** | On the left side of your screen, under “Master Promissory Note” (MPN), click on “Complete MPN”. You may have to scroll down the page to see this option. |
| **Step 11** | In the middle of the screen, under “Master Promissory Note” (MPN), click on “Subsidized/Unsubsidized”. You may have to scroll down the page to see this option. |
| **Step 12** | The Stafford Loan Master Promissory Note will appear. |
| **Step 13** | Complete the Borrower (Student) Information section. When finished, click on the “Continue” button. If there are any errors, you will not be able to proceed to the next screen. A red circle with a white “x” in the center of the circle will appear next to the data element that requires attention. Keep in mind that you CANNOT use any non-numerical or alphabetical character like a comma, period, slash, dash, etc. |
**STEP 14** Complete the Personal Reference section. Keep in mind that one reference must have a different address than your home address. When finished, click on the “Continue” button.

**STEP 15** Read the Terms & Conditions section. After reading Section C, click on the “+” sign in front of Section D: Promise to Pay. Continue reading and opening each section until all sections have been opened and read. In Section F, be sure to click on the box verifying that you have read and understand the information provided, and then click on the “Continue” button.

**STEP 16** A Review and Sign page will appear. Take this time to review the data you provided.
- If you find an error, click on the “Edit” button and make the appropriate correction(s). Once finished, click on the “Continue” button. Note: You will have to click on the “Continue” button at the bottom of each screen until you get back to the “Review and Sign” screen.
- If no errors are detected or you have finished editing your data, enter your (student’s) last name, middle initial, and first name, and then click on the “Sign” button.

**STEP 17** A blue “Review Your Master Promissory Note” page will appear. Once you have reviewed your MPN, click on the “Submit” button. A screen will appear thanking you for completing your MPN.

**STEP 18** To print a copy of your MPN to keep for your records, click on the blue “Here” in the last sentence on the page. After printing your borrower copy, you may close the screen and exit the website.

**STEP 19** Wilmington College will receive a file from the U.S. Department of Education within 24 hours verifying your successful completion of your Federal Direct Stafford Loan Master Promissory Note (MPN).