



UT PERMIAN BASIN

OFFICE OF FINANCIAL AID
& SCHOLARSHIPS

Entrance Counseling & Master Promissory Note (MPN) Instructions

Steps to Complete Loan Entrance Counseling for ALL Loans

1. Go to www.studentaid.gov
2. Click on Sign In (must have FSA ID)
3. Verify Personal Information
4. On the left hand side of the page, Under Counseling select Complete Entrance Counseling
5. Select Complete Entrance Counseling (**red asterick**)
6. Select Counseling Type
7. Read Guidelines and cont.
8. Select School State from drop down menu
9. Select School Name from drop down menu
10. Complete Counseling Session/Quiz.

For Direct Subsidized/Unsubsidized Loans -Master Promissory Note (STUDENT LOAN)

1. Go to www.studentaid.gov
2. Click on Sign In (must have FSA ID)
3. Verify Personal Information
4. On the left hand side Under Master Promissory Note, select Complete MPN
5. Select Which Type of MPN to complete (Subsidized/Unsubsidized)
6. Enter Personal Information
7. Enter Personal References
8. Review Terms and Conditions
9. Review and Sign

For Approved Federal Direct PLUS Loan-Master Promissory Note - (PARENT LOAN)

1. Go to www.studentaid.gov
2. Click on Parent Sign In (must have parent FSA ID)
3. On left hand, Under Master Promissory Note, select Complete MPN
4. Select Which Type of MPN to complete (Federal Plus)
5. Enter Personal Information
6. Enter Personal References
7. Review Terms and Conditions
8. Review and Sign

How to Endorse a Direct Plus Loan*

1. Go to www.studentaid.gov
2. The person that will be endorsing the PLUS Loan must Sign In
3. They must have a FSA ID You may apply at www.studentloans.gov.
4. Click on the blue link that states "Endorse a Direct Plus Loan"
5. The Loan Reference ID Number. It is the student's social + P16G02950001 (i.e. 123456789P16G02950001), hit submit and continue until finished.

For more information on how to endorse a PLUS Loan, contact Direct Loan Applicant Services at 1-800-557-7394