

# Steps to complete your Master Promissory Note & Loan Entrance Counseling for Federal Direct Loans

- First go to the [www.studentloans.gov](http://www.studentloans.gov) web site.
- On the home page click on the green sign in button. (Note: this site does not load properly on all servers, for best function use Internet Explorer).
- You will need to use your FAFSA PIN as your password to sign in by clicking the green box.

## STEP ONE:

- Select **“Complete Master Promissory Note”** from the welcome page menu.
- From the next list choose the type of loan(s) you are borrowing. Students will select Subsidized/Unsubsidized.
- Complete the on screen instructions to the end. You will be informed on the screen and via email, that your promissory note has been successfully completed.

## STEP TWO:

- Use the same web site to complete your loan entrance counseling (new borrowers only).
- You will be required to sign in again.
- You will select **“Complete Entrance Counseling”** from the welcome page menu.
- Again select **“Complete Entrance Counseling”** and follow the on screen instructions.

**\*NOTE:** This process takes about **20** minutes to complete so you will want to be sure you have ample time to finish it. You can not save it and go back later to finish.

## Parents that plan on borrowing the Direct PLUS Loan

- First go to the [www.studentloans.gov](http://www.studentloans.gov) web site.
- On the home page click on the green sign in button. (Note: this site does not load properly on all servers, for best function use Internet Explorer)
- Your parent will need to use their FAFSA PIN as the password to sign in.

## STEP ONE:

- Select **“Complete Master Promissory Note”** from the welcome page menu (not “Complete PLUS Request Process”).
- From the next list choose, Parent PLUS.
- Follow the screen instructions to the end. When you are informed that your promissory note was successfully completed, sign off. (Entrance Counseling is not required for parent borrowers).

## STEP TWO:

- Complete the **“2010-2011 PLUS Loan Pre-Application”** provided by our office or print this form at the JSC website on our Forms and Links page:  
<http://www.jsc.edu/AdmissionsAndAid/FinancialAid/FormsAndLinks.aspx>
- Return the form to the JSC Financial Aid Office or the loan will not be processed. This is the only way we know how much you want to borrow!!