Completing Master Promissory Note for Federal Direct Loans

1. Go to: https://studentloans.gov/myDirectLoan/index.action and click on the "Log In" tab.



2. A new screen will load that will ask you if you have already created a FSA ID and password. If you have not already done this the please select "Create an FSA ID". If you already have a new FSA ID then please select "Continue to Log In.



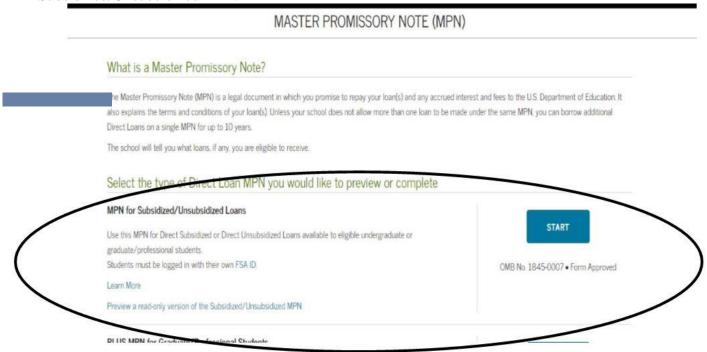
3. After you select "Continue to Log In" you will enter your FSA ID or email address AND your FSA password and finally click on "Log In".



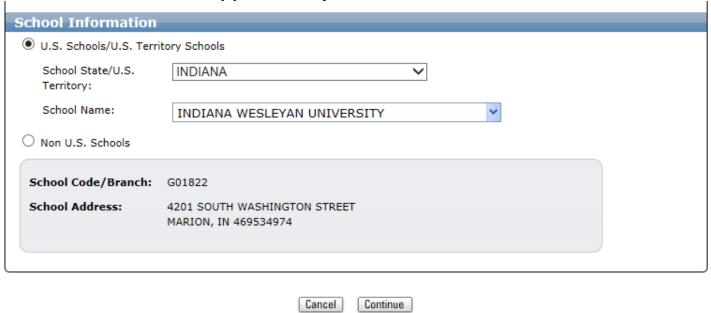
4. After you log in you will be on the welcome page. You will want to start by selecting "Complete a Loan Agreement (Master Promissory Note)"



5. On the next page you will be asked to "Select the type of Direct Loan MPN you would like to preview or complete". For the undergraduate student loans form the FAFSA you will want to select "Complete Subsidized/Unsubsidized MPN



6. On the first page of the MPN you will enter/check your personal information. On this page you will also choose what school to notify you have completed a MPN.

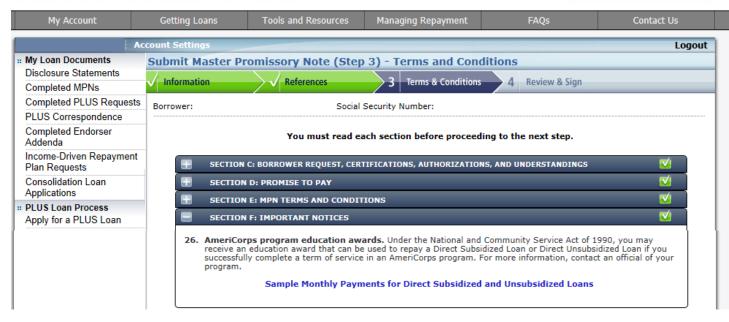


7. Next you need to enter references in case there is ever a need to contact you by the lender. You will need to use 2 separate references. One can be a parent however the either needs to be anyone that lives in/maintains a separate address.

8. After you have entered the references you will be on Step 3, terms and conditions. You will need to read all 4 sections including the blue link at the bottom of the 4th section



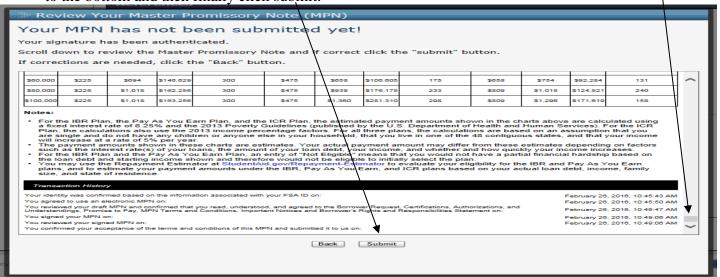
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9. The last page is where you may review all of the information to ensure that it is correct. You will then sign the MPN by typing your name as it is on your FAFSA application and click on submit.

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	First Name: Middle Initial: Last Name: Sign
	The time and date of your signature will be recorded and be made part of your completed MPN.

10. After you click the sign button you will receive see the MPN displayed you must review it by scrolling to the bottom and then finally click submit.



11. Lastly you will see that you have successfully completed and submitted a MPN for your Subsidized and Unsubsidized student loans.