Federal Loan Entrance Counseling and
Master Promissory Note Instructions

You have been awarded a Federal Direct loan. If you have chosen to accept this award, federal regulations require you to complete loan entrance counseling and the Master Promissory Note (MPN). To complete this two-step process, please go to the following website:

www.studentloans.gov

**Step 1: Federal Loan Entrance Counseling**

1. Sign in under “Manage My Direct Loan”. Note: When signing into the website you will be required to have your PIN# that you would use to sign your FAFSA. If you do not know what your PIN is you can request a duplicate PIN by going to the following website: www.pin.ed.gov.

2. On the left hand side of the screen under Counseling click on “Complete Entrance Counseling”

3. In the middle of the page toward the bottom click on

![](Complete%20Entrance%20Counseling)

4. Under Counseling Type choose the option listed below, and then continue and follow the instructions on the screen.

   I am completing entrance counseling in order to receive loans as an undergraduate student. This counseling will fulfill counseling requirements for Direct Subsidized and Direct Unsubsidized Loans.

5. Once you are completed you will get a notification that says you have successfully completed your entrance counseling now you will follow the instructions to complete the MPN.

**Step 2: Complete New MPN for Student Loans**

1. On the left hand side of the screen under Master Promissory Note click

![](Complete%20MPN)

2. Choose Subsidized/Unsubsidized

3. Complete all information requested and review all sections.

4. Enter your name and select Sign. Open the “Review Master Promissory Note”. After reviewing your MPN select Submit. The last page gives you the option to print your completed MPN out. **If you have any questions or problems with this process, please call the MTI Financial Aid Office at 1 (800) 952-0042.**