PLUS Master Promissory Note Instructions

You have been awarded a Federal Direct PLUS loan. If your parent has chosen to accept this award, federal regulations require your parent to complete the PLUS Master Promissory Note (MPN). **To complete process, please go to the following website:**

[www.studentloans.gov](http://www.studentloans.gov)

**Complete PLUS MPN for Parent Loan (Parent is the Borrower)**

1. Parent 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](http://www.pin.ed.gov).

2. On the left hand side of the screen under **PLUS Loan Process** click on “Request Direct PLUS loan”

   ![PLPlus Loan Process](image)

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

   ![Parent PLUS](image)

   *(Direct PLUS loans available to eligible parents of eligible dependent undergraduate students. Parents must be signed in with their own Federal Student Aid PIN.)*

   Complete the application. Once the application has been approved please be sure you complete the MPN by selecting your student’s name located in the middle of the page. **(DO NOT FORGET THIS STEP)**

If you have any questions or problems with this process, please call the MTI Financial Aid Office at 1 (800) 952-0042.