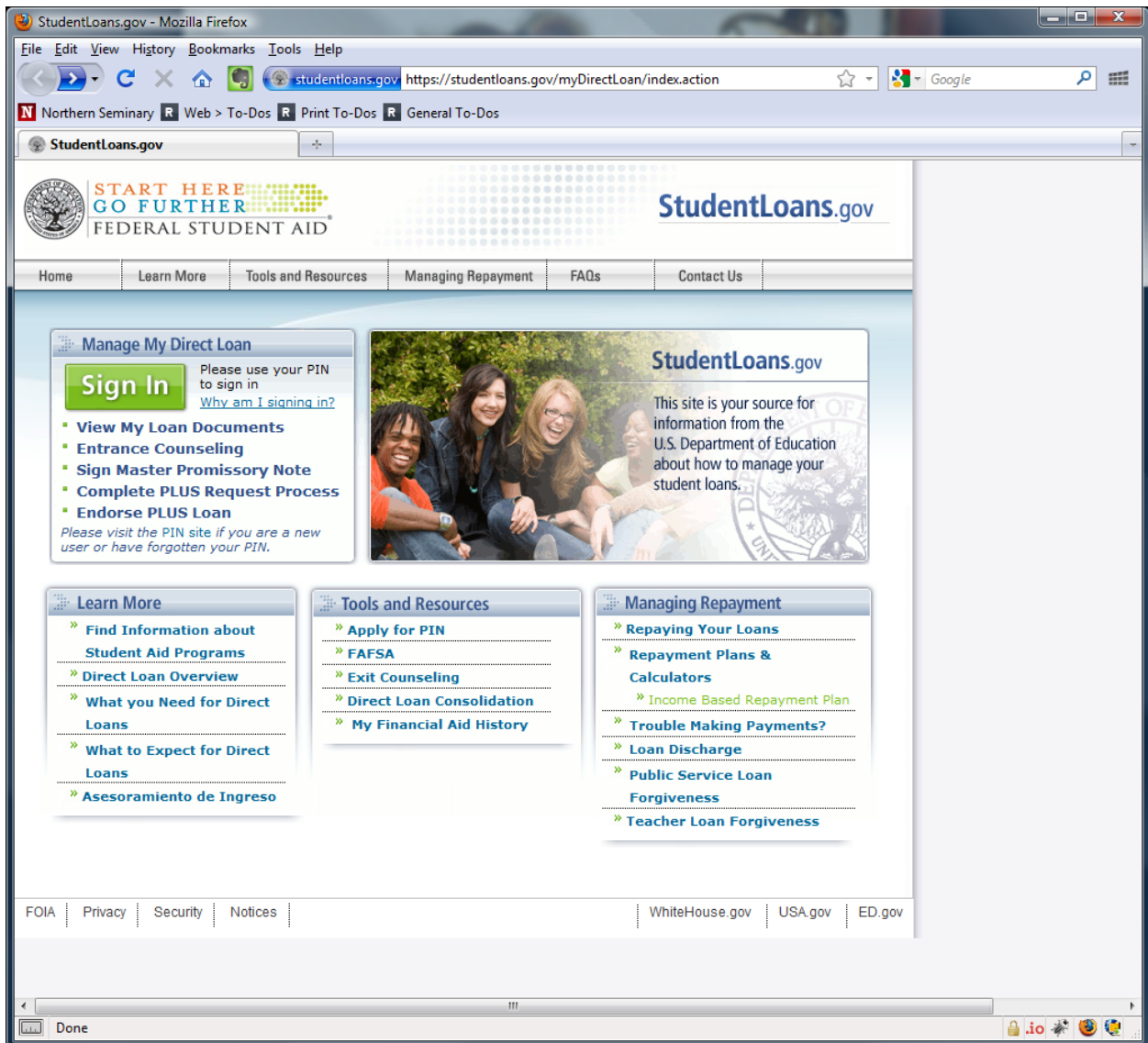


Go to <https://studentloans.gov> in your web browser.

The following screen will appear...from here you will do one of two things.



1) If you already have a PIN then you can click on **Sign In** to begin.



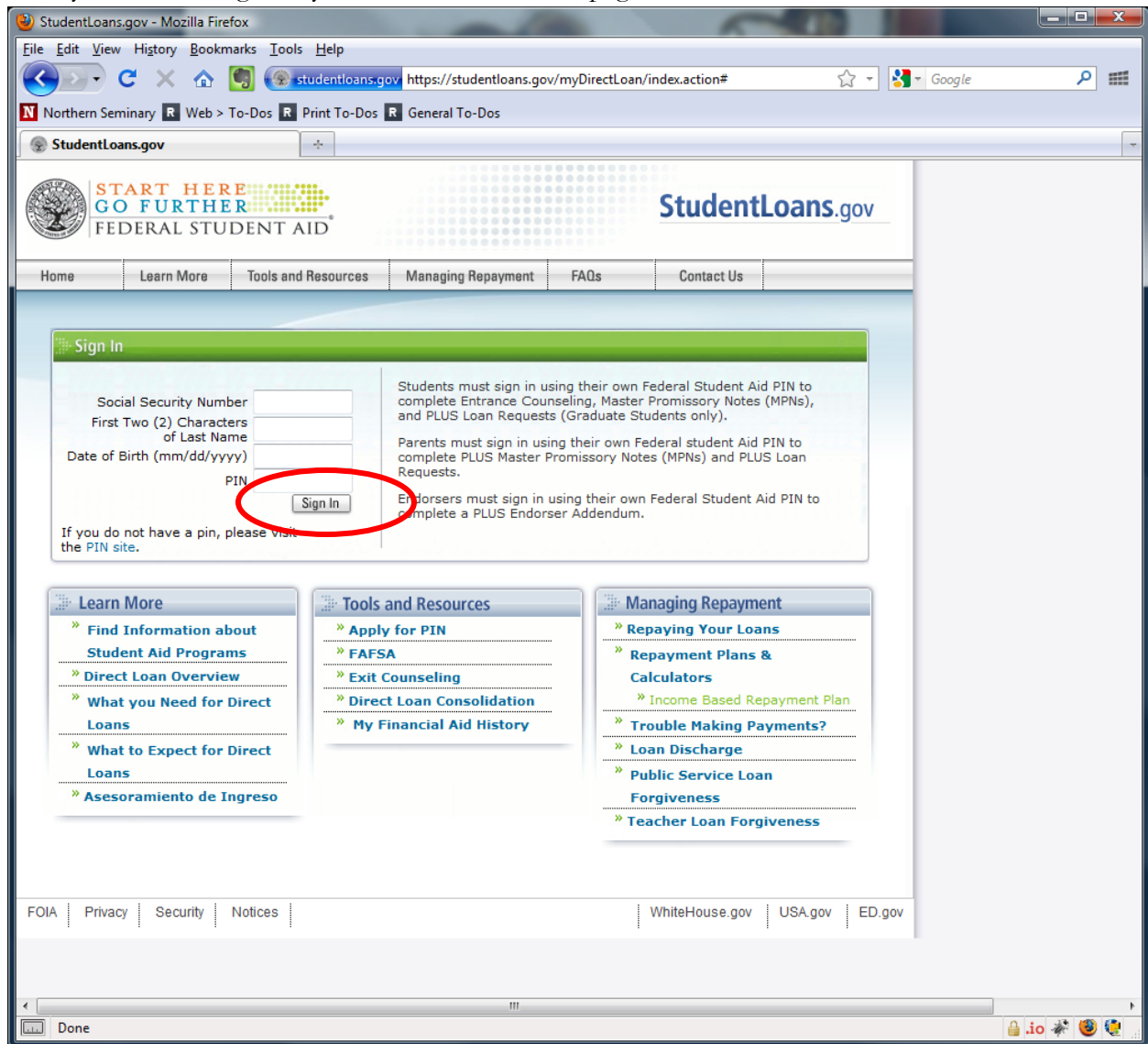
2) If you do not have a PIN, then you must visit the PIN site to get one.



If you must go to the PIN site, see that screenshot document and then come back to studentloans.gov after you have completed that process.

If you already have a PIN and clicked Sign In, please proceed to the next page.

After you click on Sign In, you will be taken to this page.



Enter the required information and click **Sign In**.

Once signed in, you will see the following page.

The screenshot shows the StudentLoans.gov website in a Mozilla Firefox browser. The page is titled "My Profile" and "Welcome to StudentLoans.gov". The left sidebar contains a navigation menu with the following items:

- I want to: --Select--
- My Loan Documents
 - Disclosure Statements
 - Completed MPNs
 - Completed PLUS Loan Requests
 - PLUS Correspondence
 - Completed Endorser Addenda
- PLUS Loan Process
 - Request PLUS Loan
 - Appeal Credit Decision
 - Endorse PLUS Loan
 - Print Endorser Addendum
- Master Promissory Note
 - Complete MPN
 - Print MPN
- Counseling
 - Complete Entrance Counseling
 - View Previously Completed Counseling

The main content area contains the following text:

Before you begin, please verify that your personal information is up to date and select your preference for future correspondence.

The personal information displayed is based on the information returned from the Federal Student Aid PIN Web site. If any of the information is incorrect, you must correct it at the Federal Student Aid PIN Web site.

Once you have confirmed your information, select what you would like to do:

- Complete Entrance Counseling
- Request a PLUS Loan
- Complete Master Promissory Note** (circled in red)
- Endorse a PLUS Loan
- I am not sure (we will ask you a series of questions to direct you)

On the right side, there is an "Alerts" section with a message: "Your disclosure statements are now available. Please click [here](#) to access". Below that is a "Personal Information" section with the following fields:

Borrower:

Social Security Number:

Date of Birth:

E-mail: [text input field]

Confirm E-mail: [text input field]

I would like to receive my correspondence electronically. [Learn more](#)

[Update button]

At the bottom of the page, there are links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

From this page you can do everything from entrance counseling, to exit counseling, to signing your Master Promissory Note.

To sign your Master Promissory Note, click on the link circled above.

After you click on that link, the following screen will appear.

The screenshot shows the StudentLoans.gov website in a Mozilla Firefox browser. The page title is "StudentLoans.gov - Mozilla Firefox". The address bar shows the URL: <https://studentloans.gov/myDirectLoan/createEmpn.action?execution=>. The page header includes the StudentLoans.gov logo and navigation links: Home, Learn More, Tools and Resources, Managing Repayment, FAQs, Contact Us, and Logout. The main content area is titled "Master Promissory Note (MPN)". It contains the following text:

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

Parent borrowers must complete an MPN for each student.

The entire MPN process must be completed in a single session, so be sure you have enough time before you start. Each MPN generally takes approximately 30 minutes to complete.

What You Need

OR

Select the type of loan you would like to receive

- Subsidized/Unsubsidized** (Federal Direct Loans available to undergraduate or graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)
- Graduate PLUS** (Federal Direct Loans available to graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)
- Parent PLUS** (Direct PLUS loans for parents of dependent undergraduate students. Parents must be signed in with their own Federal Student Aid PIN.)

The "Subsidized/Unsubsidized" option is circled in red. The left sidebar contains a navigation menu with sections: "I want to:", "My Loan Documents", "PLUS Loan Process", "Master Promissory Note", and "Counseling".

Clicking the wrong link at this point is a common mistake many students make. You want to click on the link for **Subsidized/Unsubsidized**. It is circled above. If you click the wrong link and finish the process, you will be required to do it again.

After you click on that link, you will be taken to the following screen.

The screenshot shows a web browser window with the URL <https://studentloans.gov/myDirectLoan/createEmpn.action?execution=>. The page title is "StudentLoans.gov - Mozilla Firefox". The browser's address bar shows the URL. The page content includes a navigation menu with "My Profile" and "Logout" options. The main heading is "Submit Master Promissory Note (STEP 1) - Personal Information". Below this, there are four steps: "1 Personal Information", "2 Personal References", "3 Terms & Conditions", and "4 Review & Sign". The "Personal Information" section contains the following fields: "Borrower: I", "Social Security Number: ", "Driver's License Number: [text input]", "Driver's License State: [dropdown menu]", "Permanent Address (line 1): [text input]", "Permanent Address (line 2): [text input]", "City: [text input]", "State: [dropdown menu]", "Zip: [text input]", "Country: [dropdown menu]", "Is your mailing address different than your street address? Yes No (radio buttons)", "Day Phone: [text input]", "Evening Phone: [text input]", "Email: [text input]". Below the "Personal Information" section is the "School and Loan Information" section, which includes "U.S. Schools/U.S. Territory Schools" (selected), "School State: [dropdown menu]", "School Name: [dropdown menu]", "Non U.S. Schools", and "DLID: School Address: [text input]". The page also features a sidebar with "I want to:" and "My Loan Documents" sections. The bottom of the page has "Cancel" and "Continue" buttons.

From here, you must progress through the various steps listed at the top of the screen. To progress through each screen, you must complete all the required form fields and click continue.

NOTE: The government's notification systems are a little slow at times. When you complete this form, you should print the final screen to show you have completed the process. Keep that for your records.