

Federal Direct Loan Checklist

If you have accepted or plan to accept any portion or all of your federal direct loan(s), please complete the **following** processes:

1. **Entrance Counseling for 1st time Borrowers:**

- Access <https://studentaid.gov/>
- Click the 'In School' Tab located in the middle of the page
- Under the Popular Topics select "**Complete Loan Entrance Counseling**" (**Required**)
- Login to Start (blue button), using your student FSA ID initially established on your FAFSA
- Under 'Add School to Notify'; 'Select School to Notify' – U.S. Schools/U.S. Territory Schools should be bubbled in; under 'Search school by name: - choose University of Montevallo - "NOTIFY THIS SCHOOL"
- On the right side of the page, under 'Select Student Type', select the correct choice for you – undergraduate or graduate or professional/professional student – "CONTINUE"
- Begin the **Entrance Counseling** session. Continue through each page until complete, then "SUBMIT COUNSELING"
- You should receive an ENTRANCE COUNSELING SUMMARY that says that you have successfully completed **Entrance Counseling!**

2. **Direct Loan(s) Master Promissory Note (MPN) for 1st time Borrowers:**

- Access <https://studentaid.gov/>
- Click the 'In School' Tab located in the middle of the page
- Under the Popular Topics select "**Complete Loan Agreement (Master Promissory Note)**" (**Required**)
- Under 'Choose the Direct Loan MPN you would like to preview or complete', choose I'm an Undergraduate Student **MPN for Subsidized/Unsubsidized Loans**
- Login to "START" (blue button), using your student FSA ID initially established on your FAFSA
- Under 'Information', confirm/update personal information, - "CONTINUE"
- Under 'School Information; 'Select School to Notify' – U.S. Schools/U.S. Territory Schools should be bubbled in; under 'Search school by name:' - choose University of Montevallo - "CONTINUE"
- Complete the 'Reference Information' section, - "CONTINUE"
- Review the 'MPN Agreements' section, - "CONTINUE"
- Review the 'Contact (Borrower) Information' - "CONTINUE"
- Scroll down to review and electronically sign the **Master Promissory Note**; by selecting "SIGN & SUBMIT"
- You should receive confirmation that the **MPN** was successfully submitted!