

Direct Loan Master Promissory Note (MPN)

Start by going to www.studentloans.gov

Make sure that you know your FSA ID username and password.

Once there, complete the following steps:

1. Click on the green "Sign In" button
2. Enter your:
 - a. **Social Security Number**
 - b. **First Two (2) Letter of your Last Name**
 - c. **Date of Birth (MM/DD/YYYY)**
 - d. **Department of Education Password(FSA ID)**
3. Click on "**Complete Master Promissory Note**"
Note: We recommend you also enter your email address and check the box indicating you would like to receive correspondence electronically
4. Click on "**Subsidized/Unsubsidized**"
5. Enter your Personal, School, and Loan Information and click "**Continue**"
6. Enter your Personal Reference information and click "**Continue**"
 - a. Two adults with different U.S. addresses who have known you for at least three years.
 - b. The first reference should be a parent or legal guardian.
 - c. References who live outside the U.S. are not acceptable
 - d. If the reference does not have a phone number, enter N/A
7. Click on and read each section of the **Terms & Conditions**
 - a. You must read all sections before continuing on
 - b. Once you've read all the terms & conditions, select the "**Acknowledgement**" box and click "**Continue**"
8. Review your Personal and School Information; also review your Personal References and make any necessary edits
9. Enter your **First Name**, **Middle Initial**, and **Last Name** (must match name used when applying for **FSA ID**(Username and password), and click on the "**Sign**" button
10. Once your signature has been authenticated, you must click on the "HTML Version" to view your MPN. We recommend you print and keep a copy of your MPN for your records.

Please Remember: If you have not already done so, you will need to complete your annual Direct Loan Entrance Counseling (**See Reverse**)

Online Direct Loan Entrance Counseling

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1. Click on the green "**Sign In**" Button.
2. Enter your:
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 - b. **First Two (2) letters of your last name**
 - c. **Date of Birth (MM/DD/YYYY)**
 - d. **Department of Education Password(FSA ID)**
3. Click on "**Complete Counseling**" – this is located under Counseling on the left side of page.
4. Under '**Entrance Counseling**' click '**Start**' ---- under the heading Choose Loan Counseling Type
5. Enter School information – find Colorado under '**School State**', then select 'Aims Community College' and click 'Add School'
6. Click the circle for 'I am completing entrance counseling to receive Direct Loans as an Undergraduate student'.
7. Click '**Continue**' at bottom of page
8. Read and complete the information as required.
Note: Entrance Counseling can take approximately 30-45 minutes to complete. Once you complete the Entrance Counseling, in full, our office will receive notification electronically.

Additional Information:

- In certain sections of Entrance Counseling, you will come across pie graphs that will ask for financial information. Most of the information is estimates. Please answer to the best of your ability.
- It can take 3-5 business days for our office to receive an electronic notification of, and upload, your MPN and/or Entrance Counseling from the Department of Education.
- If you have any questions, please contact the **Student Loan Support Center at (800) 557-7394** for assistance.



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