Direct Loan Entrance Counseling & Master Promissory Note

Your Free Application for Federal Student Aid (FAFSA) PIN number is used to complete your Entrance Counseling and Master Promissory Note (MPN) for Federal Stafford Subsidized and Unsubsidized loans. It is also where the parent (if they have been approved) would apply for a Direct PLUS loan. Remember your PIN number should not be shared with anyone as it serves as your electronic signature and provides access to your personal records. If you think your PIN has been compromised, change it via the FAFSA PIN Web site, Change My PIN. You will need to wait 3 full business days after receiving your pin confirmation before being able to complete your Entrance Counseling and MPN.

Below you will find the steps to complete the Entrance Counseling and Master Promissory Note (MPN). We estimate that it will take 30 minutes to complete both processes.

Log onto the website: www.studentloans.gov

Complete the Entrance Counseling for student loans. If you have already completed your entrance counseling, proceed to the MPN instructions.

Step 1: Fill in your SS#, first two letters of last name, date of birth, & PIN number from your FAFSA
Step 2: Click “Sign In”
Step 3: Click on “Complete Entrance Counseling”
Step 4: Follow the prompts and submit. Print the results for your records and submit a copy to the Financial Aid Office.

The 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). Allow enough time to complete the entire MPN in a single session. If you exit this website before submitting your signed MPN in Step 8 and return later, you will have to start over at the beginning with Step 1 for the MPN.

Complete the Master Promissory Note for student loans:

Step 1: After your Entrance Counseling is submitted and you reach the confirmation page, click on the link “You can submit a master promissory note” towards the bottom of the page. If you completed the Entrance Counseling before this session, go to the website listed above, sign in, and click on “Complete a Master Promissory Note”.
Step 2: Click “Subsidized/Unsubsidized” for the type of loan you would like to receive (Approved parents for a PLUS Loan will click on “Parent PLUS”).
Step 3: Complete borrower and school information: Hodges University (continue)
Step 4: Complete personal references of two people that do not share the same address or phone number (continue).
Step 5: Read through the terms & conditions. (It is important that you click on and read all sections C thru G or it will not allow you continue).
Step 6: Check section F which verifies that you have read all the sections (continue)
Step 7: Review and Sign your Master Promissory Note. Be sure to type in your name at the bottom of the page and click “sign”.
Step 8: Review your MPN, scroll down to the bottom and submit.
Step 9: Click on “HERE” (will appear in blue). Print MPN *Financial Aid Office only needs 1st page*

Success! You have completed your MPN. See the reverse side for information on how to access your Title IV loans and/or grant data.
National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of your Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data.

Log into the following link and complete the following steps to see your “Student Access Interface”.

http://www.nslds.ed.gov/nslds_SA/

Step 1: Click “Financial Aid Review”

Step 2: Accept Privacy Statement

Step 3: Answer browser security question

Step 4: Fill in your SS#, first two letters of last name, date of birth, & PIN number from your FAFSA. Submit information. You will now be able to view your Student Access Interface.