



Office of Financial Aid
50 Sunset Lane
Paxton, MA 01612
Phone: (508) 849-3366 **Fax:** (508) 849-3735
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Federal Direct Student Loan Online Entrance Counseling Instructions

Congratulations! You have been awarded a Federal Direct Stafford Loan as part of your Financial Aid award for Anna Maria College. The Department of Education requires the student to complete Entrance Counseling and a Master Promissory Note *BEFORE* any funds can be paid.

To complete the Federal Direct Stafford Loan Online Entrance Counseling:

1. Go to <https://studentaid.gov>.
2. Click on the green "Sign In" button.
3. Enter student login information (FSA ID and password used to submit the FAFSA)
4. After signing in, verify that the personal information matches the student information.
5. Click on "Complete Loan Counseling".
6. Select "Entrance Counseling" from the list and click "Start."
7. Choose the first option "I am completing entrance counseling in order to receive loans as an undergraduate student."
8. Click "Continue".
9. Choose Anna Maria College as one of the schools to receive results.
10. Go through all the steps and complete the quiz at the end.
11. Review everything and click "Submit".

After clicking "Submit" you will be brought to a screen where you can print a confirmation that you completed the counseling. The Financial Aid Office will receive notification electronically, but you may contact us via phone or email once it is completed. After you have completed the Online Entrance Counseling, the student must complete the Master Promissory Note. For those instructions, **please see the next page.**



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Federal Direct Student Loan Master Promissory Note Instructions

Once the Online Entrance Counseling is completed, please complete the Federal Direct Student Loan Master Promissory Note:

1. Go to <https://studentaid.gov>.
2. Click on the green “Sign In” button.
3. Enter student login information (FSA ID and password used to submit the FAFSA)
4. After signing in, verify that the personal information matches the student information.
5. Hover over Loans and Grants, and then select Master Promissory note from list, select that you are an Undergraduate.
6. Choose the “Subsidized/Unsubsidized” promissory note from the list.
7. Enter all student information and school information before clicking “Continue”.
8. Enter two references (one may be a parent, the other can be a parent, but must live at a separate address). You can use a friend, relative, teacher, etc., so long as they are aware you are using them as a reference.
9. Review the Terms and Conditions.
10. Review all the information and make corrections if necessary.
11. Click on the checkbox where your signature certifies you have read and agree.
12. Review the Promissory Note one final time and click “Submit”.

After clicking “Submit” you will be brought to a screen where you can print the completed Promissory Note. You should also receive an email confirmation that the MPN was completed successfully. The Financial Aid Office will receive notification electronically, but you may contact us via phone or email once it is completed.

You are only required to complete the Entrance Counseling the first time you accept Federal Stafford Loans. Your Master Promissory Note will remain effective for 10 years. Because it is a Master Promissory Note, there are no figures showing what you borrowed so it is important for you to keep your Financial Aid offer letter from year to year to track the total amount you borrowed.

Congratulations! You have completed the process.