

## Loan Entrance Counseling & Master Promissory Note (MPN) Instructions

### LOAN ENTRANCE INSTRUCTIONS

#### Steps to Complete Loan Entrance Counseling for ALL Loans

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on "LOG IN" (must have FSA ID & password). If you do not have one, you may apply for one at <https://fsaid.ed.gov>
3. Under the heading "I want to:" select Complete Loan Counseling (Entrance, Financial Aid Awareness, Exit)
4. Under Counseling Type, Select "Entrance Counseling **(Required)**" and hit START
5. Select School - "North Carolina Central University"
6. If you are an undergraduate – select entrance counseling as a "undergraduate"
7. If you are a graduate student – select entrance counseling as a "graduate"
8. Continue and complete and submit

### MASTER PROMISSORY NOTE INSTRUCTIONS

#### For Stafford Subsidized/Unsubsidized Loans (STUDENT LOAN)

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on "LOG IN" (must have FSA ID & password). If you do not have one, you may apply for one at <https://fsaid.ed.gov>
3. Under the heading "I want to:" select Complete Loan Agreement (Master Promissory Note)
4. Under Select the type of Direct Loan MPN you would like to preview or complete: select "MPN for Subsidized/Unsubsidized Loans" and hit START

#### For a Federal PLUS (FPLUS) Loan - (PARENT PLUS LOAN)

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on "LOG IN" (Parent must log in using their FSA ID & password). If you do not have one you may apply for one at <https://fsaid.ed.gov>
3. Under the heading "I want to:" select Complete Loan Agreement (Master Promissory Note)
4. Under Select the type of Direct Loan MPN you would like to preview or complete: select "PLUS MPN for Parents" and hit START

#### For Graduate PLUS Loans - (GRADUATE/Professional/Ph.D Students)

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on "LOG IN" (must have FSA ID & password). If you do not have one, you may apply for one at <https://fsaid.ed.gov>
3. Under the heading "I want to:" select Complete Loan Agreement (Master Promissory Note)
4. Under Select the type of Direct Loan MPN you would like to preview or complete: select "PLUS MPN for Graduate/Professional Students" and hit START

### How to Endorse a Direct Plus Loan\*

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. The person that will be endorsing the PLUS Loan must "LOG IN" using their FSA ID and password. If you do not have one, you may apply for one at <https://fsaid.ed.gov>
4. Under the heading "I want to:" select Complete an Endorser Addendum
5. The Endorser Code or Award ID Number is the student's SSN + P16G02950001 (i.e. 123456789P16G02950001), hit START and complete

\*For more information on how to endorse a PLUS Loan, contact Direct Loan Applicant Services at 1-800-557-7394\*

## Steps to View/Accept Your Award Information for New/Prospective Students

1. Go to: <http://www.nccu.edu/intranet>
2. Enter username and password (provided by NCCU)
3. Click on SSB Banner
4. Enter in Banner User ID & Pin, select login (occasionally requested)
5. Select Student & Financial Aid
6. Select Financial Aid
7. Select My Award Information
8. Select Award by Aid Year
9. Select Current Award Year (i.e., 2017-2018) and submit
10. Select Tab-Accept Award Offer
11. If you would like to accept the full amounts of all awards you may go to the end of the page and click on Accept Full Amount All Awards.

### Otherwise

In the accept award column click on the arrow to drop down the options and select one of the following (Undecided, Accept, or Decline).

12. Click Submit Decision

**CONGRATULATIONS!**