Master Promissory Note (MPN) Instructions

Steps to Complete Loan Entrance Counseling for ALL Loans

1. Go to www.studentloans.gov
2. Click on Sign In (must have FSA ID)
3. Verify Personal Information
4. On the left hand side of the page, Under Counseling select Complete Entrance Counseling
5. Select Complete Entrance Counseling
6. Select Counseling Type
7. Read Guidelines and cont.
8. Select School State from drop down menu
9. Select School Name from drop down menu
10. Complete Counseling Session/Quiz.

For Stafford Subsidized/Unsubsidized Loans (STUDENT LOAN)

1. Go to www.studentloans.gov
2. Click on Sign In (must have FSA ID)
3. Verify Personal Information
4. On the left hand side Under Master Promissory Note, select Complete MPN
5. Select Which Type of MPN to complete (Subsidized/Unsubsidized)
6. Enter Personal Information
7. Enter Personal References
8. Review Terms and Conditions
9. Review and Sign

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

1. Go to www.studentloans.gov
2. Click on Sign In (must have FSA ID)
3. On left hand, Under Master Promissory Note, select Complete MPN
4. Select Which Type of MPN to complete (Federal Plus)
5. Enter Personal Information
6. Enter Personal References
7. Review Terms and Conditions
8. Review and Sign

For Graduate Plus Loans – (Graduates/Professional/Ph.D Students)

1. Go to www.studentloans.gov
2. Click on Sign In (must have FSA ID)
3. Verify Personal Information
4. On left hand, Under Master Promissory Note, select Complete MPN
5. Select Which Type of MPN to complete (Graduate Plus)
6. Enter Personal Information
7. Enter Personal References
8. Review Terms and Conditions
9. Review and Sign

How to Endorse a Direct Plus Loan*

1. Go to www.studentloans.gov
2. The person that will be endorsing the PLUS Loan must Sign In
3. They must have a FSA ID You may apply at www.studentloans.gov.
4. Click on the blue link that states "Endorse a Direct Plus Loan"
5. The Loan Reference ID Number. It is the student's social + P16G02950001 (i.e. 123456789P16G02950001), hit submit and continue until finished.

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: www.nccu.edu/ssa**

2. **On the left hand tool bar click: "*Check Your Status*"**

3. **Click on: Enter secure Area (User Log In)**
   User name: Banner/NCCU ID (i.e. 82xxxxxxx)
   Temporary password: Birthday – January 25, 1996 (i.e. enter 012596)

4. **Select Login**

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., 2015-2016)**

10. **Select Tab-Accept Award Offer**

11. **If you would like to accept the full amount 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!