

**LOAN ENTRANCE
COUNSELING
AND MPN**



Office of Financial Aid

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**DIRECTIONS TO COMPLETE
YOUR ENTRANCE LOAN COUNSELING AND MASTER PROMISSORYNOTE (MPN)**

1. Visit www.studentloans.gov
2. Click the "Log In" box one time
3. Click the box "Continue to Log In"
4. Enter FSA ID Username and FSA ID Password

5. Click on the 1st link "Complete Counseling."
6. Choose the link "Entrance Counseling."
7. Select the schools you would like to notify.
8. Select "I am completing entrance counseling to receive Direct Loans as an undergraduate student."
9. Complete each section and answer all questions. You do not have to use real numbers; however, if you do, this will give you a better estimate of expenses and payments.
10. Once you have completed all sections, a box at the bottom will appear that says "Complete Counseling." Click this box. This will automatically notify the school.

11. Click on the 2nd link "Complete Master Promissory Note."
12. Select subsidized or unsubsidized loan, which is noted on your award letter.
13. Fill in your personal information. There are no dashes in phone number.
14. Select Colby; choose Colby Community College from the drop down school and information menu. Click "Continue."
15. Enter your personal references. Click "Continue."
16. You will then be taken to the terms and conditions of your loans. Click on the "+" sign at the beginning of each heading and read through each section thoroughly.
17. Check the box in section F that you have reviewed the information. Click "Continue."
18. Enter your first name, middle initial, and last name, and then click "Sign."
19. Click on the link that says "HTML Version" and view the document that you have just signed. Click the "X" in the top right hand corner to exit out of this once finished.
20. Click "Continue" to submit your MPN to the school.