

**LOAN ENTRANCE
COUNSELING
AND MPN**



Office of Financial Aid

785-460-4679

financialaid@colbycc.edu

DIRECTIONS TO COMPLETE

YOUR ENTRANCE LOAN COUNSELING AND MASTER PROMISSORY NOTE (MPN)

1. Go to www.studentloans.gov
2. Click on "LOG IN" (must have FSA ID & password).
2. If you do not have one, you may apply for one at <https://fsaid.ed.gov>
3. Enter FSA ID Username and FSA ID Password

LOAN ENTRANCE INSTRUCTIONS

4. Under the heading "I want to:" select Complete Loan Counseling (Entrance, Financial Aid Awareness, Exit)
5. Under Counseling Type, Select "Entrance Counseling (Required)" and hit START
6. Select School - "Colby Community College"
7. If you are an undergraduate – select entrance counseling as a "undergraduate"
8. If you are a graduate student – select entrance counseling as a "graduate"
9. Continue and complete and submit

MASTER PROMISSORY NOTE INSTRUCTIONS

10. Under the heading "I want to:" select Complete Loan Agreement (Master Promissory Note)
11. Under Select the type of Direct Loan MPN you would like to preview or complete: select "MPN for Subsidized/Unsubsidized Loans" and hit START
12. Fill in your personal information. There are no dashes in phone number.
13. Enter your personal references. Click "Continue."
14. Read the terms and conditions to continue.
15. Click "Continue" to submit your MPN to the school.