



## Direct Loan Entrance Counseling & Master Promissory Note Instructions

Please review the following steps prior to beginning entrance counseling and/or master promissory note.

### Where Do I Start?

- Go to: <https://studentaid.gov/>.
- To sign in you will need your Federal Student Aid User ID (FSA USER ID) and password. If you do not have an FSA USER ID you will be able to create one. **Please note:** Converse does not have access to your FSA USER ID or password. If you have forgotten your FSA USER ID or password, you must follow the instructions for resetting your information.
- Before you begin, you will need to verify your personal information and select your preference for future correspondence.
- Select "COMPLETE AID PROCESS" under Complete Entrance Counseling select Before your "first loan" and then select "START". You will then select Converse as the school to notify when entrance counseling is complete. Select your student type as "undergraduate" or "graduate".

### What to Expect During the Entrance Counseling Session

- Each counseling session page will provide you with information about Federal Direct Loans. There will be questions in the "check your knowledge" boxes on each page. You must complete each section and answer all the questions in order to select the "Continue" button and view the next page. Please allow approximately 30 minutes to complete entrance counseling.
- Your answers to the questions will be saved if you choose to navigate to other screens. If you do not complete the counseling prior to logging out of the website, *your answers will not be saved, and you will have to begin a new counseling session from Step 1.*
- Once you have completed the counseling session you will be taken to the entrance counseling summary page which will display your information, the date you completed the counseling session and the type of counseling you have completed. Print this confirmation page for your records.
- The school(s) you chose will receive this information electronically in one to two business days.

### Completing the Master Promissory Note

- If you are required to complete a Master Promissory Note (MPN) for a Direct Loan, you can select to do so at the end of the entrance counseling session.
- You can also return to *StudentAid.gov* and sign in using your FSA USER ID and password.
- Click the link that says "COMPLETE AID PROCESS", under Sign Loan Agreement select "Complete a Master Promissory Note (MPN)".
- To complete your MPN, you will need your driver's license and complete mailing addresses and telephone numbers for 2 references. *Note: Each reference must have a different U.S. address.*
- When completing your MPN use your personal email address instead of your Converse email address. Your loan servicer will use this email address to contact you after you leave Converse.
- The MPN must be completed in a single session. Please allow approximately 30 minutes to complete the MPN.

### Know Your Federal Loan Servicer & Loan Information

- Your loan will be serviced for the U.S. Department of Education by a Loan Servicer. After your first disbursement you will receive notification from your Loan Servicer. It is **very** important to know who your servicer is and to keep your personal information up-to-date. Your servicer will monitor the status of your loan and assist you when you enter repayment.
- Open all your mail and read everything about your federal student loans. Signing up for electronic correspondence can help you ensure that you never miss a letter or bill.
- You may go to <https://studentaid.gov/>, "MANAGE LOANS", "Find Your Loan Servicer" for a detailed summary of financial aid programs.

### Need Additional Information or Have Questions?

- Contact our office at [Financial.Planning@converse.edu](mailto:Financial.Planning@converse.edu) or 864-596-9019.