Entrance Counseling and Master Promissory Note for Federal Direct loans

Go to Federal Student Aid website, studentaid.gov

- Sign in by clicking the “LOG IN” button
- Enter the FSA ID username/email and FSA Password.
  
  If you need to create your FSA ID and password - [https://studentaid.gov/help/create-fsa-id](https://studentaid.gov/help/create-fsa-id)
  If you have forgotten your FSA ID and/or password - [https://studentaid.gov/help/forgot-fsa-id](https://studentaid.gov/help/forgot-fsa-id)

**Complete a Master Promissory Note (MPN)**

- Select “COMPLETE AID PROCESS” at the top of the page
- Select “Complete a Master Promissory Note (MPN)” (Number 4 in the “Next Steps Section”)
- Then select the blue “START” button under the MPN for Subsidized/Unsubsidized Loans

**Next Steps**

There are a few more steps in the financial aid process.

1. Get Information
   - Find out how aid is calculated
2. Compare Aid Offers
   - Review schools’ financial aid packages
3. Reply to Aid Offer
   - Accept aid from your chosen school
4. Sign Loan Agreement
   - Complete a Master Promissory Note (MPN)
5. Complete Entrance Counseling
   - Before your first loan or TEACH Grant, complete counseling.

**MPN for Subsidized/Unsubsidized Loans**

Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students.

Students must be logged in with their own FSA ID.

**Select the type of Direct Loan MPN you would like to preview or complete:**

- Complete ALL questions on the first and second screens. Select “Continue” at the bottom of each screen once completed.
  - Notify School: Use UNIVERSITY OF PITTSBURGH, there will be no Bradford in the name or address.
- Review the information you entered on the previous screens to verify accuracy. You must read ALL the terms and conditions, before you can accept the terms. You will then need to “sign” the MPN which is done by typing your name and clicking “SIGN & SUBMIT.”

- You will receive a confirmation once your MPN has been submitted and have the option to save and/or print a copy of the completed MPN
**Complete Entrance Counseling**

- Select “COMPLETE AID PROCESS” at the top of the page
- Select “first loan” in the 5th step under “Next Steps” (you can also get here by hovering your mouse over the “Complete Aid Process” heading and choosing “Complete Entrance Counseling”)
- Then select the blue “START” button under the Complete Entrance Counseling

- Select your School to notify, use UNIVERSITY OF PITTSBURGH, there is no Bradford in the name or address

**Search Criteria:**
- Pennsylvania
- University of Pittsburgh

- Read and complete ALL questions as you proceed through the counseling.
- Once you have submitted your counseling you will get a confirmation that it has been successfully submitted.

Name, you have successfully completed Entrance Counseling!

The following is a summary of the information you entered during this session and future actions you can take.