**Instructions to Complete Direct Lending MPN and Entrance Counseling**

Please log onto [www.studentloans.gov](http://www.studentloans.gov). You will need approximately 30-45 minutes to complete the entire process. You will not be able to save and continue at a later time, so please make sure you have set aside enough time.

You will need to gather the following items before beginning this process:

- Your driver’s license
- Name, address and phone number of 2 references you have known for over 3 years
- Important: Your references must live in the United States, but not in your household

1.) Click the Green “Sign In” button to begin the process.

   ![Image of Sign In page](image1.png)

2.) Next, fill in your Social Security Number, First 2 Characters of Last Name, Date of Birth and PIN number.

   ![Image of entering PIN](image2.png)

Then click the “Sign In” button.
3.) First, update your email address and click the “Update” button. Next, click on “Complete Entrance Counseling” (Even if you have completed it in the past).

4.) Identify yourself as an undergraduate or a graduate student and click the “Continue” button.
5.) Next, please read the text on this page and click the “Continue” button.

6.) Next, choose **Florida** as the “School State” and **Florida Institute of Technology** as the “School Name”.

Then, click the “Continue” button.
7.) You will be directed through 16 screens of text to read and associated questions.

The quiz will indicate if your answers are correct as you go.

Click the “Continue” button at the bottom of each page to continue to the next set of text and questions.

8.) Next, click on the blue “Borrower’s Rights and Responsibilities” hyperlink.

You must view them before you will be allowed to continue.

Once you have viewed this document, click the “Submit” button.
9.) Once you have completed the Entrance Loan Counseling, you will receive a Congratulations message.

You may print this as verification the Entrance is completed by clicking on the “Print” button.

Next, click “You can submit a Master Promissory Note” to complete the MPN (Even if you have completed the MPN in the past).

10.) Next, click on the “Subsidized/Unsubsidized” option to begin the MPN.
11.) Next, fill in your personal information. Fields indicated with a RED asterisks must be completed to move forward in the process.

Then, choose Florida as the “School State” and Florida Institute of Technology as the “School Name”.

Click the “Continue” button.
12.) Now it is time to fill in information about your 2 references.
- References cannot share the same address or phone number.
- References cannot have a non-U.S. address.
- You must have known your reference for at least 3 years.
- If the reference does not have a phone number, enter N/A.

Click the “Continue” button below when finished with both references.
13.) Next, review the terms and conditions.

You must click on the Plus (+) sign by each section, as you will not be allowed to continue until you have reviewed all sections.

Then, click the “Continue” button.

14.) The last step is the Review and Sign your MPN.

Review the document and make sure all information is correct.

Then, fill in your name and click on the “Sign” button.

You must then click “HTML Version” hyperlink to view the completed MPN.

Please make sure to print your confirmation page and keep it for your records.

CONGRATULATIONS!!! You have completed the Entrance Loan Counseling and MPN for Direct Lending.