

# Student Loan Instructions

## Completing the Entrance Counseling and MPN

You have been awarded a Federal Direct Subsidized and/or Unsubsidized loan as a result of filing the Free Application for Federal Student Aid (FAFSA). In order for these funds to be sent to Point Park University, you need to complete Entrance Counseling and a Master Promissory Note (MPN).

Complete by downloading the MyStudentAid app or online at [studentaid.gov](http://studentaid.gov). The steps below will help get you started with completing the Entrance Counseling and MPN. Entrance Counseling is a required loan tutorial to be completed by any student who is a first-time federal loan borrower. The MPN is a legal document in which the borrower of the loan promises to repay the federal loan.

Download the MyStudentAid app



### Website Directions

#### Steps to Complete Entrance Counseling

1. Go online to [studentaid.gov](http://studentaid.gov)
2. Log in using your FSA ID.  
If you do not have one, click on "Create an Account."
3. Once you are logged into your account, click on "LOANS and GRANTS."
4. Then click on "Loan Entrance Counseling."
5. Click on the blue "START" button next to "I am an Undergraduate Student".
6. Follow the prompts on the screen.
7. Once you complete and submit your Entrance Counseling, you will receive a confirmation page and an email confirming that your Entrance Counseling has been completed.

#### Steps to Complete Master Promissory Note

1. Go online to [studentaid.gov](http://studentaid.gov)
2. Log in using your FSA ID.  
If you do not have one, click on "Create an Account."
3. Once you are logged into your account, click on "LOANS and GRANTS."
4. Then click on "Master Promissory Note (MPN)."
5. Click on the "START" button next to "I'm an Undergraduate Student".
6. Follow the prompts on the screen.
7. Once you complete and submit your MPN, you will receive a confirmation page and an email from the Department of Education confirming that your MPN has been completed.

After you complete the Entrance Counseling and Master Promissory Note (MPN), Point Park receives an electronic notification that allows the University to begin receiving the loan funds. Funds are received no earlier than two weeks after the start of the semester.