

# Direct Loan

## Entrance Counseling & Master Promissory Note Instructions:

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
  - Click on Green Log In Button
  - Log In with your FSA ID Username or E-mail Address & FSA ID Password
  - Click on **Complete Counseling (1<sup>st</sup> bullet down in center menu)**
    - Select Start Entrance Counseling
    - Select Colorado, NJC & continue
    - Select “I am completing entrance counseling to receive Direct Loans as an Undergraduate Student”
    - Read through each page; complete step 1 and step 2 on some of the pages!
    - Once you have successfully answered all of the questions, make sure to submit
    - You will receive a confirmation that the Entrance Counseling is COMPLETE!
  - Click on **Complete Master Promissory Note**
    - Select Subsidized/Unsubsidized MPN and continue
    - Enter personal information or check that previously entered information is correct
    - Enter Colorado, NJC, & continue
    - Enter 2 references, you will need addresses, phone numbers and e-mail addresses
    - Read and check the box stating that you have read the information & continue
    - Enter your name exactly as it appears in the upper left corner of the page & sign
    - View the HTML version of your MPN & continue
    - DO NOT STOP until you receive the page stating “*Thank you for submitting your MPN*”

Congratulations you are finished!