

Direct Student Loan Instructions:

1. Log into your NJC Student Access Portal

- Click on **Student Finance** Tab
- Under **My Financial Aid Information**, click on **Accept Your Awards**
- Select the current aid year and click on Submit
- Click on **Accept Award Offer** tab to accept your loans

2. Go to 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 (1st 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!