



The University of Texas Permian Basin
Office of Student Financial Aid & Scholarships

Entrance Counseling & Master Promissory Note (MPN) Instructions

Steps to Complete Loan Entrance Counseling for ALL Loans

- 1. Go to www.studentaid.gov**
- 2. Click on Sign In (must have FSA ID)**
- 3. Verify Personal Information**
- 4. On the left hand side of the page, Under Counseling select Complete Entrance Counseling**
- 5. Select Complete Entrance Counseling**
- 6. Select Counseling Type**
- 7. Read Guidelines and cont.**
- 8. Select School State from drop down menu**
- 9. Select School Name from drop down menu**
- 10. Complete Counseling Session/Quiz.**

For Direct Subsidized/Unsubsidized Loans -Master Promissory Note (STUDENT LOAN)

- 1. Go to www.studentaid.gov**
- 2. Click on Sign In (must have FSA ID)**
- 3. Verify Personal Information**
- 4. On the left hand side Under Master Promissory Note, select Complete MPN**
- 5. Select Which Type of MPN to complete (Subsidized/Unsubsidized)**
- 6. Enter Personal Information**
- 7. Enter Personal References**
- 8. Review Terms and Conditions**
- 9. Review and Sign**

For Approved Federal Direct PLUS Loan-Master Promissory Note - (PARENT LOAN)

- 1. Go to www.studentaid.gov**
- 2. Click on Parent Sign In (must have parent FSA ID)**
- 3. On left hand, Under Master Promissory Note, select Complete MPN**
- 4. Select Which Type of MPN to complete (Federal Plus)**
- 5. Enter Personal Information**
- 6. Enter Personal References**
- 7. Review Terms and Conditions**
- 8. Review and Sign**

How to Endorse a Direct Plus Loan*

- 1. Go to www.studentaid.gov**
- 2. The person that will be endorsing the PLUS Loan must Sign In**
- 3. They must have a FSA ID You may apply at www.studentloans.gov.**
- 4. Click on the blue link that states "Endorse a Direct Plus Loan"**
- 5. The Loan Reference ID Number. It is the student's social + P16G02950001 (i.e. 123456789P16G02950001), hit submit and continue until finished.**

For more information on how to endorse a PLUS Loan, contact Direct Loan Applicant Services at 1-800-557-7394