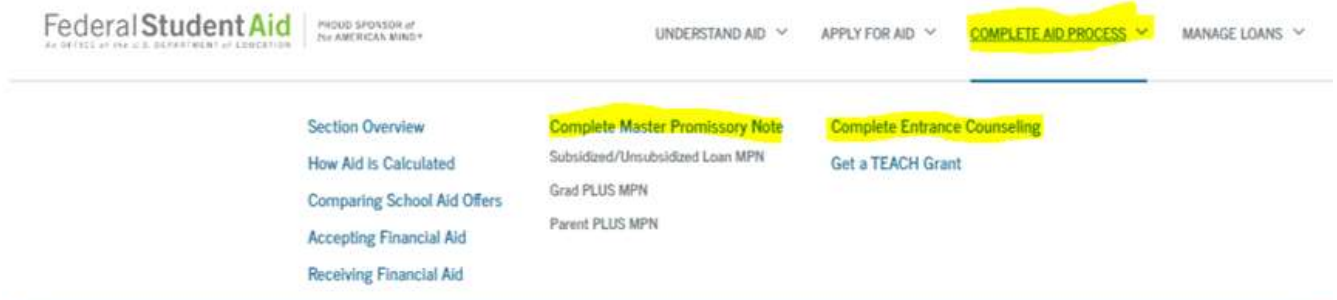


# How to accept your loan on MyUTPB

1. Go to [www.studentaid.gov](http://www.studentaid.gov) and log in using your FSA ID. From the homepage click on **COMPLETE AID PROCESS** to bring the drop down menu for options to **COMPLETE MASTER PROMISSORY NOTE (MPN)**

The screenshot shows the Federal Student Aid website interface. At the top, the navigation bar includes 'Federal Student Aid' with the tagline 'PRIDE SPONSOR OF THE AMERICAN MIND™' and 'An Office of the U.S. Department of Education'. To the right are dropdown menus for 'UNDERSTAND AID', 'APPLY FOR AID', 'COMPLETE AID PROCESS', and 'MANAGE LOANS'. Below the navigation bar is a grid of links. The 'COMPLETE AID PROCESS' dropdown is expanded, showing 'Complete Master Promissory Note', 'Complete Entrance Counseling', 'Subsidized/Unsubsidized Loan MPN', 'Get a TEACH Grant', 'Grad PLUS MPN', and 'Parent PLUS MPN'. Below this is a dark blue horizontal bar with the text 'MASTER PROMISSORY NOTE (MPN)'. Underneath, the section 'What is a Master Promissory Note?' is followed by a paragraph explaining that an MPN is a legal document for repaying loans. Below that, it says 'The school will tell you what loans, if any, you are eligible to receive.' The next section is 'Select the type of Direct Loan MPN you would like to preview or complete'. There are two main options: 'MPN for Subsidized/Unsubsidized Loans' and 'PLUS MPN for Graduate/Professional Students'. Each option includes a 'START' button and 'OMB No.' information. The 'MPN for Subsidized/Unsubsidized Loans' option includes a 'Learn More' link and a link to 'Preview a read-only version of the Subsidized/Unsubsidized MPN'. The 'PLUS MPN for Graduate/Professional Students' option includes a 'Learn More' link and a link to 'Preview a read-only version of the PLUS MPN for Graduate/Professional Students'. At the bottom, a note states: 'Graduate students should request unsubsidized loans up to their full eligibility. You may need to complete a Direct Subsidized/Unsubsidized Master Promissory Note.'

2. Go to [www.studentaid.gov](http://www.studentaid.gov) and log in using your FSA ID. From the homepage click on **COMPLETE AID PROCESS** to bring the drop down menu for options to **COMPLETE ENTRANCE COUNSELING**



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UNDERSTAND AID ▾ APPLY FOR AID ▾ **COMPLETE AID PROCESS ▾** MANAGE LOANS ▾

Section Overview **Complete Master Promissory Note** **Complete Entrance Counseling**  
How Aid is Calculated Subsidized/Unsubsidized Loan MPN Get a TEACH Grant  
Comparing School Aid Offers Grad PLUS MPN  
Accepting Financial Aid Parent PLUS MPN  
Receiving Financial Aid

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## COMPLETE COUNSELING

### Entrance Counseling

#### What is Entrance Counseling?

If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.

If you are completing entrance counseling to borrow a loan as an undergraduate student, then the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans.

If you are completing entrance counseling to borrow a loan as a graduate or professional student, the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans.

Your school may have alternate entrance counseling requirements. Check with your school's financial aid office to be sure that the counseling available on this Web site satisfies its requirements for entrance counseling.



**Complete Entrance Counseling**

**START**

#### Who should complete this?

Students who have not previously received a subsidized/unsubsidized loan or PLUS loan (graduate/professional students only) under the Direct Loan Program or Federal Family Education Loan (FFEL) Program.

#### How long will it take?



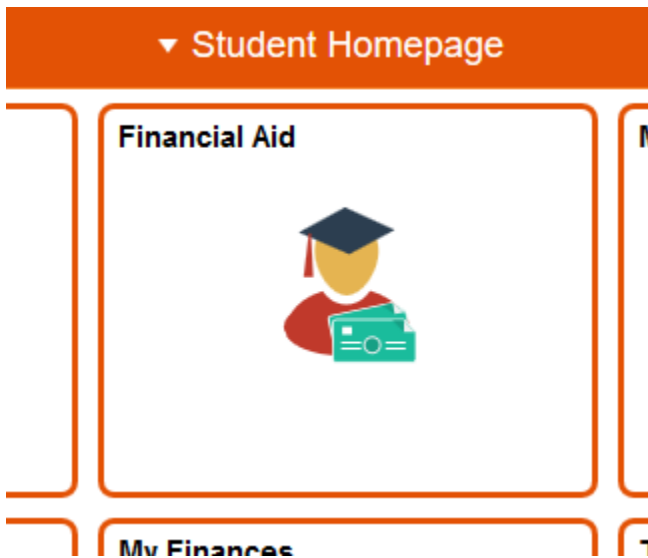
The entire counseling process must be completed in a single session. Most people complete counseling in 20-30 minutes.

#### What do I need?

- School Name
- **Details on your income, financial aid, and living expenses** 



3. Log on to your student portal to view, accept, reduce, or decline the financial aid awards.



4. Select current academic year (2021-2022).



5. Select “Accept/Decline” option.
6. Click on “Edit” button or pencil icon to select award type.
7. Select from drop down menu, “Accept, Decline or Reset”
8. Check the box under the reduce column to adjust the accepting amount.  
Keep in mind that you are accepting the amount of aid for the full academic year (fall and spring semesters).
9. Click “Submit” to confirm acceptance of aid.

The screenshot displays the 'Financial Aid' section of a student portal. The 'Accept/Decline' option is selected in the left-hand navigation menu. The main content area shows a table of awards with columns for 'Award Description/Category', 'Award Decision', and 'Reduce'. The 'Submit' button is highlighted in green. Numbered callouts indicate the steps: 5 points to the 'Accept/Decline' menu item, 6 to the pencil icon, 7 to the 'Award Decision' dropdown, 8 to the 'Reduce' checkbox, and 9 to the 'Submit' button.

Award Description/Category	Award Decision	Reduce
<b>Scholarship</b>		
Scholarship	Accept	<input type="checkbox"/>
Scholarship	Accept	<input type="checkbox"/>
<b>Federal DL Oct Seq Sub 2</b>		
Loan	Accept	<input type="checkbox"/>
<b>Federal DL Oct Seq Unsub 2</b>		
Loan	Accept	<input type="checkbox"/>
<b>Federal Direct Loan Unsub Sum</b>		
Loan	Accept	<input type="checkbox"/>
<b>Totals</b>		

10. Click “Yes” to finalize accepting of aid.