

# 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' (highlighted in yellow), and 'MANAGE LOANS'. Below the navigation bar is a grid of links. The 'Complete Master Promissory Note' link is highlighted in yellow, along with its sub-links: 'Subsidized/Unsubsidized Loan MPN', 'Grad PLUS MPN', and 'Parent PLUS MPN'. Other links include 'Section Overview', 'How Aid is Calculated', 'Comparing School Aid Offers', 'Accepting Financial Aid', 'Receiving Financial Aid', and 'Complete Entrance Counseling' (with sub-link 'Get a TEACH Grant').

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## MASTER PROMISSORY NOTE (MPN)

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### What is a Master Promissory Note?

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

The school will tell you what loans, if any, you are eligible to receive.

### Select the type of Direct Loan MPN you would like to preview or complete

|   |   |
|---|---|
| <b>MPN for Subsidized/Unsubsidized Loans</b><br>Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students.<br>Students must be logged in with their own <a href="#">FSA ID</a> .<br><a href="#">Learn More</a><br><a href="#">Preview a read-only version of the Subsidized/Unsubsidized MPN</a>  | <b>START</b><br>OMB No. 1845-0007 • Form Approved |
| <b>PLUS MPN for Graduate/Professional Students</b><br>Use this MPN for Direct PLUS Loans available to eligible graduate/professional students.<br>Students must be logged in with their own <a href="#">FSA ID</a> .<br><a href="#">Learn More</a><br><a href="#">Preview a read-only version of the PLUS MPN for Graduate/Professional Students</a><br>Graduate students should request unsubsidized loans up to their full eligibility. You may need to complete a Direct Subsidized/Unsubsidized Master Promissory Note. | <b>START</b><br>OMB No. 1845-0068 • Form Approved |

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**

The screenshot shows the top navigation bar of the Federal Student Aid website. The logo on the left reads "Federal Student Aid" with the tagline "PROUD SPONSOR of THE AMERICAN MIND" and "AN OFFICE of the U.S. DEPARTMENT of EDUCATION". To the right are four dropdown menus: "UNDERSTAND AID", "APPLY FOR AID", "COMPLETE AID PROCESS" (highlighted in yellow), and "MANAGE LOANS". Below the navigation bar is a grid of links. The first column contains: "Section Overview", "How Aid is Calculated", "Comparing School Aid Offers", "Accepting Financial Aid", and "Receiving Financial Aid". The second column contains: "Complete Master Promissory Note" (highlighted in yellow), "Subsidized/Unsubsidized Loan MPN", "Grad PLUS MPN", and "Parent PLUS MPN". The third column contains: "Complete Entrance Counseling" (highlighted in yellow) and "Get a TEACH Grant".

## 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.

A rectangular button with a light blue background. At the top, the text "Complete Entrance Counseling" is written in yellow. Below it, a dark blue button with the word "START" in white capital letters is centered.

### 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?



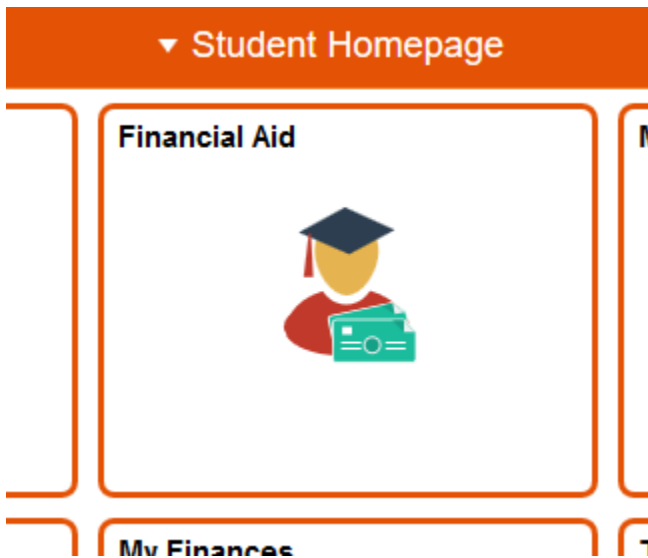
The entire counseling process must be completed in a single session. Most people complete counseling in 20-30 minutes.

### 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 (2022-2023).



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 table lists several awards, including 'Scholarship' and 'Federal DL Oct Seq Sub 2' (Loan). The 'Award Decision' column shows 'Accept' for all listed awards. The 'Reduce' column contains checkboxes, all of which are currently unchecked. A 'Submit' button is visible at the top of the table, and an 'Actions' button is also present. Numbered arrows indicate the steps: 5 points to the 'Accept/Decline' menu item, 6 points to the edit icon, 7 points to the 'Award Decision' dropdown, 8 points to the 'Reduce' checkbox, and 9 points 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.