



The University of Texas Permian Basin

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 Log In (FSA ID)
 3. Read Guidelines and cont.
 4. Click complete aid process (TAB)
 5. Click complete entrance counseling
 6. Click START
 7. Select School State from drop down menu
 8. Select School Name from drop down menu
 9. Click Notify this School
 10. Click I am completing entrance counseling to receive Direct Loans as an [undergraduate](#) student.
 11. Complete Counseling Session/Quiz and Submit Counseling
- **A Master Promissory Note is only required once every 10 years per institution, if you have not completed the Master Promissory Note for UTPB do so by clicking inside the next step box. (Complete a Master Promissory Note)

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

1. Go to www.studentaid.gov
2. Click on Log In (FSA ID)
3. Read Guidelines and cont.
4. Click complete aid process (TAB)
5. Select the type of "MPN for Subsidized/Unsubsidized Loans" to complete and click start
6. Enter Personal Information
7. Select School State from drop down menu
8. Select School Name from drop down menu
9. Enter two Personal References
10. Review and Edit
11. Sign and Submit

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

1. Go to www.studentaid.gov
2. FOR PARENT ONLY * Click on Log In (FSA ID)
3. Read Guidelines and cont.
4. Click complete aid process (TAB)
5. Click Parent PLUS MPN
6. Click START
7. Enter Personal Information and Student Information
8. Select School State from drop down menu
9. Select School Name from drop down menu
10. Enter two Personal References
11. Review and Edit
12. Sign and Submit

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.studentaid.gov
4. Click on "Apply for AID" (TAB)
5. Click "Endorse a PLUS Loan"
6. Provide the Borrower's Last Name and Endorse Code OR Award Identification Number
7. Click Log in to START
8. Enter Personal Information and Student information
9. Select School State from drop down menu
10. Select School Name from drop down menu
11. Enter two Personal References
12. Review and Edit
13. Sign and Submit

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