Entrance Loan Counseling and Master Promissory Note (MPN) Instructions

Where Do I Start? – *(Use of Chrome is recommended)*

- Access the Federal Student Aid website at https://studentaid.gov.
- To sign in you will need your Federal Student Aid ID (FSA ID) and password. If you do not have an FSA ID you will be able to create one.
- Before you begin, you will need to verify your personal information and select your preference for future correspondence.
- Select "Loans and Grants" and then select "Loan Entrance Counseling". You will then select Anderson University, SC as the school to notify when entrance counseling is complete.

What to Expect During the Entrance Counseling Session?

- The counseling session will help you understand federal student loans, how to manage your debt, and the repayment of loans in order to avoid default. Please allow approximately 30 minutes to complete entrance counseling.
- Your answers on each page will be saved as you navigate to other screens. However, if you do not complete the counseling session prior to logging out of the website, your answers will not be saved, and you will have to begin a new counseling session.
- Once you have completed the counseling session you will be taken to the entrance counseling summary page which will display your information, the date you completed the counseling session, and the type of counseling you have completed.
- You can print a copy of the verification page for your records. The school(s) you choose will receive this information electronically. You **do not** need to notify the Office of Financial Aid & Scholarships that you completed entrance counseling.

What If I Have Not Signed a Master Promissory Note?

- If you have not signed a Master Promissory Note (MPN) for a Direct Loan, you can select to do so at the end of the entrance counseling session.
- You can also return to https://studentaid.gov.
- To sign in you will need your Federal Student Aid ID (FSA ID) and password. Then under "Loans and Grants" select "Master Promissory Note (MPN)". You will need to select based on your student type: MPN for Undergraduates or MPN for Graduate/Professional Students.
- To complete your MPN, you will need your driver's license and complete mailing addresses and telephone numbers for 2 references. *Note: Each reference must be at a different U.S. address.*
- When completing your MPN use your personal email address instead of your AU email address. Your loan servicer will use this email address to contact you after you leave AU.
- The MPN must be completed in a single session. Please allow approximately 30 minutes to complete the MPN.

Know Who Your Federal Loan Servicer Is and Stay In Touch!

- Your loan will be serviced for the U.S. Department of Education. After your first disbursement you will receive notification from your loan servicer. It is very important to know who your servicer is and to keep your personal information up-to-date. Your servicer will monitor the status of your loan and assist you when you go into repayment.
- Open all your mail and read everything about your federal student loans. Signing up for electronic correspondence can help you ensure that you never miss a letter or bill.
- You may go to https://studentaid.gov for a detailed summary of all your financial aid.

Have You Accepted (or Declined) Your Loan in Workday?

- In your Workday account select the "Financial Aid" app
- Select "Accept/Decline Awards"
- Select "Anderson University" as the Institution and the appropriate Award Year
- Click on the Decision box for each loan and Select "Accept" or "Decline"
- Repeat for both fall and spring semester
- Select "Ok" and "Done"

For additional assistance please send an email to aid@andersonuniversity.edu.