

Follow These Instructions

To complete your Subsidized/Unsubsidized Direct Loan



* Direct Loan Master Promissory Note and Entrance Counseling

1. Go to www.studentloans.gov and click on the “Sign In” tab under “Manage My Direct Loan.”
2. Sign in with your Social Security Number, the first two letters of your last name, your date of birth and the 4-digit PIN you used to sign the FAFSA.
3. Click “Complete Counseling.”
4. Click “Start” below “**Entrance Counseling**”. This process takes about 30 minutes.
5. Once the Entrance Counseling is complete, click “continue to sign the Master Promissory Note.”
6. Choose the Subsidized/Unsubsidized loan.
7. Once you reach the Terms and Conditions, you must click on and read each section before continuing.
8. Continue until Entrance Counseling is complete.
9. Return to the “My Account Screen”.
10. Click “Complete Master Promissory Note.”
11. Sign the MPN electronically and review the Master Promissory Note before continuing.
12. Print page 1 of the Master Promissory Note for your records.
13. You don’t need to send anything to TTU. We receive electronic notification that you have completed both parts.

