

Two items to complete prior to receiving your loan distribution.....

Loans CAN NOT be processed until these two items are complete!

1. Online Entrance Counseling (instructions provided)
2. Direct Loan Master Promissory Note (instructions on back)

How to complete Entrance Counseling- 1st time borrowers

- www.studentloans.gov
- “Log In” blue button
- Enter your FSA ID and Password then hit the Log in button (same one used for your FAFSA)
- On the “I want to:” screen select option 2 “Complete Loan Counseling”
- Under Counseling Type click the blue start button next to “Entrance Counseling”
- On the left, under “select school to notify”, select Kansas from the top drop down menu and Washburn Institute of Technology under the school drop down
- Select “Notify this school”, it will now show on the right hand side of the screen
- Under Select Student Type, select I am completing entrance counseling to receive Direct Loans as an undergraduate student and select continue
- If you do not have any loans showing select the blue button that says “Add Loan”
- Select Direct Subsidized Loan from the drop down, enter 3.8 for the interest rate and \$3500 for the loan amount, click the blue “add loan” button, it should now show you an estimated student loan balance to answer the question at the bottom of the page
- Read through each section answering questions along the way
- You will not be able to continue until you have answered all questions and entered information in each section
- Once you have completed all screens select “Submit Counseling”
- On the right hand side of the page under “next steps” select “View Completed Counseling”
- Under “my documents” select “Sub/Unsub Entrance Counseling” then select the option to View and Print completed counseling
- Using “control P”, print this page and turn in to the Washburn Tech Financial Aid Office
- Close the internet tab to the far right showing your counseling
- Then, on the original internet tab, in the black section at the bottom of the page, select the My Home Page option and proceed to Master Promissory Note Instructions

How to complete Entrance Counseling-non 1st time borrowers

- www.studentloans.gov
- “Log In” blue button
- Enter your FSA ID and Password then hit the Log in button (same one used for your FAFSA)

- On the “I want to:” screen select option 1 “View my documents”
- Under “My Documents” select Loan Counseling from the drop down menu
- If you already have entrance counseling on file it will show here as sub/unsub entrance counseling, click on the arrow on the far right
- Select the “Notify an Additional School” option, select Kansas, then select Washburn Institute of Technology and click submit
- Select “View and Print Counseling Confirmation”
- Using “control P”, print this page and turn in to the Washburn Tech Financial Aid Office
- Close the internet tab to the far right showing your counseling
- Then, on the original internet tab, in the black section at the bottom of the page, select the My Home Page option and proceed to Master Promissory Note Instructions

How to complete your Master Promissory Note

- www.studentloans.gov
- Use your FSA User ID and password to log in (same one used for your FAFSA)
- On the “I want to:” screen select option 3 “Complete Loan Agreement”
- Select the Start button to the right of “MPN for Subsidized/Unsubsidized Loans”
- Update any of your information that is not current or enter in as needed
- Be sure to confirm your e-mail address if one is already listed
- Scroll down to “school information”, select Kansas from the State drop down box and Washburn Institute of Technology for the school
- The school should now show to the right, select continue
- Complete both references or choose one from the drop down to the right if you have previously completed an MPN then select continue
- Verify the information entered and select continue again if correct
- Read through your Master Promissory Note notifications and your rights and responsibilities, you must scroll to the bottom of the page
- Select the check box ---- “I have reviewed.....” then enter your name in the blanks provided
- Select Sign and Submit
- Select view, save and/or print a copy of your completed MPN
- Select Open, **print page 1 and 2** of your Master Promissory note and turn in to the Washburn Tech Financial Aid Office with your completed entrance counseling.
- You may want to print or save a copy for your records.

Please complete both of these items and return to the Financial Aid Office as soon as possible. Loan processing CAN NOT continue until these forms are submitted.