

Direct Loan Program

MASTER PROMISSORY NOTE (MPN) COMPLETION & E-SIGN INSTRUCTIONS

The completion of the MPN is part of the requirements to receive a Direct Loan. The instructions listed below will help you e-sign your MPN for the Direct Loan Program.

HOW TO COMPLETE THE MPN:

- 1) You will need your US Department of Education FSA (Federal Student Aid) username and password to sign in. If you do not have a FSA username, you can create one at <https://fsaid.ed.gov>.
- 2) Go to <https://studentloans.gov> and log in using you FSA ID and password.
- 3) Once you have signed in, proceed through any introductory questions you may be asked. Following this, a list of options will be presented at the top of the page. You will want to hover over the, “**Complete Aid Process**”. From there a list will drop down, select “**MPN for Undergraduates**”.
- 4) On the next screen, you will click on the **START button** next to “**MPN for Subsidized and Unsubsidized Loans**” under “**I’m an undergraduate Student**”.
- 5) From here, you will get to a screen that is going to ask you for your personal information. This will lead you through the rest of the process. Once you have completed this, we will receive a confirmation in the following 2-3 days.

If you have any questions regarding this process, please contact the Office of Financial Aid at 906-487-7261 or 906-487-7240.