

# Master Promissory Note

The Master Promissory Note (MPN) serves as the official legal document for the lender. By signing an MPN the student is authorizing the lender to provide student loan funds as well as promising to pay those funds back to the lender at the appropriate time. The MPN is valid for 10 years. Therefore, this step should only need to be completed once for each student (as opposed to the FAFSA, which needs to be renewed annually).

## You will need the following items to complete a Master Promissory Note:

- U.S. Department of Education FSA ID
- Permanent Address, Telephone Number and Email Address
- Driver's License Number (if applicable)
- Names, addresses and phone numbers of two personal references.
  - You must have known the reference for at least three years.
  - References cannot share the same address or phone number.

## Follow the steps below to complete the Master Promissory Note:

1. Navigate to the website: <https://studentaid.gov/>.
2. Click "Log In."
3. Enter your FSA ID and Password.
4. If you have never logged in before, you will have to complete the setup of your account by entering some additional information and agreeing to their terms.
5. Once fully logged in, you should see a section titled *My Checklists*.
6. Click the *I'm Preparing for School* drop down option.
7. Click the third option down, *Complete the MPN (i.e., Loan Agreement)*.
8. Select the appropriate loan type. For most students, you'll click the *Start* button next to the *I'm an Undergraduate Student* section.
9. Enter Your Personal Information.
10. Select Pennsylvania and Central Pennsylvania College in the drop-down menus of the School and Loan Information section. Central Penn's address and school code 004890 will appear.
11. Enter your Personal References information.
12. Read Terms & Conditions carefully.
13. Review your information and sign your MPN.
  - IMPORTANT NOTE: If you have been awarded a Parent Plus Loan, your parent must also sign a Promissory Note for the PLUS Loan using their own FSA ID.
14. You should receive the following message: "Thank-you for submitting the MPN". In addition, you should receive a confirmation email that your MPN has been completed

# Entrance Counseling

The Federal Direct Loan Program requires all borrowers to complete Entrance Counseling before receiving any Federal Direct Loan funds. Please follow the steps below to verify completion of Entrance Counseling.

## **You will need the following items to complete Entrance Counseling:**

- U.S. Department of Education FSA ID
- Email address
- Date of birth
- Social security number

## **Follow the steps below to complete Entrance Counseling:**

1. Navigate to the website: <https://studentaid.gov/>.
2. Click "Log In."
3. Enter your FSA ID and Password.
4. If you have never logged in before, you will have to complete the setup of your account by entering some additional information and agreeing to their terms.
5. Once fully logged in, you should see a section titled *My Checklists* within the Dashboard area of your account.
6. Click the *I'm Preparing for School* drop down option.
7. Click the second option down, *Complete Entrance Counseling*.
8. Hit the start button on the next page.
9. Over to the left, in the area to *Add School to Notify*, select Pennsylvania in the State dropdown box. Then, type Central Pennsylvania College in the School box. You should see the college's name, school code and address appear. Hit the *Notify this School* button and that information will move over to the right.
10. Under that, in most cases you will want to select the first option, *I am completing entrance counseling to receive Direct Loans as an undergraduate student*.
11. Hit continue.
12. Read through the information contained in the Entrance Counseling, ensuring you complete the questions shown in the *Check Your Knowledge* boxes along the way.
13. Hit continue through all the pages until you've reached the end, where you will click the *Submit Counseling* button.