**IMPORTANT: Please read this Page, and completed Required Processes !!!**

ALL STUDENTS who have Subsidized, and/or Unsubsidized student loans ARE REQUIRED to complete the following information before the Dept. of Education can release loan money to Missouri State University-West Plains. There are ‘2’ processes must be completed **on-line** at the website: **www.studentloans.gov**

When this website opens, you will need to Log-in, by using your FSA ID username & password. Once

you have signed in, you will need to complete the **Entrance Counseling** and the **Master Promissory Note.**

 **1.** On left-hand side, click on Task Bar: **COMPLETE COUNSELING**, then select “Entrance Counseling.” You need to select your type of student classification, and that will be: **Undergraduate.** You will select the state where your college is located, and then you must select the name of the school that will receive the loan money, and so you must select Missouri State University – West Plains. Then, follow and complete all the given instructions, reading all sections / taking required

quizzes, etc.

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**2.** **Master Promissory Note:** On the left-hand side, click on the Task Bar: COMPLETE MPN. It will inquire what type of loan you will receive and you will click on: **Subsidized / Unsubsidized** . There are ‘4’ tabs that have to be completed in this process.

\* Tab 1 is your personal information.

\* Tab 2 is the names, addresses & phone numbers of two people who always know where you are; and

 you cannot use a spouse’s name.

\* Tab 3 is for opening and surveying all the terms and conditions of the student loan process, you must

 open all ‘3’ pale blue bars at the bottom of this section, and then make sure to put your cursor

 on the check-box, to show you have completed this section.

\* Tab 4 is for reviewing and signing the MPN. You need to look at all the information you have typed

 in, and then at the bottom of the screen will be ‘3’ boxes where you will type in your first name,

 middle initial, and last name; then click **SIGN**. Next, scroll down another 2 inches and you

 will see some bold face words that request you to click on that area to open up a PDF form

 and once again, look at the master promissory note information; then exit out of the PDF format.

Now, you can press the **SUBMIT** button, and if the MPN has been completed correctly, the screen will go to a white page and you will see a message of congratulations, which lets you know you have successfully completed the master promissory note.

**NOTE:** Completing these ‘2’ required processes can take approximately 1 - 1 ½ hours . If you have questions, or need assistance, give the Financial Aid Office a call between the hours of 8 a.m. until 5 p.m., 417-255-7243 -or- toll free; 1-888-466-7897, then press the #2 button for Financial Aid.