



CHADRON STATE COLLEGE

STUDENT TUTORIAL

Completing Entrance Loan Counseling & Master Promissory Note
for Direct Subsidized and Unsubsidized Student Loans

1. Go to studentloans.gov and log in using your FSA ID and password.
 - a. If you are not sure of your FSA ID, click LOG IN and click Forgot Username or Password?

The screenshot shows the top navigation bar of the StudentLoans.gov website. On the left, it says "Federal Student Aid | StudentLoans.gov" with a subtext "An OFFICE of the U.S. DEPARTMENT of EDUCATION". On the right, there are links for "Log In" and "Español", and a "MENU" icon. Below the navigation bar is a banner image of graduates in black gowns and caps. A yellow arrow points from the banner to a white login overlay box on the right. The overlay box contains the text "Log in to StudentLoans.gov with your verified FSA ID" and a blue "LOG IN" button. Below the button are links for "Create an FSA ID" and "Natural Disasters". At the bottom left of the banner, there is a link "Find out your student loan repayment options here" with a double arrow icon.

This is a detailed view of the login form. At the top, it says "Log In". Below that is the label "FSA ID Username or E-mail Address:" followed by an empty text input field. A red error message box with a white 'x' icon and the text "Username or E-mail Address is required" is positioned below the input field. A yellow arrow points from the left towards this error message. Below the error message is the label "FSA ID Password:" followed by another empty text input field. Below the password field are two links: "Forgot Username or Password?" (highlighted in yellow) and "Create an FSA ID Natural Disasters". At the bottom of the form is a blue "LOG IN" button and a "Cancel" link. A yellow arrow points from the left towards the "LOG IN" button.

2. Click ACCEPT if you agree to the Disclaimer.

Disclaimer

This is a U.S. Federal Government computer system intended to be accessed solely by individual users expressly authorized to access the system by the U.S. Department of Education. For security purposes and to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C. 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual authorized user, for purposes of commercial advantage or private financial gain (regardless of whether that commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or of any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.



3. If this is your first time logging in, you will need to SAVE YOUR ACCOUNT SETTINGS.

4. On your HOME page, click Complete Loan Counseling.



MY HOME PAGE

I want to:

- View My Documents
- Complete Loan Counseling (Entrance, Financial Awareness, Exit)
- Complete Loan Agreement (Master Promissory Note)
- Apply for a Direct PLUS Loan
- Appeal Credit Decision
- Complete an Endorser Addendum
- Complete PLUS Credit Counseling

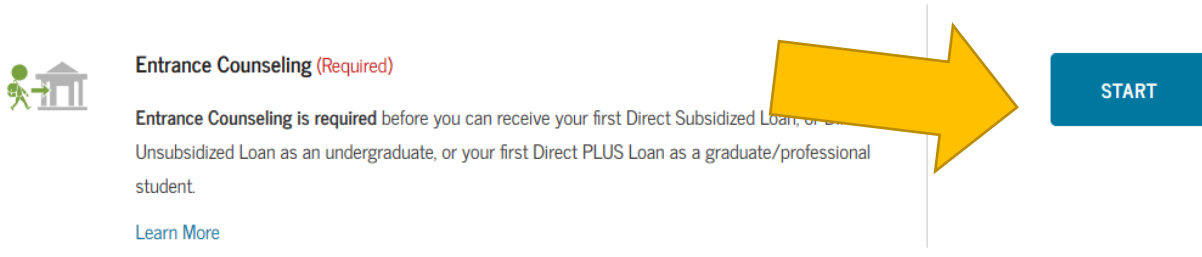
5. Choose ENTRANCE Counseling.

COMPLETE COUNSELING

Choose Loan Counseling Type

A counseling session will take 20-30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.

Counseling Type



Entrance Counseling (Required)

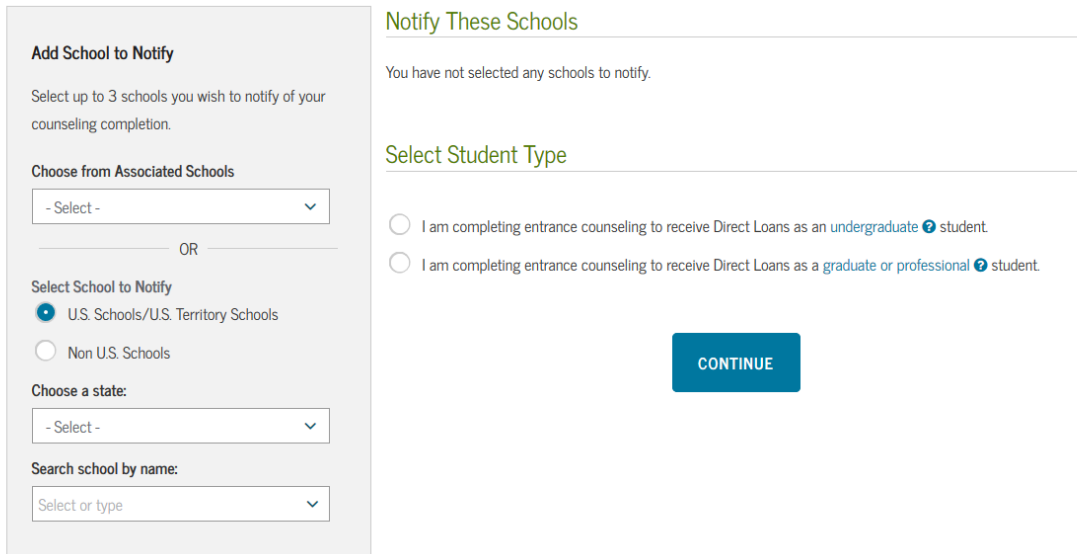
Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or your first Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.

[Learn More](#)

START

6. Choose NEBRASKA as the state and find Chadron State College as the school you wish to notify. Make sure you select the correct Student Type.

ENTRANCE COUNSELING



Add School to Notify

Select up to 3 schools you wish to notify of your counseling completion.

Choose from Associated Schools

- Select -

OR

Select School to Notify

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

Choose a state:

- Select -

Search school by name:

Select or type

Notify These Schools

You have not selected any schools to notify.

Select Student Type

I am completing entrance counseling to receive Direct Loans as an undergraduate student.

I am completing entrance counseling to receive Direct Loans as a graduate or professional student.

CONTINUE

7. Entrance Counseling will take you about 20-30 minutes.

CONTINUED to next page. . . .

8. Once you have completed Entrance Counseling, click Complete a Master Promissory Note in the right-menu.

ENTRANCE COUNSELING SUMMARY

Danielle, you have successfully completed Entrance Counseling!

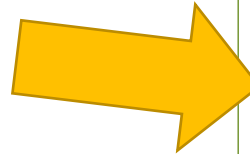
The following is a summary of the information you entered during this session and future actions you can take.

Export E-Mail Print Tweet
Budget/Repayment

Selected Schools

The following schools will be notified of your entrance counseling completion:

CHADRON STATE COLLEGE
1000 MAIN STREET
CHADRON, NE 693372690



Next Steps

- [View Completed Counseling](#)
- [Complete a Master Promissory Note](#)
- [View/Print Borrower's Rights & Responsibilities for Direct Subsidized and Unsubsidized Loans](#)
- [View/Print Borrower's Rights & Responsibilities for Direct PLUS Loans](#)
- [Check out our YouTube playlist.](#)

Loan Information

Current Loan Balance: Servicer(s):

\$0

Loan	Date	Servicer	Balance
N/A	N/A	N/A	N/A

9. Select the MPN for Subsidized/Unsubsidized Loans.

MASTER PROMISSORY NOTE (MPN)

What is a Master Promissory Note?

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

The school will tell you what loans, if any, you are eligible to receive.

Select the type of Direct Loan MPN you would like to preview or complete

MPN for Subsidized/Unsubsidized Loans

Use this MPN for Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students.

Students must be logged in with their own FSA ID.

[Learn More](#)

[Preview a read-only version of the Subsidized/Unsubsidized MPN](#)

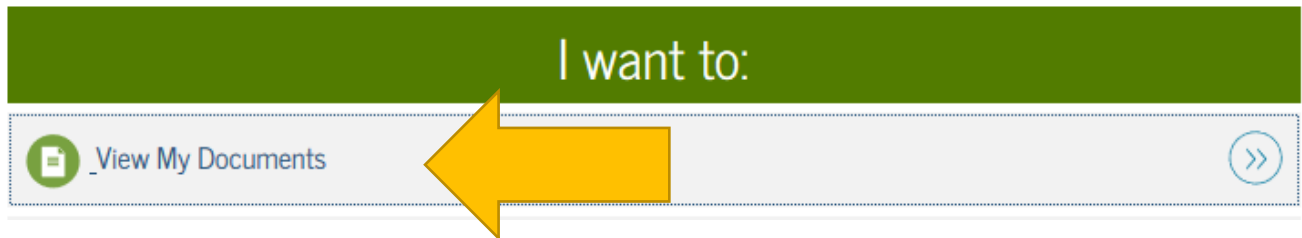


START

OMB No. 1845-0007 • Form Approved

10. You can view completed documents for future reference on your HOME page, by clicking view My Documents.

MY HOME PAGE



11. Entrance Loan Counseling and Master Promissory Notes are typically processed by CSC once a week, usually on Mondays.
12. Once we have downloaded the completed documents and if they are correct, they are removed from your To Do list and your loans will be scheduled for the next disbursement.

QUESTIONS? Contact START at start@csc.edu or 308-432-6060