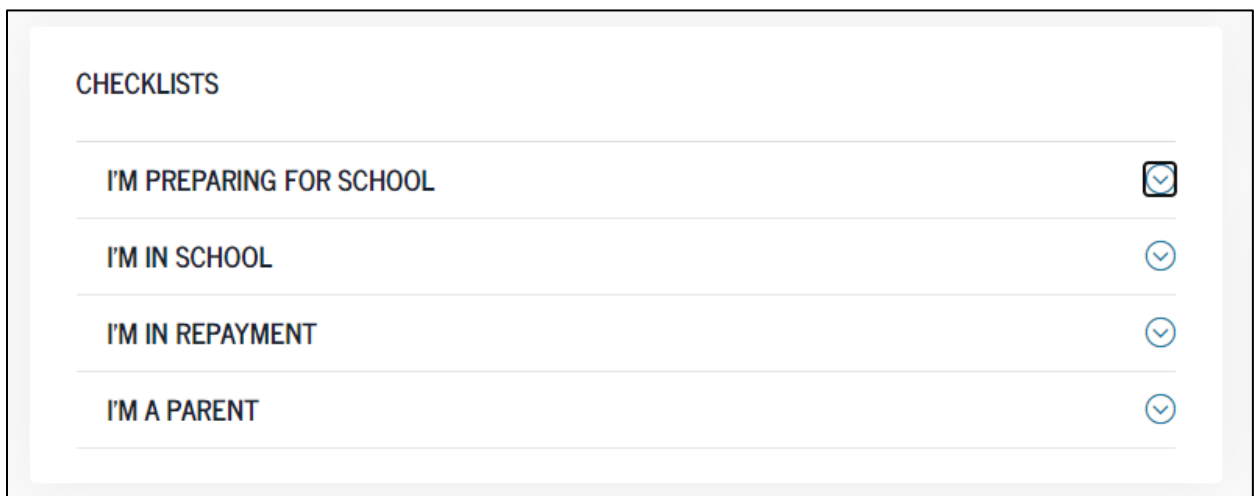


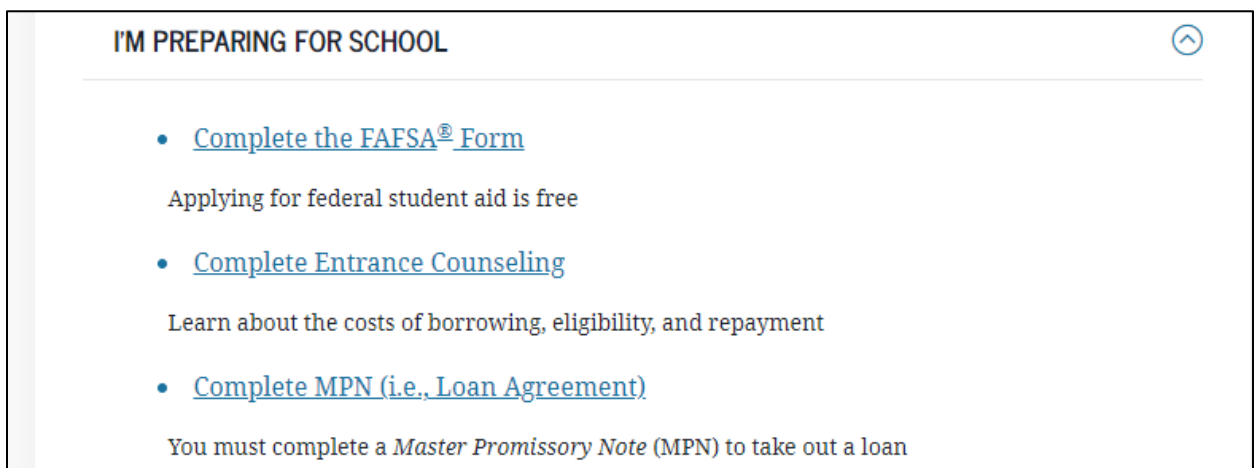
How to Complete Master Promissory Note (MPN) & Entrance Counseling

IMPORTANT NOTE: If these documents are needed, students will see them listed under their financial aid missing documents in the MyMHCC student portal. The links provided there will take you to studentaid.gov to complete the documents (as outlined below) and our system will automatically be updated once they are completed.

1. Log in to studentaid.gov using your FSAID (same login as your FAFSA).
2. Once logged in, you will see the box shown below titled "CHECKLISTS" in the center of the page. Click on the dropdown arrow to the right of the words "I'M PREPARING FOR SCHOOL", which will open up a list of items (see step 3).



3. Click on the second bullet down to Complete Entrance Counseling and the third bullet to Complete MPN (Master Promissory Note). You will need to complete each one separately.




4. A new page will open that looks like the picture below. Click on the “Start” box on the right side of the screen to begin.

For Entrance Counseling:

Select Your Student Status to Begin


Your school may have different entrance counseling requirements. Check with your school's financial aid office to be sure that the counseling on this Web site satisfies your school's entrance counseling requirements.

If your school requires you to complete and return a written entrance counseling document, download [Entrance Counseling PDF](#).

 <h4>I am an Undergraduate Student [Ⓢ]</h4> <p>Entrance counseling for undergraduate students is required if you have not previously received a Direct Subsidized Loan or a Direct Unsubsidized Loan.</p> <p>You're an undergraduate student if you are enrolled in an undergraduate course of study that usually doesn't exceed four years and that leads to an undergraduate degree or certificate.</p>	<p>Start</p>
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For MPN:

Choose the Direct Loan MPN you want to preview or complete

 <h4>I'm an Undergraduate Student</h4> <p>MPN for Subsidized/Unsubsidized Loans</p> <p>Use this MPN for Direct Subsidized Loans or Direct Unsubsidized Loans available to eligible undergraduate students. Learn More</p>	<p>Start</p> <p><small>OMB No. 1845-0007 • Form Approved</small></p>
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5. Follow the steps in each to fully complete and submit. Neither document will change or affect award amounts, but they are both required to allow MHCC to disburse loan funds to you.

