

Direct Loan Master Promissory Note (MPN)

Start by going to studentaid.gov

Make sure that you know your FSA ID username and password.

Then complete the following steps:

1. Click on the “**LOG IN**” button
2. Enter your:
Federal Student Aid ID (FSA ID)
3. Click on “**ACCEPT**”
4. Verify your log in via your mobile phone or email on file
 - a. Click “I agree to Federal Student Aid’s Terms and Conditions, Click Continue
 - b. Verify Contact Information
5. Hover mouse over “**Complete Aid Process**”
6. Click on “**Complete Master Promissory Note**”
7. Choose the type of MPN to complete – Aims is an undergraduate school
8. Confirm your phone number and address
9. Select your school
10. Enter your Personal Reference information and click “**Continue**”
 - a. Two adults with different U.S. addresses who have known you for at least three years.
 - b. The first reference should be a parent or legal guardian.
 - c. References who live outside the U.S. are not acceptable
 - d. If the reference does not have a phone number, enter N/A
11. Review your Personal and School Information and your Personal References and make any necessary edits
12. Read each section of the Terms and Conditions
13. Enter your **First Name, Middle Initial, and Last Name** (must match the name used when applying for FSA ID (username and password), and click on the “**Submit**” button
14. Once your signature has been authenticated. We recommend you print and keep a copy of your MPN for your records. Click on “**view, same and/or print a copy of your completed MPN for your records**”

Please Remember: If you have not already done so, you will need to complete your [Direct Loan Entrance Counseling](#) (**See Reverse**)

Online Direct Loan Entrance Counseling

Start by going to studentaid.gov

Make sure that you know your FSA ID username and password.

Then complete the following steps:

1. Click on the “**LOG IN**” button.
2. Enter your: **Federal Student Aid ID (FSA ID)**
3. Click on “**Log In**” then “**Accept**”
4. Hover mouse over “**Complete Aid Process**”
5. Click on “**Complete Entrance Counseling**”
6. You will need your school name, **Aims Community College**, and details on your income, financial aid, and living expenses before clicking the “**Start**” button next to “**I am an undergraduate student**”
7. Click “**Continue**”
8. Read and complete the information as required.
Note: Entrance Counseling can take approximately 20-30 minutes to complete. Once you complete the Entrance Counseling our office will receive notification electronically

Additional Information:

- In certain sections of Entrance Counseling, you will come across questions asking for financial information. Most of the information required is asking for estimates. Please answer to the best of your ability.
- It can take 3-5 business days for our office to receive an electronic notification of, and upload, your MPN and/or Entrance Counseling from the Department of Education.
- If you have any questions, please contact the **Student Loan Support Center at (800) 557-7394** for assistance.



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