
Federal Student Loan Instructions

You ***MUST*** have your FSA User ID to sign in to <https://studentaid.gov>. If you do not have an FSA User ID, you can create one at <https://studentaid.gov>.

1. Go to <https://studentaid.gov>.
2. Click on “Master Promissory Note (MPN)” under the “Loans and Grants” option
3. Click on “Log In To Start” by the first option “I’m an Undergraduate Student”.
4. Sign in with your **STUDENT FSA ID** information, and click *Log In*.
5. Complete the MPN. The school will be notified when this is complete.
6. When your MPN is complete, the last page will say “View PDF”. Click this and print a copy for your records. Once complete, proceed to Step 7.
7. **First Time Borrowers must complete Entrance Counseling:**
 - Click on “Loan Entrance Counseling” under the “Loans and Grants” option
 - Select “Start” by the “I am an Undergraduate Student” option
 - Complete the counseling. The school will be notified when this is complete.
8. Hover over “Loans and Grants” and Click on “**Complete Annual Student Loan Acknowledgement**”, then click the start button next to the “I’m and Undergraduate Student” option.
 - Review your outstanding Federal Loan balance and details, and your Federal Grant usage. Check the “I understand the amount of aid I have received” acknowledgement and click “Submit”
 - The school will be notified when this is complete.

If you have trouble accessing the Federal Direct Loan website or have issues completing the Federal loan applications, please contact the government’s Federal Direct Loan Applicant Services at 1-800-433-3243.

If you have any questions or if you need help, feel free to call (419-998-8890), or email (financialaid@unoh.edu).