In the information you received in your financial aid award package, it indicates you must complete a Master Promissory Note for the **William D. Ford Federal Direct Loan**. This promissory note will be used to make Direct Loan disbursements until one of the following occurs: you inform our office in writing that you no longer want the note to be used for additional loans, or if in twelve months after the date you sign the note there was not a disbursement, or the ten year expiration date occurs from the date you signed the note. As you continue your education, the Master Promissory Note (Direct Subsidized and Unsubsidized or Grad PLUS) may be used for all subsequent loan(s) you accept in the appropriate Direct Loan Program.

**Complete your Master Promissory Note (MPN) on the Internet**

Go to the website [https://studentaid.gov](https://studentaid.gov)

Under “Complete Aid Process”

Click on “Complete Master Promissory Note”

Click on “Log in to Start” under the appropriate type of Direct Loan MPN

Log in with your FSA ID Username and password

**Once complete first time borrowers are required to complete Entrance Loan Counseling**

Your direct Loan is credited directly to your student account no earlier than 10 days prior to the start of the term once eligibility and requirements are met. If there is an overpayment a refund can be processed. **Complete your Promissory Note promptly to avoid delays!**