



# Richard Bland College

of WILLIAM & MARY

## Steps for Completing Entrance Counseling & Master Promissory Note

**Step 1:** Go to [www.studentloans.gov](http://www.studentloans.gov)

**Step 2:** Log-in with your FSA ID Username and FSA Password

**Step 3:** Select “Complete Loan Counseling (Entrance/Financial Awareness/Exit)

**Step 4:** Select “Entrance Counseling” then Start  
Select “School to Notify”

Select “I am completing entrance counseling to receive Direct Loans as an undergraduate”

*Proceed to complete the Entrance Loan Counseling Session (Carefully read the information as you will be quizzed)*

**Step 5:** Return to My Home Page

**Step 6:** Select “Complete Loan Agreement (MPN)

**Step 7:** Select MPN for Subsidized/Unsubsidized Loan then START

*Proceed to complete the Master Promissory Note (Carefully read the information)*