



Richard Bland College

of WILLIAM & MARY

Steps for Completing Entrance Counseling & Master Promissory Note

Step 1: Go to www.studentloans.gov

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

Step 3: Select “Complete Aid Process”

Step 4: “Complete Entrance Counseling”

Step 5: Select “Start”

Select “State and School”—Notify School

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 6: Return to the Home Page

Step 7: Select “Complete Aid Process”

Step 8: Select “Complete Master Promissory Note”

Step 9: Select “MPN for Subsidized/Unsubsidized Loans”

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