Steps for Completing Entrance Counseling & Master Promissory Note

**Entrance Counseling**

**Step 1:** Go to [https://studentaid.gov/](https://studentaid.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” I am Undergraduate Student

Select “State and School”—Notify School

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

**Master Promissory Note**

**Step 6:** Return to the Home Page

**Step 7:** Select “Complete Aid Process”

**Step 8:** Select “Complete Master Promissory Note”

**Step 9:** Select “Start” I am Undergraduate Student

Complete steps 1-5 and submit