



# Richard Bland College

of WILLIAM & MARY

## Steps for Completing Entrance Counseling & Master Promissory Note

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

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

**Step 3:** Select “Loans and Grants” (top of screen)

**Step 4:** Select “Loan Entrance Counseling”

**Step 5:** Select “Start”

**Step 6:** Select “State and School”—Notify School

**Step 7:** Select “Start”

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

**Step 8:** Return to the Home Page

**Step 9:** Select “Loans and Grants” (top of screen)

**Step 10:** Select “Master Promissory Note”

**Step 11:** Select “Start I’m an undergraduate student MPN for Subsidized/Unsubsidized Loans”

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