



Richard Bland College

Steps for Completing Entrance Counseling & Master Promissory Note

Step 1: Go to 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)