

If you have accepted or plan to accept any portion or all of your federal direct loan(s), please complete the **following two processes**:

1. **Entrance Counseling:**

- Access <https://studentloans.gov>
- Log In (blue button located inside box located on upper right side of page), using your student FSA ID initially established on your FAFSA.
- If 'Account Settings' opens – please confirm/update personal information and agree to the Terms and Conditions and Save.
- Next, on 'My Home Page', on the list of "I want to:", select Loan Counseling (Entrance, Financial Awareness, Exit).
- Under 'Counseling Type', choose **Entrance Counseling (Required)** – "START".
- Under 'Add School to Notify'; 'Select School to Notify' – U.S. Schools/U.S. Territory Schools should be bubbled in. Under 'Search school by name: - choose University of Montevallo - "NOTIFY THIS SCHOOL".
- On the right side of the page, under 'Select Student Type', select the correct choice for you – undergraduate or graduate or professional or professional student – "CONTINUE".
- Begin the **Entrance Counseling** session. Continue through each page until complete, then "SUBMIT COUNSELING".
- You should receive an ENTRANCE COUNSELING SUMMARY that says that you have successfully completed **Entrance Counseling!**

2. **Direct Loan(s) Master Promissory Note (MPN):**

- Access <https://studentloans.gov>
- Log In (blue button located inside box located on upper right side of page), using your student FSA ID initially established on your FAFSA.
- If 'Account Settings' opens – please confirm/update personal information and agree to the Terms and Conditions and Save.
- Next, on 'My Home Page', on the list of "I want to:", select **Complete Loan Agreement (Master Promissory Note)**.
- Under 'Select the type of Direct Loan MPN you would like to preview or complete', choose **MPN for Subsidized/Unsubsidized Loans** – "START".
- Under 'Borrower Information', confirm/update personal information, then under 'Add School to Notify'; 'Select School to Notify' – U.S. Schools/U.S. Territory Schools should be bubbled in. Under 'Search school by name:' - choose University of Montevallo - "CONTINUE".
- Complete the 'Reference Information' section, - "CONTINUE".
- Review the 'Borrower Information' - "CONTINUE".
- Finally, Scroll down to review and electronically sign the **Master Promissory Note**; and "SIGN & SUBMIT".

The UM Student Aid Office encourages that PII (personally identifiable information) is not sent via email (insertion or attachment). If PII is encrypted using a password-protected WinZip archive, it may be sent via a separate email message.