UNIVERSITY of MONTEVALLO
STUDENT AID OFFICE

Federal Direct Loan Checklist

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

1. **Entrance Counseling for 1st time Borrowers**:
   - Access https://studentaid.gov/
   - Click the 'In School' Tab located in the middle of the page
   - Under the Popular Topics select "**Complete Loan Entrance Counseling**" **(Required)**
   - Login to Start (blue button), using your student FSA ID initially established on your FAFSA
   - 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 – underundergraduate or graduate or professional/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) for 1st time Borrowers:**
   - Access https://studentaid.gov/
   - Click the 'In School' Tab located in the middle of the page
   - Under the Popular Topics select "**Complete Loan Agreement (Master Promissory Note)**" **(Required)**
   - Under 'Choose the Direct Loan MPN you would like to preview or complete', choose I'm an Undergraduate Student **MPN for Subsidized/Unsubsidized Loans**
   - Login to "START" (blue button), using your student FSA ID initially established on your FAFSA
   - Under 'Information', confirm/update personal information, - "CONTINUE"
   - Under 'School Information; '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 'MPN Agreements' section, - "CONTINUE"
   - Review the 'Contact (Borrower) Information' - "CONTINUE"
   - Scroll down to review and electronically sign the **Master Promissory Note;** by selecting "SIGN & SUBMIT"
   - You should receive confirmation that the **MPN** was successfully submitted!

3. **Annual Student Loan Acknowledgment for Previous and 1St time Borrowers:**
   - Access https://studentaid.gov/
   - Click the 'In School' or 'Parent' Tab located in the middle of the page
   - Under the Popular Topics select "**Complete the Annual Student Loan Acknowledgement**" **(Required)**
   - Login to "START" (blue button), using your student FSA ID initially established on your FAFSA
   - Under 'Information', confirm/update personal information, - "CONTINUE"
   - Under 'School Information; '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 your Acknowledgment by checking the appropriate box and "SUBMIT"
   - You should receive confirmation that the **Annual Student Loan Acknowledgment** was successfully submitted!