

# LOAN ENTRANCE COUNSELING & MPN

ESTABLISHED  
1794

# TUSCULUM

## OFFICE OF FINANCIAL AID

### DIRECTIONS TO COMPLETE YOUR ENTRANCE LOAN COUNSELING AND MASTER PROMISSORY NOTE (MPN)

1. Visit <https://studentloans.gov>
2. Click on the blue “Log In” box.
3. Enter your FSA I.D. and FSA I.D. Password.

**Once you are logged in to your home page you will have several options under, “I want to:”**

4. Click on “Complete Loan Counseling (Entrance, Financial Awareness, Exit)”

5. On the next page, under “Counseling Type”, Click “Start” out to the right of “Entrance Counseling”.

6. The next page will need for you to: “Add School to Notify” You can either Choose from a school you are associated to in the first drop down, or Choose a school by its State and Name.

7. The school will appear in a green box, under that you click the blue button “Notify This School”

8. Before you Continue, Select A Student Type: Either “Undergraduate” or “Graduate/Professional”.

9. Read and complete each of the following sections. You do not need your actual award package to complete the counseling.

10. Once you have completed all sections, a box at the bottom will appear that says “Submit Counseling.” Click this box.

4. Click on the 2nd link “Complete Loan Agreement (Master Promissory Note)”

5. Select “Start” to the right of “MPN for Subsidized/Unsubsidized Loans”.

6. Fill in your personal information. There are no dashes in phone number.

7. Select Tennessee; choose Tusculum from the drop down school and information menu. Click “Continue.”

8. Enter your personal references. Click “Continue.”

9. You will then be taken to the terms and conditions of your loans. Read each section and continue to scroll down.

10. Check the box under “Sign and Submit” that you have reviewed the information.

11. Enter your first name, middle initial, and last name, and then click “Sign and Submit.”

12. Click on the link that says “View, Save and/or print a copy of your completed MPN for your records” and review the document that you have completed.