

# Entrance Counseling & MPN



Please reference this sheet when you need to complete a **William D. Ford Federal Direct Loan - Master Promissory Note (MPN)**, or Federal **Entrance Counseling (EC)**. These instructions will include steps for the MPN for the Subsidized and Unsubsidized loans.

## Steps to complete the **Subsidized / Unsubsidized MPN**:

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on Log In (must use the **student's** FSA ID)
3. On the left hand side under Master Promissory Note, select Complete MPN
4. Select which type of MPN to complete (Subsidized / Unsubsidized MPN)
5. Enter personal information
6. Enter personal references
7. Review terms and conditions, and sign

## Steps to complete loan **Entrance Counseling**, for all students:

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on Log In (must use the **student's** FSA ID)
3. On the left hand side, under Counseling, select Complete Counseling
4. Under Entrance Counseling, select Start Entrance Counseling
5. Select Missouri from the first drop-down list, and Avila University from the second drop-down
6. Mark "Notify This School" after Avila University's info displays
7. Continue to complete the Entrance Counseling Session / Quiz