

## Student Financial Services Office

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[www.avila.edu/financialaid](http://www.avila.edu/financialaid)

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 **Undergraduate Subsidized / Unsubsidized MPN**:

1. Go to [www.studentaid.gov](http://www.studentaid.gov)
2. Click on Log In (must use the **student's** FSA ID)
3. Click 'Complete Aid Process'
4. Select Subsidized / Unsubsidized MPN

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

1. Go to [www.studentaid.gov](http://www.studentaid.gov)
2. Click on Log In (must use the **student's** FSA ID)
3. Click 'Complete Aid Process'
4. Select Start Entrance Counseling
5. Choose Avila from the drop down or complete the state and school information
6. Select the first option under 'Select Student Type'
7. Click 'Continue'
8. Continue to complete the Entrance Counseling Session / Quiz