Creating an FSA ID

• Click “Create an FSA ID”
• Create a username and password, and enter your e-mail address.
• Enter your personal information and challenge questions and answers.
• Review your information, and read and accept the terms and conditions.
• Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID.
• Once you verify your e-mail address, you can use it instead of your username to log in to the websites.
• The Social Security Administration will verify your information within 1-3 days and then you will be able to access the federal sites using your new FSA ID.

Direct Loan Master Promissory Note

• [www.studentloans.gov](http://www.studentloans.gov)
• Click Sign in (Green tab)
• (You will need to create a new FSA ID in order to log in)
• Click on Complete MPN (Bottom Left Side of Page)
• Click on Subsidized/Unsubsidized (Middle of Page/1st choice)
• Complete required fields

Entrance Counseling

• [www.studentloans.gov](http://www.studentloans.gov)
• Click Sign in (Green tab)
• (You will need to create a new FSA ID in order to log in)
• Click Complete Entrance Counseling (Left Side of Page)
• Click Complete Entrance Counseling (Middle of Page)
• Complete required fields