

APPLYING FOR LOANS AND ENTRANCE COUNSELING ONLINE INSTRUCTIONS

Below are the steps you will need to follow to ensure that your **Parent Plus Loan Application** or **Parent Plus Authorization form** are processed correctly and in a timely manner.

1. Parent and student must first create an FSA ID in order to complete the online application if you do not have one. Keep in mind the FSA ID you use to sign the FAFSA is the same FSA ID you use to complete the online application.
2. If you do not remember your FSA ID or password, you may use the “Forgot Username or Password” on the www.studentloans.gov website by clicking LOGIN.
3. To create an FSA ID, please access www.studentloans.gov website. Click LOGIN to Create an FSA ID.

Student’s Instructions for Applying for Loans

1. **The Entrance Counseling form (Rights and Responsibilities checklist) may be completed at www.studentloans.gov:**
 - a. Click the **GREEN LOGIN** button, then click Continue to Login
 - b. Sign in with your FSA ID and Password (if you forget username and password, follow option 2 in the above instructions).
 - c. Under Counseling on the left, **Select Complete Counseling**
 - d. Under Entrance Counseling, Click **Start Entrance Counseling** and follow the prompts
2. **The Master Promissory Note for the student may completed online at www.studentloans.gov:**
 - a. Click the **GREEN LOGIN** button, then click Continue to Login
 - b. Sign in with your FSA ID and Password (if you forget username and password, follow option 2 in the above instructions).
 - c. Under Master Promissory Note on the left, **Select Complete MPN**
 - d. Under Subsidized/Unsubsidized MPN, Click on **Complete Subsidized/Unsubsidized MPN** and follow the prompts

Parent’s Instructions for Applying for Loans

3. **The Parent Plus Application for Parent may be completed online at www.studentloans.gov.**
 - a. Click the **GREEN LOGIN** button, then click Continue to Login
 - b. Sign in with your FSA ID and Password (if you forget username and password, follow option 2 in the above instructions).
 - c. Under Plus Loan Process on the left, **Select Apply for Plus Loan**
 - d. Under Direct PLUS Loan Request for Parent Borrowers, Click on **Complete PLUS Request for Parent** and follow the prompts
- OR
4. **The Parent Plus Master Promissory Note for the parent be may completed online at www.studentloans.gov:**
 - a. Click the **GREEN LOGIN** button, then click Continue to Login
 - b. Sign in with your FSA ID and Password (if you forget username and password, follow option 2 in the above instructions).
 - c. Under Master Promissory Note on the left, **Select Complete MPN**
 - d. Under PLUS MPN for Parents, Click on **Complete PLUS MPN for Parents** and follow the prompts

IF YOU HAVE QUESTIONS FEEL FREE TO CONTACT THE OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS AT:
(803) 705-4418 OR 1 800 868-6598