APPLYING FOR LOANS AND ENTRANCE COUNSELING
ONLINE INSTRUCTIONS

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.studentaid.gov website by clicking LOGIN.
3. To create an FSA ID, please access https://fsaid.ed.gov website.

Student's Instructions for Applying for Loans

1. **The Entrance Counseling form (Rights and Responsibilities checklist) may be completed at www.studentaid.gov:**
   a. Click on **COMPLETE AID PROCESS** at the top of the page.
   b. Click on Complete Entrance Counseling
   c. Click on **BLUE LOGIN** button. Sign in with your FSA ID and Password (if you forgot your username and password, follow option 2 in the above instructions).
   d. Click the blue **Start** button to the left.
   e. On the left side you will see **Add School to Notify**
      II. Choose a state: South Carolina
      III. Search School by name: Benedict College
   f. Under **Select Student Type**, select **I am completing entrance counseling to receive Direct Loans as an undergraduate student**.
   g. Answer all the **Check Your Knowledge** questions.

2. **The Master Promissory Note for the student may completed online at** www.studentaid.gov**:**
   a. Click the **COMPLETE AID PROCESS** at the top of the page.
   b. Sign in with your FSA ID and Password (if you forget username and password, follow option 2 in the above instructions).
   c. Click on **Subsidized/Unsubsidized Loan MPN**.
   d. Click the blue **Start** button to the left.

Parent's Instructions for Applying for Loans

3. **The Parent PLUS Application for Parent may be completed online at www.studentaid.gov.**
   a. Click on **APPLY FOR AID**.
   b. Sign in with your FSA ID and Password (if you forget username and password, follow option 2 in the above instructions).
   c. Click on Apply for a PLUS Loan.
   d. Under **Select the type of Direct PLUS Loan Application you would like to complete**, you will see **Direct PLUS Loan Application for Parents**. Click the blue **Start** button to the right.
      <mark>IF APPROVED DO #4</mark>
4. **The Parent Plus Master Promissory Note for the parent be may completed online at** www.studentaid.gov**:**
   a. Click on Parent PLUS MPN
   b. Sign in with your FSA ID and Password (if you forget username and password, follow option 2 in the above instructions).
   c. Click the blue **Start** button to the right.