



# WEST LIBERTY UNIVERSITY

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Office of Financial Aid  
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## Undergraduate Student Direct Loan Borrowers

### Getting Started:

- ✓ You will need a Department of Education FSA ID to complete the following items. This is the same FSA ID used to complete the FAFSA. If you do not have an FSA ID you may apply for one at [fsaid.ed.gov](https://fsaid.ed.gov).
- ✓ Gather important information you will need to complete the MPN.
  - Student SSN and FSA ID
  - Information for two References
    - Name, Address, Phone Number

### **Master Promissory Note**

The Master Promissory Note is your agreement to repay your loan. It is required for all first-time borrowers. Please allow approximately 15 minutes to complete the session.

First, visit <https://studentaid.gov> and click the white "Log In" button.

- ✓ Sign in using the information requested. Note that the sign-in information must match the information listed on the borrower's FAFSA.

Welcome to the landing page. Note that you can complete entrance counseling, a master promissory note, and apply for repayment options – right now, we want to click the header “Complete Aid Process.”

### Find “Step 04, Sign Loan Agreement” in the middle of the page.

- ✓ Select the link that says "Complete Master Promissory Note."
- ✓ Select the blue “START” box next to I’m an Undergraduate Student / MPN for Subsidized/Unsubsidized Loans to begin.

### Step One: Information

- ✓ Fill in the requested fields about yourself. Remember, the information must match what is listed on the FAFSA.

### Step Two: References

- ✓ Enter information for two loan references and click "Submit."

### Step Three: Agreements

- ✓ Take your time to read through all sections of the loan terms and conditions, click “Continue.”

### Step Four: Review and Edit

- ✓ Be sure to review all personal and reference information for accuracy, click “Continue.”

### Step Five: Sign and Submit

- ✓ Type your name to “sign.” It should match your FSA ID Application, “Sign and Submit.”

### To Complete:

- ✓ After clicking "Submit," your confirmation page appears. Your results will be electronically submitted to West Liberty University. You can log back in at any time to view the information on this page. Please allow 72 hours for WLU to process your MPN. If you have questions, please contact our office.

## Entrance Counseling

Entrance counseling is an online tutorial that provides detailed information about costs, budgeting, interest, and timelines. Entrance counseling is required for all first-time student borrowers. Please allow 20 minutes to complete this session.

First, visit <https://studentaid.gov> and click the white "Log In" button.

- ✓ Sign in using the information requested. Note that the sign-in information must match the information listed on the borrower's FAFSA.

Welcome to the landing page. Note that you can complete entrance counseling, a master promissory note, and apply for repayment options – right now, we want to click the header “Complete Aid Process.”

Find “Step 05, Complete Entrance Counseling” in the middle of the page.

- ✓ Select the link that says "first loan."
- ✓ Select the blue “START” box.
- ✓ Choose “West Liberty University” and click the blue “Notify this School” box.
- ✓ Choose “I am completing entrance counseling to receive Direct Loans as an undergraduate student.” Click the blue “CONTINUE” box.

### Section One: Understanding Your Loans

- ✓ Read the information about different types of financial aid, interest rates, and loan limits, and then answer the quiz questions in the boxes under each section called "Check Your Knowledge." You won't be able to advance until you get these answers correct. Click the blue “Continue” button.

### Section Two: Manage Your Spending

- ✓ Estimate your funds based on the Estimated Financial Aid Award Letter you received as well as other outside scholarships and funds you may have or be receiving.
- ✓ Estimate your expenses based on your number of credit hours, residency, and where you live. West Liberty University’s detailed budget is available on WINS Account under Financial Aid.
- ✓ Answer the quiz questions in the boxes under each section called "Check Your Knowledge." Click the blue “Continue” button.

### Section Three: Plan to Repay

- ✓ Estimate your annual income and withholdings.
- ✓ Review and choose an available repayment plan.
- ✓ Answer the quiz questions in the boxes under each section called "Check Your Knowledge." Click the blue “Continue” button.

### Section Four: Avoid Default

- ✓ Use the calculator to learn about deferment and forbearance.
- ✓ Answer the quiz questions in the boxes under each section called "Check Your Knowledge." Click the blue “Continue” button.

### Section Five: Finances: A Priority

- ✓ Learn about tax deductions, credit score, and credit cards.
- ✓ Answer the quiz questions in the boxes under each section called "Check Your Knowledge." Click the blue “Submit Counseling” button.

### To Complete:

- ✓ After clicking "Submit," your confirmation page appears. Your results will be electronically submitted to West Liberty University. You can log back in at any time to view the information on this page. Please allow 72 hours for WLU to process your Entrance Counseling. If you have questions, please contact our office.