

Two items to complete prior to receiving your loan distribution...

Loans CAN NOT be processed until these two items are complete!

1. Online Entrance Counseling (instructions provided)
2. Direct Loan Master Promissory Note (instructions provided)

How to complete Entrance Counseling

- <https://studentaid.gov>
- Click the white “Log In” button
- Enter your FSA ID, email address or phone number and password then hit the blue “Log In” button
- Click the blue “Accept” button
- You will then need to confirm your contact information
- You will decide how you want the Department of Education to contact you by, either email or postal mail
- Pick your preferred language then click continue
- On the right-hand side of the screen you will see Learn what it means to take out a federal student loan
- Click on [ENTRANCE COUNSELING >](#)
- Click on the blue START button to begin ENTRANCE COUNSELING
- On the left, under “Select School to Notify”, click the drop down menu under Choose a State and select Kansas, then click on the drop down box under Search school by name, start typing in Washburn and it will pull up Washburn Institute of Technology
- Select the blue “Notify this School”, it will show on the right-hand side of the screen
- Under Select Student Type, select I am completing entrance counseling to receive Direct Loans as an undergraduate student then click the blue “continue” button
- Read through each section answering questions along the way, if you miss a question it will not let you continue to the next section
- Once you have completed all sections, click “Submit Counseling”

How to complete your Master Promissory Note

- <https://studentaid.gov>
- Use your FSA User ID, email address, or phone number and password
- On the right-hand side of the screen you will see “Sign your Master Promissory Note (MPN)”
- Click [COMPLETE MPN >](#)
- You will see three options for Master Promissory Note
- You will need to complete the MPN for Subsidized/Unsubsidized Loans which is the first option, click the blue “Start” button
- Update any of your information that is not current or enter in as needed
- Be sure to confirm your email address if one is already listed
- Under School Information, pick Kansas from the drop-down menu under Choose a state
- Under Search school by name, start typing in washburn and then click Washburn Institute of Technology, it will be added to right side of the screen
- Click the blue “Continue” button
- Complete both references or choose one from the drop down box to the right if you have previously completed an MPN then select the blue “Continue” button
- Read through your Master Promissory Note notifications and your rights and responsibilities, you must scroll to the bottom of the page
- Select the check box --- “I have reviewed...” then enter your name in the blanks provided
- Select Sign and Submit

Once you have completed both documents, send an email tech-fa-info@washburn.edu to notify the financial aid office the forms have been completed. You will receive an email to let you know if your financial aid has been finalized and when your financial aid will be disbursed.