



**ONLINE APPLICATION CHECKLIST**

**Step 1:** You must create a **PIN #** before you can proceed. Please go to [www.pin.ed.gov](http://www.pin.ed.gov) and click on **APPLY FOR PIN**.

**Step 2:** Complete your **FAFSA** application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our **School CODE** is: **035904**. Please print the confirmation page and submit it to your financial aid officer.

**Step 3:** Complete your **Entrance Counseling & Electronic Promissory Note (MPN)**.

**\*\*See instructions below.**

Go to <https://studentloans.gov/myDirectLoan/index.action> and click on **"Sign In"**


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**Manage My Direct Loan**

**Sign In** Please use your PIN to sign in. Why Am I signing in?

- View My Loan Documents
- Entrance Counseling
- Sign Master Promissory Note
- Complete PLUS Request Process
- Endorse PLUS Loan

Please visit the PIN site if you are a new user or have forgotten your PIN.



**StudentLoans.gov**

This site is your source for information from the U.S. Department of Education about how to manage your student loans.

**Learn More**

- Find Information about Student Aid Programs
- Direct Loan Overview
- What you Need for Direct Loans
- What to Expect for Direct Loans
- Asesoramiento de Ingreso

**Tools and Resources**

- Apply for PIN
- FAFSA
- Exit Counseling
- Direct Loan Consolidation
- My Financial Aid History

**Managing Repayment**

- Repaying Your Loans
- Repayment Plans & Calculators
  - Income Based Repayment Plan
- Trouble Making Payments?
- Loan Discharge
- Public Service Loan Forgiveness
- Teacher Loan Forgiveness

Fill out the information below social security #, first two letters of last name, date of birth and Pin #.  
**Click on Entrance Counseling and Master Promissory Note tabs to complete forms**

**Please print confirmation pages for Entrance Counseling and Master Promissory Note and submit to your Financial Aid Officer.**

**Sign In**

Social Security Number	<input type="text"/>
First Two (2) Characters of Last Name	<input type="text"/>
Date of Birth (mm/dd/yyyy)	<input type="text"/>
PIN	<input type="text"/>

If you do not have a pin, please visit the PIN site.

Students must sign in using their own Federal Student Aid PIN to complete Entrance Counseling, Master Promissory Notes (MPNs), and PLUS Loan Requests (Graduate Students only).

Parents must sign in using their own Federal student Aid PIN to complete PLUS Master Promissory Notes (MPNs) and PLUS Loan Requests.

Endorsers must sign in using their own Federal Student Aid PIN to complete a PLUS Endorser Addendum.

**If you have questions, contact your financial aid advisor via email, phone or in person.**