

Signing Your Master Promissory Note (MPN)

The Master Promissory Note (MPN) contains the interest rate and repayment information for your loan. It is a contract stating that you agree to repay the loan and accept all its terms and conditions. You must sign your MPN before your financial aid can be disbursed.

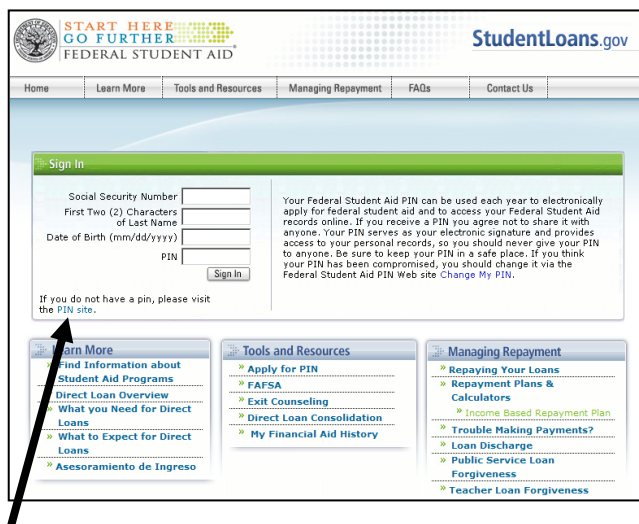
Go to www.studentloans.gov. Select the **Sign In** button in the “Manage My Direct Loan” box.



To sign in, you need your Federal PIN. This is the same PIN you use to sign your FAFSA.

If you know your PIN, complete the required information – *Social Security Number, First Two Characters of Last Name, Date of Birth, PIN* – and select the **Sign In** button.

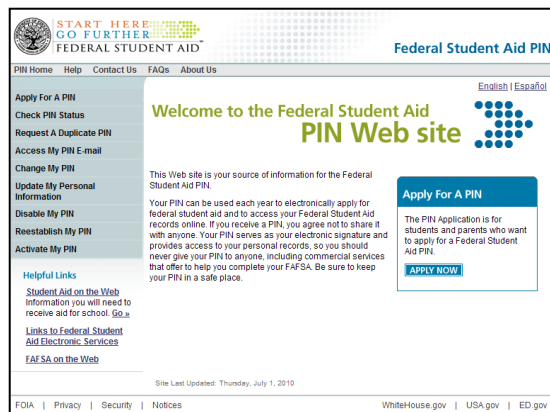
- ♦ *Social Security Number – enter without hyphens.*
- ♦ *Date of Birth – enter without the slashes. These will appear automatically as you enter your information.*



If you do not remember your PIN, select the **PIN site** link. This will open a new window that will allow you to request your PIN.

Select the **Request A Duplicate PIN** link from the left side of the screen.

On the next screen, enter the required information, and select the **Submit Request** button. You will then be prompted to answer a question. Answer the question and select the **Submit Request** button. On the next screen, select **Display Now** from the pull-down menu in the blue box (if necessary) and select the **Submit Request** button.



Your PIN will now be displayed. Return to the Student Loans window and sign in.

Once signed in, review your personal information on the right side of the screen, and make any necessary changes. Then select either of the links to complete the MPN.

The screenshot shows the StudentLoans.gov website interface. At the top, there is a navigation bar with links for Home, Learn More, Tools and Resources, Managing Repayment, FAQs, and Contact Us. Below this is a 'My Profile' section with a 'Logout' button. The main content area is divided into several sections:

- want to:** A dropdown menu with '--Select--'.
- My Loan Documents:** Includes Disclosure Statements, Completed MPNs, PLUS Loan Applications, Completed Endorser Addenda, and PLUS Loan Process.
- Request PLUS Loan:** Includes Appeal Credit Decision, Endorse PLUS Loan, Print Endorser Addendum, and Master Promissory Note.
- Counseling:** Includes Complete Entrance Counseling, View Previously Completed Counseling, and Complete MPN.
- Print MPN:** A link to print the Master Promissory Note.

On the right side, there is a 'Personal Information' form with fields for Full Name, Social Security Number, Date of Birth, E-mail, and Confirm E-mail. Below the form is a checkbox for 'I would like to receive my correspondence electronically.' and an 'Update' button.

Two black arrows are overlaid on the image: one points from the 'Complete MPN' link in the 'Master Promissory Note' category to the 'Complete Entrance Counseling' link in the 'If you have confirmed your information, what do you want to do?' section. Another arrow points from the top left towards the 'Complete MPN' link.

On the next screen, select *Subsidized/Unsubsidized* under “Select the type of loan you would like to receive.” The next four pages are the actual MPN. Enter all necessary information. Under “**School and Loan Information,**” select **Missouri as the state – NOT Florida.**

For questions, contact the Financial Aid Representative at your home campus.

Merritt Island Campus Hope Tarr	Melbourne Campus Schronie Allen	Patrick AFB Campus Lori Henry
Phone: 321-449-4500 Fax: 321-454-7799	Phone: 321-956-6700 Fax: 321-956-6525	Phone: 321-868-5194 Fax: 321-868-5174
Monday-Thursday 8:00am – 6:00pm Saturday 7:30am – 1:30pm	Monday-Thursday 9:30am – 5:30pm Saturday 7:30am – 1:30pm	Monday-Thursday 9:00am – 5:00pm Friday 9:00am – 2:00pm