

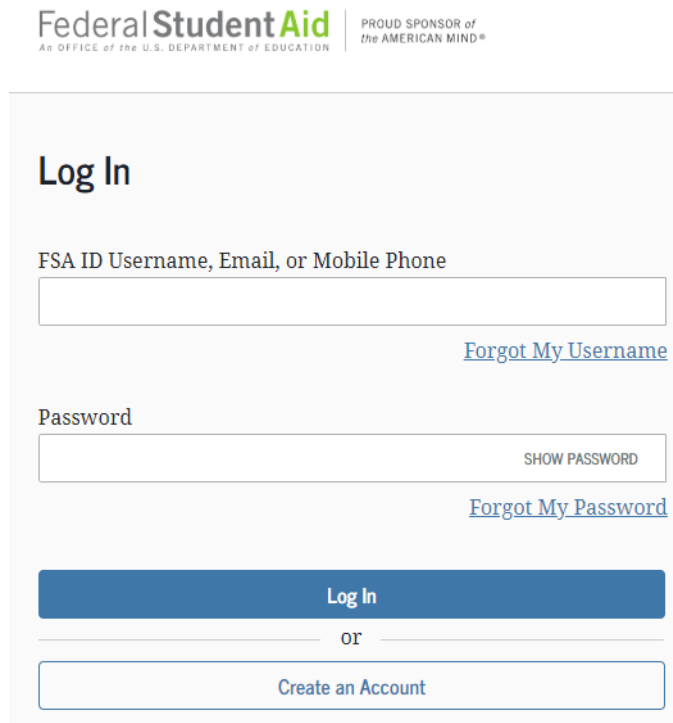
**Instructions:**

**Federal Direct Subsidized/Unsubsidized Loan Entrance Counseling and Master Promissory Note**

- ❖ Please note that Entrance Counseling is used as a tool to insure that you understand the terms of borrowing federal student loans. All of the information needed to complete the counseling can be found within the counseling itself.

**Please follow the step-by-step instructions below:**

1. Go to [www.studentaid.gov](http://www.studentaid.gov) and click “Log In” at the upper right-hand corner of the page.
2. Log in using your Federal Student Aid (FSA) ID. This is the same log in information you use to complete the FAFSA. If you haven’t created one yet, click “Create an Account.”



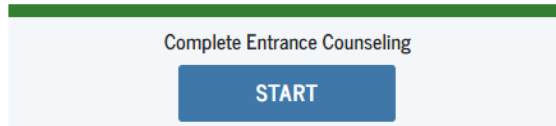
The screenshot shows the Federal Student Aid login interface. At the top, it says "Federal Student Aid" and "PROUD SPONSOR of the AMERICAN MIND®". Below this is the "Log In" section. It contains two input fields: "FSA ID Username, Email, or Mobile Phone" and "Password". There are links for "Forgot My Username" and "Forgot My Password". A blue "Log In" button is present, followed by "or" and a "Create an Account" button.

3. At the top of the page hover your cursor over “Complete Aid Process” and select “Complete Entrance Counseling.”

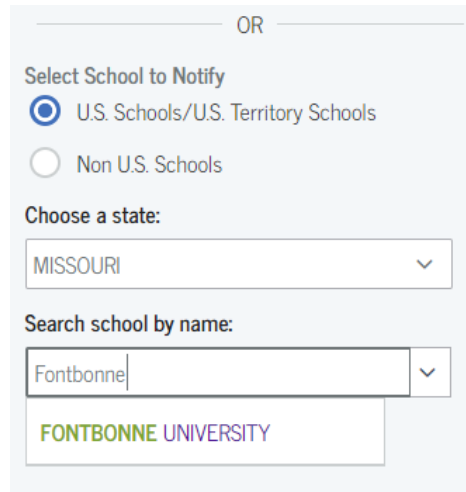
<a href="#">Section Overview</a>	<a href="#">Complete Master Promissory Note</a>	<a href="#">Complete Entrance Counseling</a> ←
<a href="#">How Aid is Calculated</a>	<a href="#">Subsidized/Unsubsidized Loan MPN</a>	<a href="#">Get a TEACH Grant</a>
<a href="#">Comparing School Aid Offers</a>	<a href="#">Grad PLUS MPN</a>	
<a href="#">Accepting Financial Aid</a>	<a href="#">Parent PLUS MPN</a>	

**STUDENT SERVICES CENTER**

4. Select “Start” under “Complete Entrance Counseling” to begin.



5. For school selection drop down to select Missouri and Fontbonne University.



6. Click “Notify this School.”

7. Select that you are an undergraduate student and click “Continue.”

### Select Student Type

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- I am completing entrance counseling to receive Direct Loans as an undergraduate [?](#) student.
- I am completing entrance counseling to receive Direct Loans as a graduate or professional [?](#) student.

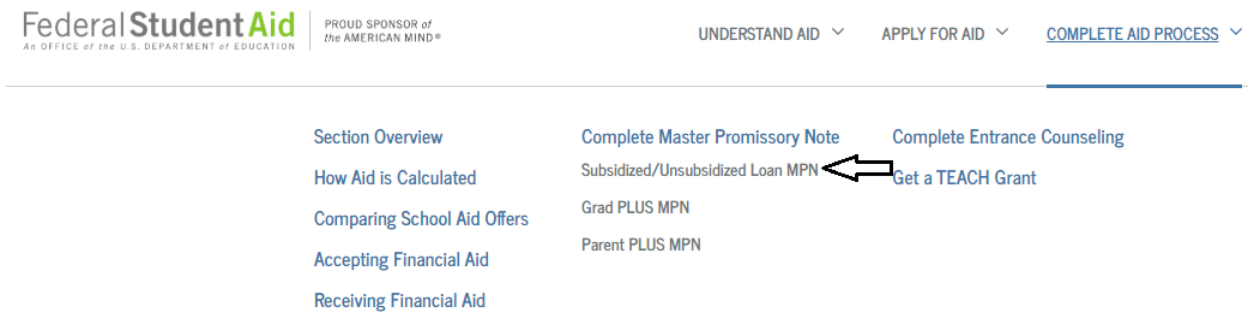


8. Follow the instructions on the screen to complete the Entrance Counseling. Note that all the information needed to complete Entrance Counseling are found within the counseling itself.

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**Once you have complete Entrance Counseling, you will need to complete the Master Promissory Note (MPN)**

9. Once again, hover your cursor over “Complete Aid Process” and under “Complete Master Promissory Note” select “Subsidized/Unsubsidized Loan MPN” and Click “Start.”



10. Make sure to complete all required fields and click continue at the end of each page until your MPN is complete. Don't forget to add Fontbonne to receive your Electronic MPN.

School Information

Select School to Notify

- U.S. Schools/U.S. Territory Schools
- Non U.S. Schools

Choose a state:

- Select -

Search school by name:

Select or type

✓ The school you selected is participating in the electronic Master Promissory Note (MPN) process.

**School Name:**  
FONTBONNE UNIVERSITY

**School Code/Branch:**  
G02464

**School Address:**  
6800 WYDOWN BOULEVARD  
SAINT LOUIS, MO 631053098

[Remove this school](#)

11. Once at the end, review all of your information and submit.

12. Both Entrance Counseling and Master Promissory Note will be submitted to Fontbonne Electronically.

**Your federal student loans will not be disbursed until both Entrance Counseling and Master Promissory Note are complete. If you have any issues or need assistance, please contact the Office of Financial Aid or stop by between 8:30am and 4:30pm Monday through Friday in Ryan Hall 209.**

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