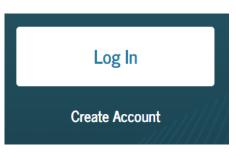
Go to Federal Student Aid website, studentaid.gov

- Sign in by clicking the "LOG IN" button
- Enter the FSA ID username/email and FSA Password.
   If you need to create your FSA ID and password <a href="https://studentaid.gov/help/create-fsa-id">https://studentaid.gov/help/create-fsa-id</a>
   If you have forgotten your FSA ID and/or password <a href="https://studentaid.gov/help/forgot-fsa-id">https://studentaid.gov/help/forgot-fsa-id</a>

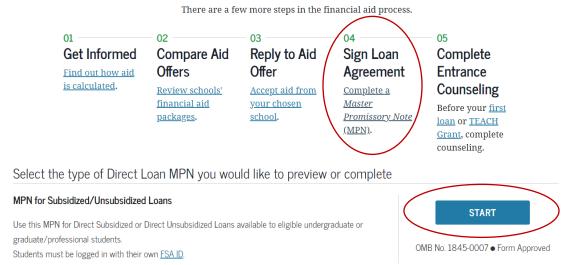




## **Complete a Master Promissory Note (MPN)**

- Select "COMPLETE AID PROCESS" at the top of the page
- Select "Complete a Master Promissory Note (MPN)" (Number 4 in the "Next Steps Section")
- Then select the blue "START" button under the MPN for Subsidized/Unsubsidized Loans

## Next Steps



- Complete <u>ALL</u> questions on the first and second screens. Select "Continue" at the bottom of each screen once completed.
  - o Notify School: Use UNIVERSITY OF PITTSBURGH, there will be no Bradford in the name or address.
- Review the information you entered on the previous screens to verify accuracy. You must read ALL
  the terms and conditions, before you can accept the terms. You will then need to "sign" the MPN
  which is done by typing your name and clicking "SIGN & SUBMIT."

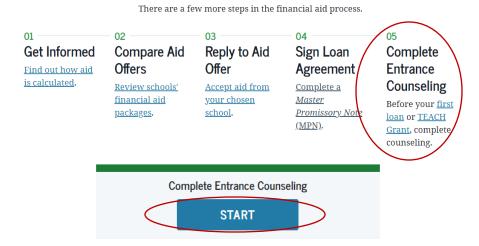
First Name:		Middle Initial:	Last Name:	
	*			

The time and date of your signature will be recorded and be made part of your completed MPN.

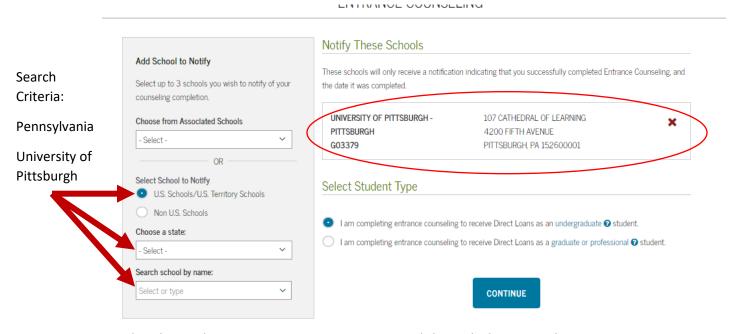
 You will receive a confirmation once your MPN has been submitted and have the option to save and/or print a copy of the completed MPN

## **Complete Entrance Counseling**

- Select "COMPLETE AID PROCESS" at the top of the page
- Select "first loan" in the 5<sup>th</sup> step under "Next Steps" (you can also get here by hovering your mouse over the "Complete Aid Process" heading and choosing "Complete Entrance Counseling")
- Then select the blue "START" button under the MPN for Subsidized/Unsubsidized Loans
   Next Steps



 Select your School to notify, use UNIVERSITY OF PITTSBURGH, there is no Bradford in the name or address



- Read and complete ALL questions as you proceed through the counseling.
- Once you have submitted your counseling you will get a confirmation that it has been successfully submitted.

## Name, , you have successfully completed Entrance Counseling!

The following is a summary of the information you entered during this session and future actions you can take.