

Direct Loan borrowers: If this is your first time borrowing a Direct Loan you must complete Student Loan Entrance Counseling and sign a Master Promissory Note (MPN).

- Follow these instructions to complete Counseling and MPN:
- Go to www.studentloans.gov
- Select the Log In button
- Enter your FSA ID Username or Email Address and FSA ID Password
- Read over the Warning disclaimer. If you accept, click the blue “Accept” button

For Entrance Counseling if you have done this at another school:

- If you have already completed entrance counseling for another college
 - select the option “My Documents”
 - From the drop down box next to “Filer By” select “Loan Counseling”
 - Click the down arrow next to “Sub/Unsub Entrance Counseling”
 - Click the link for “Notify Additional School”

For New Entrance Counseling

- Select “Complete Loan Counseling (Entrance, Financial Awareness, Exit)”
- Click the blue “Start” button directly across from “Entrance Counseling (Required) “

In the grey box titled “Add School to Notify” first box Select from the drop down menus the School State and Name:

- School State: West Virginia
- School Name: Mountwest Community & Tech College
- Click the Blue “Notify This School” button
- Under “Select Student Type”, click the radio button next to “I am completing entrance counseling to receive Direct Loans as an undergraduate student.”
- Click “Continue”
- There are several sections in Entrance Counseling-Read each section and answer the question(s) that follow each section.
- The questions are in the purple “Check Your Knowledge” boxes.
- (Every time you answer a question, a green or red box will show up and tell you if your answer is correct.)
- If the webpage will not let you continue on, be sure that you have read all parts, answered all questions and completed all the interactive areas.

Master Promissory Note (MPN)

- Select “Complete Loan Agreement (Master Promissory Note)”
- Under “Select the type of Direct Loan MPN you would like to preview or complete”
 - Click the blue “Start” button directly across from “MPN for Subsidized/Unsubsidized Loans”
- Fill in Personal Information

- Select from the drop down menus the School State and Name
- School State: West Virginia
- School Name: Mountwest Community & Tech College
- Click “Continue”
- Fill in Reference Information
- Click “Continue”
- Read all Terms and Conditions and check the small box stating you have reviewed the information
- Click “Continue”
- Review ALL information for accuracy (“Edit” if incorrect)
- Fill in Name
- Click “Sign”
- Click “Submit”