DIRECTIONS TO COMPLETE YOUR
ENTRANCE COUNSELING AND MASTER PROMISSORY NOTE (MPN)

2. Click on the blue “Log In” box
3. Enter your FSA I.D. and FSA I.D. password (if you have not already created an FSA ID you will be prompted to do so)

Once you are logged in to your homepage you will have several options under, “I want to:”

**ENTRANCE COUNSELING**

4. Select “Complete Loan Counseling (Entrance, Financial Awareness, Exit)”
5. Select “Start” to the right of “Entrance Counseling.”
6. “Add School to Notify”
   Select School to Notify
   U.S. Schools
   State – TN
   School Name
   Martin Methodist
7. Click “Notify This School”
8. Select Student Type: “Undergraduate” Continue
9. “ENTRANCE COUNSELING”
   This portion is strictly for counseling
   NOTE – the amounts in this section
   DO NOT REFLECT the amounts of your loans
10. Once you have completed all sections, a box at the bottom will appear that says “Submit Counseling.” Click this box.

**MASTER PROMISSORY NOTE (MPN)**

11. Select “Complete a Master Promissory Note”
12. Select “Start” to the right of “MPN for Subsidized/Unsubsidized Loans”
13. Fill in your personal information
14. School Information
   Select School to Notify
   U.S. Schools
   State – TN
   School Name
   Martin Methodist
15. Enter information for 2 references
   Continue
16. Review & Edit
   Continue
17. Sign & Submit
   First Name and Last Name required
   CONFIRMATION

If you have any questions or concerns regarding this process, please contact us.

Office of Financial Aid
433 West Madison Street
Pulaski, TN 38478
(800) 467 – 1273
(931) 363 – 9822 Fax
School Code 003504