



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

1. Visit studentaid.gov
2. Log In top right corner
3. Enter your FSA I.D. and password
4. Confirm your account information and set-up two-step verification

ENTRANCE COUNSELING

5. Under “Loans and Grants”
Loan Entrance Counseling
6. I am an Undergraduate Student “START”
7. Entrance Counseling Overview - Continue
8. Let’s Notify Your School
 - a. I want to search for a school instead
 - b. Choose a State – Tennessee
 - c. Search School By Name
Martin Methodist College (Once selected the name will change to University of Tennessee Southern)
9. Entrance Counseling Modules – review each and continue
 - a. Estimate the Cost of Your Education
 - b. Estimate Your School’s Cost of Attendance
 - c. Select Type of Tuition
 - d. Select Living Arrangement
 - e. Expected Years to Complete Program
 - f. View Data (This amount is not indicative of our current costs)
10. Paying for Your Education – 3 Steps
11. Federal Student Loans – 6 Steps
Check Your Knowledge – 3 Questions
12. How Much You Can Expect to Borrow – 4 Steps
 - a. Select “Degree/Certificate” – View Data
 - b. Total Amount I May Borrow
 - c. Program Length – Calculate
Check Your Knowledge – 3 Questions

13. Prepare for Repayment after School – 5 Steps
Check Your Knowledge – 4 Questions
14. Consequences of Not Repaying Student Loans – 4 Steps
15. Submit – You’ve Successfully Completed Entrance Counseling

MASTER PROMISSORY NOTE (MPN)

1. Under “Loans and Grants” select “Master Promissory Note”
2. I am an Undergraduate Student “START”
3. Fill in your personal information
4. School Information Choose a State – Tennessee
5. Search School By Name - Martin Methodist College (Once selected the name will change to University of Tennessee Southern)
6. Enter information for 2 references
7. MPN Agreements (1 thru 5)
8. Review and Edit
9. Promises checkbox
10. Sign & Submit
First Name and Last Name required *You have successfully submitted your MPN*