

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

1. Go to <https://studentaid.gov/>
2. Click on Complete Aid Process and then click on first loan under Complete Entrance Counseling.
3. **LOG IN** using your Federal Student Aid ID (FSAID). This is the same FSAID that you used to sign your FAFSA. If you can't remember your FSAID, you can request a duplicate at [fsaid.ed.gov](https://fsaid.ed.gov) or call 1-800-557-7394.
4. Choose the link "Entrance Counseling."
5. Select the schools you would like to notify.
6. Select "I am completing entrance counseling to receive Direct Loans as an undergraduate student."
7. Complete each section and answer all questions.
8. Once you have completed all sections, a box at the bottom will appear that says "Submit Counseling." Click this box. This will automatically notify the school.
9. Go to <https://studentaid.gov/mpn/>. If you are not already logged in you will be prompted to login with your FSA ID and password.
10. Click **START** next to the statement "I'm an undergraduate student."
11. Fill in your personal information. There are no dashes in phone number.
12. In the "Choose a State" box, type Kansas. In the "Search School By Name" box, type Colby Community College. The school's information should appear on the right. Click "Continue."
13. Enter your personal references. Click "Continue."
14. You will then be taken to the terms and conditions of your loans. Read through each page and click "Continue" at the bottom to proceed to the next page.
15. After the terms and conditions, you will be taken to a page to review and edit the information you provided. If the information is correct, click "Continue."
16. You will be given an opportunity to preview the draft MPN. To proceed, read the text in the "Promises" section and check the box certifying your agreement to the terms and conditions of the MPN.
17. Enter your name and click "Submit."
18. If your MPN is successful, you will see a green checkmark and a statement that you have successfully completed your MPN. You will also see a link to view/download a .pdf copy of your MPN. Colby Community College will receive your MPN within 24 hours.