Direct Loan Instructions – First-time borrowers

First-time borrowers must complete the 3 steps below to apply for the federal Direct Loan. Once all 3 steps are complete, the loan will be credited to your student account.

1. **Step 1: Accept your loan in MSM’s NETPARTNER.**
   a. Log in to NETPARTNER
      i. Log into your Jenzabar student portal
      ii. Click the “Account Balance” tab at the top of the screen
      iii. Under Financial Aid, click the link for “Net Partner”
   b. Select ACCEPT AWARDS
   c. Accept or decline the Direct Loan(s) – you may have subsidized and unsubsidized loans. You need to review each loan.
   d. Reduce the amount of the loan if you are borrowing less than what your maximum eligibility.

2. **Step 2: Complete the Master Promissory Note**
   a. Go to https://studentaid.gov
   b. From the menu across the top of the page, select Complete Aid Process
   c. Select Subsidized/Unsubsidized Loan MPN
   d. Using the student’s FSA ID, log into the MPN and complete

3. **Step 3: Complete Entrance Counseling**
   a. Go to https://studentaid.gov
   b. From the menu across the top of the page, select Complete Aid Process
   c. Select Complete Entrance Counseling
   d. Using the student’s FSA ID, log into the Entrance Counseling and complete