



## 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