



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

1. Visit <https://studentloans.gov>
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