



## OFFICE OF FINANCIAL AID

### ACCEPTING YOUR FEDERAL DIRECT STUDENT LOANS

If you plan to use the federal loans offered in your financial aid package to help pay for your education at Wittenberg, please follow the steps below:

#### 1. Entrance Counseling

- Log onto [www.studentaid.gov](http://www.studentaid.gov) and sign in using your FSA ID.
- Hover your cursor over "Complete Aid Process".
- Select "Complete Entrance Counseling" from the drop-down menu.
- Click the blue "Start" button, complete the session and submit the form when complete.

The purpose of this session is to help you understand your rights and responsibilities as a student loan borrower.

Next, stay logged onto the website to complete step #2 below.

#### 2. Master Promissory Note

- Hover your cursor over "Complete Aid Process".
- Select "Complete Master Promissory Note" from the drop-down menu.
- Select "MPN for Subsidized/Unsubsidized Loans".
- Press the blue "start" button and submit the MPN when complete.

Our office will receive electronic notification when these two items are complete and we will activate your Federal Direct Student loans. **Please note** your loans will not be reflected on your bill until both items are complete.

**If you do not intend to use the Federal Direct loans at this time, please email [financial-aid@wittenberg.edu](mailto:financial-aid@wittenberg.edu) . Be sure to include your full name in the email.**

*Questions? Contact the Office of Financial Aid at 937-327-7321 or email [financial-aid@wittenberg.edu](mailto:financial-aid@wittenberg.edu).*