

Step by Step Directions for Signing MPN (Master Promissory Note)

1. Go to <https://dlenote.ed.gov/emprn/index.jsp>
2. Click **Complete New MPN for Student Loans or New MPN for Parents (PLUS LOAN)**
3. (Subsidized/Unsubsidized should be checked) click **Continue**
4. Click **Proceed to PIN site registration (use 4-digit PIN used to sign FAFSA, if you need a new PIN you may request one at <http://www.pin.ed.gov>)**
5. Complete information, click **Submit**
6. Check box before **I agree...**, click **Continue**
7. Complete information, click **Continue**
8. Select your school and click **Continue**
9. Verify information and click **Continue**
10. Click **Continue** after reading information
11. Read information, check box next to **I Agree ...**, then **Continue**
12. Complete information and click **Continue**
13. Review information, check box next to **I have reviewed...**, then **Continue**
14. Read information, type in your full name, and click **Submit Signature**
15. Read information and click **Continue**
16. Click **Review Signed MPN** link (write down your confirmation number)
17. Enter confirmation number in box, then click **Continue**
18. Read information and click **Submit Note**
19. Click **Done** after saving or printing
20. Click **Done** (You will receive an e-mail once you are finished)

Step by Step Directions for Entrance Counseling

1. Go to <https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp>
2. Click **Entrance and Exit Counseling** link
3. Click **Take the Entrance Counseling Session** link
4. Click **Click here to begin the entrance Counseling tutorial and quiz** link
5. Read the information on each screen and click **next** when finished
6. Start quiz and click **submit** once finished
7. Click **proceed** on the next screen
8. Click **proceed** on the next screen
9. Type your name in the boxes then click **submit name**
10. Verify information and click **continue**
11. Read the information and click **save and acknowledge**
12. Click **Add a school (PNC school code: 001826)**
13. Click **choose selected school** (The information is then sent to the school)

NOTE: Please be aware if you have never taken a loan at PNC, you will be required to complete these processes before any money will be disbursed to your account.

***Once these documents are completed at PNC, you do not have to complete these documents again while at our university.**

***Please note: To receive a student loan you must be enrolled in at least 6 credit hours.**

FOR PARENT PLUS LOAN BORROWERS, THE PARENTS ARE ALSO REQUIRED TO COMPLETE THE MASTER PROMISSORY NOTE.

Instructions to apply for/accept all loans (Direct Stafford, Parent Plus, Federal Perkins) can be found on the PNC Financial Aid page under 'Direct Loan Procedures':

<http://www.pnc.edu/financialaid/direct.html>