STUDENT SIGN IN INSTRUCTIONS FOR FEDERAL DIRECT STUDENT LOANS: StudentLoans.gov

**STEP 1:**
Go to https://studentloans.gov
Click on the green “Sign In” box

**STEP 2:**
Log in using the Student’s Username & Password
OR

**If you do not have or remember your username or password, Click here which will take you to the www.Fsaid.ed.gov website. Otherwise skip to Step 3.**

To create your username & password click on the “Create An FSA ID” tab.

To retrieve your username or password click on the “Edit My FSA ID” tab

**STEP 3:**
From this screen you can select one of the following options:

- Complete Entrance Counseling (Instructions begin on next page)
- Complete Master Promissory Note (Instructions begin on Page 4)

NOTE: Students are required to complete both the Entrance Counseling & Master Promissory Note to receive a Federal Stafford Loan
**ENTRANCE COUNSELING OPTION (Student Only)**

**STEP 1:**
Under “Entrance Counseling”
Click on “Start”

**STEP 2:**
Under U.S. Schools/U.S. Territory Schools
Select Pennsylvania as School State
Select Thiel College as School Name
Click “Add School”

Your Screen will now look like this:

Select “Notify this School”

Select Undergraduate
then click continue
STEP 3:
You will then be taken to the Quiz Screens. Read the information on each page and answer the “Check Your Knowledge” Questions (in a Purple box).

When you come to Section 2 “Manage Your Spending”:

Make sure you complete the information under both tabs – Step 1 & Step 2.

The information for Step 2 can be found on your award letter.

Proceed to answering the questions on this page using the information from these steps.

When you come to Section 3 “Plan to Repay”:

Make sure you complete both Steps 1 & 2

Information on Projected Annual Income can be found by clicking on the CareerOneStop link.

Continue completing the Entrance counseling when done. Complete the MPN.
The MPN can be completed by itself at [www.studentloans.gov](http://www.studentloans.gov) or by clicking on the above referenced link after the completion of the Entrance Counseling.

**STEP 1:**
Click on “Subsidized/Unsubsidized”

Do Not Select Graduate PLUS (This loan is for students pursuing a Master or Doctorate Degree only) or Parent PLUS. (This loan is for Parents only)

**STEP 2:**
Fill in “Personal Information”

For School State select “Pennsylvania”

For School Name select “Thiel College”

Then click on “Continue”

**STEP 3:**
You will be required to supply two (2) references. These are used as points of contact in the event the Dept. of Education has trouble contacting you.

Note: References cannot have the same address or phone number, must be US Citizens, and must be known to you for at least 3 years.

Click “continue” when done
STEP 4:

You must select & read all sections before you can proceed to Step 5.

When a section has been completed, a green box with a ✓ will appear.

Read the acknowledgement and ✓ the box if you agree.

You can then click “continue” to proceed to the next step.
STEP 5: Verify “Personal Information” is correct.

Enter your First Name, Middle Initial, and Last Name

Then click “Sign”

STEP 6: Once your signature is authenticated, you must click to view the HTML version of your MPN.
Note: It will open in a new window/tab. Once you have reviewed this document, close the window/tab, which will take you to the signature screen.

Once you are back to the signature screen
Click “Continue”

STEP 7: This is the final screen.
If you want a copy of your MPN, click on “View PDF” this gives you an option to save/print the MPN.

To exit the screen click “Logout”

Congratulations, you’re done!