PARENT PLUS LOAN SIGN IN INSTRUCTIONS
StudentLoans.gov

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

STEP 2:
Log in using the Parent'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 select “Request a Direct PLUS Loan

STEP 4:
From this screen select “Parent PLUS”
COMPLETING THE PLUS LOAN APPLICATION

STEP 1: PARENT information should be showing here

STEP 2: Select academic year 2015-2016

STEP 3: If you have previously completed information on the student, you can select their name from the dropdown box. Otherwise, Enter the Student's information

STEP 4: Decide if you want to defer the PLUS loan, then enter your decision

STEP 5: Read the Authorization. If you authorize check the box otherwise leave blank

STEP 6: Read the Credit Balance Option and enter your decision

STEP 7: From the dropdown lists select: Pennsylvania for state & Thiel College for school name

STEP 8: Determine how much you want to borrow. You can select maximum, specify an amount, or contact school to determine amount needed.

STEP 9: We recommend full year loans Aug-Apr
Select loan period, there will be a dropdown box for the dates. For fall only loans select Aug-Dec. Spring only select Jan - Apr
Select Continue
BORROWER INFO SECTION

STEP 1: Enter the Parent’s correct citizenship status

STEP 2: Check the box if the Parent is not in default on any federal student loans.

STEP 3: Enter the Parent’s permanent address

STEP 4: Confirm if Parent’s mailing address is different from the permanent address.

STEP 5: Enter the Parent’s phone number and email address

STEP 6: Enter the Parent’s employer information. If the parent is not employed check this box

Select Continue

REVIEW SECTION

STEP 1: Review the information for accuracy. The Parent (borrower) info should show here. The Award Year should be 2014-2015. The student’s information should be here.

STEP 2: Verify these are the selections you made

STEP 3: Verify the School, loan amount & loan period are correct.

STEP 4: Verify the Parent (Borrower) information is correct

Select Continue
CREDIT CHECK & SUBMIT SECTION

STEP 1:
Click here and read the important notices (you will not be able to continue until this is done)

STEP 2:
Read the statements. You agree by Checking the boxes.

STEP 5:
To proceed with the credit check Select Continue

YOUR CREDIT DECISION WILL SHOW ON THE NEXT SCREEN.

IF YOU WERE APPROVED & YOU WANT THE LOAN:
You will need to complete a master promissory note if you haven’t completed one within the past 10 years or if you used an endorser for the last PLUS loan you received.
Note: Your credit check is valid for 180 days.

IF YOU WERE APPROVED & DO NOT WANT THE LOAN:
Contact us to let us know you will not be pursuing the loan. Do not complete a master promissory note. The loan will not be completed without a signed master promissory note on file.

IF YOUR WERE DENIED & DO WANT TO PURSUE A PLUS LOAN:
You will receive a screen notifying you of your denial options & more information on them. These options are:
• Request a reconsideration
• Pursue an endorser
• Provide documentation of extenuating circumstances

Note: If your credit decision is overridden and subsequently approved you will need to complete PLUS Counseling.

IF YOU WERE DENIED & DO NOT WANT TO PURSUE A PLUS LOAN:
At the bottom of the Screen select the option “I do not want to pursue a Direct PLUS Loan at this time”. If eligible, the student can receive up to $4,000 in an additional unsubsidized Federal Direct Loan