DIRECT LENDING SIGN IN INSTRUCTIONS

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

STEP 2:
Type in your Social Security Number
First two letters of last name
Date of birth with slashes and the 4 digit PIN
you used to sign your FAFSA

Sign In and proceed to STEP 3

**If you do not know your PIN click here which will take you to the www.pin.ed.gov website

Click on “Request A Duplicate PIN”

IMPORTANT
DO NOT select “Change my Pin”

IMPORTANT
Do not select “Change My PIN”! If you select this option, you will not be able to sign your MPN until your PIN has been reset which can take up to 72 hours. Go to the PIN site link above and request a duplicate PIN. If for any reason you need to change your PIN, you can do so at www.pin.ed.gov after you have signed your MPN. Please remember if you change your pin it can take up to 72 hours before it can be used.
To request a duplicate PIN you will need to:
1. Enter your Social Security Number,
2. First two letters of your last name,
3. and your Date of birth without the slashes

Click “Submit Request” at bottom of page

You will be required to answer a challenge question you previously selected

Enter the Answer then click “Submit Request”

Your information will be shown in the top left corner. Make sure “Display Now” is selected

Click “Submit Request”

Your PIN will be shown in the upper left corner

You can print this page to keep for your records.
You can now go back to the Sign In screen
Enter your PIN

Click “Sign In” and proceed to Step 3.

STEP 3:

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

Complete Entrance Counseling (Students only)
(Instructions begin below)

Complete Master Promissory Note (Student only)  NOTE: Students are required to complete both the Entrance Counseling & Master Promissory Note to receive a Federal Stafford Loan

Start PLUS Application Process (Parent only)
Note: The University does NOT participate in this application for the PLUS Loan. Borrowers must fill out an application with the school. Once complete and approved, parents will need to complete the MPN for the PLUS Loan on this site
ENTRANCE COUNSELING OPTION

STEP 1:
Select “Complete Entrance Counseling”

STEP 2:
Select “I am an undergraduate student”
Click “Continue”

STEP 3:
Read “About the Quiz”
Click “Continue”
STEP 4:
For School State select “Pennsylvania”
For School Name select “University of Pittsburgh – Pittsburgh”
The address should reference Pittsburgh
Select “Continue”

STEP 5:
You will then be taken to the Quiz Screens. There will be 16 screens of information with questions at the end. Click on the correct answer. A box will pop up indicating if you answered correctly or incorrectly. Close the box and continue to the next question until completed. Once completed you will be directed to the following screen (Step 6).

STEP 6:
You must read the Borrower’s Rights & Responsibilities.
Click on the blue lettering to view
(A new window will appear. Close the window/tab when done reading.)
You can then click on “Submit”

STEP 7:
Print this Confirmation page for your records.
Click here to complete the Master Promissory Note
COMPLETING THE MASTER PROMISSORY NOTE (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 “University of Pittsburgh”

Note the address will reference Pittsburgh

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.

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!