Go to Federal Student Aid website, studentloans.gov

- Sign in by clicking the blue “LOG IN” button
- Enter the FSA ID username/email and FSA ID password. If you are unsure of your FSA ID, (used to sign the FAFSA) you can retrieve your username or password at: fsaid.ed.gov

Complete a Master Promissory Note (MPN)

- Select “Complete Loan Agreement (Master Promissory Note)” (about the 3rd down on the list)
- Then select the blue “START” button under the MPN for Subsidized/Unsubsidized Loans

- Complete ALL questions on the first and second screens. Select “Continue” at the bottom of each screen once completed.
  - Notify School: Use UNIVERSITY OF PITTSBURGH, there will be no Bradford in the name or address.
- Review the information you entered on the previous screens to verify accuracy. You must read ALL the terms and conditions, before you can accept the terms. You will then need to “sign” the MPN which is done by typing your name and clicking “SIGN & SUBMIT.”

- You will receive a confirmation once your MPN has been submitted and have the option to save and/or print a copy of the completed MPN.
Complete Entrance Counseling

- Select “Complete Loan Counseling (Entrance, Financial Awareness, Exit)”
- Then select the blue “START” button under the Entrance Counseling

- Select your School to notify, use UNIVERSITY OF PITTSBURGH, there is no Bradford in the name or address

- Read and complete ALL questions as you proceed through the counseling.
- Once you have submitted your counseling you will get a confirmation that it has been successfully submitted.

Name, you have successfully completed Entrance Counseling!

The following is a summary of the information you entered during this session and future actions you can take.