

# INSTRUCTIONS FOR NEW DIRECT LOAN BORROWERS

## \*TO ACCEPT/DECLINE OR REDUCE YOUR LOAN:

1. Log in to OneStart: [www.onestart.iu.edu](http://www.onestart.iu.edu)
2. Access the Student Center from the Self-Service Tab and follow the "View Financial Aid" link. Select the appropriate year to view your aid and accept/decline or reduce loan(s).

Once loans have been accepted or canceled, no further changes can be made by the student. Contact the Financial Aid Office for further revisions: [finaid@iusb.edu](mailto:finaid@iusb.edu)

After accepting your loan, first time borrowers need to complete Entrance Counseling and a Master Promissory Note (MPN).

## \*TO COMPLETE DIRECT LOAN ENTRANCE COUNSELING:

THIS INTERACTIVE COUNSELING SESSION WILL HELP YOU UNDERSTAND YOUR LOAN RESPONSIBILITIES.

1. Go to: [www.dl.ed.gov](http://www.dl.ed.gov)
2. Click on "Entrance & Exit Counseling"
3. Click on "Take the Entrance Counseling session"
4. Select "Click here to begin the Entrance Counseling tutorial and quiz"

Follow prompts to ....

- Read Entrance Counseling info
- Take quiz
- Enter personal data
- Read Borrowers Rights and Responsibilities
- Select school

## \*TO COMPLETE YOUR MASTER PROMISSORY NOTE ONLINE:

YOU WILL NEED:

- Department of Education issued PIN (used for FAFSA).
  - If you do not have your PIN, please visit the official PIN site: [www.pin.ed.gov](http://www.pin.ed.gov)
  - Your Social Security Number
  - Your permanent address and telephone number
  - Your driver's license number
  - Names, addresses, and phone numbers for two references
1. Go to: [www.dlenote.ed.gov](http://www.dlenote.ed.gov)
  2. Click on the Direct Lending Promissory Note Button and follow instructions.
  3. Select "Complete New MPN for Student Loans"
  4. Select "Continue" and follow directions to complete

When you complete the MPN online, you will receive a confirmation number so that you know immediately the federal government (the lender) has received and accepted the MPN.

This MPN will be used for all direct subsidized/unsubsidized loans while attending IU South Bend.