



Step 1 – Complete Direct Loan Entrance Counseling

Go to www.studentloans.gov

Sign in under Manage My Direct Loan on left side of page. You will use the same PIN you used to sign your FAFSA.

Click on Complete Entrance Counseling

Continue into Entrance Counseling site. The session is estimated to take 30 minutes to complete, and is completed in 4 steps. Make sure to complete all steps.

Step 1: Counseling type – identify yourself as an undergraduate

Step 2: Guidelines – read

Step 3: School Information – use drop down menus to select Knox College

Step 4: Counseling Session/Quiz – there are 16 “pages” in this step. Read each page carefully and then take the quiz at the bottom of each page. The last screen will say “Congratulations! You have successfully completed Entrance Counseling”

At this time you can choose to complete and submit a Master Promissory Note without having to sign in again – see additional instructions below. Completion of the MPN can also be done separately.

Step 2 - Complete your Direct Loan electronic Master Promissory Note (MPN)

An electronic Master Promissory Note (MPN) can be completed in 4 steps. Make sure to complete all steps. It is estimated that it will take 30 minutes to complete this process. Please note that if you exit the website before submitting the signed MPN you will need to start over at step 1 when you re-enter the site.

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Click on Complete Master Promissory Note

Select Subsidized/Unsubsidized

Step 1: Personal Information – Driver’s License number and State (if you have one), permanent address, telephone number, e-mail address and school information (use drop down lists).

Step 2: Personal References – Must supply names, addresses and phone numbers of two references at different U.S. addresses. One reference may be a parent.

Step 3: Terms and Conditions – Open and read all sections then check box acknowledging that you have reviewed the information.

Step 4: Review and Sign - “Sign” the Master Promissory Note by typing your name in the boxes. You must review the MPN by clicking on HTML Version, then click Continue to actually submit. At that time you will have the opportunity to view a PDF version of your completed MPN and to print it or save it to a file for you own records.