

# INSTRUCTIONS FOR STAFFORD 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, no further changes can be made by the student. Contact the Financial Aid Office for further revisions: [financialaid@ius.edu](mailto:financialaid@ius.edu)

After accepting your loan, you need to complete Entrance Counseling and 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.ius.edu/financialaid](http://www.ius.edu/financialaid)
2. Click on Purple Button - “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.ius.edu/financialaid](http://www.ius.edu/financialaid)
2. Click on the Purple Button – Stafford Loan Promissory Note
3. Select "Complete New MPN for Student Loans"
4. Select “Continue” and follow directions to complete

When you complete the MPN online, you receive a confirmation number so that you know immediately that 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 Southeast.