

INSTRUCTIONS FOR STAFFORD DIRECT LOAN BORROWERS

IU SOUTHEAST OFFICE OF FINANCIAL AID; 812-941-2246

➤ IF THIS IS YOUR FIRST IU SOUTHEAST LOAN, COMPLETE STEPS 1 – 3. OTHERWISE, COMPLETE STEP 3.

STEP 1 – TO COMPLETE YOUR DIRECT LOAN ENTRANCE COUNSELING:

THIS INTERACTIVE COUNSELING SESSION WILL HELP YOU UNDERSTAND YOUR LOAN RESPONSIBILITIES. 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
 - Your Social Security Number
1. Go to: www.dl.ed.gov, click green “Sign-In” button, and log-in using your FAFSA PIN
 2. Click on “Complete Entrance Counseling” – this will take about 30 minutes
 3. Must complete quiz entirely

STEP 2 – TO COMPLETE YOUR DIRECT OR PLUS LOAN 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
 - Your Social Security Number
 - Your permanent address and telephone number
 - Your driver's license number
 - Name, address, and phone number for two references
1. Go to: www.dlenote.ed.gov, click green “Sign-In” button, and log-in using your FAFSA PIN
 2. Click on the “Complete Master Promissory Note” link
 - a. For Student Direct Loans, click on “Subsidized/Unsubsidized” link
 - b. For Parent PLUS Loans, click on “Parent PLUS” link
 3. Follow prompts – this will take about 15 – 30 minutes

Once completed, you will receive a confirmation number so that you know immediately that the federal government (the lender) has received and accepted the MPN. 3 – 5 business days later, your records will be updated here.

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

STEP 3 – TO ACCEPT/DECLINE OR REDUCE YOUR LOAN:

1. Log in to OneStart: www.onestart.iu.edu
2. Access the Student Center from the Self-Service Tab and follow the “View Financial Aid” link under the heading “Financials.” Select the appropriate year to view your aid and then click “Accept/Decline Awards.” **The amounts shown are for the entire school year.**
3. **Once the “accept” box is marked, you can accept the full amount or reduce your loans to just what you need.** Reduce or decline your unsubsidized loans first.
4. When finished making changes, click “Submit” button and confirm. 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

➤ **THIS DOES NOT COMPLETE THE REQUIREMENTS FOR THE PERKINS LOAN. GO TO www.ius.edu/financialaid AND CLICK ON “PERKINS LOAN PROMISSORY NOTE.”**

***REMEMBER: Don't over borrow! If you reduce your loans and need more later, come see us! We're happy to help (as long as you're still enrolled at least ½ time)!**