NCCentral UNIVERSITY
Office of Scholarships and Student Aid

Loan Entrance Counseling & Master Promissory Note (MPN) Instructions

FIRST STEP: Go to www.nccu.edu, log into myEOL, click Banner SSB, Student & Financial Aid, Financial Aid, Award Information, Select Award Year, Accept or Decline Loan Offers, Submit Decision

Steps to Complete Loan Entrance Counseling for ALL Loans

1. Go to www.studentaid.gov
2. Select "Complete Aid Process" and select Complete "Entrance Counseling"
3. Click on "LOG IN" (must have FSA ID & password). If you do not have one, you may apply for one at https://fsaid.ed.gov
4. Click on Accept for "Please Read Before Continuing" and click "Start"
5. Select School - "*North Carolina Central University*"
6. If you are an undergraduate – select entrance counseling as a "undergraduate"
7. If you are a graduate student – select entrance counseling as a "graduate"
8. Continue, complete and submit

MASTER PROMISSORY NOTE INSTRUCTIONS

For Stafford Subsidized/Unsubsidized Loans (STUDENT LOAN)

1. The Loan must be accepted in myEOL (see First Step)
2. Go to www.studentaid.gov
3. Click on "LOG IN" (must have FSA ID & password). If you do not have one, you may apply for one at https://fsaid.ed.gov
4. Under the heading "COMPLETE AID PROCESS" select Complete Master Promissory Note
5. Hit START beside the type of Direct Loan MPN you would like to preview or complete: "MPN for Undergraduate". Complete and submit.

For a Federal PLUS (FPLUS) Loan - (PARENT PLUS LOAN)

1. The Loan must be accepted in myEOL (see First Step)
2. Go to www.studentaid.gov
3. Click on "LOG IN" (Parent must log in using their FSA ID & password). If you do not have one you may apply for one at https://fsaid.ed.gov
4. Under the heading "COMPLETE AID PROCESS", select Complete a Master Promissory Note and Select "MPN for Parents". Complete and Submit

For Graduate PLUS Loans – (GRADUATE/Professional/Ph.D Students)

1. The Loan must be accepted in myEOL (see First Step)
2. Go to www.studentaid.gov
3. Click on "LOG IN" (must have FSA ID & password). If you do not have one, you may apply for one at https://fsaid.ed.gov
4. Under the heading "COMPLETE AID PROCESS" select Complete a Master Promissory Note and select "MPN for Graduate/Professional Students". Complete and Submit.

How to Endorse a Direct Plus Loan*

1. Go to www.studentaid.gov
2. The person that will be endorsing the PLUS Loan must "LOG IN" using their FSA ID and password. If you do not have one, you may apply for one at https://fsaid.ed.gov
4. Under the heading "APPLY FOR AID" select Endorse a PLUS Loan
5. The Endorser Code or Award ID Number is the student's SSN + P19G02950001 (i.e. 123456789P19G02950001), hit START and complete

For more information on how to endorse a PLUS Loan, contact Direct Loan Applicant Services at 1-800-557-7394

New Requirement for Loans: Department of Education Annual Student Loan Acknowledgement

The Department of Education has implemented a new requirement for all students (undergraduates, graduates, and professional) and parents to view, confirm, and acknowledge how much is currently owed in federal student loans. Direct Loans for students and parents will not disburse until the Annual Student Loan Acknowledgement has been completed. The Department of Education will go live with this new change in April, 2021 on **https://studentaid.gov/asla/**

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Steps to View/Accept Your Award Information

1. **Go to: www.nccu.edu and click on myEOL**
2. **Enter username and password (provided by NCCU)**
3. **Click on SSB Banner**
4. **Enter in Banner User ID & Pin, select login**

   [default pin is 6-digit birthday (i.e. ddmmyy) unless changed]

5. **Select Student & Financial Aid**
6. **Select Financial Aid**
7. **Select My Award Information**
8. **Select Award by Aid Year**
9. **Select Current Award Year (i.e., 2021-2022) and submit**
10. **In order to accept your awards. You need to answer "yes" to consent to receive financial aid electronically under *"Resources /Additional Information*".**
11. **Select Tab-Accept Award Offer**
12. **If you would like to accept the full amounts of all awards you may go to the end of the page and click on Accept Full Amount All Awards.**

    Otherwise

    In the accept award column click on the arrow to drop down the options and select one of the following (Undecided, Accept, or Decline).
13. **Click Submit Decision - CONGRATULATIONS!**