LOAN ENTRANCE COUNSELING
and Master Promissory Note (MPN) Instructions

1. 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

Loan Entrance Counseling Instructions

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
3. Under the heading "APPLY FOR AID" select Endorse a PLUS Loan
4. 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*

Steps to View/Accept Your Award Information

For assistance with your username or password including resets contact the Help Desk at 919-530-7676

1. Log onto NCCU’s website: www.nccu.edu
2. Click on “Login to myEOL” and enter NCCU username and password
3. Select Sign In
4. Select Banner SSB 9 - Student Self Service
5. Select "Financial Aid"
6. Select “Award Offer”
7. Scroll Down to Section “Options To Pay Net Cost”, "Loans"
8. Click on the "Take Action" beside each loan. You have the option to accept, reduce or modify
9. Click “Submit Decision”

Congratulations!