



Direct Loan Master Promissory Note Step by Step Instructions

**AN IMPORTANT NOTE: Before Receiving a Student Loan, Borrowers (student)
Must Complete a Master Promissory Note (MPN)**

- Step 1:** Go to www.studentaid.gov.
- Step 2:** Select “Log In” Enter your FSA ID username and FSA ID password.
- Step 3:** Select “Complete Aid Process:” select MPN for Undergraduates
- Step 4:** Select “Start” button
- Step 5:** Complete the “MPN for Subsidized and Unsubsidized Loans”
- Step 6:** Electronically “Sign and Submit” your MPN
- Step 7:** Keep a copy of the Loan Agreement/MPN for your records. The Office of Financial Aid will be notified electronically within 48 hours that your MPN has been completed.

If you experience any problems or have any questions or concerns during the online MPN process, please contact the Department of Education directly by using the “**Contact Us**” section on the www.studentaid.gov website.

Clark Atlanta University
Office of Financial Aid
223 James P. Brawley Drive, SW ♦ Haven-Warren Hall 209 ♦ Atlanta, GA 30314
404.880.8992 Office ♦ 404.880.8070 Fax