

## DIRECT STAFFORD LOAN MASTER PROMISSORY NOTE ONLINE INSTRUCTIONS

You will need the following before you start:

Student's FAFSA PIN # - if you do not know your FAFSA PIN # go to [www.pin.ed.gov](http://www.pin.ed.gov) and "Request a Duplicate Pin".

Name and address of two references. Your first reference can be your parent. The second reference needs to be at a different address than your first reference.

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on the green "Sign In" button. If you do not see the green "Sign In" button you are using a browser that is not supported. See the FAQ, Master Promissory Note section for supported browsers.
3. Input your social security number, first two characters of your last name, date of birth, and your FAFSA PIN #. Then click on the "Sign In" button. The ss#, last name and date of birth need to match what you listed when you completed the FAFSA form.
4. Verify your personal information, then click on the "Complete Master Promissory Note" section.
5. Select Subsidized/Unsubsidized.
  - a. If you are awarded a Federal Direct PLUS loan, instructions on how to apply for that loan will be emailed to your parent when you accept the loan and input their e-mail address on your Accept/Decline Financial Aid Award page. The instructions will also show up in your To Do List 24 to 48 hours after you have "accepted" the loan on your Accept/Decline Financial Aid Award page.
  - b. If you have not yet been awarded and your parent wants to complete the Direct PLUS MPN and have their credit checked now they will need to log into [www.studentloans.gov](http://www.studentloans.gov) with their FAFSA PIN number and then select "Start PLUS Application Process". If the loan is credit approved the Federal Direct PLUS Loan Request Form will need to be completed by the parent and will not be available until you have been awarded a Federal Direct PLUS loan and have "accepted" the loan on your Accept/Decline Financial Aid Award page in WaveNet.
6. Complete the Personal Information and Personal References sections. If you see a red "X" next to a field it means that the information you input is either invalid or was not input in the correct format.
7. Terms & Conditions – You must open each section (C, D, E & G) in order to proceed. Check the box at the bottom of the page and click "Continue".
8. Review your Personal Information, School Information and Personal References.
9. If the data is correct then click on the "Sign" button.
10. You will need to click on the HTML Version link in order to Review your Master Promissory Note, once you have reviewed the note click on the "Continue" button.
11. The next page should then say "Thank you for submitting the MPN . . ."
12. If you want to download the PDF version of the promissory note you can now do so. You can also log back into [www.studentloans.gov](http://www.studentloans.gov) at any time and view or print your promissory note.

If you have any problems or questions during the online MPN process please contact the Department of Education directly by using the "Contact Us" section on the [studentloans.gov](http://studentloans.gov) website.

### MAKE SURE THAT YOU CONTINUOUSLY CHECK THE FOLLOWING DURING THE SUMMER MONTHS:

Pepperdine e-mail account for updates from the Office of Financial Assistance

To Do List in your Student Services Center in WaveNet. You will not receive your Financial Assistance Award if there are Financial Aid Items requested in your To Do List. Your Federal aid also will not disburse to your Student Account in August if there are financial aid items requested.

Accept/Decline Financial Aid Award in your Student Services Center in WaveNet. Financial Aid Awards should be available for returning students starting in June. Your aid will not be processed until you log in and "accept" or "decline" each award.