



LOAN ENTRANCE COUNSELING AND MPN INSTRUCTIONS 2023-24

Federal regulations require that all students complete Loan Entrance Counseling and a Master Promissory Note (MPN) before any Direct Loan funds can be disbursed to their student accounts.

Please follow the instructions below to complete both your required Loan Entrance Counseling and MPN online. Alternatively, there is a link to this federal website in your Workday inbox under the Actions tab and can also be found on the Financial Aid Forms page on the UT Web site ut.edu/financialaid/forms.

Go to the studentaid.gov website. Click “Log In” and sign in with your FSA ID. Do not use your parents FSA ID.

➤ Loan Entrance Counseling

1. Once logged in, click on “Complete Aid Process”
2. Select “Complete Entrance Counseling” and select “Start” to begin
3. Follow the on-screen instructions to guide you through the loan information.
4. Print the confirmation page for your records.

NOTE: There will be quiz questions at the end of each section, so read each page carefully. The questions verify that you have read the material provided and that you understand the information.

The University of Tampa will receive electronic confirmation that your loan entrance counseling is complete, and your account will be updated, typically within a week.

➤ Master Promissory Note (MPN)

1. Once logged in, click on “Complete Aid Process”
2. Select “Sign Loan Agreement - Complete a Master Promissory Note (MPN)”
3. If you are an Undergraduate Student:

- Select the option “MPN for Subsidized/Unsubsidized Loans”

If you are a Graduate or Professional Student:

Note: you may need to complete one or both of these MPNs depending on what loans you are using

- If you are completing the MPN for your Direct Unsubsidized Loans, select “MPN for Subsidized/Unsubsidized Loans”
- If you are completing the MPN for your Direct Graduate PLUS Loan, select “MPN for Direct PLUS Loans”

4. Follow the on-screen instructions to fill out and e-sign your MPN

The University of Tampa will receive electronic confirmation that your MPN is complete, and your account will be updated, typically within a week.

If you have any questions, please contact the Financial Aid Office.