**ENTRANCE COUNSELING**

**Step 1**
Go to studentloans.gov.

**Step 2**
Click blue ‘Log In’ button to log in.

**Step 3**
Enter information into data fields, then click ‘Log In.’

**Note:** If you have not created an FSA User ID, you will need to click on the link to ‘Create FSA User ID.’

**Step 4**
Click ‘Complete Loan Counseling (Entrance, Financial Awareness, Exit).’

**Step 5**
Click ‘Start’ next to Entrance Counseling under Counseling Type section.

**Step 6**
Under the Add School to Notify section on the left-hand side, go to the ‘Select School to Notify’ area and choose Iowa from the dropdown menu under ‘Choose a state.’ Select Des Moines Area Community College from the dropdown menu under ‘Search school by name.’

**Step 7**
After this information is filled in, click ‘Notify This School.’

**Step 8**
Select ‘I am completing entrance counseling to receive Direct Loans as an undergraduate student’ under Select Student Type section and then click ‘Continue.’

**Step 9**
There will be ‘Check Your Knowledge’ questions. Answer each of the questions throughout all five parts. You must READ the information within the counseling session in order to answer each question. Enter your answer then click ‘Check Answer.’ If your answer is incorrect you must go back and enter the correct answer before you may proceed.

**Step 10**
Once you have gone through all five parts of the entrance counseling, click ‘Continue’ on the final page to submit it.

(You will then be navigated to the Entrance Counseling Summary page after you click continue.)
MASTER PROMISSORY NOTE FOR SUBSIDIZED/UNSUBSIDIZED LOANS

**Step 1**
Follow steps 1-3 of the entrance counseling instructions to log in to studentloans.gov. Once logged in, select ‘Complete Loan Agreement (Master Promissory Note).’

**Step 2**
Select the MPN for Subsidized/Unsubsidized Loans and click ‘Start’ on the right.

**Step 3**
Input or update ALL of the required Borrower Information notated by a red asterisk on the first page of the MPN. 
*Note: Be sure to check the box stating ‘This is my current permanent address.’*

**Step 4**
Proceed to the School Information section and select Iowa under ‘Choose a state,’ then select Des Moines Area Community College under ‘Search school by name.’

**Step 5**
A box will appear indicating that DMACC will be notified. Click ‘Continue.’

**Step 6**
Proceed completing the ‘References’ and ‘Review & Edit’ sections of the Master Promissory Note.

**Step 7**
Once you read through the information provided in the ‘Sign & Submit’ section, be sure to scroll all the way to the bottom and check the box that indicates you have reviewed the information. Type in your name in the corresponding fields.

**Step 8**
Click ‘Sign & Submit’ to complete your Master Promissory Note.

For more information, please contact the Federal Student Loan Support Center at 1-800-557-7394 Monday through Friday between the hours of 8:00am and 11:00pm Eastern time.