



# MADISON COLLEGE FINANCIAL AID

## Loan Recipients

First-time Federal Direct loan borrowers must complete both Entrance Loan Counseling (ELC) and a Subsidized/Unsubsidized Master Promissory Note (MPN) through the Student Loans website at [studentloans.gov](http://studentloans.gov). The ELC provides a better understanding of your responsibilities and obligations by borrowing student loans. The MPN is a legal document in which you are promising to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. Please allow for 30 minutes to complete each requirement below.

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### WHERE TO START - LOG INTO THE STUDENT LOANS WEBSITE

1. Go to [studentloans.gov](http://studentloans.gov)
2. Select Log In and select Continue to Log In
3. Log in using your FSA ID Username or E-mail Address and your Password. If you do not have an FSA ID select "Create an FSA ID" and go through the process to create one. If you have forgotten yours, select "Forgot Username or Password?" and select Forgot My Username or Forgot My Password.

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### HOW TO COMPLETE ENTRANCE COUNSELING

1. Once logged in to the Student Loans website, select Complete Counseling
2. Under Entrance Counseling, select Start Entrance Counseling
3. Select Schools to Notify
  - a. School State: Wisconsin
  - b. School Name: Madison Area Technical College
  - c. Click Add School
4. Under Student Type select "I am completing entrance counseling to receive Direct Loans as an **undergraduate** student"
5. Select Continue
6. You must complete the 5 sections of Entrance Counseling. These sections required you to read over important information. The Check Your Knowledge question boxes must be answered correctly before you can move on to the next section.
7. Once all 5 sections are completed, you will receive a "Entrance Counseling Summary". You may print if you would like a copy of your Entrance Counseling record. You will also be notified of your completion via email.

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### HOW TO COMPLETE THE MASTER PROMISSORY NOTE

1. Once logged in to the Student Loans website, select Complete Master Promissory Note
2. Select Subsidized/Unsubsidized for the type of Direct Loan you would like to receive
  - a. For parents who have completed the Parent PLUS loan request form, you must select Parent PLUS
  - b. Madison College does not offer Graduate PLUS loans, so this should not be selected
3. Enter your information under the Borrower Information section. Note that Driver's License information is not required if you do not have one.
4. Enter Madison College information under the School Information section.
  - a. School State: Wisconsin
  - b. School Name: Madison Area Technical College.
5. Select Continue
6. Provide contact information for 2 references. These must be people who you will have contact with in the future.
7. Read Terms & Conditions
  - a. Read all of the information by selecting the plus sign next to each section and scrolling all the way through. You are required to read all the information before moving on to the next section.
  - b. Review the terms and conditions and check the box to agree.
8. Review the information before submitting
9. Enter your name, middle initial, and last name.
10. Click Sign to sign the Master Promissory Note.

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### SUBMISSION INSTRUCTIONS

Your Entrance Counseling and Master Promissory Note will automatically be sent to Madison College. Please allow up two (2) business days for these to be received and processed accordingly.