

## How To: FEDERAL DIRECT LOANS *Subsidized and Unsubsidized*

### I have **never** borrowed

#### Federal Loans!

(Freshmen or Returning Students who have never borrowed)

1. **Accept/Reduce/Decline Federal Loans (inside.alma.edu)**
2. **Complete Entrance Counseling (studentaid.gov)**
3. **Complete Master Promissory Note (studentaid.gov)**

### I have borrowed Federal Loans!

(Returning or Transfer Students)

1. **Accept/Reduce/Decline Federal Loans (inside.alma.edu)**

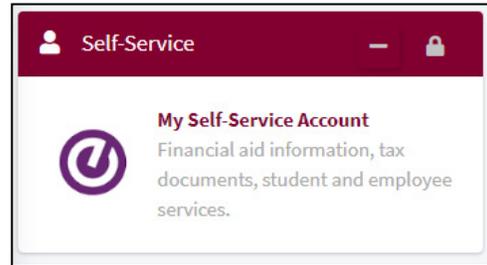
### STEP 1 – inside.alma.edu

Log into your student account

Click My Self-Service Account (left hand side)

Click Financial Aid

Click Review and accept your Financial Aid Award Package



 Action Needed

[Review and accept your Financial Aid Award Package](#)

Scroll Down to – Loans

Click Accept or Decline, and now ACCEPT, REDUCE OR DECLINE

- \* You must take action on both Subsidized and Unsubsidized Loans!
- \* Action must be taken on the Subsidized Loan first before action can be taken on the Unsubsidized Loan.

Award	Status	Total Awarded Amount	2020 Fall Award Period	2021 Winter Award Period							
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>  <p>Loans Money you have to pay back</p> </div> <div> <p>14%</p> </div> <div> <p>\$5,500.00</p> </div> </div>											
<b>Subsidized Loans</b>	Pending	\$3,500.00	\$1,750.00	\$1,750.00							
<a href="#">Close</a>											
<b>Federal Direct Subsidized Loan</b>	Offered	\$3,500.00	\$1,750.00	\$1,750.00							
<p>Check the terms you will be attending.</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> 2020 Fall Award Period</td> <td>\$1,750.00</td> <td rowspan="3" style="border: 1px solid blue; padding: 5px;"> <p><b>i</b> You may accept the entire loan amount, change the loan amount, or decline the entire loan amount.</p> </td> </tr> <tr> <td><input checked="" type="checkbox"/> 2021 Winter Award Period</td> <td>\$1,750.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$3,500.00</b></td> </tr> </table>					<input checked="" type="checkbox"/> 2020 Fall Award Period	\$1,750.00	<p><b>i</b> You may accept the entire loan amount, change the loan amount, or decline the entire loan amount.</p>	<input checked="" type="checkbox"/> 2021 Winter Award Period	\$1,750.00	<b>Total</b>	<b>\$3,500.00</b>
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<input checked="" type="checkbox"/> 2021 Winter Award Period	\$1,750.00										
<b>Total</b>	<b>\$3,500.00</b>										
<div style="display: flex; justify-content: space-around;"> <span>Reset</span> <span>Decline</span> <span>Accept</span> </div>											
<b>Unsubsidized Loans</b>	Pending	\$2,000.00	\$1,000.00	\$1,000.00							
<a href="#">Accept or Decline</a>											

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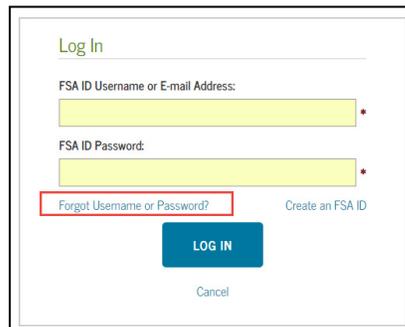
## **STEP 2 & 3 – Direct Loan Entrance Counseling and Master Promissory Note**

Review your “Loan Requirement Checklist” If you are seeing incomplete flags, then please complete those. You can complete this by clicking on the link or going to studentaid.gov

Loan Requirements Checklist	
 Incomplete	<a href="#">Complete Direct Loan Entrance Counseling</a>
 Incomplete	<a href="#">Sign a Direct Loan Master Promissory Note</a>

Log In – using FSA ID (same as your FAFSA Username and Password!)

- I do not know my username or password: after clicking [Log In](#), you then can click [Forgot Username or Password!](#)

A screenshot of the StudentLoans.gov login form. It has a "Log In" heading and two input fields: "FSA ID Username or E-mail Address" and "FSA ID Password". Below the password field is a red-bordered link that says "Forgot Username or Password?". There is also a "Create an FSA ID" link and a blue "LOG IN" button. A "Cancel" link is at the bottom.

**Once Logged in, click: “COMPLETE AND PROCESS”**

Here you will complete the Entrance Counseling and Subsidized/Unsubsidized Loan MPN.

A screenshot of the Federal Student Aid dashboard. The top navigation bar includes "UNDERSTAND AID", "APPLY FOR AID", "COMPLETE AID PROCESS", and "MANAGE LOANS". The "COMPLETE AID PROCESS" dropdown menu is open, showing options: "Complete a Master Promissory Note", "Subsidized/Unsubsidized Loan MPN", "Grad PLUS MPN", and "Parent PLUS MPN". The "Complete Entrance Counseling" and "Get a TEACH Grant" options are also visible. The "COMPLETE AID PROCESS" dropdown and the "Complete Entrance Counseling" link are highlighted with green boxes.