1. Go to: **https://studentaid.gov**

2. Click the "**In School**" tab.

3. Under "POPULAR TOPICS", choose "**Complete Loan Agreement (Master Promissory Note)**."

4. Log in using your FSA ID and password.
   - You will receive a pop-up warning that you are accessing a U.S. Federal Government website. You must read and "Accept" to proceed.

5. Click the blue start button, next to "**MPN for Subsidized/Unsubsidized Loans**."

6. Complete all sections of the MPN.
   - *Choose "**Southeast Missouri State University**" as the school to notify.*

7. After reviewing and signing your MPN, be sure to click "**Sign & Submit**."

8. When complete, a confirmation page will display and you will receive a confirmation email.

The school will be notified within 2 business days.