



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.