**STEP 1:**
Go to https://studentloans.gov
Click on the green “Sign In” box

**STEP 2:**
Type in your Social Security Number
First two letters of last name
Date of birth with slashes and the 4 digit PIN you used to sign your FAFSA

Sign In and proceed to STEP 3

**If you do not know your PIN click here which will take you to the www.pin.ed.gov website**

Click on “Request A Duplicate PIN”

**IMPORTANT**
DO NOT select “Change my Pin”!

Do not select “Change My PIN”! If you select this option, you will not be able to sign your MPN until your PIN has been reset which can take up to 72 hours. Go to the PIN site link above and request a duplicate PIN. If for any reason you need to change your PIN, you can do so at www.pin.ed.gov after you have signed your MPN. Please remember if you change your pin it can take up to 72 hours before it can be used.
To request a duplicate PIN you will need to:
- Enter your Social Security Number,
- First two letters of your last name, and
- your Date of birth without the slashes

Click “Submit Request” at bottom of page

You will be required to answer a challenge question you previously selected

Enter the Answer then click “Submit Request”

Your information will be shown in the top left corner. Make sure “Display Now” is selected

Click “Submit Request”

Your PIN will be shown in the upper left corner.

You can print this page to keep for your records.

Close the PIN website window/tab.
You can now go back to the Sign In screen. Enter your PIN.

Click “Sign In” and proceed to Step 3.

STEP 3:

From this screen you can select one of the following options:

- Complete Entrance Counseling (Students only) (Instructions begin below)
- Complete Master Promissory Note (Student only) NOTE: Students are required to complete both the Entrance Counseling & Master Promissory Note to receive a Federal Stafford Loan
- Start PLUS Application Process (Parent only or GRAD PLUS for Graduate Students) NOTE: for the Parent PLUS loan the Parent needs to sign in with their PIN as they will be the borrower and not the student.
ENTRANCE COUNSELING OPTION

STEP 1:
Select “Complete Entrance Counseling”

STEP 2:
Select counseling type—undergraduate or graduate
Click “Continue”

STEP 3:
Read “About the Quiz”
Click “Continue”
STEP 4:
For School State select “Ohio”
For School Name select “Otterbein University”
Select “Continue”

STEP 5:
You will then be taken to the Quiz Screens. There will be 16 screens of information with questions at the end. Click on the correct answer. A box will pop up indicating if you answered correctly or incorrectly. Close the box and continue to the next question until completed. Once completed you will be directed to the following screen (Step 6).

STEP 6:
You must read the Borrower’s Rights & Responsibilities.
Click on the blue lettering to view (A new window will appear. Close the window/tab when done reading.)
You can then click on “Submit”

STEP 7:
Print this Confirmation page for your records.
Click here to complete the Master Promissory Note.
COMPLETING THE MASTER PROMISSORY NOTE (MPN)

The MPN can be completed by itself at [www.studentloans.gov](http://www.studentloans.gov) or by clicking on the above referenced link after the completion of the Entrance Counseling.

**STEP 1:**
Click on the type of loan you wish to complete the MPN for.

**STEP 2:**
Fill in “Personal Information”
For School State select “Ohio”
For School Name select “Otterbein University”
Then click on “Continue”

**STEP 3:**
You will be required to supply two (2) references. These are used as points of contact in the event the Dept. of Education has trouble contacting you.

Note: References cannot have the same address or phone number, must be US Citizens, and must be known to you for at least 3 years.

Click “continue” when done.
STEP 4:

You must select & read all sections before you can proceed to Step 5.

When a section has been completed, a green box with a ✓ will appear.

Read the acknowledgement and ✓ the box if you agree.

You can then click “Continue” to proceed to the next step.
STEP 5: Verify “Personal Information” is correct.

Enter your First Name, Middle Initial, and Last Name

Then click “Sign”

STEP 6: Once your signature is authenticated, you must click to view the HTML version of your MPN.
NOTE: It will open in a new window/tab. Once you have reviewed this document, you can print/save a copy to your computer from here then close the window/tab.

Once you are back to the signature screen Click “Continue”

STEP 7: This is the final screen.

To exit the screen click “Logout”

Congratulations, you’re done!