How to complete the Entrance Counseling and Master Promissory Note (MPN) if you are accepting your Stafford Loans:

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Sign into Manage My Direct Loan using your Social Security Number, the first two letters of your last name, your date of birth and your FAFSA PIN. If you do not have a FAFSA PIN, please visit [www.pin.ed.gov](http://www.pin.ed.gov) to request one. Please note that it may take up to 10 business days to receive a PIN.
3. Click on “Complete Counseling” (first bullet point in the center of the page) followed by “Entrance Counseling”
4. After completing the Entrance Counseling, click on “Complete Master Promissory Note” (second bullet point in the center of the first page)
5. Select type of loan and click on “Subsidized/Unsubsidized”

*If you have completed this process previously for Albright, you do not need to do so again.*