Directions for signing a STUDENT direct loan promissory note:

Go to www.studentloans.gov

Only YOU, the student, can complete the Stafford Master prom note with YOUR Federal PIN number. If you need a federal PIN number you may obtain one at www.pin.ed.gov

Click on the green “Sign In” box under Manage My Direct Loan on the left hand side of the webpage.

Enter your information. You will need your federal PIN number to access the site.

Click on “complete Master Prom Note- Stafford Loan.

- Follow the instructions to complete the MPN.
- Near the last page click on “HTML version” to print the MPN for your records. YOU ARE NOT YET DONE.
- After reading the information, “MINIMIZE” the screen (do NOT CLOSE the screen).
- After the screen is minimized click on “continue”. You will then (and only then) receive the message you completed the process.

Approximately 24 hours after completing the promissory note, the Student MPN checklist will drop off your “To Do” list.