DIRECT LENDING SIGN IN INSTRUCTIONS

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
- For Federal Direct Stafford loan, the student’s information should be used.
- For the Federal Direct PLUS loan, the parent’s information should be used.

Sign In and proceed to STEP 3 on Page 4.

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

Click on “Request A Duplicate PIN” if you do not know your PIN.

If you don’t have a Federal PIN, you will need to apply for one by clicking on “Apply for a PIN.” Please note that it will take up to 72 hours to be allowed to use your PIN. Once you can use your PIN, go to back to www.studentloans.gov and sign-in to your account as shown in STEP 2.
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 and it must be typed exactly as it was before.

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
on Page 4.

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 Direct Stafford Loan

Start PLUS Application Process (Parent only)
Once complete and approved, parents will need to complete the MPN for the Federal Direct PLUS Loan on this site.
STEP 4: 
Select “Start” under the “Entrance Counseling”

STEP 5: 
For School State select “Pennsylvania” 
For School Name select “University of Pittsburgh – Pittsburgh” 
The address should reference Pittsburgh 
Then, click “Add School” 
NOTE: You can add up to 3 schools to be notified of your completion. 
Select the bubble identifying you as an undergraduate student. 
Select “Continue”

STEP 6: 
You will then be taken to the Quiz Screens. Throughout these screens, you will be asked question regarding the information. You must answer each of these questions to proceed to the next page. A box will appear to the right of each question indicating if you answered correctly or incorrectly. Also, please be aware that if a box is provided for an amount to entered, you must enter a number or it will not let you proceed to the next page. Once you have completed these 5 screens, click “Submit Counseling,” a confirmation screen will appear (Step 6).
STEP 7:
This box indicates that you successfully completed your Entrance Counseling.

The rest of the information contains a summary of the information you entered while completing the Entrance Counseling.

If you would like, you can print this page for records.

STEP 8:
Scroll to the bottom of the page and find the “Next Steps” section.

Click here to complete the Master Promissory Note.
Completing the Federal Direct Stafford Loan Master Promissory Note (MPN)

The MPN can be completed by itself at www.studentloans.gov or by clicking on the above referenced link after the completion of the Entrance Counseling.

**STEP 1:**
Click on “Subsidized/Unsubsidized”

Do Not Select
Graduate PLUS (This loan is for students pursuing a Master or Doctorate Degree only) or Parent PLUS. (This loan is for Parents only)

**STEP 2:**
Fill in “Personal Information”

For School State select “Pennsylvania”

For School Name select “University of Pittsburgh”

Note the address will reference Pittsburgh

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 know 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”

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### 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, close the window/tab, which will take you to the signature screen.

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

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### STEP 7:
This is the final screen.

If you want a copy of your MPN, click on “View PDF” this gives you an option to save/print the MPN.

To exit the screen click “Logout”

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Congratulations, you’re done!
STEP 1 & 2 for signing in are the same as listed above regardless of whether it is for the parent or student. However, please be aware that when working with the Federal Direct Parent PLUS Loan, the parent applying for the loan must enter his or her identifying information and NOT the student’s.

STEP 3:
From this screen select
Start PLUS Application Process (Parent only)
Once complete and approved, parents will need to complete the MPN for the PLUS Loan on this site.

STEP 4:
Click on “Parent PLUS”
Do Not Select
Graduate PLUS (This loan is for students pursuing a Master or Doctorate Degree only)
**STEP 5:**

Fill in “Personal Information” for Parent applying for loan

Enter Student’s information

For School State select “Pennsylvania”

For School Name select “University of Pittsburgh”

Note the address will reference Pittsburgh

Then click on “Continue”

**STEP 6:**

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 know 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, close the window/tab, which will take you to the signature screen.

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

STEP 7:
This is the final screen.
If you want a copy of your MPN, click on “View PDF” This gives you an option to save/print the MPN.

To exit the screen click “Logout”

Congratulations, you’re done!