



LOAN APPLICATION INSTRUCTIONS

ALL Students:

1. Accept, Reduce, or Decline your Federal Direct Subsidized & Unsubsidized Stafford Loans

Go to www.witc.edu, click on *MyWITC*. Enter your WITC user ID. Enter your current *MyWITC* password. Click the Sign In button.

The screenshot shows the MyWITC website header with the logo and navigation links: WITC Website, My WITC Home, Help FAQs, and Sign out. A dropdown menu is open, listing: PeopleSoft, Employee Center, Student Center, and Create Alternate User ID. The Student Center is highlighted.

To accept, reduce, or decline your Federal Direct Stafford Loan, click on the **Student Center** link in the column at the left. Then scroll down and click on the Accept/Decline Awards link. Click on 2012 aid year. First click on Accept All. To accept all loans, click Submit. To reduce loans, enter reduced amount, click Accept All and click Submit. To decline loans, click Decline All and click Submit. **Note:** Grants are automatically accepted for you.

NEW Students Only:

2. Complete your MPN (Master Promissory Note) and Entrance Loan Counseling

Federal regulations require all first-time Federal Direct Stafford Loan borrowers to complete a Master Promissory Note and Entrance Loan Counseling before receiving student loan funds. If this requirement is not met, loan funds will not be disbursed. The links to complete these requirements are on your portal in the Student Center and are as shown below.

Financial Aid

Award Package

Financial Aid Year 2010-2011

Your acknowledgement and/or changes were successfully processed. Please review the awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Last Updated: 12/22/2010 11:17:55AM Status: Successful

[SUBMIT](#)

Award	Category	Career	Offered	Accepted	Accept	Decline
-Federal Pell Grant 1	Grant	Undergraduate	2,775.00	2,775.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-WHEG Spring Grant	Grant	Undergraduate	602.00	602.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Direct Loan Sub 1	Loan	Undergraduate	1,750.00	1,750.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			5,127.00	5,127.00		

Currency used is US Dollars.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[Main Content](#)

[Click to complete MPN](#)

[Click to complete Entrance Counseling](#)

[Account Inquiry](#)

[Consumer Information](#)

[Return to Aid Year Selection](#)

[Entrance Interview Information](#)

You may also complete Entrance Counseling and/or your Master Promissory Note (MPN) at www.studentloans.gov or www.witc.edu/finance/loans.htm.

Another option for completing Entrance Counseling:

- Visit a WITC Learning Resource Center and request to view the 20-minute loan entrance video. Once completed, notification will be sent to the Financial Aid Office.

Master Promissory Note Completion Instructions

1. The Master Promissory Note, or MPN, is a student loan application that must be completed and signed before you will be eligible to receive a Stafford Loan or Parent PLUS Loan. This MPN will be valid for up to 10 years.
2. To get started, go to studentloans.gov to access the online MPN.
3. To sign in, enter:
 - Your social security number.
 - The first two letters of your last name.
 - Your date of birth.
 - Your Federal Student Aid PIN (same as used on the FAFSA).If you forgot your PIN or do not have one, go to www.pin.ed.gov to obtain a new or duplicate PIN before signing in.
4. From your Student Loan profile, you may update your email address if necessary, and elect to receive correspondence by email by checking the box and clicking Update.
5. Next, click on the Complete Master Promissory Note link to begin your MPN.
6. Click on Subsidized/Unsubsidized to begin the MPN.
7. Next, you will be brought to Step 1 of 4. You must complete all four steps to successfully submit your MPN. From Step 1, enter or update your personal information. Do NOT include dashes in your social security number or phone number. Under School and Loan information, enter Wisconsin Indianhead Technical College (Shell Lake address is correct for all campus's). Click Continue.
8. Enter your Personal References. Once you have provided two appropriate references, click Continue.
9. In Step 3, review all Terms and Conditions. Click each header open to view and read these items. You will not be allowed to continue until all boxes have been opened and viewed.
10. After carefully reviewing the Terms and Conditions, check the box to acknowledge that you have read and understand the terms at the end of Section G, and that the information you provided is true and correct. Click Continue.
11. From Step 4, review all information you provided earlier in Steps 1 and 2. Make any necessary corrections at this time by using the Edit button in the top right corner of each box.
12. Once you are sure all the information is correct, type in your name and click the Sign button to electronically sign your MPN. Your signature will be authenticated.
13. You MUST then review your Master Promissory Note (MPN) by clicking the Review Master Promissory Note link. Once you have reviewed your MPN, close the document. Then Click the "Submit" button to submit the MPN.
14. You should get this message: "Congratulations! You have successfully submitted your MPN. You will receive a confirmation email shortly. The school you selected will be notified within the next 24 hours. If you have questions regarding your loan(s) and /or their status, contact the school's financial aid office."
15. At this point you will have the opportunity to view and print or save a PDF version of your MPN for your records. *You do not need to submit a copy of your MPN to the school.*
16. If you have difficulty completing the Master Promissory Note online or trouble using or accessing the studentloans.gov website, contact Direct Loan Applicant Services by phone at (800) 557-7394 or by email at CODsupport@acs-inc.com.
17. For additional assistance regarding your loans or financial aid, contact the financial aid advisor at the WITC campus you're attending.