



1. Go to: <https://studentloans.gov>
2. Log in using your FSA ID and password.
3. Click **“Complete Loan Agreement (Master Promissory Note).”**
4. Click the blue start button, next to **“MPN for Subsidized/Unsubsidized Loans.”**
5. Complete all sections of the MPN.
 - Choose **“Southeast Missouri State University”** as the school to notify.
6. After reviewing and signing your MPN, be sure to click **“Sign & Submit.”**
7. When complete, a confirmation page will display and you will receive a confirmation email.

The school will be notified within 2 business days.