1. Go to:  [https://studentaid.gov](https://studentaid.gov)

2. Click the “In School” tab.

3. Under “POPULAR TOPICS”, choose “Complete Loan Agreement (Master Promissory Note).”

4. Log in using your FSA ID and password.
   - You will receive a pop-up warning that you are accessing a U.S. Federal Government website. You must read and “Accept” to proceed.

5. Click the blue start button, next to “MPN for Subsidized/Unsubsidized Loans.”

6. Complete all sections of the MPN.
   - Choose “Southeast Missouri State University” as the school to notify.

7. After reviewing and signing your MPN, be sure to click “Sign & Submit.”

8. When complete, a confirmation page will display and you will receive a confirmation email.

The school will be notified within 2 business days.