Go to [www.studentloans.gov](http://www.studentloans.gov) to complete the Master Promissory Note (MPN). Sign in by clicking on the “LOG IN” button.

Enter your FSA ID and Password where indicated

To complete the student loan master promissory note, click on Complete Loan Agreement (Master Promissory Note.)

Click on the START button across from MPN for Subsidized/Unsubsidized Loans. This is done for both an undergraduate or graduate student with subsidized/unsubsidized awarded loans.

As a graduate student completing the master promissory note FOR a Graduate Plus loan you applied for and were awarded, click on START across from PLUS MPN for Graduate/Professional Students. PLEASE remember that a graduate plus loan is not the same as the unsubsidized student loans.

Step 1 - Information
Subsidized/unsubsidized loan: Check to make sure that all information is correct, Make changes where needed.

Select Arkansas from the drop down box, select Southern Arkansas University from the drop down box Click on CONTINUE.
To Complete the Master Promissory Note: Subsidized, Unsubsidized and Grad Plus

Confirm that SAU is listed, click on CONTINUE.

Step 2 – References
Complete the information for Reference 1 (normally is a parent or legal guardian).

Reference 2 can be any adult that does not live in the same household as Reference 1. Click CONTINUE.

Step 3 – Review and Edit
Make sure all information is correct if not choose the Edit function;

Click on CONTINUE.

Step 4 – Sign and Submit
There are 11 steps to this section – Read and answer any questions as you work through this section.

At the bottom of the page, click in the box that you have reviewed all information. Enter your name as requested in the blanks and click on Sign & Submit.

Wait for confirmation page.