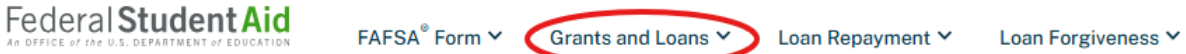


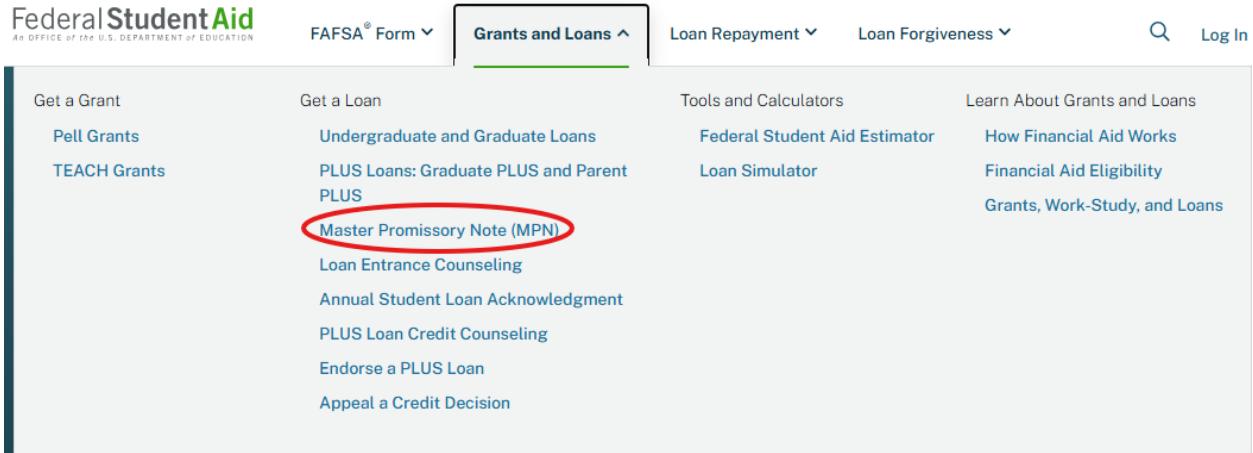
## MPN and LEC Completion Guide

Once you accept **federal (Direct) loans** for the first time, you will need to complete a **Master Promissory Note (MPN)** and **Loan Entrance Counseling (LEC)**. See below for instructions:

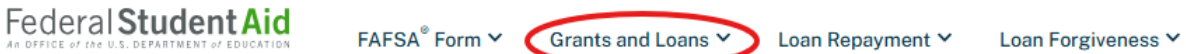
1. Begin by logging into your FAFSA account at <https://studentaid.gov/>.
2. Once logged in, click on **“Grants and Loans”** on the top ribbon:



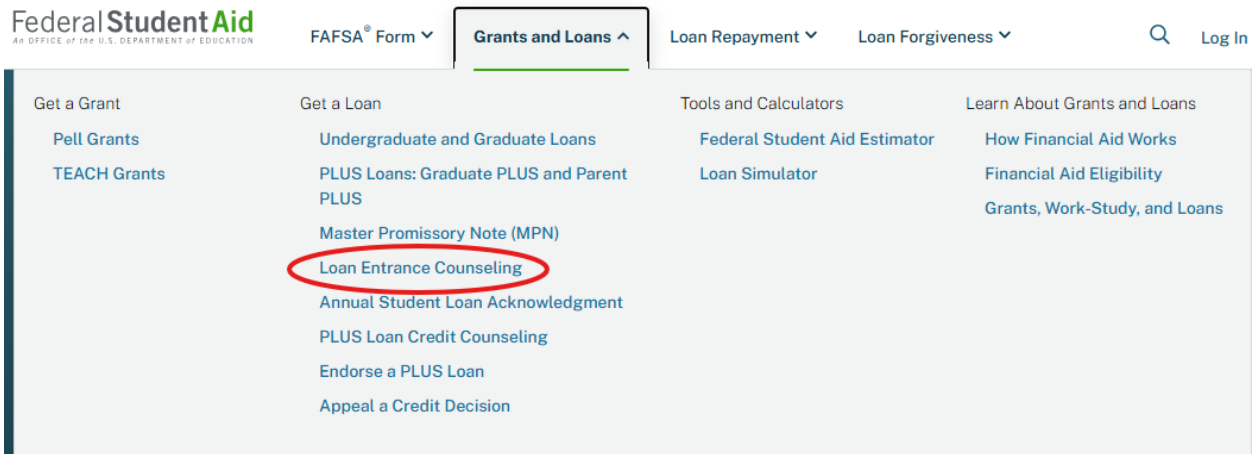
3. Click on **Master Promissory Note** as indicated below:



4. Be sure that you fully complete the form and click **“Submit”** at the end.
5. Return to the ribbon at the top:



6. Click on **Loan Entrance Counseling**:



7. Be sure that you fully complete the form and click **“Submit”** at the end.
8. **Please allow 24-48 hours** for Aultman College Financial Aid to receive your information from the federal government.