



CHADRON STATE COLLEGE

PARENT TUTORIAL

Completing Loan Documents for Direct PLUS Loans Loan Application and Loan Agreement (MPN)

1. Go to studentloans.gov and log in using your FSA ID and password
 - a. The borrowing **PARENT** must log in (not the student)
 - b. If you are not sure of your FSA ID, click LOG IN and click Forgot Username or Password?

Federal Student Aid | StudentLoans.gov | Log In | Español | MENU

Log in to StudentLoans.gov with your verified FSA ID ?

LOG IN

Create an FSA ID
Natural Disasters

Find out your student loan repayment options here >>

Log In

FSA ID Username or E-mail Address:

Username or E-mail Address is required

FSA ID Password:

[Forgot Username or Password?](#) [Create an FSA ID Natural Disasters](#)

LOG IN

Cancel

2. Click ACCEPT if you agree to the Disclaimer.

Disclaimer

This is a U.S. Federal Government computer system intended to be accessed solely by individual users expressly authorized to access the system by the U.S. Department of Education. For security purposes and to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C. 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual authorized user, for purposes of commercial advantage or private financial gain (regardless of whether that commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or of any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.



3. If this is your first time logging in, you will need to SAVE YOUR ACCOUNT SETTINGS.

4. On your HOME page, click Apply for a Direct PLUS Loan



MY HOME PAGE

I want to:

- View My Documents
- Complete Loan Counseling (Entrance, Financial Awareness, Exit)
- Complete Loan Agreement (Master Promissory Note)
- Apply for a Direct PLUS Loan
- Appeal Credit Decision
- Complete an Endorser Addendum
- Complete PLUS Credit Counseling

A large yellow arrow with a black outline points from the right towards the "Apply for a Direct PLUS Loan" option in the list.

5. On the following page, scroll down and choose the **SECOND** option:
Direct PLUS Loan Application for Parents

Select the type of Direct PLUS Loan Application you would like to complete

Direct PLUS Loan Application for Graduate/Professional Students
William D. Ford Federal Direct Loan Program
Federal Direct PLUS Loan Request for Supplemental Information

Students must be logged in using their own FSA ID.

[Learn More](#)

[Preview a read-only version of the Graduate/Professional Direct PLUS Loan Application](#)

START

OMB No. 1845-0103
Form Approved
Exp. Date 08/31/2017

Direct PLUS Loan Application for Parents
William D. Ford Federal Direct Loan Program
Federal Direct PLUS Loan Request for Supplemental Information

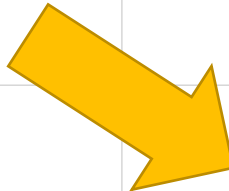
Parents must be logged in using their own FSA ID.

[Learn More](#)

[Preview a read-only version of the Parent Direct PLUS Loan Application](#)

START

OMB No. 1845-0103
Form Approved
Exp. Date 08/31/2017



6. Complete the application

DIRECT PLUS LOAN APPLICATION

1 Loan Information 2 Borrower Information 3 Review 4 Credit Check & Submit

- Select an Award Year
- Student Information
- School and Loan Information

Borrower:	Social Security Number:
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Warning: Any person who knowingly makes a false statement or misrepresentation on this form will be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

Select an Award Year

Award Year:
 *

Student Information

Name [More Information](#)

First Name:

Middle Initial:

Last Name:

7. Return to the HOME page by clicking the greeting “Hi, (YOUR NAME)” in the top menu.

8. Click Complete Loan Agreement (Master Promissory Note)

MY HOME PAGE

I want to:



View My Documents



Complete Loan Counseling (Entrance, Financial Awareness, Exit)



Complete Loan Agreement (Master Promissory Note)



Apply for a Direct PLUS Loan



Appeal Credit Decision



Complete an Endorser Addendum



Complete PLUS Credit Counseling



CONTINUED on next page . . .

9. Choose the **THIRD** and **LAST** option (scroll down), PLUS MPN for Parents.
a. You must do the correct MPN for the loan to process.

PLUS MPN for Parents


Use this MPN for Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Parents must be logged in with their own FSA ID.

[Learn More](#)

[Preview a read-only version of the PLUS MPN for Parents](#)

START












OMB No. 1845-0068 • Form Approved




10. You can view completed documents for future reference on your HOME page, by clicking view My Documents.

MY HOME PAGE

I want to:

-  [View My Documents](#) 
-  [Complete Loan Counseling \(Entrance, Financial Awareness, Exit\)](#) 
-  [Complete Loan Agreement \(Master Promissory Note\)](#) 
-  [Apply for a Direct PLUS Loan](#) 
-  [Appeal Credit Decision](#) 
-  [Complete an Endorser Addendum](#) 
-  [Complete PLUS Credit Counseling](#) 



CONTINUED on the next page

WHAT HAPPENS NEXT?

1. You will receive your credit decision via email.
2. **If approved** and all documents are completed correctly, the loan will disburse to the student account with the next scheduled disbursement.
3. **Should your PLUS Loan be denied, here are your options:**
 - a. If applicable, you may appeal—this will be communicated to you in your denial letter.
 - b. You may pursue an endorser (co-signer)
 - i. Your Endorser will need to log into studentloans.gov using their own FSA ID and Password
 - ii. Your Endorser will click Complete an Endorser Addendum on the HOME page menu.
 - You will need to provide your Endorser the Endorser Code or Award ID Number
 - c. You can let your student know the loan was denied and the student can request consideration for additional unsubsidized loans. Your student must request this consideration in writing by emailing start@csc.edu.

QUESTIONS? Contact START at start@csc.edu or 308-432-6060