

# STUDENT DIRECT LOAN INSTRUCTION SHEET

- A. Log into the Financial Aid Student Portal (this log in is different than your Brightspace/Email log in). If this is the first time you've ever logged in, click on the "First Time User" link and follow the instructions to set up your account.
- B. Once you are logged on, complete steps #1, A-F below.

## 1. SSC Online Loan Application (**must be completed**).

- a. [Click here to access the new financial aid student portal](#).
- b. Click on the Home Menu at the top left of the page
- c. Select "Applications"
- d. Select "Loan Application"
- e. READ all of the information on that tab
- f. Complete all of the required fields
- g. Click submit

(Note: If the fields are greyed out contact our office for a paper loan application)

## 2. Annual Loan Acknowledgement

- Go to [studentaid.gov](http://studentaid.gov), go to "Grants & Loans" at the top
- Click "Complete Annual Student Loan Acknowledgement"
- Click the "Start" button next to the "I'm an Undergraduate Student" heading
- Follow the prompts from there
- It takes approximately 10 minutes or less to complete
- As long as you select SSC as a school to be notified... we will automatically receive a report when you have successfully completed it

IF THIS IS THE FIRST TIME YOU WILL BE RECEIVING STUDENT LOANS **AT SSC** YOU MUST COMPLETE THE FOLLOWING ADDITIONAL STEPS. If you are unsure of whether you've borrowed student loans before, go ahead and complete these steps to prevent any delays in your aid.

All of the following steps are completed online at [www.studentaid.gov](http://www.studentaid.gov). You will need your FSA ID to log in. If you have trouble logging in, please use the "Forgot Username/Password" links to retrieve your FSA ID information.

## 3. Entrance Counseling

- Once you are logged on [studentaid.gov](http://studentaid.gov), go to "Grants & Loans" at the top
- Click "Complete Entrance Counseling"
- Click the "Start" button next to the "I'm an Undergraduate Student" heading
- Follow the prompts from there
- It takes approximately 30 minutes to complete
- As long as you select SSC as a school to be notified... we will automatically receive a report when you have successfully completed it

## 4. Master prom Note & E-Signature

- Once you are logged on [studentaid.gov](http://studentaid.gov), go to "Grants & Loans" at the top
- Click "MNP for Undergraduates"
- Click the "Start" button next to the "I'm an Undergraduate Student" heading
- Follow the prompts from there
- It takes approximately 10 minutes to complete
- As long as you select SSC as a school to be notified... we will automatically receive a report when you have successfully completed it

**Note:** Parents of currently enrolled students do have the option of applying for a Parent PLUS Loan to receive additional funds. Please contact the SSC Financial Assistance Office for more information if you are interested in a Parent PLUS Loan.