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## Direct Loan Subsidized/Unsubsidized Master Promissory Note Instructions

1. Go to <https://studentaid.gov/mpn/>. Click on the blue "Log in to Start for MPN for Subsidized/Unsubsidized Loans. You will need your FSA ID (username + password). If you do not remember your FSA ID, log on to [fsaid.ed.gov](https://fsaid.ed.gov) to retrieve it.
2. Click on 'Start' for "I'm an Undergraduate Student."
3. Step 1 - Information - please make sure your information is correct and that you fill in ALL fields.  
\*\*Please remember to click on the checkbox indicating that the address you entered is our permanent address.\*\*
4. Under School Information: select state (NY) and school (Trocaire College). Click the 'Continue' button.
5. Step 2 - References, you will need:
  - a. Two (2) names of people you will keep in contact with in case you move.
  - b. Addresses (both physical and electronic), phone numbers for these people.Click the 'Continue' button.
6. Step 3 – Agreements – There are five sections **you must read**. Click 'Continue.'
7. Step 4 – Review & Edit – please make sure your information is correct. **You must read each section**. Click 'Continue.'
8. Step 5 – Sign & Submit – click the box certifying you have read, understand and agree to the terms & conditions. Type your name as it appears on the top of your screen next to Borrower and click the 'Submit' button.
9. The next page will state "You have successfully submitted your MPN..."
10. You can then click on the blue "View/download PDR Document." You will need Adobe Acrobat reader to view the PDF which is available at [www.adobe.com](http://www.adobe.com).