

Direct Loan Master Promissory Note

1. Go to <https://studentaid.gov/mpn/>
 - Click on “**Start**” for “**I am an Undergraduate Student**” and enter your username and password.
 - If you do not remember your credentials, click on “Forgot My Username” and “Forgot My Password.”
 - You may be asked to enable two-step verification.
2. Information
 - Make sure your information is correct and that you fill in all the fields.
 - Select **Trocaire College** from the associated Schools drop down menu.
 - Or if Trocaire College does not appear, click on “**Search for a school to notify.**” Then search for it by typing **New York** in the ‘Choose a State’ box and **Trocaire College** in the ‘Search School by Name.’ Click “**Continue.**”
3. References
 - You will enter addresses and phone numbers for two references who would know your contact information if it changed.
 - Click “**Continue.**”
4. Agreements
 - Read the 5 sections of the agreements and hit “**Continue.**”
5. Review and Edit
 - Make sure the information is correct and hit “**Continue.**”
6. Submit
 - Check the box certifying you understand the loan term and conditions.
 - Type your name and click “**Submit.**”
 - **Email** your Financial Aid Advisor to confirm Trocaire College received your master promissory note at finaid@trocaire.edu