CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Office of Financial
Aid and Scholarships

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Loan Acceptance Instructions

If you are interested in your Federal Direct Student Loans, you need to complete several steps in order to ensure you receive your loan funds.

- You must accept your Direct Loans.
    - Log on to your MyCoyote.
    - Click on "Student Center".
    - Scroll down to "Finances".
    - Click on "Accept/Decline Awards" link.
    - Click on the year designated for your award year.
        - For example, click the "2024" link for the 2023-2024 Award.
    - You may now click the "Accept" button for the loan you would like to accept.
        - You may reduce the amount you would like to accept.
        - If you decline your loan(s), you must submit a Loan Adjustment Request form to request your loan(s) be reinstated.

- You must complete an "Electronic Master Promissory Note" (MPN).
    - You will need your FSA ID.
    - You will need the name and full address of two references.
    - This requirement must be met if you are a first time borrower or have not used a government MPN for ten years.
    - Log on to studentaid.gov

- You must complete an "Online Entrance Loan Counseling".
    - You will need your FSA ID.
    - This requirement must be met if you are a first time borrower.
    - Log on to studentaid.gov

Additional Resources:

- Locate and monitor your student aid history at: https://nslds.ed.gov
- Complete a required Exit Counseling before departing from the University at: studentaid.gov
- Complete a Financial Awareness Counseling session to help you manage your finances at studentaid.gov