



**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 “2025” link for the 2024-2025 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 Username and password.
	+ 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](http://www.studentaid.gov/)
* You must complete an “Online Entrance Loan Counseling”.
	+ You will need your FSA ID Username and password.
	+ This requirement must be met if you are a first time borrower.
	+ Log on to [studentaid.gov](http://www.studentaid.gov/)

**Additional Resources:**

Log in to the Federal Student Aid website at <https://studentaid.gov> for the following:

* Locate and monitor your student aid history.
* Complete the required Exit Counseling before departing from the University.
* Complete a Financial Awareness Counseling session to help you manage your finances.