

Federal Direct Student Loans, How to Complete;

* Master Promissory Note * Entrance Counseling * Annual Student Loan Acknowledgement

- **Annual Student Loan Acknowledgement (ASLA*)**, *must be completed every year for each institution a student receives loans, beginning with the 2022/2023 academic year*
- **Master Promissory Note (MPN)**, *must be completed once for each institution a student receives a loan and is valid for 10 years*
- **Entrance Counseling (EC)**, *must be completed once for each institution a student receives a loan*

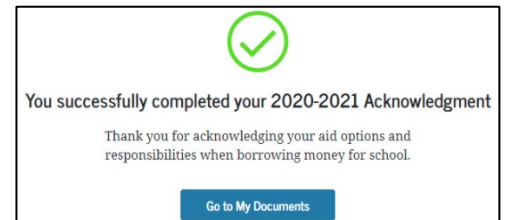
Note: Loans will not disburse until the MPN, EC, and ASLA* are completed

Visit Studentaid.gov and login with your FAFSA ID and password

How to complete the **Annual Student Loan Acknowledgement (ASLA*)**

1. Click "Complete Aid Process" tab
2. Select "Annual Student Loan Acknowledgment"
3. Review and add schools
4. Sign and submit

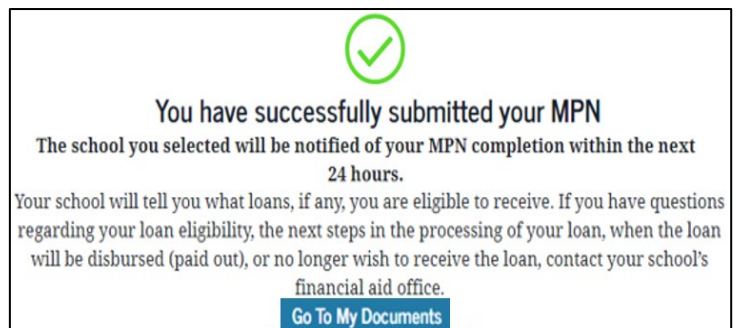
NOTE: Must be completed **every year** for *each institution* a student receives a loan



How to complete the **Master Promissory Note (MPN)**

1. Click "Complete Aid Process" tab
2. Select "Master Promissory Note"
3. Choose "I'm an Undergraduate Student"
4. Enter/verify Demographic/DL info
5. Enter/verify Select School(s) to notify
If selecting RCSJ-Cumberland, search by name, using "Cumberland", and select Cumberland County College
1. Enter References
2. Continue, read, review, and edit- if needed
8. Sign and Submit

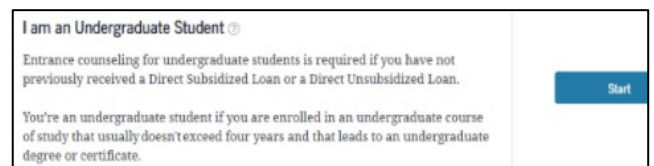
NOTE: Must be completed **once** for **each institution** a student receives a loan and is valid for ten years



How to complete the **Entrance Counseling (EC)**

1. Click "Complete Aid Process" tab
2. Select "Entrance Counseling"
3. Select "I am an Undergraduate Student"
4. Read and continue to "Let's Notify Your School"
5. Select up to 3 schools to notify-*If selecting RCSJ-Cumberland, search by name, using "Cumberland", and select Cumberland County College*
6. Continue, read, review, and edit if needed
7. Sign and submit

NOTE: Must be completed **once** for **each institution** a student receives a loans

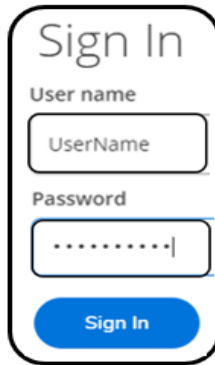


*ASLA is required beginning the 2022-2022 Academic Year

Federal Direct Student Loans: How to Accept/Decline

1. Log into your Self-Service
2. Click on the "Financial Aid" button
3. Select an Award Year
4. Review and accept Financial Aid Award Package
5. Accept/decline loan(s) or change amount

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Sign In

User name

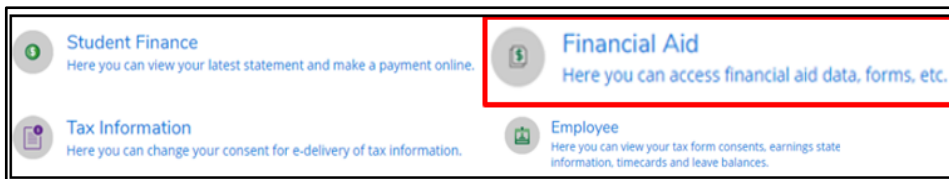
UserName

Password

.....|

Sign In

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Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.

Tax Information
Here you can change your consent for e-delivery of tax information.

Employee
Here you can view your tax form consents, earnings state information, timecards and leave balances.

3



Welcome to Financial Aid!

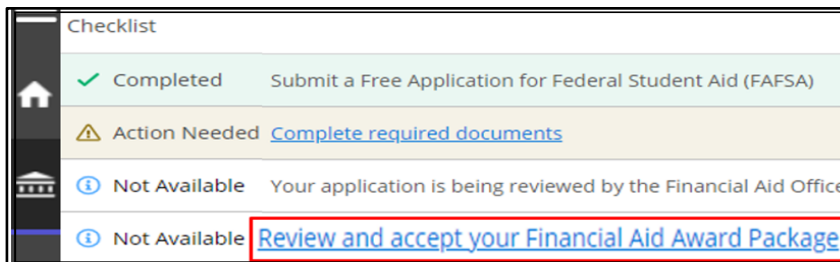
Use Colleague Self-Service Financial Aid to assist in managing you

Select an Award Year:

2021/2022 Academic Year

2020/2021 Academic Year

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Checklist

✓ Completed Submit a Free Application for Federal Student Aid (FAFSA)

⚠ Action Needed [Complete required documents](#)

ℹ Not Available Your application is being reviewed by the Financial Aid Office

ℹ Not Available [Review and accept your Financial Aid Award Package](#)

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Award	Status	Total Awarded Amount	Fall 2020	Spring 2021
Subsidized Loans ▼ Accept or Decline	Estimated	\$500.00	\$250.00	\$250.00
Award Total				
Award	Total Awarded Amount	Fall 2020	Spring 2021	
Total Awards ▼ Accept or Decline All		\$500.00	\$250.00	\$250.00