

Detailed Steps to Accepting Your Financial Aid Awards

STEP 1: How to accept your aid:

1. Go to uaonline.alaska.edu
2. Log into the secure area
3. Click on **Financial Aid** tab
4. Select **UAA**
5. Click on **Award**
6. Click on **Award by Aid Year**
7. Click on drop down box and select aid year (refer to your Award Letter). Submit
8. Click on the **Resources/Additional Information** tab
 - a. You must read and then click on **Yes** to indicate you have read and understand the *Satisfactory Academic Progress* (SAP) policy.
9. Click on the **Accept Award Offer** tab. You will have to make some decisions at this point.
 - a. You can accept all or a portion of your award. Remember that this is a yearly award and what you choose will be split in half – half for Fall and half for Spring. If you anticipate taking summer classes, call to speak to your Financial Aid Officer for added requirements.
 - b. Awards that you do not have to pay back are automatically accepted for you
 - c. Click the **Submit** button to finish
10. If you have chosen to accept any of the loans offered you **must** also complete steps 2 and 3

STEP 2: Master Promissory Note (MPN)

The MPN is a promissory note that can be used to take one or more loans for one or more academic years (up to 10 years). A separate MPN is required for Direct Stafford loans and Parent PLUS loans.

Undergraduate Stafford subsidized and unsubsidized borrowers under the Direct Loan Program will sign just one promissory note.

Parent PLUS loan borrowers can only take out this loan on a dependent undergraduate student's behalf. This loan is contingent upon credit worthiness.

- All Direct Loan Master Promissory notes can be accessed and e-signed at <https://studentloans.gov>. We estimate that it will take 30 minutes to complete the electronic MPN process. **Make sure you allow enough time to complete the entire process in a single session. If you exit this web site before submitting your signed MPN and return later, you'll have to start over.**

SAVE A COPY of your Master Promissory Note – it is a legal document and you may need to refer to it from time to time

STEP 3: Entrance Loan Counseling –

This is a federal requirement if you are taking out a Federal Stafford Loan for the first time. The Counseling session is done online and takes about 30 to 45 minutes, depending on your reading speed.

1. Start by going to <https://studentloans.gov>
2. Click on **Sign In**
3. Click on **Entrance Counseling**
4. Read the information and answer all the questions