

Master Promissory Note Web Instructions For PLUS and Stafford Loans

Part of your financial aid package includes Federal Stafford Loan dollars. In order to receive funding from this program, a separate application is required. Below are instructions for completing your online Master Promissory Note (MPN).

1) To Begin

- Double click on your Web browser (Internet Explorer, Firefox, etc.)
- Go to the Doane Web site at www.doane.edu
- Click on **“Prospective Students”**
- Click **“Costs & Aid”**
- Click **“Crete – Financing Education”**
- Click **“Loans”** in the middle of the page

2) For Student Loans:

- Click on **“Stafford Loan”**
- Read the instructions, then click on **“Proceed to application.”** This is at the bottom of the form.
- You will see a list of information required to complete the application. Gather the information and then click on **“Apply online for the Federal Stafford Loan”**
- Your PIN is the last four digits of your social security number.
- **PLEASE NOTE: AFTER 20 MINUTES THE FORM WILL RESET AND YOU WILL LOSE ALL OF YOUR ENTERED DATA!**

For Parent Loans:

Before completing the PLUS application, call (877) 804-3603 for credit approval. If approved, continue with the following instructions:

- Click on **“Parent PLUS Loan.”**
- Read the instructions, then click on **“Proceed to application.”** This is at the bottom of the page.
- You will see a list of information required to complete the application. Gather the information and then click on **“Apply online for the Federal Parent Plus Loan”**
- Your PIN is the last four digits of your social security number.
- **PLEASE NOTE: AFTER 20 MINUTES THE FORM WILL RESET AND YOU WILL LOSE ALL OF YOUR ENTERED DATA!**
- Select **“I’ll print the application on my own printer”** option

3) Completing the Loan Application

- Select a lender from the drop down menu
- If your lender of choice is not listed in the drop down box, please exit from the online process and contact your lender or the Doane College Financial Aid Office. They can provide you with a paper copy of your Master Promissory Note.

4) Submitting the Application

- After the application is submitted, a new page will open with four steps.
- First, click on the blinking **“I Understand”**
- Click the **“I Agree”** button at the bottom of the box that pops up.
- Next will be four steps. Click on the second blinking step. This step says, **“Print Application.”** Please be patient. Adobe will open a new window and the loan application will automatically load.

5) **Printing the Application**

- Please print three copies of the MPN (page 11). Keep one copy for your personal records. Send a signed copy to your lender and an unsigned copy to Doane College (Financial Aid Office).
- **DO NOT CLOSE THIS WINDOW UNTIL YOU HAVE YOUR PRINTED MPN COPY IN YOUR HAND!**
- After the application has successfully printed, select **“File,”** then **“close.”**
- Click on the blinking option that says **“Printed OK.”** This is the third option.

6) **Final Steps**

- Click on the last option, **“Send Files Now”**
- Note: You are not finished until a screen appears with this message: **“Congratulations! The application has been successfully sent.”**

If you have any questions regarding your Federal Stafford Loan or loan entrance counseling, please stop by or contact the Financial Aid Office at (402) 826-8260. Office hours are Monday through Friday, 8:30 a.m. to 4:00 p.m.

If you have questions regarding borrower benefits or student loan repayment issues, you should contact your lender directly. If the holder of your student loan(s) is Nelnet, you can track your loan history online using InterAct, a free product offered by Nelnet. Go to: www.nelnet.net and click on the borrower section. From there, you can log into your individual account. If Nelnet is not the servicer of your student loan(s), please contact your lender for online services they may provide.