



## *Master Promissory Note*

Students who are borrowing a Federal Direct or Stafford loan for the first time must sign a Master Promissory Note.

Students who are receiving a Federal Direct Loan must sign the electronic master promissory note using their Federal PIN. The directions to sign the Master Promissory Note are listed below.

Students who are borrowing through another lender must sign the electronic master promissory note with the selected lender.

**FEDERAL DIRECT LOAN  
MASTER PROMISSORY NOTE (MPN)  
SIGNING ON THE WEB FOR NEW LOAN BORROWERS**



**If you are a new, transfer or continuing student and have never received a Federal Direct Loan at NC A&T State University, you must complete an Electronic Master Promissory Note via the web. This must be completed by the loan borrower (student) only!!!**

Please follow the directions listed below and all directions on the website. Please take your time and read all information to ensure your understanding.

**You must have your PIN number from the US Department of Education.**

If you do not have a PIN, please log on to [www.pin.ed.gov](http://www.pin.ed.gov)

You must have Adobe Acrobat Reader version 4.0 or higher on your computer.

After you have received your PIN# through the mail or e-mail, log on to the website at

<http://dlenote.ed.gov>

Click to the left **Complete New MPN for Student Loans.**

1. At the bottom, click Proceed to PIN site registration.
2. Read the disclosure and consent statement and agree to it.
3. Provide full legal name and school information.
4. Read Borrower's Rights and Responsibilities and agree to it.
5. Complete the MPN (you must provide two references).
6. Review the draft MPN & confirm that you have read it.
7. Sign the MPN (**Type your full legal name in step 3**).
8. Review the signed MPN & confirm that you have reviewed it.
  - a. **PLEASE WRITE DOWN YOUR CONFIRMATION CODE**
9. Confirm Acceptance of MPN terms and submit MPN.
10. **SUCCESS!** Print your MPN for your records.

**Note:** Please review the last page of your Master Promissory Note under transaction history. If all items have a date have a date and a time, then you are finished. If any items have (to be completed) beside them, you are not finished signing your electronic promissory note.

The school should receive an electronic confirmation within a week after you have successfully completed an Electronic Master Promissory Note. **Your loan will not be credited to your account until you have signed your electronic master promissory note, completed the entrance session, signed the direct loan certification form and accepted your loans on Aggie Access.** The Student Financial Aid Office does not print paper copies of student promissory notes.