

INSTRUCTIONS FOR COMPLETING THE DIRECT STUDENT LOAN PROCESS

STEP 1 – Accept Loans on Trailhead

- Log into your Trailhead account at trailhead.mines.edu.
- Click on the *Self Service* icon located in the upper right hand corner.
- Go to the financial aid section and click on *Award*.
- Select *Award for Aid Year*. Click on the submit button for the appropriate aid year.
- View the offered Direct Subsidized and/or Unsubsidized Loan amount; then accept all or part of the award. The amount you choose will be **split**, with half disbursed each term.
- This step will be **required** at the start of each academic year.

Before logging out of Self Service, check the remainder of your Student Requirements to see what documents or information may still be needed to complete your file.

STEP 2 – Complete Loan Entrance Counseling

- Log into studentloans.gov using your FAFSA PIN.
- Click the *Complete Counseling* link from the menu.
- Click on the *Entrance Counseling* link to begin the process.
- We will be informed electronically that you have completed this process.
- Move to Step 3 before logging out of studentloans.gov

STEP 3 – Master Promissory Note

- You will complete the master promissory note after completing the entrance counseling requirement.
- You will need full names and addresses for two individuals you would like to list as “references”. The individuals you list should be someone who will know your contact information once you go into repayment on your loans such as parents or other family members.