



FINANCIAL AID SERVICES

Federal Direct Parent PLUS Loan Master Promissory Note Instructions

If a parent completed a 2010-2011 Federal Direct PLUS Loan Application through UMass Dartmouth and was approved, the parent who applied for the PLUS Loan must complete and sign an electronic Master Promissory Note (MPN).

If the parent has not previously completed a Federal Direct PLUS Loan Master Promissory Note, parent must:

Obtain PIN

The parent who applied for the PLUS Loan will need their federal PIN to complete the electronic PLUS MPN. Parent may have applied for a parent PIN when their son/daughter completed the FAFSA. If you do not remember your Parent PIN or have not yet applied for a PIN, you may request one by selecting **Apply for PIN** under the **Tools and Resources** section at <https://studentloans.gov/>

Complete PLUS MPN

The parent who applied for the PLUS Loan will need to log into the U.S. Department of Education student loans web site to electronically sign the Master Promissory Note:

Sign in under **Manage My Direct Loan** using the Parent PIN at: <https://studentloans.gov/>

Select the **Complete MPN** link under the **Master Promissory Note** section. Be sure to select **Parent PLUS** as the loan type. The Financial Aid Office will receive the PLUS MPN electronically after it has been submitted and processed. You should print a copy of the PLUS MPN for your records.

Please note: If you are having difficulty completing this process, please contact the UMass Dartmouth Financial Aid Office at 508-999-9251 so that we may further assist you.