



Master Promissory Note Web Instructions

Part of your financial aid package included 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) Double click  on Internet Explorer. Go to the Doane Web site at www.doane.edu. Click on “Admission” and then the campus you attend, then click “Financing Your Education.” Now click on “Financial Aid”, then “Loan Applications”.

2) For student loans, click on Federal Stafford Loan for Students. For Parent PLUS loans, click on Federal Parent Plus Loan.

- a) Read the instructions, then click on “Proceed to application.”
- b) 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.”

***PLEASE NOTE* AFTER 20 MINUTES THE FORM WILL RESET AND YOU WILL LOSE ALL OF YOUR ENTERED DATA!**

- c) Your PIN is the last four digits of the borrower’s social security number.

3) Select “I’ll print the application on my own printer” option.

4) Complete the loan application and select a lender from the drop down menu.

- a) On the Stafford Loan application, make sure **not** to click  the box on question number 12. If you have any questions on why not to do this, ask the financial aid staff.

5) After the application is submitted, a new page will open with four options. First click on the blinking “I Understand.” Click  the “I agree” button at the bottom of the box that pops up.

- a) Next will be four options. Click  on the second blinking option. This option says, “Print application.”



Please be patient, Adobe will be opening a new window and the application will load.





6) 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!

- a) Sign one copy of the MPN and send it to your lender. Retain the second copy for your records.
- b) After the application has successfully printed, select file, then close.

7) Click  on the blinking option that says “printed ok.” This is the third option.

8) 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. The office is open Monday through Friday, 8:30 a.m. to 4:00 p.m.

It is now possible for you to track your loan history online. Studentlink, a free product offered by Nelnet, is a web based product that enables you to view your current loan status. Go to:

http://www.unipac.com/students_parents/index_existing.asp to set-up your free account.