



CHECKLIST FOR DIRECT LOAN PROCESS

☐ **Accept/Decline Loan Offer on MySUNYOrange**

- Go to SunnyOrange.edu
- Click on **My SUNY Orange**
- Click on **My College Information**
- Log in
- Click on the **BANNER** icon (top right)
- Click on the **Financial Aid Tab**
- Click on **Award**
- Click on **Award for Aid Year**
- Choose a year
- Click on **Terms and Conditions Tab** to accept
- Click **Accept Award Offer Tab**

*Complete the following **ONLY** if you have **ACCEPTED** a student loan*

☐ **Complete Entrance & Financial Awareness Counseling**

- Go to StudentLoans.gov
- Click on Sign In
- Your PIN is your FAFSA PIN
- Click on Complete Counseling
- Complete Entrance and Financial Awareness Counseling

☐ **Complete Master Promissory Note (E-MPN) (at same website)**

☐ **Complete Loan Information Sheet**