ON-LINE STEPS for your FEDERAL DIRECT STAFFORD LOAN

1. You view your award on-line by following these steps:
   - Go to www.mwcc.edu
   - Click on the ICONNNECT link at top right of page
   - Enter your User Name and Password and click Login
   - Under My Apps click on WebConnect
   - Click on Student and Financial Aid
   - Scroll down and click on Financial Aid
   - Click on Award Information
   - Click on Awards for the Year
   - Select the Academic Year from the drop-down menu and click Submit
   - Click on the Bookstore Payment Authorization Tab
   - Read and click on Accept from the drop-down menu and click Submit Information

2. View Student Bill
   - Go to www.mwcc.edu
   - Click on the ICONNECT link at the top right of page
   - Enter your User Name and Password then click Login
   - Click on the WebConnect icon
   - Click on Student and Financial Aid
   - Scroll down an click on Student Account
   - Click on Account Summary or Account Summary by Term

3. Health Insurance
   - Go to www.mwcc.edu and click on Quick Links at top right of screen
   - Click on Waive Insurance
   - Select Student Waive
   - If new to website create user account; If returning to website select returning login
   - Select Student Waive
   - Select red button “I want to WAIVE”
   - Answer all questions and follow each step throughout the form

4. How do I accept my loan offer?
   - The Accept Award Offer tab will be available once you accept the Bookstore Authorization, click on this tab
   - You will have the option to accept the full amount, partial amount or decline the loan
   - After you accept the loan you must complete the Master Promissory Note and Loan Entrance Counseling, see step-by-step instructions below.

INSTRUCTIONS TO COMPLETE FEDERAL DIRECT STAFFORD LOAN MASTER PROMISSORY NOTE

1. Go to www.StudentLoans.gov
2. Sign in using your FSA username (or Verified email Address) and password.
   
   PLEASE NOTE: If you do not have an approved Username or Verified FSA email address please click on the hyperlink provided on the student loans website and follow the instructions on the back of this form labeled “NEW STEPS FOR FSA ID” once you have obtained your username or Verified FSA email please refer back to these instructions.

3. Click Complete Master Promissory Note
4. You must complete the MPN in a single session
5. Click Subsidized/Unsubsidized (the type of loan you would like to receive)
6. Fill out Personal Information
7. Select State (Massachusetts) and School (Mount Wachusett Community College)
8. Personal References-You must list two and will need to provide addresses and telephone numbers
Instructions to Complete Federal Direct Stafford Loan Entrance Counseling

1. Sign in using your FSA username (or Verified email Address) and password.

**PLEASE NOTE:** If you do not have an approved Username or Verified FSA email address please click on the hyperlink provided on the student loans website and follow the instruction on the back of this form labeled “NEW STEPS FOR FSA ID” once you have obtained your username or Verified FSA email please refer back to these instructions.

1. Click Counseling link, 1st link in the middle of the web page.
2. Click on Entrance Counseling start button *(do not click on Financial Awareness Counseling, it is not the same)*
3. School Information: Select State (Massachusetts) and School (Mount Wachusett Community College) click add school. Make sure to check off the box next to Mount Wachusett Community College located at the top
4. Identify Yourself - You are an Undergraduate student then click continue.
5. Read the Information and answer the questions, when finished click continue to the next page (you will be given the correct answer as you go along, all questions identifiable by the purple banner.
6. Estimate your expenses, enter in all your expenses, *(there is no right or wrong answer, just estimate)*
7. Next Click on the Estimate your funds for the year tab, enter in your estimate awards *(there is no right or wrong answer, just estimate)* If you need assistance to look up your award, follow accept award instructions.
8. Continue to answer all questions under purple banners.
9. When you complete the counseling session the screen will read: “YOUR NAME” you have successfully completed Entrance Counseling
10. If you wish to keep the financial information and your rights and responsibilities, options to print these are located at the bottom of the web page.

Other helpful Resources:

How to create an FSA ID

- Log on to [www.fsaid.ed.gov](http://www.fsaid.ed.gov) click on tab to create an FSA ID
- Enter email address, username and password (password may not resemble your username)
- Enter your name, date of birth, social security number, contact information, and challenge questions and answers
- If you have a federal student aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.
- Review your information, and read and accept the terms and conditions at the bottom of your screen.
- When you accept the terms and conditions and email will immediately be sent to the email you entered when you created your FSA ID. Please be sure to check your inbox and junk mail.
- Confirm your e-mail address using the secure code, once you verify your e-mail address, you can use it instead of your username to log in to the websites.