

## Loan Acceptance Instructions

If you are interested in your Federal Direct Student Loans, you will need to complete several steps in order to ensure you receive your loan funds. Please follow the steps noted below:

- You must accept your Direct Loans.
  - Log on to your MyCoyote
  - Click on “Student Center”
  - Scroll down to “Finances”
  - Click on “Accept/Decline Awards” link
  - Click on the year designated for your award year.
    - For example, click “2018” link for the 2017-2018 Award
  - You may now click the “Accept” button for the loan you would like to accept.
    - You may reduce the amount you would like to accept
    - If you decline your loan, you will need to submit a Loan Adjustment Form to request your loans be reinstated.
- Complete an “Electronic Master Promissory Note”
  - You will need your Federal FAFSA FSA ID.
  - You will need the name and full address of two references.
- Complete an “Online Entrance Loan Counseling”
  - This requirement must be met if you are a first time borrower.
- Requirements may be completed at [www.StudentLoans.gov](http://www.StudentLoans.gov) .

### Additional Resources:

- Locate and monitor your student aid history at: [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov)
- Complete a required Exit Counseling before departing from the university at: [www.StudentLoans.gov](http://www.StudentLoans.gov)
- Complete a Financial Awareness Counseling session to help you manage your finances at [www.StudentLoans.gov](http://www.StudentLoans.gov)