

## **HOW TO ACCEPT YOUR FEDERAL STAFFORD LOAN (CONTINUING BORROWERS)**

### **Update Your Federal Stafford Loan Master Promissory Note**

1. Go to WSU Financial Aid's website, [www.winona.edu/financialaid](http://www.winona.edu/financialaid).
2. Under "**Quick Links**" click on **Federal Stafford Loan MPN**. You will then be brought to FASTLoans™ which is provided by Great Lakes Higher Education.
3. On the FASTLoans home page you will need to enter your social security number and password. If you have forgotten your password, click on **Forget Password?** If you cannot remember your secret question and/or your answer, or have problems signing in, please call the Financial Aid Office at Winona State University, 507-457-5090.
4. Please read the next screen entitled **The FASTLoans Process**. After you have read this screen click on the **Continue** button.
5. The next screen will confirm that you have completed the entrance counseling. Click on the **Continue** button. You will be sent to the next screen **Start Your Stafford Loan MPN**.

### **Request Federal Stafford Loan Money**

6. You will need to enter your loan term begin date, loan term end date, and loan amount requested. If you want to borrow for fall and spring semesters, your loan term begin date will be Fall (yr) and loan term end date will be Spring Semester (yr). If you want to borrow the maximum from the Stafford Loan, you will need to refer back to your award letter and add up the amount of Subsidized and Unsubsidized Stafford Loans for fall and spring and put the total in the box for loan amount requested. If you want to borrow only a part of the Stafford Loan, put the total that you want to borrow for fall and spring semesters. (The Subsidized Federal Stafford Loan is always certified first.) If you want to borrow for fall only, the loan term begin date and end date will be Fall (yr). If you want to borrow for spring only, the loan term begin date and end date will be Spring Semester (yr). After entering this information, click on the **Continue** button.
7. You will then be brought to the **Lender Information** screen. Please respond to **Lender Privacy Notice** and **Interest Payments**. Under **Select Your Lender** you will be informed that *you have an existing MPN with the following lender*. If you want to continue with this lender, click on the **Continue** button. If you want to choose a different lender, click on the bullet by **Select a participating lender** or **Search for a participating lender by lender code** and click on the **Continue** button.
8. If you used your existing MPN, the next screen will say **Congratulations**. You are done and you can click on **Logout** on the left side of the screen. If you have chosen a new lender, you will need to complete a new MPN. You can find instructions for completing a new MPN on **HOW TO ACCEPT YOUR FEDERAL STAFFORD LOAN (FIRST-TIME BORROWERS)**, starting with step 10.