



First Time Borrower Loan Requirements

Accepting your loan on myWings

- ❑ Login to your *myWings* portal, go to the **Academics/Students** tab and click on the **Student Self Service** link.
- ❑ Click on **Financial Aid**.
- ❑ Click on **My Award Information**.
- ❑ Click on **Accept Award Offer by Aid Year**. Specify the aid year in the drop down box and click Submit.
- ❑ Scroll down until you see the awards that have been offered to you. Any scholarships or grants are automatically accepted on your behalf. You must accept or decline loans and/or work study.
- ❑ Click on the drop box next to the each award offer and select Accept, Decline or Decide Later.
- ❑ If you wish to accept only a portion of the award offered, enter that amount in the box to the right of the drop down box. Click on Submit Decision.
- ❑ Verify that your awards have been accepted by scrolling down and reading Accepted or Declined next to the offer.

Completing the Online Loan Entrance Counseling

- ❑ Click on Return to Menu at the top right of the page twice to get to the original Financial Aid menu.

**ONE STOP STUDENT SERVICES
(904) 620-5555**

- ❑ Click on **My Eligibility** and then click on **Student Requirements**. Specify the aid year in the drop down box and click on Submit.
- ❑ Under Requirements click on **Loan Entrance Exam**. You will be redirected to the financial aid page where you will click on the **Entrance/Exit Interview** option.
- ❑ This Entrance Interview is a 10-15 minute online tutorial that serves to educate you on your rights and responsibilities as a loan borrower. It will end with a 10 question quiz. After completing the quiz print the confirmation page for your records.

Choosing a Stafford Loan Lender

- ❑ Go back to your *myWings* portal and click on the **Academics/Students** tab. In the Financial Aid box in the bottom right-hand corner, click on **Choose my Stafford Loan Lender**. This will allow you to select your lender electronically. Click the blue **Select** button next to your lender of choice. Complete all fields with a red asterisk and then click Submit.

Signing an Electronic Promissory Note

- ❑ If you choose a lender from the Preferred Lender List, go to www.nelnet.com. Click on **E-sign my Promissory note** to sign your Master Promissory Note (MPN). The link for this is found at the upper left hand corner of the main page.
- ❑ If you want to choose a lender who is not on UNF's Preferred Lender List, you must complete the Loan Action Request Form available for download online at <http://onestop.unf.edu> and in the One Stop Student Services lobby located in building 2. Please be advised that you are responsible for obtaining all of the lender information including the Master Promissory Note (MPN) and the lender code. The promissory note will be available a few weeks after the lender is selected, and after the loan has been guaranteed.