



Stafford Loan Instructions

Accepting your loan on myWings

- ❑ Login to your *myWings* portal, go to the **Students** tab and click on the **My Financial Aid Awards** link, in the **My Records** channel.
- ❑ 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 twice on Return to Menu at the top right of the page to get to the main Financial Aid menu.
- ❑ Click on **My Eligibility** and then click on **Student Requirements**. Specify the aid year in the drop down box and click on Submit, if prompted.
- ❑ 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

- ❑ Visit the One Stop Web Site at <http://onestop.unf.edu>. In the blue menu on the left hand side of the page, select the option for **Financial Aid**. Then, select **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 a Master Promissory Note

- ❑ If you choose a lender from the Preferred Lender List, proceed to www.nelnet.com.

Click on **E-sign Promissory note** and follow the directions to sign your Master Promissory Note (MPN).

- ❑ If you want to choose a lender who is not on UNF's Preferred Lender List, you must complete the "Lender Selection" portion of the Loan Action Request Form available for download online at <http://onestop.unf.edu> and in the One Stop Student Services office.

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.

ONE STOP STUDENT SERVICES
(904) 620-5555