



2021-2022 Financial Aid Office Federal Direct Loan Process

El Paso Community College Financial Aid Office is pleased to offer you the Federal Direct Loan program. Prior to any disbursements, it is necessary to complete the four steps listed. Disbursements proceed upon completion of all steps and confirmation from the U.S. Department of Education usually within three business days.

For general questions concerning the Federal Direct Loan Process, contact: Araceli Ramirez (915) 831-2784 or Phillip Gallegos at (915) 831-2529.

Step 1 In Person Loan Entrance Counseling

- Go to <https://my.epcc.edu>
- Select "Services" icon
- Under the Admissions & Registration section select "**Federal Direct Loan Registration**"
- Complete the registration form and submit, you will receive an email with all the details.

Step 2 Financial Literacy Module

- Disable the "Pop-Up Blocker" from your web browser.
- Sign up at www.igrad.com/schools/EPCC
- Select "Get Started" and create your profile by answering the questions
- Click on **COURSES**
- Select : "**Repaying your student loans**"
- Start Course
- Enter EPCC student ID number
- Complete all steps online to get a score
- Click on Action Plan
- Select Section 3 to **Download Certificate**
- ➔ **Email Certificate "Repaying your student loans" to Araceli Ramirez at arami167@epcc.edu ←**

Step 3

Entrance Counseling & Master Promissory Note

- Log in to the Federal Direct Loan website <https://studentaid.gov>
- Complete the **Entrance Counseling**
 - Add School to Notify and select student type I am an **undergraduate student**
 - There are 5 steps to complete:
 - *1-Understanding Your Loans
 - *2-Manage Your Spending
 - *3- Plan to Repay
 - *4- Avoid Default
 - *5- Finances: A Priority
 - **Submit Entrance Counseling**
- Go to **MENU** and under **My Account** select **My Home Page**
- Click on **Complete Master Promissory Note**
- Select **MPN for Subsidized/Unsubsidized**
- Complete the 4 steps to electronically sign (e-sign) your MPN:
 - Step 1 - Information
 - Step 2 - References
 - Step 3 - Review & Edit
 - Step 4 - Sign & Submit
- Log out

Contact the U.S. Department of Education for any questions on the Studentaid.gov website at **800-557-7394**.

Step 4

Federal Direct Loan Award

- Log in to <https://my.epcc.edu>
- Select **Web Banner**
- Log in using your EPCC ID and password
- Select **Student Services & Financial Aid** tab
- Go to **Financial Aid**
- Select **My Award Information**
- Go to **Award by Aid Year**
- Select appropriate **Aid Year** for your award
- Click on **Accept Award Offer** tab
- Select your Award Decision (Accept, Decline, Partially Accept). **You cannot decline the Subsidized Federal Direct Loan**, if offered both Subsidized and Unsubsidized Federal Direct Loans.
- Submit Decision
- Exit

Other Resources

- Entrance Counseling Guide for Direct Loan Borrowers at <https://studentaid.ed.gov/sites/default/files/loan-entrance-counseling.pdf>
- National Student Loan Data System (NSLDS) Access <https://nslds.ed.gov/> for information about all of your Federal Student Loans.