**Graduate/Professional Student Loan**

**To Do List Guidance**

Check your My Tasks in [Workday](https://www.myworkday.com/uakron/d/home.htmld) to see which item(s) are outstanding. The University of Akron will receive notification when you complete the outstanding requirement(s). Please allow 5 business days for my tasks to be updated.

The following items can be completed at [www.studentaid.gov](http://www.studentaid.gov) “In School” tab.



If [**Entrance Counseling**](https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance)is needed for an Unsubsidized Loan and/or Grad PLUS Loan:

1. Click on **Complete Entrance Counseling** and Log in with YOUR FSA ID and Password. (Don’t use your parents, use yours!) Complete the Entrance Counseling process.

If [**Annual Student Loan Acknowledgement**](https://studentaid.gov/asla/) is needed:

1. Click on **Complete Annual Student Loan Acknowledgement** and Log in with YOUR FSA ID and Password. (Don’t use your parents, use yours!) Complete the Annual Student Loan Acknowledgement.

If a [**Master Promissory Note is needed for Unsubsidized Stafford Loan or Direct PLUS Loan**](https://studentaid.gov/mpn/)**:**

1. Click on **Complete A Loan Agreement (Master Promissory Note/MPN)**.
2. Select I’m a Graduate/Professional Students
3. Log in with your FSA ID



1. Select the appropriate Promissory Note for the type of Loan you are borrowing.



If[**PLUS Credit Counseling**](https://studentaid.gov/app/counselingInstructions.action?counselingType=plus) is needed:

1. Click on **Apply for Aid**
2. Click on **Complete PLUS Credit Counseling**. This step is required if you have been denied a PLUS Loan and obtained an Endorser (Co-signer). The Endorser will need to log in and complete the Endorser Addendum to approve the loan amount.
3. Log in with your FSA ID.

