

**Instructions for
Completing Stafford Master Promissory Note (MPN) and Entrance Counseling**

1. Go to www.studentloanonline.com.
 2. Click the blue “**Get Started**” button.
 3. Click the “**Create One!**” button.
 - You **MUST** create an account to use StudentLoanOnline.
 - You will need an email address to create an account. If you do not have an email address, you may obtain one for free from StudentLoanOnline.
 - Enter all requested information.
 - Confirm that all information you have entered is correct.
 4. You will be directed to your **Account Home Page**.
 5. Click the “**Start a new Master Promissory Note or Loan**” button.
 6. Click the “**Apply as a Student**” button.
 7. Select State: CO
 8. Select School: Rocky Mtn Coll of Art Design
 9. Click the “**Federal Stafford**” Loan button.
 - Enter Loan Period Begin and End Dates as follows:
If you are beginning Summer 2007, please select 05/14/2007 – 08/03/2007
If you are beginning Fall 2007, please select 08/27/2007 – 04/25/2008
If you are beginning Spring 2008, please select 01/07/2008 – 04/25/2008
- If you have not completed your entrance counseling session online, you will be directed to mapping-your-future.org before you can complete your Promissory Note. Entrance counseling must also be completed before your loans can disburse at RMCAD. Please follow all on-screen instructions for completing your entrance counseling session.
10. Once you return to StudentLoanOnline, follow all on-screen instructions and enter all required information.
 11. Select a lender from the dropdown box.
 12. Provide names and contact information for **2** references residing at **separate US addresses**.
 13. Click the “**Sign the Note Electronically**” button. Review and agree to the terms and conditions listed for signing your Promissory Note electronically.
 - It is recommended that you print your Promissory Note and the Borrower’s Rights and Responsibilities for your records.
 14. Be sure to LOGOUT when you are finished.
 15. RMCAD will receive notification from StudentLoanOnline that you have completed your Master Promissory Note. You will be notified of any remaining requirements.

If you experience any problems while you are completing any of the above steps, please contact College Access Network directly at 303.305.3500 or 888.696.5660. You may also email them at askops@college-access.net.