



## **2025-26 FEDERAL LOAN PROCESSING STEPS**

If you plan to use federal student loans to help ensure your bill is covered, you must complete the three steps listed below in order for your loan to be processed.

- 1) Accept or decline the loans** that were offered to you
  - Go to <https://www.mysunyadk.com/> and sign in
  - Choose Banner from the top menu
  - Scroll to the Student Services menu, select Financial aid
  - Ensure the correct year is selected (i.e Award Year 2025-26)
  - Click Offer tab
  - Scroll to the Loan section
  - Accept loan offer
    - Accept full award amount by selecting “Accept full amount of all awards”
    - **OR**
    - Accept a partial amount by selecting “Accept” and entering the amount in the “accept partial amount” field
    - **OR**
    - Decline the full loan amount
  
- 2) Complete *Entrance Counseling***
  - Go to [www.studentaid.gov](http://www.studentaid.gov)
  - Log in using the student's FSA ID and password
  - Find “Entrance Counseling” link and follow instructions for completion
  
- 3) Complete *Master Promissory Note (MPN)***
  - Go to [www.studentaid.gov](http://www.studentaid.gov)
  - Log in using the student's FSA ID and password
  - Find “Master Promissory Note (MPN)” link and follow instructions for completion

**ALL OF THE STEPS ABOVE MUST BE TAKEN BEFORE  
ANY FEDERAL LOANS CAN BE PROCESSED**

