Financial Aid Instructional Guide

Logging onto the Student Services Portal
- 1. Please look for the “Current Students” section on the Navy Blue Strip of the DSU Homepage
- 2. Click on the second option, my DESU
- 3. Look for and click the “Login” button in the upper-right hand corner
- 4. You will be asked for your Delaware State University issued ID number and Pin
- 5. Enter in the information in the fields provided and click on the “Login” button
- First time users should click the “Create or reset your student PIN” link to establish a PIN on the myDESU Welcome page

Completing Entrance Counseling
- Please logon to your “myDESU” account
- Choose “Financial Aid” from the main menu
- Choose “My Award Information”
- Choose “Award By Aid Year”
- Choose the appropriate aid year from the drop down box
- Click on the “Accept Award Offer” tab by selecting Accept or decline for each fund
- Accept the full award amount by selecting Accept Full Amount of All Awards.
- Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Completing A MPN
- Login to www.studentloans.gov.
- You will need your FSA USER ID to access the site. Please click on the “Login” button and enter in the borrower’s information. If you do not have a FSA USER ID, please click on the link that says “HERE” to create the FSA USER ID from the home page.
- Click the “Complete a Master Promissory Note” link.
- Select the type of loan you are completing (Subsidized/Unsubsidized, Graduate PLUS, or Parent PLUS).
- Read all information listed and complete ALL steps until you reach the end.
- Please print the completed MPN.
- If you encounter difficulty logging on, call the Department of Education at 800-433-3243

Terms and Conditions
- Login to your myDESU account
- Click the “Financial Aid Tab” and then click the “Award” link
- Click the “Award by Aid Year” link
- Choose “My Award Information”
- Choose “Award By Aid Year”
- Choose the appropriate aid year from the drop down box
- Click on the “Accept Award Offer” tab by selecting Accept or decline for each fund
- Accept the full award amount by selecting Accept Full Amount of All Awards.
- Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Accepting Your Award
- Please logon to your “myDESU” account
- Choose “Financial Aid” from the main menu
- Choose “My Award Information”
- Choose “Award By Aid Year”
- Choose the appropriate aid year from the drop down box
- Click on the “Accept Award Offer” tab by selecting Accept or decline for each fund
- Accept the full award amount by selecting Accept Full Amount of All Awards.
- Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Completing Exit Counseling
- Please logon to www.nslds.ed.gov and select “Exit Counseling”
- Click “Start” under the Loan Exit Counseling Section
- Read all the information and click next until you reach the “Login to Exit Counseling”
- Enter in your personal information along with your FAFSA Pin
- Click “Submit” and follow the instructions

Applying for a Parent PLUS Loan
- Login to www.studentloans.gov.
- You will need your FSA USER ID to access the site. Please click on the “Login” button and enter in the borrower’s information. If you do not have a FSA USER ID, please click on the link that says “HERE” to create the FSA USER ID from the home page.
- Click the “Complete a Master Promissory Note” link.
- Select the type of loan you are completing (Subsidized/Unsubsidized, Graduate PLUS, or Parent PLUS).
- Read all information listed and complete ALL steps until you reach the end.
- Please print the completed MPN.
- If you encounter difficulty logging on, call the Department of Education at 800-433-3243

Title IV and Hold My Credit Balance Authorization
- Please logon to your “myDESU” account
- Choose “Financial Aid” from the main menu
- Choose “My Award Information”
- Choose “Award By Aid Year”
- Choose the appropriate aid year from the drop down box
- Click on the “RESOURCES/ADDITIONAL INFORMATION” tab and answer the Title IV Authorization question and the Hold My Credit Balance question by selecting Authorize or Decline

Applying for a Parent PLUS Loan
- Login to www.studentloans.gov.
- You will need your FSA USER ID to access the site. Please click on the “Login” button and enter in the borrower’s information. If you do not have a FSA USER ID, please click on the link that says “HERE” to create the FSA USER ID from the home page.
- Click the “Request Direct PLUS loan” link.
- Select the type of loan you are completing “Parent PLUS”.
- Read all information listed and complete ALL steps until you reach the end.
- Be sure to include Delaware State University’s school information so notification will be sent to us that the Parent PLUS Loan Request has been completed.
- If you encounter difficulty logging on, call the Department of Education at 800-433-3243