

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 on the "Login" icon 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

1. Please logon to <https://studentloans.gov> and follow **ALL** steps listed
2. Click "Sign In" under the "Manage My Direct Loan" section
3. Type in all requested information, click "Sign In"
4. Select "Complete Entrance Counseling"
5. Scroll down to the bottom and click "Complete Entrance Counseling" again
6. Read all information listed, click "Next" to move on. You must answer all questions to complete this process.
7. Once completed, please **print** this confirmation page for your records
 - If you encounter difficulty logging on, call the Department of Education at 800-433-3243

Completing An MPN

1. Please logon to <https://studentloans.gov> and follow **ALL** steps listed
2. Click "Sign In" under the "Manage My Direct Loan" section
3. Type in all requested information, click "Sign In"
4. Select "Complete Master Promissory Note"
5. Select the type of loan you are completing (Subsidized/Unsubsidized, Graduate PLUS, or Parent PLUS)
6. Read all information listed and complete **ALL** steps until you reach the end.
7. **Please print the completed MPN.**
 - If you encounter difficulty logging on, call the Department of Education at 800-433-3243

Completing Exit Counseling

1. Please logon to www.nsls.ed.gov and select "Exit Counseling"
2. Click "Start" under the Loan Exit Counseling Section
3. Read all of the information and click next until you reach the "Login to Exit Counseling"
4. Enter In your personal information along with your FAFSA Pin
5. Click "Submit" and follow the instructions

Accepting Your Terms and Conditions

1. Please logon to your "myDESU" account
2. Select "Financial Aid" and then "Award Information "
3. Select "Award by Aid Year" and "Current Aid Year "
4. Select "Terms and Conditions"
5. Select "Accept" or "Decline" (If you decline the terms and conditions, you cannot receive financial aid)

Accepting Your Award

1. Please logon to your "myDESU" account
2. Choose "Financial Aid" from the main menu
3. Choose "My Award Information"
4. Choose "Award By Aid Year"
5. Choose the appropriate aid year from the drop down box
6. 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.

Title IV and Hold My Credit Balance Authorization

1. Please logon to your "myDESU" account
2. Choose "Financial Aid" from the main menu
3. Choose "My Award Information"
4. Choose "Award By Aid Year"
5. Choose the appropriate aid year from the drop down box
6. 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

1. Please log onto the website www.studentloans.gov
2. Click "Sign In" under the "Manage My Direct Loan" section
3. Type in all of the requested information
4. Click "Sign In" (**parents will need their FAFSA pin number assigned by FAFSA to complete this step**)
5. Select "Start PLUS Application Process"
6. Select loan type "Parent PLUS"