1. Log into SUU Portal, which logs you into Self-Service, and click on ‘Financial Aid’

2. Click on ‘Award’
3. Then click on ‘Award by Aid Year’

4. Select Aid Year (choose Aid Year 2011-12 for the Fall 2011, Spring 2012 or Summer 2012 semesters). Then, click on Submit.
5. Click on the tab ‘Accept Award Offer’

6. When you have Accepted or Declined your awards, click on the ‘Submit Decision’ box. This will send the information to the Financial Aid Office so processing of your aid can begin.

   **IMPORTANT:**
   - Do not use the Back arrow to go to a previous page or it will cause errors in your record. If you need to change your decision, just call the Financial Aid Office at (435) 586-7735, and we will make the change for you.

7. After you accept your loan, you will see the Loan Entrance Counseling and the Master Promissory Note (MPN) requirement listed. If you have accepted two loans
(subsidized Stafford and unsubsidized Stafford), you will see both requirement listed twice, but you only need to complete the counseling and MPN once.

8. Wait 24 hours for us to send the information to the Department of Education, then go to https://studentloans.gov website to complete both the Entrance Counseling and the Master Promissory Note requirements.

Once you have completed the Entrance Counseling requirement with SUU, you will not need to complete it again; the MPN will be valid for 10 years provided all other eligibility requirements are met.

When you have completed the on-line counseling, confirmation will be sent to us electronically by StudentLoans.gov.

If you have any questions about this program or about your particular situation, please feel free to call the Office of Financial Aid and Scholarships at 435-586-7735.