

## Instructions for completing the Online Loan Entrance and Master Promissory Note (MPN) requirement:

- Access the Online Loan Entrance link by going to:  
<http://www.apu.edu/graduatecenter/services/sfs/>
- Click on “Loan Entrance”. As a new first-time user to Sallie Mae, you will be asked to create a new account log-in user ID and password.
- Upon completion of the Online Loan Entrance you will be asked to complete the Master Promissory Note.

Student Financial Services will receive daily reports listing students who have completed the Online Loan Entrance and MPN requirements. Remember, the loan entrance and MPN **MUST** be completed **BEFORE** your loan can be processed.