

Directions – How to Complete Parent Plus Loan Request Online*

**Prior to starting, have your FAFSA PIN ready in order to sign in to the website. Please note that it would be the parents PIN that you would be using for this process and RMU requires a drivers license for all approved Plus Loans.*

Step 1: Go to <https://studentloans.gov>

Step 2: Click on “Sign In” button (top right hand corner of page)

Step 3: Fill in:

- FSA ID and Username or Email Address
- FSA ID Password

Step 4: Once Signed On Select “Apply for a Direct Plus Loan”

Step 5: Click Start for Direct Plus Loan Application for Parents” at bottom page

Step 6: Follow the 4 steps to Completion – Print for your records

- Decision for credit should be rendered immediately upon submission of application
- **You must contact the Financial Aid Office at 312-935-4077 to add the loan to the financial plan, documents must be signed and returned to the school before the plan expires.**

Directions – How to Complete Master Promissory Note Online – IF APPROVED

Please Note: A Master Promissory Note needs to be completed for all parents wishing to borrow Federal Plus Loans.

Step 1: Go to <https://studentloans.gov>

Step 2: Click on “Sign In” button (top right hand corner of page)

Step 3: Fill in:

- FSA ID and Username or Email Address
- FSA ID Password

Step 4: Once Signed In Select “Complete Loan Agreement (Master Promissory Note)”

Step 5: Choose Start “Complete Plus MPN for Parents”

Step 6: Follow the Four Steps to Completion – Print for your records

- Enter personal information, Choose Illinois for school state, Choose Robert Morris University-Illinois for school from drop down menu.
- Complete two personal references. Must be completed in full. Cannot have the same address.
- Terms & Conditions: Click blue bar to open each section. You will see a green check mark once successful. Click Continue when completed.
- Review personal information and sign by typing name exactly as it appears on the top of this screen. Click “Review Master Promissory Note” – a box will pop up. Do not print this version. Close HTML box. Click Submit.
- Open and print PDF version for your records (click on “View PDF”) then either print out an additional copy for RMU or save to your computer and email to your financial services advisor.