**2025-26 FEDERAL LOAN PROCESSING STEPS**

If you plan to use federal student loans to help ensure your bill is covered, you must complete the three steps listed below in order for your loan to be processed.

1. ***Accept or decline the loans*** that were offered to you

* Go to <https://www.mysunyadk.com/> and sign in
* Choose Student Banner --> Home
* Financial aid tab
* Award menu
* Award for aid year
* Drop-down box: 2024-2025 (submit)
* Accept award offer tab
* Accept full award amount by selecting “Accept full amount of all awards”
* ***OR***
* Accept a partial amount by selecting “Accept” and entering the amount in the “accept partial amount” field
* ***OR***
* Decline the full loan amount

*Step-by-step instructions, including screenshots, can be found at:* [*https://sunyacc.edu/documents/how-review-and-accept-financial-aid*](https://sunyacc.edu/documents/how-review-and-accept-financial-aid)

1. Complete ***Entrance Counseling***

* Go to [www.studentaid.gov](http://www.studentaid.gov)
* Log in using the student’s FSA ID and password
* Find “Entrance Counseling” link and follow instructions for completion

1. Complete ***Master Promissory Note (MPN)***

* Go to [www.studentaid.gov](http://www.studentaid.gov)
* Log in using the student’s FSA ID and password
* Find “Master Promissory Note (MPN)” link and follow instructions for completion

***ALL OF THE ABOVE STEPS MUST BE TAKEN BEFORE  
ANY FEDERAL LOANS CAN BE PROCESSED!***