
How to Accept Your Loans

To accept a Federal Direct Stafford Subsidized Loan you have been **offered**, complete Steps 1-3 below. Remember, loans must be repaid, so carefully consider your need to borrow.

Step 1: Accept the loan(s) on myLane:

- From the myLane Home Page select the “**myFinances**” tab
- Go to the “**Financial Aid Awards**” box, click “**Accept Award**” and select current aid year
- Click the “**Accept Award Offer**” tab
- Choose one of the following options:
 - Accept the loan, but request a lower amount
 - Accept or decline the full amount of an individual loan offered
 - Accept the full amount of all loans offered

Step 2: Complete the **Direct Loan Entrance Counseling** (Quiz) requirements:

- From the myLane Home Page select the “**myFinances**” tab
- Under “**Financial Aid Requirements**”, select “**Student Requirements**”. Entrance requirements will be listed under “**Unsatisfied Requirements**”
- **Click on the [Direct Loan Entrance Counseling](#) link.** Your FSA ID you created when you filed your FAFSA is required for this step (not your myLane PassPhrase).

Step 3: Complete the [Direct Loan Master Promissory Note](#) requirements. This can be found under the “**myFinances**” tab in the “**Financial Aid Links**” box. Your FSA ID is required for this step as well.

NOTE: If you completed the Direct Loan Entrance Counseling and Master Promissory Note requirements last year at Lane, you will not have to complete them for the current academic year.

The Federal Direct Stafford Unsubsidized Loan is offered upon request. The Unsubsidized Stafford Loan Request form is found at <http://www.lanecc.edu/finaid/forms>. Once your request has been processed and approved, follow Steps 1-3 above. **NOTE:** If you completed the Direct Loan Entrance Counseling and Master Promissory Note requirements for a Subsidized Loan at Lane already, or if you completed Steps 2-3 last year at Lane, you will not have to complete them again for the current academic year.

The Parent PLUS Loan (Parent Loan for Undergraduate Student) is offered upon request to parents who wish to help finance their dependent student’s educational expenses. To apply for the Parent PLUS Loan, your parent must:

- Go to StudentLoans.gov and **SIGN IN**. Select “**Request PLUS Loan**” then select “**Parent PLUS**”.
- Complete the [Direct PLUS Loan Master Promissory Note](#) requirements.

To complete **Steps 1 and **2**, your parent will need the [FSA ID](#) they created when signing the FAFSA.

If you need additional assistance, contact Financial Aid at 541-463-3400.