Please follow these simple steps to Accept/Decline your Awards:

Step 1: Go to www.northweststate.edu

Step 2: Log in to your myNSCC account

Step 3: On the Home Tab click Access Banner Self-Service

Step 4: Click on the Enter Secure Area link and Log in using your myNSCC User ID and PIN

Step 5: Click on the Financial Aid Tab

Step 6: Click on the Award link, then click on Award for Aid Year

Step 7: Select the Financial Aid Year 2013-2014 and click submit

Step 8: Click on the “Terms and Conditions” tab. Read the information and Accept or Not Accept the Terms

Step 9: Click on the “Accept Award Offer” tab

Step 10: Accept or Decline the awards

You may accept a partial award by selecting ‘Accept’ and entering a dollar amount in the ‘Partial Amount’ box

Step 11: Click ‘Submit Decision’ once you have accepted/declined the awards

If you want a paper copy of your award for your records, click on the Print link on the “Accept Award Offer” tab

Step 12: If you are accepting a Direct Subsidized or Direct Unsubsidized Loan, please follow the steps on the reverse side to complete the Master Promissory Note and Entrance Counseling (ALL students accepting a loan MUST complete both)

Northwest State Community College • 22600 State Route 34 • Archbold • OH • 43502
Email: finaid@northweststate.edu • Phone: 419-267-1333 • Fax: 419-267-5587
ALL NORTHWEST STATE COMMUNITY COLLEGE STUDENTS that wish to borrow a student loan for the 2013-2014 Aid Year MUST follow the instructions below in order for the Financial Aid Office to process your Federal Direct Subsidized or Unsubsidized Student Loan.

**THESE ARE 2 SEPARATE STEPS.**

**PLEASE MAKE SURE YOU COMPLETE BOTH STEPS!**

**Entrance Counseling**

**STEP 1:** Go to [www.studentloans.gov](http://www.studentloans.gov)

**STEP 2:** Select “Sign in” (use same PIN used for FAFSA)

**STEP 3:** Click the “Complete Entrance Counseling” link

**STEP 4:** Follow directions until complete

If you do not come to a screen that says “congratulations, you have completed your entrance counseling,” you may have missed something and will have to do it over.

**THINGS YOU WILL NEED**

- Department of Education PIN
- Student’s Social Security Number
- Student’s Permanent Address
- Student’s Date of Birth (for the MPN, enter your birthday in the following format: mm/dd/yyyy - make sure to include the slashes)
- Driver’s license number
- E-mail address
- Two Separate References (2 different people at different addresses)

**Master Promissory Note (MPN)**

**STEP 1:** Repeat the above steps 1-2

**STEP 2:** Click on the “Complete MPN link”

**STEP 3:** Follow directions until complete

If you do not come to a screen that says “congratulations, you have completed your MPN,” you may have missed something and will have to do it over.

If you have any questions please email the Financial Aid Office at finaid@northweststate.edu