

**\*\*Students must complete the Free Application for Federal Student Aid (FAFSA) at <http://fafsa.gov> to determine if they are eligible to receive federal student aid.\*\***

### **BANNER LOGIN INSTRUCTIONS**

- Log onto [www.susla.edu](http://www.susla.edu)
- Click on [Log Into Banner](#) (yellow panel in the middle of the screen)
- Click [Enter Secure Area with “U” Number and Pin](#)
  - Enter your “U” number and pin (Your pin is your six digit birth date in MMDDYY format. (Example: Birthday October 7, 1988- You will enter 100788)); or
- Click [Enter Secure Area with mySUlogin account](#)
  - Enter mySUemail address: [firstname.lastname@sus.edu](#)
  - Enter your Password: When accessing for the first-time, your default password will be the first 4 characters of your last name and the last four digits of your “U” number (SSN for accounts created before May 25). For example, Jane Brown and U00001234 password will be brow1234.

### **FINANCIAL AID UNSATISFIED REQUIREMENTS**

1. Click [Financial Aid](#)
2. Click [Eligibility](#)
3. From the drop down menu, select the current aid year. (Example: For Fall 2020 and Spring 2021, select [2020-2021 Aid Year](#).)
4. Click [Submit](#)
5. Click on [Student Requirements](#) (click on each requirement and complete)  
If you are selected for verification, you must submit your tax return transcript from two (2) years prior (ex. 2018 tax return transcript for the 2020-2021 academic year) or non-filer’s statement from the IRS by visiting a local IRS office or ordering the tax return transcript online at [www.irs.gov](http://www.irs.gov).

### **ACCEPTING FINANCIAL AID AWARD**

For students with 100% Financial Aid:

1. Click [Financial Aid \(TAB at top of page\)](#)
2. Click [Award](#)
3. Click [Award for Aid Year](#)
4. From the drop down menu, select the current aid year. (Example: For Fall 2020 and Spring 2021, select [2020-2021 Aid Year](#).)
5. Click [Resources/ Additional Information \(TAB\)](#) to review and answer questions listed.
6. Click [Submit](#)
7. Click [Terms and Conditions \(TAB\)](#) and read/accept
8. Click [Accept Award Offer \(TAB\)](#)
9. Click [Accept/Decline](#) applicable awards (required for Direct Loans)
  - a. You may also reduce loans to partial amounts
10. Click [Submit Decision](#)
11. View unsatisfied disbursement requirements
  - a. Direct Loan Entrance Counseling and a Loan Master Promissory Note must be completed prior to disbursements of loans
  - b. Additional requirements must be satisfied or aid will not be processed.

## ACCEPTING AND PAYING FEES

For students with 100% Financial Aid:

1. Click **Student** (TAB at top of page)
2. Click **Student Accounts**
3. Click **Payments and Payment Plan**
4. From the drop down menu, select the current aid year. (Example: For Fall 2020, select **SUSLA – Fall 2020**.)
5. Click **Submit**.
6. Scroll towards the *Financial Responsibility* section of the page. Review the information listed and select **Complete Enrollment**.

## Direct Student and \*Parent Plus Loan Borrowers

First-time students and parents interested in borrowing loans to help offset educational expenses must complete:

- 1) Online Entrance Loan Counseling and 2) The Direct Loan Master Promissory Note (MPN).

\*Parent borrowers must also complete the [Parent PLUS Direct Loan Request form](#) and PLUS MPN for Parents of Dependent Undergraduate Student.

## Complete the Online Loan Entrance Counseling

First-time federal student loan borrowers must complete loan entrance counseling and have a **30-day delay on loan disbursements**.

Completed *Federal Direct Loan Entrance Counseling* at [www.studentloans.gov](http://www.studentloans.gov).

## Complete the Direct Loan Master Promissory Note (MPN)

### Master Promissory Note (MPN)

The MPN is a promissory note that can be used to make one or more loans for one or more academic years (up to 10 years). A separate MPN is required for Direct Stafford Loans and Parent PLUS loans.

**Undergraduate Direct Stafford subsidized and unsubsidized borrowers** under the Direct Loan Program will sign one promissory note, which can be used for all of that program's loans over multiple academic years.

**Parent PLUS loan borrowers** can only take out this loan on a dependent undergraduate student's behalf. This loan is contingent upon an approved credit check.

All Direct Loan Master Promissory notes can be accessed online and e-signed. An electronic MPN can be completed. Read the information below to understand how the electronic MPN process works. We estimate that it will take 15-25 minutes to complete the electronic MPN process. **Make sure you allow enough time to complete the entire process in a single session. If you exit the website before submitting your signed MPN and return later, you will have to start over beginning with Step 1.**

Complete a *Direct Loan Master Promissory Note*- Parent and Student borrowers must complete the Master Promissory Note (MPN) at: [www.studentloans.gov](http://www.studentloans.gov).

## Monitor Your Financial Aid Status on Banner

- You are responsible for monitoring your status.
- Check your admissions and financial aid statuses on Banner frequently.
- Check for notifications on your SUSLA student email.

Communications regarding your financial aid will come via your Banner Student account and your SUSLA email account. Federal regulations require all student loan borrowers to participate in exit loan counseling whenever they drop below half-time enrollment status (six hours), withdraw, or graduate. Students must also *Satisfactory Academic Process* to maintain financial aid eligibility. If you have any further questions, email us at [financialaid@susla.edu](mailto:financialaid@susla.edu), view the Financial Aid webpage, or call us at (318) 670-9221.

\*\*\*For loan questions, contact [financialaid@susla.edu](mailto:financialaid@susla.edu) or (318) 670-9231\*\*\*