Financial Aid Steps for Students

• **Completing the FAFSA**
  o Select “Enter your (the student’s) FSA ID
  o Select “Create FSA ID”
    ▪ Go through the steps and enter in all information asked into the FSA ID. You are creating an account, so you can Login to FAFSA
    ▪ If you are a dependent student, at least one parent will need to make an FSA ID in addition to yours. This is how you both will be able to electronically sign the FAFSA
  o Login with your FSA ID or Email and password.
    ▪ **The application will default to 2023-2024.**
    ▪ Next Create a “Save Key” (anything between 4 and 8 characters)
    ▪ Enter the information that is requested in the FAFSA. Take your time and read all of the information as answering questions incorrectly will delay the processing of your FAFSA application.
    ▪ **School Code is 005759**
    ▪ Before you submit the application make sure all the required signatures have been applied.
    ▪ Then submit (Your FAFSA will be sent to our school in 3-5 days.)

• **Completing the Loan Agreement for Subsidized/Unsubsidized Loan (MPN) and Loan Entrance Counseling**
  o Go to [https://studentaid.gov/](https://studentaid.gov/)
  o Log in with your FSA ID (same logins as FAFSA)
    ▪ **Loan Entrance Counseling**
      • Select Loan Counseling
      • Entrance Counseling
      • Find Northwest Technical College-Bemidji
      • Click Notify School
      • Select the option to complete for the Subsidized/Unsubsidized Loans as an undergraduate student.
      • Now, continue through the counseling. You will need to read through all of the information and answer the questions as you go.
    ▪ **Loan Agreement for Subsidized/Unsubsidized Loan (MPN)**
      • Select Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)
      • Loan type is Undergraduate Subsidized/Unsubsidized
      • Complete the information it asks. You will need to provide contact information for 2 references that have 2 different addresses and phone numbers from each person.