

Financial Aid Instructional Guide

Logging onto the Student Services Portal

- 1. Please look for the "Current Students" section on the Navy Blue Strip of the DSU Homepage
- 2. Click on the second option, my DESU
- 3. Look for and click on the "Login" icon in the upper right hand corner
- 4. You will be asked for your Delaware State University Issued ID number and Pin
- 5. Enter in the information in the fields provided and click on the "Login" button
 - First time users should click the "Create or reset your student PIN" link to establish a PIN on the myDESU Welcome page

Completing Entrance Counseling

- Login to www.studentloans.gov.
 - You will need use your FSA USER ID to access the site. Please click on the "Login" button and enter in the borrower's information. If you do not have a FSA USER ID, please click on the link that says "HERE" to create the FSA USER ID from the home page.
- Click the "Complete Counseling" link and then the "Entrance Counseling" link.
- Read all of the information listed, click "Continue" to move on. You must answer all questions to complete this process.
- Be sure to include Delaware State University's school information so notification will be sent to us that the Entrance Counseling has been completed. Print a copy for your records.

Completing A MPN

- Login to www.studentloans.gov.
 - You will need use your FSA USER ID to access the site. Please click on the "Login" button and enter in the borrower's information. If you do not have a FSA USER ID, please click on the link that says "HERE" to create the FSA USER ID from the home page.
- Click the "Complete a Master Promissory Note" link.
- Select the type of loan you are completing (Subsidized/Unsubsidized, Graduate PLUS, or Parent PLUS).
- Read all information listed and complete **ALL** steps until you reach the end.
- Please print the completed MPN.**
 - If you encounter difficulty logging on, call the Department of Education at 800-433-3243

Completing Exit Counseling

- Please logon to www.nslds.ed.gov and select "Exit Counseling"
- Click "Start" under the Loan Exit Counseling Section
- Read all of the information and click next until you reach the "Login to Exit Counseling"
- Enter In your personal information along with your FAFSA Pin
- Click "Submit" and follow the instructions

Terms and Conditions

- Login to your myDESU account
- Click the "Financial Aid Tab" and then click the "Award" link
- Click the "Award by Aid Year" link
- Click the grey "Terms and Conditions" tab
- Read the terms and conditions and click either the "Accept" or "Do Not Accept" button. (You must accept the terms and conditions to receive financial aid.)

Accepting Your Award

- Please logon to your "myDESU" account
- Choose "Financial Aid" from the main menu
- Choose "My Award Information"
- Choose "Award By Aid Year"
- Choose the appropriate aid year from the drop down box
- Click on the "**Accept Award Offer**" tab by selecting Accept or decline for each fund
 - Accept the full award amount by selecting Accept Full Amount of All Awards.
 - Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Title IV and Hold My Credit Balance Authorization

- Please logon to your "myDESU" account
- Choose "Financial Aid" from the main menu
- Choose "My Award Information"
- Choose "Award By Aid Year"
- Choose the appropriate aid year from the drop down box
- Click on the "**RESOURCES/ADDITIONAL INFORMATION**" tab and answer the *Title IV Authorization* question and the *Hold My Credit Balance* question by selecting Authorize or Decline

Applying for a Parent PLUS Loan

- Login to www.studentloans.gov.
 - You will need use your FSA USER ID to access the site. Please click on the "Login" button and enter in the borrower's information. If you do not have a FSA USER ID, please click on the link that says "HERE" to create the FSA USER ID from the home page.
- Click the "Request Direct PLUS loan" link.
- Select the type of loan you are completing "Parent PLUS".
- Read all information listed and complete **ALL** steps until you reach the end.
- Be sure to include Delaware State University's school information so notification will be sent to us that the Parent PLUS Loan Request has been completed.
 - If you encounter difficulty logging on, call the Department of Education at 800-433-3243