

Instructions to accept student loans and complete necessary loan documents (graduate/professional students):

Navigate to view your Financial Aid Offer:

1. Go to <https://insidepacific.pacific.edu>
2. Enter your **PacificNet ID** *username* and *password*.
3. Select the tab on the left labeled “**Students**”
4. Select the tab labeled “**Academic**”
5. Find the section labeled “**Financial Aid Links**”
6. Select the link “**View your Financial Aid Award**”
7. Select the “**Award by Aid Year**” link. Indicate the year you would like to view with the drop down menu.
8. Select the “**Award Overview**” tab.

Accept Federal Loans: *Loans may be accepted each school year

1. Select the “**Accept Award Offer**” tab located within the “**Award by Aid Year**” link.
2. Select “**accept**” for the fund you wish to borrow. If you wish to select a partial amount, you may do so by selecting “**accept**” and entering the amount in the “**Accept Partial Amount**” field.
3. Click on the “**Submit Decision**” button.

***Pro-tip:** Maximize the unsubsidized loan each term before borrowing the Grad PLUS loan

Note: if you want to accept the full amount of your awards click on the “**Accept the Full Amount All Awards**” button.

Complete Loan Process: *Completed only the first year you borrow loans

1. **Master Promissory Note for Subsidized and Unsubsidized Loans** (loan agreement): <https://studentaid.gov/mpn/grad/landing>
2. **Master Promissory Note for Direct PLUS Loans** (if borrowing Grad PLUS): <https://studentaid.gov/mpn/grad/landing>
3. **Loan Entrance Counseling** (loan tutorial): <https://studentaid.gov/entrance-counseling/>

Viewing missing financial aid requirements that may delay your Financial Aid:

1. Inside the tab labeled “**Academic**” click on the “**Eligibility**” link from the Financial Aid main menu.
2. Select the “**Student Requirements**” tab.

Note: Missing requirements are located in the “**Unsatisfied Requirements**” section with the status of “**Established**” and/or “**Incomplete**”.