

# ACCEPTING YOUR FEDERAL DIRECT PARENT PLUS LOANS



### 1 Student Provides or Updates Parent Guest Access in UAccess

- LOG IN** Student logs into their UAccess Student Center ([uaccess.arizona.edu](http://uaccess.arizona.edu)) and selects "Guest Manager" under their "Personal" menu.
- ADD GUEST** Click "Add New Guest".
- CREATE GUEST ACCOUNT:** Add a Guest Username, Guest Email ID, and activate Guest Status. Then, assign Guest Access Control in the "Financial Info" section to "View All Access, Make Payment, Parent PLUS Loan." After you save, a new-user email will be sent to your parent. Note: To give access to additional parent(s), repeat steps above.

Guest Manager

Add/Update Guest

Guest Username

Guest Email ID

Last Updated:

Guest Full Name

Guest Status  Activate  Inactivate

Guest Access Control

Academic Info  View Class Schedule, Grades, Transfer Credits, Program Tree  No Access  View Access

Personal Info  View All Addresses, Emergency Contacts  No Access  View Access

Financial Info  View To Do List and Award Summary  No Access  View All Access, Make Payment, Parent Plus Loan

Resource Evaluation  Access to complete the Resource Evaluation for Financial Aid purposes  No Access  Allow Access

SAVE RETURN

### 2 Parent Applies for Parent PLUS Loan vis Guest Access

- LOG IN** Parent logs into UAccess Guest Center.
- BEGIN PARENT PLUS APPLICATION**
  - Navigate to the Financial Aid tab and select "View Financial Aid", then click on the "Apply for Parent PLUS Loan" button.
  - Enter your basic information: Legal First Name, Legal Last Name, Social Security Number, and Date of Birth, then, click "Continue".
  - Enter your borrower information including: gender, relationship to student, address, residency and marital status, then, click "Continue".
  - Review Certifications & Authorizations information then click "Continue".
- SPECIFY DOLLAR AMOUNT YOU WISH TO BORROW** Loans for students enrolled the full academic year will be split evenly between the fall and spring semesters. Be sure to accept the total loan amount needed for the entire school year. NOTE: You are not required to borrow and may borrow less than the amount offered
- SUBMIT THE PARENT PLUS LOAN APPLICATION** Complete the Parent PLUS loan application by reviewing the information and completing the e-signature. Then, click "submit".

### 3 Sign Your Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loans and any accrued interest and fees to the Department of Education. The MPN will explain the terms and conditions of the loan you will receive. All first-time borrowers must complete it before loan funds will be released.

- LOG IN** Sign in to your [studentaid.gov](http://studentaid.gov) account with the student FSA ID and password.
- SIGN MPN** Under the "Complete Aid Process" menu, select "MPN for Parents".

studentAid  
DEPARTMENT OF EDUCATION

UNDERSTAND AID

APPLY FOR AID

**COMPLETE AID PROCESS**

MANAGE

How Aid is Calculated

Comparing School Aid Offers

Accepting Financial Aid

Receiving Financial Aid

Complete Annual Student Loan Acknowledgment

Complete a Master Promissory Note (MPN) for Undergraduates

MPN for Graduate/Professional Students

**MPN for Parents**

Complete Entrance Couns

Complete TEACH Grant C