HOW TO COMPLETE YOUR FINANCIAL AID

Please keep in mind that you will need to accept/decline/decrease ALL of your loans, grants, scholarships and work study awards.

1. You'll begin by logging on to https://netpartner.schreiner.edu. The ID number that you’ll use is the WEB ID (NET Partner ID) found on your award letter (not your Schreiner Student ID). The WEB ID begins with a letter followed by 5 digits. If you are a new student, click on the “First Time user” option. If you are a returning or transfer student, click on the “forgot your pin?” option.

The next screen will ask for your birth date. BE SURE to type it in using 2 digits for the month, 2 digits for the day, 4 digits for the year, and place a slash between each (EX: for December 3, 1992, type in 12/03/1992).

You’ll then be asked to create a P.I.N. This should be at least 5 characters with no spaces between. Answer any security questions asked.

2. After returning to the sign in screen, enter your WEB (NET Partner) ID and newly created P.I.N. You may be asked to answer security questions and accept terms and conditions.

3. Next, click on the orange Financial Aid tab located at the top of the page. Scroll to the bottom of the page. Your aid should be in “pending” status. You’ll need to either accept or decline ALL your financial aid. You should either accept, reduce, or decline your loan(s) at this time. Accepting the work study award does NOT obligate you to work on campus. Then click “Submit”.

4. If you do not want any loans and have declined them, you are finished. If you are a current student at Schreiner and had Federal Direct Loans in a previous year, you do not need to complete Loan Entrance Counseling and the Master Promissory Note again.

5. If you DO want your loan(s), there are two more steps to complete. Complete Loan Entrance Counseling AND Sign a Master Promissory Note.

6. Loan Entrance Counseling – Click on the link https://studentloans.gov. Click on the green bar that says ‘Sign In”. Type in your Social Security Number (no dashes), the first two characters of your last name, date of birth, and FAFSA P.I.N (4 digit number). Click on “Sign In”. Under “Welcome to StudentLoans.gov”, click on “Complete Entrance Counseling”. Click on “Texas” from the drop down screen and then “Schreiner University”. You'll be required to read about student loans, enter some values (don’t worry about the values, they're for tutorial purposes only) and answer some true/false and multiple choice questions. At the end of the questions, be sure to read the instructions carefully. You will then click “submit”. Be sure you see a confirmation that the counseling was received and accepted.

7. After successfully completing the Loan Entrance Counseling, click on “Complete A Master Promissory Note”. Select the loan type. In most cases the loan type will be “Subsidized/Unsubsidized” / “Undergraduate Student”. Enter the information requested. You’ll need two references. Open each section of the Master Promissory Note and then “sign” and “submit”. Be sure that you see a confirmation that the MPN was received and accepted.