Award Letter Instructions

All Students

- To access your award letter online log into your Web for Student account at: www.oit.edu/login. Follow the links listed below:
  1. select the Financial Aid tab
  2. select Financial Aid Menu
  3. Award Menu
  4. Award for Aid Year
  5. Read Terms and Conditions
  6. Select the “Accept Award Offer”. This is where a student can accept or decline parts of their aid.

- Complete your Master Promissory Note (MPN)
  Oregon Tech participates in the direct lending program. Upon receiving your loan request from your accepted Offer of Financial Aid (online award letter), we will electronically certify your loan. Prior to receiving funds you must complete a master promissory note. You can complete your direct loan master promissory note at the website listed below. You will be required to use your U.S. Department of Education issued PIN (used on your FAFSA) to complete the electronic MPN. www.studentloans.gov

- Complete Entrance Counseling
  All students borrowing for the first time at Oregon Tech or borrowing in the Direct loan program for the first time must complete online entrance counseling at the following site: www.studentloans.gov

- Check your account for any other holds
  Federal loan funds must be disbursed to your Oregon Tech student account within 3 days of their receipt at Oregon Tech. Holds on your student account may prohibit funds from being disbursed. Future disbursements of your loan may be cancelled and you may need to reapply for your loan if:
  - Your funds can not be released to your student account within 3 days of receipt at Oregon Tech
  - You cancel your first disbursement
  - You drop below 6 credits
  - You do not maintain satisfactory academic progress
  - You withdraw from school at anytime during the loan process

Dependent Students Only

- Complete the PLUS request form.
  If your parent wishes to participate in the Direct Parent Loan for Undergraduate Student (PLUS) program, they must sign and return the PLUS Request Form. A PLUS Request Form must be returned for each academic year that a parent wishes to participate in the PLUS program. The PLUS Request Form can be printed from: www.oit.edu/faid/forms

- Complete the PLUS MPN
  Upon receiving your PLUS Request Form, we will electronically certify your PLUS loan eligibility. Prior to your parent’s funds being electronically transferred to Oregon Tech, your parent must log-on to the Direct Loan website and complete and electronically sign their MPN, using their Department of Education PIN. www.studentloans.gov