Steps to complete Federal Perkins Loan Master Promissory Note on JOE’SS

1. Login to JOE’SS http://joess.mst.edu

2. Navigate to Self Service > Campus Finances > Sign Perkins Promissory Note

3. Choose Aid Year (ex. 2013 is the 2012-2013 Academic Year)

4. Review Perkins eMPN introductory information

5. You may request a PAPER MPN at this time or you may continue to complete the MPN electronically.

   NOTE: If you choose a paper MPN you must print off the PDF and return the completed MPN IN PERSON to the Student Loan Collections Office in G-6 Parker Hall. You will have other documentation to complete at that time; therefore, you must return the signed MPN IN PERSON.

6. Enter in your Date of Birth and provide consent

7. Verify personal information

   NOTE: If you would like to correct any information you will be directed out of the Perkins MPN and you will need to start again at step 1.

8. Provide two (2) loan references with DIFFERENT addresses

9. Review Perkins Loan indebtedness

10. Accept borrower’s rights and responsibilities

11. Sign the Perkins note after reading Terms and Conditions

12. Click “Yes” to your Electronic Signature Confirmation to finish your Federal Perkins Master Promissory Note

After completing the Federal Perkins Loan Master Promissory Note on JOE’SS, you may view the completed MPN at any time by following these steps:

1. Login to JOE’SS https://joess.mst.edu

2. Navigate to Self Service > Campus Finances > View Perkins Promissory Note.

3. Choose Aid Year (ex. 2013 is the 2012-2013 Academic Year)