



Step by Step: Stafford and PLUS Loan Instructions for First Time Borrowers

1. Open your web browser and visit www.hanover.edu/loans
2. If this is your first loan through Hanover College, click on the lender list for the type of loan you will be applying for and review the loan information. This information is given as a service to provide information to you, not as a recommendation or requirement that you utilize these lenders. **You may use any lender of your choosing.** You will be required to enter your lender choice later in the process so please be sure to remember the lender you wish to use.
3. Click on apply now to begin the application process.
4. If this is your first time using TG, click on "New user." If you are a returning user of TG, enter your user ID and password, click "submit" and proceed to step 11.
5. Enter the character values from the provided image. For Stafford loan borrowers, enter the student's social security number (SSN) and date of birth (DOB). For PLUS loan borrowers, enter the parent's SSN and DOB. Click "Continue."
6. Enter the following information: First Name, Last Name, Address, City, State, Zip, Country, Phone, Drivers License No. (optional).
7. For the Current School/Last School Attended section, enter 'IN' in the 'State' field. Click on the drop down arrow for the 'City' field and choose 'Hanover.' 'Hanover College' should automatically populate in the 'Name' field. Enter your Enrollment Status and Anticipated Graduation Date. Click "Continue."
8. Create your User ID and Password (you can click on "What is this?" for specific instructions regarding User ID's and Passwords). Re-type your Password in the 'Confirm Password' field, enter your E-mail address and then re-enter your E-mail address in the 'Confirm E-mail' field.
9. Click on the drop down arrow to choose your 'Challenge Question 1' and enter your answer to the question in the 'Answer' field. Repeat for questions two and three. Click "Submit."
10. You should be automatically directed back to the Login Screen. Enter your newly created user ID and Password.
11. Click on "I am an undergraduate student borrower" in order to complete a Stafford Loan or click on "I am a parent borrower" to complete a PLUS Loan.
12. Click on "Complete a loan award," under Option 2 select Hanover College from the drop down list, and click on "Create a loan request."
13. If you have previously completed entrance counseling with TG proceed to step 23 or if you are a parent borrower proceed to step 22.
14. Click on "Go To Entrance Counseling." Please note that completing Entrance Counseling does not complete the loan process and that you will need to return to Loans By Web after completing the Entrance Counseling.
15. Read the Stafford Entrance Counseling Session Instructions thoroughly and click on "I Agree."
16. Read through each Stafford Entrance Topic and answer the questions. Upon completion of the Topics click on "Proceed to Step 6."
17. Fill out the Borrower Information Form, read Your Rights and Responsibilities and click on "Submit Your Information."
18. Verify that your personal information is correct, make any necessary corrections and click on "Finish."
19. Record your confirmation number and/or print Your Record. Please note that Hanover is notified of your record.
20. Click on "exit" in order to return to myTG and complete the loan process.
21. Enter your myTG userID and password and click on "Submit."
22. Parent borrowers, enter your student's SSN and DOB and click on "Next." Student Borrowers, proceed to next step.
23. Enter your personal information and click on "Next."
24. Enter your reference information, including addresses and telephone numbers. Click on "Next."

25. Click on "Select Lender." The next page contains a list of lenders. Select the lender of your choice from the list provided and click on "Select Lender." If you do not see the lender you wish to use on this list, you will need to enter the lender information and click "Search." When you have completed selecting your lender, click on "Next."
26. Verify that your selected lender is correct. If not, repeat step 25. If correct, click "Next."
27. Enter your requested loan amount and the loan period begin date (the first day of classes) and the loan period end date (the last day of classes) and click on "Submit."
28. The next page summarizes the information you have provided. Review the information. If you need to make corrections, click on "Back" to go to a previous screen and modify your entries. If everything is correct, click on "Send Request" to submit your loan information.
29. Click on "E-Sign Stafford MPN" to complete your loan. Please follow the instructions provided by your lender to complete your e-signature. If you prefer, you may click on "Print Stafford MPN" to print your MPN. Please note that your loan will not be complete until your lender receives your signed MPN.
30. You will receive an email notifying you that Hanover College has received your loan request.

If you for any reason do not complete all the steps, you can sign back in to myTG at this link <https://lbw.tgslc.org/LBW/start.do> and the system will pick up where you left off.

If you are experiencing difficulty, you may contact TG customer assistance at 1-800-845-6267.