

HOW TO CREATE AN FSA ID

The FSA ID (Federal Student Aid ID) is a username and password that all students and any contributor(s)* use to sign the Free Application for Federal Student Aid (FAFSA®) and provide relevant income information. Any required contributors will be prompted to create an FSA ID once the applicant identifies them. If a contributor refuses to provide information the FAFSA® cannot be completed and the student will be ineligible for federal student aid.

HOW TO GET STARTED

You will need to create your FSA ID at least one week prior to starting the FAFSA®.

Go to the www.studentaid.gov landing page and click the "Create Your FSA ID Now" button.

CREATE YOUR FSA ID (USERNAME AND PASSWORD)

A verified email address can be associated with only one FSA ID, so a student and a contributor cannot use the same email address. You must have access to this email account when creating your FSA ID (avoid using school or work emails). When selecting a username you may see a message "The username you entered is already in use." This means someone has already used that username so you must try something different.

Be sure to record the username and password you create somewhere for future use!

PROVIDE PERSONAL IDENTIFICATION INFO

- Your name (as it appears on your social security card)
- Your Date of birth
- Your Social Security number (SSN) or Individual Tax Identification Number (ITIN)
- Your contact information - Create challenge questions and answers

IDENTITY MATCH

Identity match is required for each identified contributor in order to activate the FSA ID.

- Applicants and their contributors must use their SSN/ITIN number to comply with identity match. Be sure the SSN/ITIN number and name you enter match *exactly* what appears on your Social Security card or ITIN card.
- If a contributor doesn't have an SSN/ITIN, the field will be blank or prefilled with an assigned pseudo-SSN and they will be prompted to complete a knowledge-based identity verification process.
- If a contributor is unable to verify identity through the knowledge-based identity verification process they will need to submit documentation to verify identity by mail. This can result in a delay in processing the FAFSA.

FINISH YOUR FSA ID

Confirm the information you entered is correct; any errors could result in a delay or problem in your receiving financial aid. You will now verify your email address and mobile phone number for account recovery. Please also be sure to note your back-up code, which is used in the event that two step verification fails.

Congratulations! YOUR FSA ID IS CREATED!

*CONTRIBUTOR - ANY INDIVIDUAL REQUIRED TO PROVIDE SIGNATURE AND CONSENT ON THE FAFSA® FORM, INCLUDING THE STUDENT; THE STUDENT'S SPOUSE; A BIOLOGICAL OR ADOPTIVE PARENT; OR THE PARENT'S SPOUSE (STEPARENT)

