WORKSHEET: CREATING AN FSA ID

Creating an FSA ID is the first step to completing the Free Application for Federal Student Aid (FAFSA) online, which is the quickest and easiest way to submit the application. Each student and their parent(s) must have a unique FSA ID in order to electronically sign the FAFSA. The FSA ID username and password are used to electronically sign the FAFSA and other important financial aid paperwork. It also grants you access to your online Federal Student Aid (FSA) account. Use this worksheet to help you create an FSA ID.
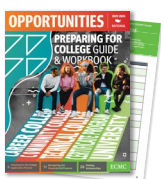
For a video on how to create an FSA ID, go to **www.youtube.com/watch?v=iTb7hMVtzco**.

INFORMATION NEEDED TO CREATE AN FSA ID

Student Information	Parent(s) Information
• Student Social Security card • Student email address[2] • Student mobile phone number[2]	• Parent(s) Social Security card[1] • Parent(s) email address[2] • Parent(s) mobile phone number[2]

STEPS TO CREATING AN FSA ID

STEP ONE
Personal Information

A. Go to the Create an Account (FSA ID) webpage at **https://studentaid.gov/fsa-id/create-account/launch**.
B. Click Get Started.
C. Enter your name exactly as it appears on your Social Security card, date of birth (mm/dd/yyyy) and Social Security number. If your name is too long and you can't fit your full name into the box, type as much of your name as you can.

STEP TWO
Account Information

A. Create a username 6-30 characters in length using any combination of numbers and uppercase or lowercase letters.

Student username: _____ Parent(s) username: _____

B. Enter and confirm your email address. It is recommended to use a non-school-based email address since you will need to access your FSA account after you graduate high school.

Student email address: _____ Parent(s) email address: _____

C. Create and confirm a password 8-30 characters in length. The password is case sensitive and must include a combination of numbers, uppercase letters and lowercase letters. Do not use personal identifiers (e.g., date of birth, name).

Student password: _____ Parent(s) password: _____

STEP THREE
Contact Information

A. Enter your permanent mailing address. If you don't have one, you may use your high school address.
B. Enter and confirm your mobile phone number.
C. It is highly recommended to check the box allowing for quick and easy mobile phone account recovery.

STEP FOUR
Communication Preferences

A. Select if you would like to receive U.S. Department of Education communications via email (recommended) or postal mail.
B. Select your preferred language (English or Spanish).

STEP FIVE
Challenge Questions

A. Select Challenge Question 1: _____ Answer: _____
B. Select Challenge Question 2: _____ Answer: _____
C. Select Challenge Question 3: _____ Answer: _____
D. Select Challenge Question 4: _____ Answer: _____

STEP SIX
Confirm and Verify

A. Review your information for accuracy and make any necessary edits.
B. Review FSA's terms and conditions and agree to them by checking the box.

STEP SEVEN
Account Recovery

A. Select to verify your mobile phone number, email address and/or authenticator app by retrieving the six-digit secure code sent to you and entering it into the box provided. Two of these three verification methods are required, and you must verify both methods chosen.

Student backup code: _____ Parent(s) backup code: _____

You can begin to use your FSA ID immediately for activities such as electronically signing your FAFSA; however, some of your activities will be limited until the Social Security Administration (SSA) verifies your information (1-3 business days). Keep your FSA ID username, password and backup code in a safe place and do not share this information with anyone.

[1] Parent(s), if you are undocumented or do not have a Social Security number, go to **https://studentaid.gov/apply-for-aid/fafsa/filling-out** to find alternative methods to signing the FAFSA.

[2] The student and parent(s) email addresses and mobile phone numbers must be different.