

## Your Federal Student Aid ID (FSA ID)

Creating an FSA ID is the first step to completing your FAFSA. An FSA ID gives you access to Federal Student Aid's online systems and serves as your legal signature. Only create an FSA ID using your own personal information and for your own exclusive use. An account must be created for each individual completing and entering information on a FAFSA. Processing is estimated to take 3-5 days.

- To create an FSA ID, go to <https://studentaid.gov/fsa-id/create-account/launch>

Complete this form to keep track of important information related to your FSA ID. **This information should be kept confidential and stored in a secure location.**

### Student Information

Email Address: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Answer to Challenge Questions (answers are case sensitive):

Challenge Question Answer 1: \_\_\_\_\_

Challenge Question Answer 2: \_\_\_\_\_

Challenge Question Answer 3: \_\_\_\_\_

Challenge Question Answer 4: \_\_\_\_\_

Significant Date Answer (MM/DD/YYYY): \_\_\_\_\_

Back-up Code: \_\_\_\_\_

### Contributer (Parent) #1

Email Address: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Answer to Challenge Questions (answers are case sensitive):

ChallengeQuestionAnswer1: \_\_\_\_\_

ChallengeQuestionAnswer2: \_\_\_\_\_

ChallengeQuestionAnswer3: \_\_\_\_\_

Challenge Question Answer 4: \_\_\_\_\_

Significant Date Answer (MM/DD/YYYY): \_\_\_\_\_

Back-up Code: \_\_\_\_\_

### Contributer (Parent) #2

Email Address: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Answer to Challenge Questions (answers are case sensitive):

ChallengeQuestionAnswer1: \_\_\_\_\_

ChallengeQuestionAnswer2:\_\_\_\_\_

ChallengeQuestionAnswer3:\_\_\_\_\_

Challenge Question Answer 4:\_\_\_\_\_

Significant Date Answer (MM/DD/YYYY):\_\_\_\_\_

Back-up Code: \_\_\_\_\_

## Steps to Create an FSA ID

1. Go to [fsaid.ed.gov](https://fsaid.ed.gov) or, if you are ready to begin your FAFSA, start at [FAFSA.gov](https://fafsa.gov) and click on the *Create an FSA ID* link.
2. Create a username and password, and enter your email address.
3. Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.
4. Review your information, and read and accept the terms and conditions.
5. Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. You can use your FSA ID immediately to file and sign the FAFSA even if you aren't able to confirm your email with the secure code.

### **IMPORTANT:**

***Each student needs an FSA ID. Each contributor on the FAFSA will also need an FSA ID to sign the student's FAFSA. Each student and contributor (parents) must create their FSA ID separately at fsaid.ed.gov.***

***\*\*\*\* This step MUST be completed at least 3 days prior to completing the FAFSA. \*\*\*\****

## Tips To Remember When Creating an FSA ID

### ***Be sure to enter your information accurately.***

Your information will be verified by the Social Security Administration and making a mistake, especially with your social security number, birthdate or name, will cause delays.

### ***Use this [FSA ID Information Tracking Sheet](#) to record the information you used to create your FSA ID.***

You will use your FSA ID for multiple purposes over the coming years so be sure you can remember all of the important information associated with your FSA ID.

### ***Keep in mind that an email address can only be associated with one FSA ID.***

Students and parents cannot use the same email address.

***If you have an email other than your high school email address, use that alternate email. You may even want to create one especially for financial aid and college application purposes.*** Your high school email access will likely expire after you graduate. You will need to use your FSA ID for years to come so link it to an email address that you will continue to use.

### ***It is important to have access to your email when creating your FSA ID.***

A secure code will be sent to your email that you will need to retrieve when creating your FSA ID. Entering this secure code will confirm your email address, which is very important if you forget your username or password, and it will allow Federal Student Aid to communicate with you electronically.

**KEEP THIS DOCUMENT FOR YOUR RECORDS**