How to Complete the FAFSA Application

FAFSA IS YOUR APPLICATION FOR PELL GRANTS, TOPS, AND STUDENT LOANS

1. Create a Student and Parent FSA ID (go to: **FSAID.ed.gov**)

    1. Enter your email address
    2. Create a username
    3. Create a password
    4. Enter Name, Date of Birth & Social Security #
    5. Enter your mobile phone #
    6. Set up 4 challenge questions
    7. Accept the terms
    8. Verify your mobile phone #
    9. Verify your email

Please watch this video on how to create a FSA ID, if you need more assistance:
https://www.youtube.com/watch?v=QdaGZASwjZU&feature=em-share_video_user

Make sure to keep a record of FSA ID Usernames and Passwords. You will need them to renew your application each year.

2. Complete the FAFSA Application (go to: **FAFSA.gov**)

    1. Use your Student FSA ID to log in and begin the application.

    2. May 2018 Graduates attending a university/college or technical school in the Fall of 2018 or Spring 2019.
        - Complete 2018-2019 FAFSA form
        - Need 2016 Tax Return Information (*IRS Data Retrieval Tool is available in the application, if you do not have a copy of your tax return*)

    3. You will need to create a Save Key when prompted. This allows you to save the application at a certain point and return to that point later. *Save Keys are good for 45 day before they expire.*

    4. You will begin the application by entering the student's information first and then the parent's information. The Parent FSA ID is required to use the IRS Data Retrieval Tool and electronically sign the FAFSA application at the end.

Please watch this video on how to complete FAFSA, if you need more assistance:
https://www.youtube.com/watch?v=Mbb9eqXxUzo

Make sure to send a copy of your confirmation submittal page to guidance, Attn: Kim Aucoin or email to: kim.aucoin@apsb.org **when done. This is necessary to have on file so that it may be logged in the state system to fulfill the student's state graduation requirement.**