How to Create an FSA ID

Name: _____

1. Go to studentaid.gov/fsa-id/create-account/launch
   - To allow for processing time, we recommend you create your FSA ID at least 3 days before you would like to start the FAFSA.
   - You will need your date of birth, Social Security Number, email address, home address, and phone number
   - When you create your FSA ID, be careful to enter your name and Social Security number exactly as they appear on your Social Security card.
   - There is a new option to start the FAFSA with your "personal identifiers" instead of using your FSA ID. We strongly recommend you do <u>not</u> use this option.

2. Enter in your email address: _____
   - Do not use your school email, your parent's email, or any shared email account.
   - Use an email address that you can immediately access. By including an email address, you will make it easier to unlock your account, retrieve your forgotten username, or reset your forgotten password.
   - Email yourself the FSA ID that you created; put "FAFSA" as the subject line.

3. Create username _____ and password _____
   - Your password must be between 8 and 30 characters in length, and it must contain at least one uppercase letter, one lowercase letter, and one number. Special characters are not required, but the following characters may be included as part of your password: ! # $ % & ( ) * + - . : ; < = > ? @ [ ] ^ _ { } ~
   - Remember, your password is case-sensitive.

4. Choose your security questions
   - Select questions with answers that will not change

   Question: Question:

   Answer: Answer:

   Question: Question:

   Answer: Answer:

5. Store your backup code (*NEW*): _____