



FSA ID How-to guide

Creating an FSA ID is the first step in completing the FAFSA

What is an FSA ID?

The Federal Student Aid (FSA) ID is a **username** and **password** that is required to log in and access all Federal Student Aid websites, including the **FAFSA**. The FSA ID also serves as a **legal signature** when you submit your FAFSA.



Go to studentaid.gov and click "create account" in the upper right hand corner. The application is available in English and Spanish.

Who should create an FSA ID?

To complete the FAFSA, it's necessary for **you** and **one or both of your parents** to create an FSA ID. However, if you're an independent student, your parent or legal guardian won't need to create an FSA ID. Additionally, if you have an older sibling who attended college before you, your parent may already have an FSA ID established.

Starting in Winter 2023, every person contributing information to a FAFSA will need an FSA ID - **including parents who do not have a social security number**

No Social Security Number?

If you are an international student without a social security number, creating an FSA ID or completing the FAFSA may not be possible. Don't worry, though – there are still financial aid opportunities available. Reach out to our GO Center College Advisors or email dhsgocenter@duncanvilleisd.org

What information do I need to create an FSA ID?

- Full name and social security number, as they appear on social security card (if applicable)
- Your residential address
- Date of birth
- Valid email address & phone number
- Immediate access to your email account



Save your FSA ID username and password somewhere safe.





FSA ID HOW-TO GUIDE: APPLICATION PROCESS

- Add name, date of birth, and social security exactly as it appears on official documentation.
- Check the box if you don't have a social security number and see the next page for more information
- Create a password that you don't use for other accounts
- Provide your mobile phone number for more ways to access your account

Create an Account

Step 1 of 7

Personal Information

I understand that I'll be required to certify that the information I provide to create an account is true and correct and that I'm the individual who I claim to be.

If I'm not the person I claim to be, I understand that I'm not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be subject to a fine, prison time, or both.

First Name

Middle Initial

Last Name

Date of Birth
Month Day Year

Social Security Number

☐ I don't have a Social Security number.

Create an Account (FSA ID)

Step 3 of 7

Contact Information

Permanent Address

Address

City

State

ZIP Code

Mobile Phone Account Access

We strongly recommend setting up your mobile phone for account access. This option helps you gain access to your account if you are locked out, as well as allows your mobile phone to be used for two-step verification.

Mobile Phone

Confirm Mobile Phone

☐ Yes, I agree to use my mobile phone for account access.

How do I make the challenge questions?

You will need to select four challenge questions from a dropdown list and provide answers. If you forget your username or password, you may need to answer the challenge questions to access your account.

Create an Account (FSA ID)

Step 4 of 7

Communication Preferences

Required Communications

The U.S. Department of Education (ED) and its federal student loan servicers will need to send you required communications and documents related to your federal student aid, such as student loan disclosures and interest statements.

I want to receive these communications:

☒ By email

☐ By postal mail

Optional Communications

ED and its federal student loan servicers want you to feel confident about the financial aid and student loan process. To help with this, we will sometimes send out information about programs you may be eligible for, such as grant programs, student loan forgiveness programs, income-based repayment plans, and more.

I want to receive these communications:

☐ By email

☐ By text message

Create an Account (FSA ID)

Step 7 of 7

Enable Two-Step Verification

Protect Your Account with Two-Step Verification

Whenever you sign in, we'll send a secure code to make sure it's really you. To keep your account protected, make sure your phone number and email are verified. We also suggest setting up verification using a secure authenticator app.

SMS Verification

Email Verification

Use an Authenticator App (Most Secure Option)

Use an authenticator app that you've downloaded from a mobile app store to view in-app secure codes—visible only to you—that can confirm your identity when you log in.

What is an authenticator app?

☒ Set Up an Authenticator App

- Select how you would like the Department of Education (the people who manage the FAFSA) to communicate with you, and in what language (English or Spanish)
- We recommend email to get communications quickly
- Set up two-step verification for your FSA ID with your phone number, email, and/or authenticator app
- We recommend setting up all methods so you have multiple options to log in





FSA ID How-to Guide: Additional Steps for Contributors **WITHOUT** Social Security Numbers (SSN)

Remember that you should only create an FSA ID without an SSN if you are either:

- A parent or spouse of a student completing the FAFSA
- A citizen of the Freely Associated States (the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau) and need to complete the FAFSA

What is identity verification?

If you don't have an SSN, you'll need to confirm your identity by answering a series of questions at the end of the account creation. The personal information for these questions is sourced from the TransUnion Credit Bureau, but it does not constitute a credit check.

You will have only one chance to correctly answer these questions; failing to do so will require you to confirm your identity through an alternative process.

Create an Account

Step 7 of 7

Identity Verification

One last step! We're required to ask additional questions when you don't have a Social Security number (SSN) to verify your identity. You must answer these to finish creating your account.

The results of the identity verification will be displayed on the next page—note that you won't be able to return to this page to answer these questions again.

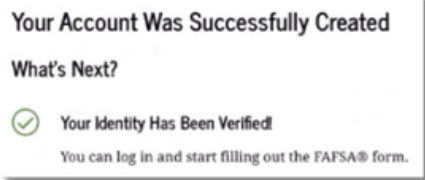
Which of the following is the street name of your most recent previous address?

- ☐ Florida Ave NW
- ☐ Sesame Street
- ☐ Longhorn Pkwy
- ☐ None of the above

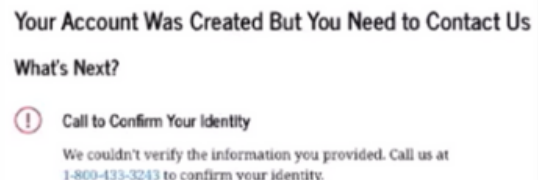
Which of these phone numbers have you ever used previously?

- ☐ (352) 775-5132
- ☐ (970) 680-4386
- ☐ (320) 791-4911
- ☐ None of the above

How do I know the results of the identity verification?



If your identity has been successfully verified, this screen will appear. No further steps are required before beginning the FAFSA.



- Screen appears if identity verification fails.
- Contact FSA at 1-800-433-3243 for manual verification.
- Complete the Attestation Form.
- Provide identity proof documentation.

Is the personal information I provide protected?

The National College Attainment Network states that FAFSA data is used solely for assessing federal and state financial aid eligibility. This information is protected against unauthorized use and is shared only with selected schools and specific federal and state agencies for verification and aid determination purposes. More details at:

www.ncan.org/resource/resmgr/policyadvocacy/top_10_mixed_status_families.pdf





FSA ID How-to Guide: Using and Troubleshooting your Account

Create an Account (FSA ID)

Step 7 of 7

Enable Two-Step Verification: Backup Code

i Store your backup code somewhere safe.

Your backup code lets you access your account in the event that you cannot use any other two-step verification method. If for some reason you misplace or cannot access your backup code, you will be able to generate a new backup code in your account settings.

Your Backup Code is:

2YK89TKR2G81

☐ I have stored this backup code somewhere safe.

Previous Continue

- Enable the secure backup code, which will help you access your account if the other verification methods won't work
- Store backup code in safe location.

Once you've created your FSA ID, your details need to be verified and matched with the Social Security Administration (if you provided a social security number).

When can I use my FSA ID?

If you provided your Social Security Number (SSN), your FSA ID will not be fully functional until you receive an email within a few days regarding your SSA match. However, even if your FSA ID is not yet verified, you can still access your studentaid.gov account dashboard and start or contribute information to your FAFSA. Nevertheless, we suggest waiting until your FSA ID is verified. If you do not have an SSN and need to go through the manual identity verification process, your FSA ID will not be fully functional until one to three days after submitting your documents. Once your identity has been verified, you can use your FSA ID immediately to complete your FAFSA.

Can I edit my FSA ID?

Yes. If your personal information changes or you would like to update anything on your account, you can make changes by logging in at studentaid.gov and selecting "settings" under your account information.

What if I forget my FSA ID username or password?

You can retrieve your username or reset your password by having a secure code sent to your phone/email. You may also answer your challenge questions, but this option comes with a 30-minute waiting period before you can use your account again.

What do I do if I need help?

See your GO Center Advisor, email dhsgocenter@duncanvilleisd.org, or call the FSA ID Help Center at 1(800) 433-3243.

