



# HOW TO CREATE YOUR FSA ID



The FSA ID is a username and password for students and parent information contributors\* including undocumented parents to sign the Free Application for Federal Student Aid (FAFSA®). Note: in many cases, required information contributors will be the parent(s) of a dependent student. The FSA ID is your legal signature and shouldn't be created or used by anyone other than you - not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID every year you fill out a Free Application for Federal Student Aid FAFSA® form and for the lifetime of your federal student loans.

## HOW TO GET STARTED

You will need to create your FSA ID at least one week prior to starting the FAFSA® Go to [www.studentaid.gov/fsa-id/sign-in/landing](http://www.studentaid.gov/fsa-id/sign-in/landing) Click the "Create Your FSA ID Now" button

## CREATE YOUR FSA ID (USERNAME AND PASSWORD)

**Email:** A verified email address is required for each information contributor\* to establish their account. An email address can be associated with only one FSA ID (student and contributor\* cannot have the same email address). You must have access to this email account.

**Username:** Don't include personal info such as date of birth or name. If you see a message "The username you entered is already in use," then someone has already used that username.

## PROVIDE PERSONAL IDENTIFICATION INFORMATION

Enter your name, date of birth, Social Security number (SSN), or Individual Tax Identification Number (ITIN), contact information, and challenge questions and answers. Make sure your Social Security or ITIN number, date of birth, and name match what's on your Social Security card or ITIN. Identity match is required for each contributor\* to verify FSA ID.

A Knowledge Based Identity Verification Process will be performed for those without a Social Security number or ITIN

number. Users without a SSN or ITIN who enter all zeros, will complete a knowledge-based identity verification process. Continue with contact information and complete the challenge questions and answers.

If an individual cannot verify identity through the Knowledge-based identity verification process, contact Federal Student Aid and submit documentation to verify identity. If neither process works, the student and contributor\*(s) must complete and submit a paper FAFSA®.

## PROVIDE PROFILE INFORMATION

Confirm information you entered previously and provide additional information. Make sure your information is correct; any errors could result in a delay or problem in your receiving financial aid (or in the repayment of your federal student loans).

## YOUR FSA ID IS CREATED!

Your FSA ID was created. You'll receive a confirmation email and a one-time back up code. (keep your back up code in a secure place, used when two step verification fails at log in).

\* Contributor: any individual required to provide signature and consent on the FAFSA® form, including the student; the student's spouse; a biological or adoptive parent; or the parent's spouse (stepparent).

