COLLEGE NOW

# Steps for Creating an FSA ID

## STEP 1:

### CREATE YOUR ACCOUNT

- Start here: **studentaid.gov**
- Click on "Create Account" on the top right portion of the page.
- Once you are on the "Create Account" page, click on "Get Started"

## STEP 2:

### PERSONAL INFORMATION

- Provide your full name, date of birth, and 9-digit Social Security number as they appear on your Social Security card

## STEP 3:

### ACCOUNT INFORMATION

- **Username:** If you see a message, "The username you entered is already in use," then you need to select another one.
- **Email:** Students should use a personal email, as the school email will not be accessible after graduation.
- **Password:**
  - Don't include personal information, such as date of birth, name, or Social Security Number.
  - Your password must be between 8 and 30 characters in length and include at least one uppercase letter, one lowercase letter, and one number.
  - Your password is case-sensitive.
  - Keep your username and password in a secure location. You will need them in the future.

## STEP 4:

### CONTACT INFORMATION

- Provide a permanent address and mobile phone number. The phone number will allow for authentication and will aid in account recovery.

## STEP 5:

### COMMUNICATION PREFERENCES

- You must select whether to receive required communications by email (recommended) or postal mail.
- You may opt in to receive informational emails and/or text messages regarding programs for which you may be eligible.
- Select your preferred language: English or Spanish.

## STEP 6:

### CHALLENGE QUESTIONS & ANSWERS

- Select 4 challenge questions from the dropdown menu and write your answers. You may also want to write these down in a secure location. Answering your challenge questions is one way to unlock your account or retrieve your username or password.
- Your answers are NOT case-sensitive.

## STEP 7:

### REVIEW & AGREE TO TERMS

- Review carefully and confirm your information.
- If you need to make a correction, use the "Edit" button within that tile of information.
- Review and agree to FSA's terms and conditions

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## STEP 8:

### ENABLE TWO-STEP VERIFICATION

- Whenever you sign into your account, FSA will send a secure code to confirm that it is you. To protect your account, you will need to verify your phone number and email. FSA also suggests setting up an authenticator app.
- Select the "verify" button next to the "SMS Verification" and the "Email Verification" buttons to confirm your contact information.
  - To confirm your phone number: you will be sent a text message with the six-digit secure code to be entered.
  - To confirm your email: you will be sent an email message with the six-digit secure code to be entered. *If the code does not arrive within a few minutes, hit the "resend code" after checking your spam folder.
  - Once you verify your mobile phone number and email, you can use them to log in, unlock your account, retrieve your username, or reset your password.
- **Authenticator App (recommended):**
  - Follow the instructions by clicking on the + sign: "set up authenticator app." • Download an authenticator app from your mobile app store or use one you have already downloaded.
  - Scan the QR code or copy the key to the authenticator app and enter the secure code.
- **Backup Code:** This is a special code allowing access to your account, in the event you are not able to use your 2-step verification methods. This code will be automatically generated for you; please write this code in a secure location.

## CONGRATULATIONS: YOUR FSA ID HAS BEEN CREATED!

## HELPFUL TIPS

- A mobile phone number, Social Security Number, and email address may be associated only with one FSA ID account. Students and parents may not share contact information.
- A question mark icon next to each question serves as your "help" button, if needed.
- Your information will be sent to the Social Security Administration (SSA) for confirmation.
- You can immediately use your account username and password to sign an original (first time) FAFSA form.

## CONTACT US

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