

STEPS TO CREATE YOUR FSA ID

An FSA ID is required for students and their contributor(s) to access and electronically sign the FAFSA.



Store this information in a safe and secure location

MATERIALS YOU WILL NEED TO HAVE BEFORE YOU BEGIN

- | | |
|---|--|
| ☐ Your legal name | ☐ Your phone number |
| ☐ Your date of birth | ☐ Your social security number (if you have one) |
| ☐ Your address | ☐ Your personal email |

1

VISIT THE WEBSITE: STUDENTAID.GOV

- Select “create an account”

2

ENTER YOUR PERSONAL INFORMATION:

- Legal Name (it is important to put your legal name as it is on your social security card)
- Date of Birth
- Social Security number (if you do not have one, select “I do not have a SSN”)
- The name I listed on my FSA ID is:
 - First Name: _____
 - Middle Name: _____
 - Last Name: _____
- The phone number listed on my FSA ID is _____

3

ENTER YOUR EMAIL: _____

- The email must be unique for each person. You cannot use the same email for a student and a contributor.
- DO NOT use your school email.

4

CREATE YOUR USERNAME: _____

- Your username must have between 6 and 30 characteristics.
- You can use a combination of numbers and/or upper and lower case

5

CREATE A PASSWORD: _____

- Your password must have between 8 and 30 characteristics. It must include at least one uppercase letter, one lowercase letter and one number.
- Do not use personal identifiers such as your first name, last name, date of birth, or your social security number.

6

CHOOSE YOUR 4 SECURITY QUESTIONS AND DOCUMENT YOUR RESPONSE:

- ☐ What was the name of your elementary school?
- ☐ What is the nickname of your youngest sibling?
- ☐ What city were you born in?
- ☐ Who was your first boss?
- ☐ What was the name of your first pet?
- ☐ What was your high school's mascot?
- ☐ What color was your first car?
- ☐ What is your mother's maiden name?
- ☐ What was the name of the first person you kissed?
- ☐ What was the name of your first teacher?
- ☐ What was the place/location on your senior prom?
- ☐ What was the first movie you saw in theater?
- ☐ What is the name of your house of worship?
- ☐ What is the name of the street where you grew up?
- ☐ What is your father's middle name?
- ☐ In what city did your parents meet?
- ☐ What was your childhood nickname?
- ☐ Who was your favorite/band in high school?
- ☐ What is the first name of your best friend?

1. _____ 2. _____
3. _____ 4. _____

7

COMPLETE THE VERIFICATION PROCESS:

- You will be sent an email with a code that you will need to enter to verify your email address.
- A text message will be sent to you with a code to verify your phone number.

8

ENTER YOUR BACKUP CODE:

- A backup code is generated for you when you create your FSA ID. The backup code allows you to access your account if you cannot use the two-step verification method.
- My Backup code is: _____



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