

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

<input type="checkbox"/> Your legal name <input type="checkbox"/> Your date of birth <input type="checkbox"/> Your address	<input type="checkbox"/> Your phone number <input type="checkbox"/> Your social security number (if you have one) <input type="checkbox"/> Your personal email
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1	VISIT THE WEBSITE: STUDENTAID.GOV <ul style="list-style-type: none">Select "create an account"
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2	ENTER YOUR PERSONAL INFORMATION: <ul style="list-style-type: none">Legal Name (it is important to put your legal name as it is on your social security card)Date of BirthSocial Security number (if you do not have one, select "I do not have a SSN")The name I listed on my FSA ID is _____The phone number listed on my FSA ID is _____
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3	ENTER YOUR EMAIL: _____ <ul style="list-style-type: none">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.
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4	CREATE YOUR USERNAME: _____ <ul style="list-style-type: none">Your username must have between 6 and 30 characteristics.You can use a combination of numbers and/or upper and lower case
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5	CREATE A PASSWORD: _____ <ul style="list-style-type: none">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.
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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?
- 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 of your senior prom?
- What was the first movie you saw in the 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 singer/band in high school?
- What is the first name of your best friend?

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

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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.

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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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