Creating an FSA ID is an important first step in the Financial Aid process. An FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as the Free Application for Federal Student Aid (FAFSA.) To get started, go to this website: https://studentaid.gov/fsa-id/create-account/launch

If assistance is needed you can go to: https://studentaid.gov/help-center/contact or call the numbers below:

- **Department of Education FSA ID help hotline**: 1.800.557.7394
- **Department of Education FAFSA help hotline**: 1.800.433.3243

*The student needs to create their own FSA ID and Password.*
*The parent needs to create their own separate FSA ID and Password.*

To start, go to the website and click on "Get Started."
Enter your First Name, Middle Initial (if applicable), and Last Name. Enter your Date of Birth, type numbers only. (Example: January 11, 1986 enter 01 11 1986) Enter your Social Security Number. Please double-check everything to make sure spellings are accurate and numbers are in the correct order. Click "Continue" to move to the next step.

Step 1 of 7

Personal Information

I understand that I'll be required to certify that the information I provide to create an account (FSA ID) is true and correct and that I'm the individual 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 might be subject to a fine, prison time, or both.

First Name

Middle Initial

Last Name

Date of Birth

Month

Day

Year

Social Security Number

Note: A user can only have one account associated with his or her Social Security number.
Enter a Username. Enter your email address. (Make sure to use a permanent email that you check frequently. Students should not use their school email addresses.) Enter your email address a second time to confirm.

Enter a password. (Must be at least 8 characters, have at least one number, and include upper case and lower case letters.) Confirm the password.

Make sure to write down your username and password. Then place them in a folder in a secure area with the rest of the FAFSA information. You will need them in future years. Click on "Continue" to go to the next step.

Step 2 of 7
Account Information

Because financial aid agreements are legally binding, you can't create an account for someone else, even another family member. Parents and students must create their own accounts.
Enter in your Permanent Address information

Enter your mobile phone number, and then confirm the number. It is recommended you check the agree box to receive text messages for account verification. Then click on "Continue" to move to the next step.
Select if you want to receive required communications through email or postal mail.

Select if you want to receive optional communications by email or text message.

Choose a language preference. Next click "Continue" to move on.
Complete the four of challenge questions with answers, then click continue. **We recommend writing down the answers and storing them in your FAFSA folder with your FSA ID.**

Review the information to make sure it is correct. You can edit sections if necessary. Read the Terms and Conditions section and check the box. Then click "Continue."
Enable Two-Step Verification for your phone and email. Click on "Verify" next to the method you are using. You will receive an email or text message containing a secure code. A box will pop up for you to enter the code, then click "Continue."

You can choose to Set Up an Authenticator App or click "Continue."
If you choose to use an Authenticator, you will need to download an app from the mobile store on your phone. Next, scan the QR code or enter the key displayed on your screen. When you have the app set up click "Continue." Enter the secure code and then click "Finish." Once the Authenticator is verified click on "Continue."
A Backup Code is generated automatically when you enable two-step verification. Make sure to write down the code and store it in the folder with the rest of your FAFSA information. Check the box and then click on "Continue."

The final screen indicates that you have successfully completed your FSA ID. You should also receive a confirmation email. You may now continue to complete the FAFSA.