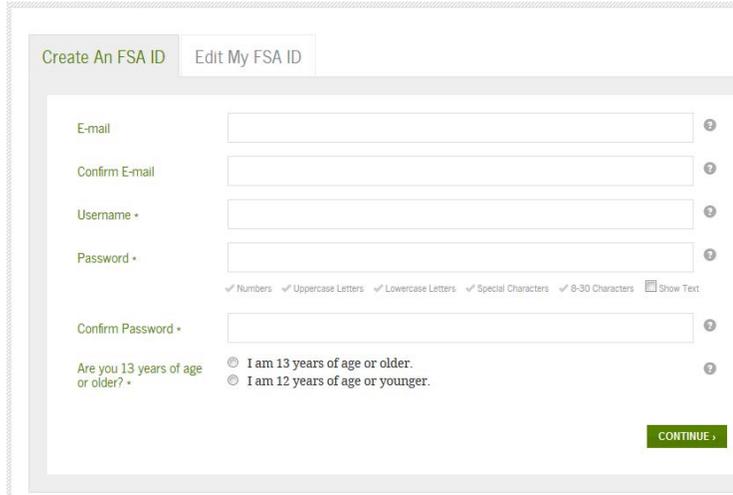


How to Create an FSA ID

If you do not already have an FSA ID, please follow these instructions to create one.

1. Go to <https://fsaid.ed.gov/npas/index.htm>

The image shows a screenshot of the 'Create An FSA ID' web form. At the top, there are two tabs: 'Create An FSA ID' (which is selected and highlighted in green) and 'Edit My FSA ID'. Below the tabs, there are several input fields: 'E-mail', 'Confirm E-mail', 'Username *', 'Password *', and 'Confirm Password *'. Each field has a small question mark icon to its right. Below the 'Password *' field, there are five checked checkboxes: 'Numbers', 'Uppercase Letters', 'Lowercase Letters', 'Special Characters', and '8-30 Characters'. There is also a 'Show Text' button. Below the 'Confirm Password *' field, there are two radio button options: 'I am 13 years of age or older.' (which is selected) and 'I am 12 years of age or younger.'. At the bottom right of the form, there is a green 'CONTINUE >' button.

2. Under the “Create An FSA ID” tab enter the following information:
 - a. Your personal email address
 - i. For the student, this needs to be the students email address.
 - ii. For the parent, this needs to be the parents email address.
 - iii. You may not use the same email address twice. This means that the email address used cannot be used for both the student and the parent.
 - b. Create a username
 - i. The site will tell you if the name selected is still available
 - c. Create a password
 - i. You must have a number, Uppercase letter, Lowercase letter, and a Special Character.
 - ii. The password must be 8-30 characters long.
 - d. Select that you are 13 years of age or older
 - e. Select “Continue”

3. You are then taken to a screen to enter your Personal Identification Information:

Personal Identification Information

To apply for an FSA ID, complete the information below and select CONTINUE.

I understand that I will be required to certify that the information that I provide to obtain an FSA ID is true and correct, and that I am the individual who I claim to be. If I am not that person who I claim to be, I understand that I am not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be fined, sent to prison for not more than five years, or both.



Identity Profile Review & Confirm Done

Social Security Number * - - * Required

Date of Birth * mm/dd/yyyy Show Text

First Name, Middle Initial, Last Name *

- a. Enter your social security number
 - b. Enter your date of birth
 - c. Enter your full first name, middle initial, and full last name
 - d. Select “Continue”
4. You will then be asked to link your FAFSA pin number to your FSA ID:

PIN *

[Forgot My PIN](#)

- a. Enter your FAFSA Pin number and select “Verify”
 - b. If you do not know your FAFSA Pin number, select the “Forgot My Pin” link to retrieve it.
 - c. If you choose to “Continue Without Pin” you will be unable to log in and use your FSA ID immediately. You will have to complete the process and wait 3 days for the information to be run through the social security database and be made available for use.
5. Once your PIN is linked, you will be asked to verify your information
- a. Look over your information and select “Continue.”
6. You will then be taken to a screen to create your challenge questions and answers.

Challenge Questions And Answers

Challenge questions and answers are used to retrieve your username or password if you forget them and to unlock your account. Provide the challenge questions and answers below and select CONTINUE.

Identity Profile Review & Confirm Done

Challenge Question 1 * * Required

Answer 1 *

Challenge Question 2 * * Required

Answer 2 *

- a. For the first two questions, please select from the questions provided and fill in the answers.
- b. For the second two questions, please create your own questions and fill in the answers.
 - i. Answers may not be a number (1, 2, 3) but may be typed out (one, two, three).
 - c. The final challenge question asks you to enter a significant date in your life.
7. When completed with the questions, please select "Continue."
8. You will then be taken to a page to review your information.

Review Your Information and Terms & Conditions

Verify the information you provided for your FSA ID below. If there is an error, select PREVIOUS and make the appropriate updates. If there are no errors, then read and agree to the Terms & Conditions and select CONTINUE.

Identity Profile Review & Confirm Done

* Required

- a. Review your personal information.
- b. Review the section saying "Review before you proceed."

Read before you proceed.

By submitting this application, you agree not to share your FSA ID with anyone. The security of your FSA ID is important because it can be used to

- electronically sign Federal Student Aid documents
- access your personal records, and
- make binding legal obligations.

If your FSA ID is lost or stolen, you also agree to

I certify that the above information is correct & accept the terms & conditions

- c. Check the box certifying that you have read the above information
- d. Select "Continue."
9. You will then be taken to a screen to verify your email.
 - a. A secure code was sent to your email address used to create the FSA ID account. Please log on to your email to obtain this code.

i. The email will show up as the following:



b. Enter the code on the screen.

c. Select “Continue.”

A screenshot of the 'Verify Your E-mail' screen. The title is 'Verify Your E-mail'. Below it, instructions state: 'Enter the secure code below and select CONTINUE to verify your e-mail address. After you verify your e-mail address, you can use it as your username when logging in.' The next section is 'Enter the Secure Code', with instructions: 'An e-mail containing a secure code was sent to your e-mail address on file. If you're accessing your e-mail via the Web, make sure to open a separate browser window. If you did not receive an e-mail, you can [request a new secure code](#).' A note follows: 'Note: It may take a few minutes for the e-mail to arrive. Check your junk folder if you cannot find the message in your inbox. Some e-mail providers require that you add an e-mail address to your address book before you can receive any e-mail from that address. To ensure that our messages can be delivered to your inbox, enter our originating e-mail address, FSA-ID@ed.gov into your address book.' A progress bar shows four steps: Identity, Profile, Review & Confirm (current), and Done. Below the progress bar is a 'Secure Code' input field with a '*' and 'Required' label. At the bottom are three buttons: 'CANCEL', 'CONTINUE WITHOUT VERIFYING', and 'CONTINUE'.

10. You have now successfully created your FSA ID and should see the following screen.

A screenshot of the 'FSA ID Created' screen. The title is 'FSA ID Created'. Below it, a message states: 'You have successfully created your FSA ID. You can now use your FSA ID to complete and electronically sign your *Free Application for Federal Student Aid* (FAFSA®; www.fafsa.gov). A progress bar shows four steps: Identity, Profile, Review & Confirm, and Done (current).

a. You may now use your FSA ID to complete the necessary financial aid requirements.