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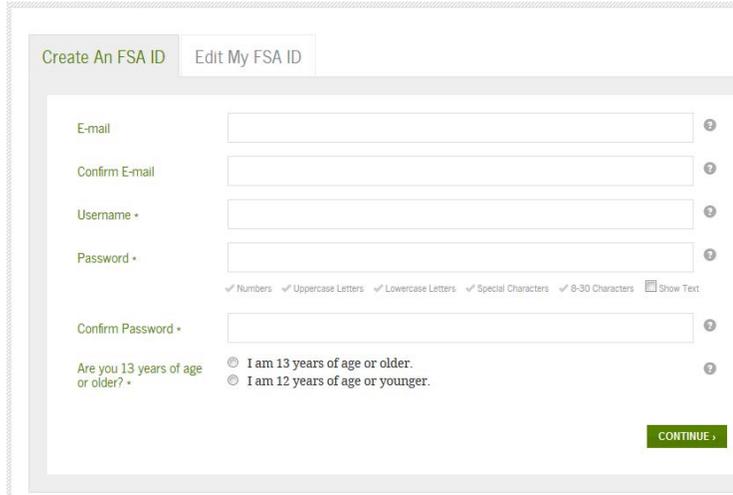
If you do not already have an FSA ID, please follow these instructions to create one.

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

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:

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:

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.

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.

a. Review your personal information.

b. Review the section saying "Review before you proceed."

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."

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

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