Instructions on obtaining an FSA ID in order to complete the Free Application for Federal Student Aid (FAFSA)

What is an FSA ID?	The FSA ID is a username and password you set up to get access to Federal Student Aid's online systems. Starting with the 2024-2025 year, users will no longer be allowed to access, create, or submit an online FAFSA using just their personally identifiable information (PII). Your FSA ID can serve as your legal signature.
Who needs an FSA ID?	All students and FAFSA contributors must create a Federal Student Aid ID (FSA username and password) in order to apply for federal student aid and to provide consent to have their federal tax information (FTI) transferred from the IRS, have their tax data used to determine the student's eligibility for aid, and allow the Department of Education to share their tax information with institutions and state higher education agencies.
Who is a Contributor?	A contributor is anyone who is asked to provide information on an applicant's FAFSA including: The student, the student's spouse (if applicable), a biological or adoptive parent, or the spouse of the remarried parent who is on the FAFA – the stepparent. The new FAFSA is student driven, so that means that the student's answers on their section will determine who will be a contributor.
What Will You Need?	Students and FAFSA contributors will need their social security number and their own mobile phone number and/or email address. Members of the same family must use different email addresses during the registration process. For a contributor without an SSN, there will be a knowledge-based match to validate/authenticate their identity. Guidance and instructions for using the updated FSA ID process will be forthcoming (timeframe unspecified).
Can someone apply for an FSA ID for me?	Students and FAFSA contributors must each apply for their own FSA ID. Federal regulations prevent anyone from doing this process on your behalf. Please make sure to store your username and password in a safe, secure place.
How long does it take to get an FSA ID?	The registration setup only takes about 5 minutes. You will be able to use your FSA ID right away to electronically sign an original FAFSA. It will take the Social Security Administration an additional one to three days to verify your information. Once this has been completed, you can use your FSA ID to fill out the FAFSA, sign your Master Promissory Note (MPN), complete loan counseling etc.

To create an FSA ID account:

1. Go to studentaid.gov and click on "Create Account"
2. Enter your personal information (name, date of birth, and social security).
3. Next enter your account information, including username, email address and password. **Reminder**: Your high school email access will likely expire after you graduate. You will need to use your FSA ID for years to come, so link it to an email address that you will continue to use.
4. Then enter contact information, including permanent address and mobile phone. We highly advise to use your mobile phone for account access as it allows you to use your mobile for two step verification and helps you access your account if you forget your username or password. You can also enter an alternate phone number.
5. Next choose your communication preferences including language preference.
6. You will also need to select 4 challenge questions using the dropdown and add your answer in the text box.
7. Before submitting, make sure to carefully review your information and accept the terms and conditions.
8. Upon submission, you will add a two-step verification to safeguard your account. You will need to verify both contact methods you have provided. Whenever you sign in, you will receive a secure code. You can also setup an Authenticator App.

If you have technical problems with the process, you can call the FAFSA help center at 1-800-433-3243.

✂ *Cut it and Keep it for your Records*

Parent FSA ID: _____   *Student FSA ID:* _____

Parent Password: _____   *Student Password:* _____

Parent E-Mail: _____   *Student E-Mail:* _____

Parent Cell Phone: _____   *Student Cell Phone:* _____