



How do I get an FSA ID?

Students and all contributors (parent, other parent, student spouse) will need their own FSA ID in order to complete the Free Application for Federal Student Aid (FAFSA). You can create your own FSA ID when logging into certain Department of Education websites or by going to:

<https://studentaid.gov/fsa-id/create-account/launch>

About the email address to use:

The email address used in this process should be a personal email address that will be available to you now and in the future. For example, if you are a high school student do not use your high school email address because it may no longer be available after you graduate. The same would apply with the use of a work email. One last note – each FSA User ID should have his or her own unique email address. In other words, don't share a "family email" for the student and contributors.

The FSA ID process consists of three main steps:

1. Enter your personal information.
 - Provide your name and date of birth and SSN. (Be sure to check your SSN, this needs to be accurate!)*New as of 2024, contributors without an SSN will be able to apply for an FSA ID

The screenshot shows the 'Create an Account (FSA ID)' form, Step 1 of 7: Personal Information. It includes a progress bar at the top, a title, and a sub-header 'Step 1 of 7 Personal Information'. Below this is a disclaimer: '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.' The form fields are: First Name (Jack), Middle Initial (B), Last Name (Rally), Date of Birth (Month: 12, Day: 12, Year: 1851), and Social Security Number (***-**-6789). Each field has a 'Show/Hide' icon.

2. Enter your log-in information.
 - Create your username, password and provide an e-mail address.

The screenshot shows the 'Account Information' form. It includes a disclaimer: '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.' The form fields are: Username, Email Address, Confirm Email Address, Password (with a 'Show Password' icon), and Confirm Password (with a 'Show Password' icon). Below the password field are four checkboxes: 'Uppercase', 'Lowercase', 'Number', and '8+ characters', all of which are checked.

3. Provide your Contact information.
 - Include your mailing address, e-mail address, telephone number and language preference.
 - For security purposes, provide answers to five challenge questions.
4. Submit your FSA ID information.
 - Agree to the terms and conditions.
 - Verify your e-mail address and phone number. (This is optional, but by doing so this verification also allows you to retrieve your username or reset your password without answering challenge questions.)
 - An email will be sent to your account with a 6-digit verification code. Enter this code and submit it – you will receive confirmation that your email address has been verified.
5. Your FSA ID allows you to use your FSA ID or email address to log into ED websites which include:
 - <https://studentaid.gov/h/apply-for-aid/fafsa>– FAFSA website
 - <https://studentaid.gov/entrance-counseling/> - Used for “Entrance Counseling”
 - <https://studentaid.gov/mpn/>- Used for completion of the “Master Promissory Note” (MPN)
 - <https://studentaid.gov/plus-app/parent/landing>- used for parent’s application for a Federal Parent Loan (PLUS)
 - <https://studentaid.gov/dashboard/>– Provides federal loan history for student borrowers

If you have questions regarding this process please contact our office at:

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