

Steps to Create an FSA ID

Step 1:

Go to fsaid.ed.gov

Step 2:

Create a username and password that you will always remember! You must also enter your e-mail address. Things to think about:

- Record your username, password, and email address on the worksheet! Take special note of capital and lowercase letters in your password!
- Make sure you use an email address that you can log into TODAY. You will need to verify your email address! If you don't have one, create one! Make sure it is professional! NOT grantbballbabe@gmail.com
- Do not use your GHS student email address because it will expire after graduation and you will need your FSA ID each year of college!

Step 3:

Enter your Social Security Number, date of birth, and name.

- **Make sure this information is 100% accurate! Do NOT guess if you don't have your SSN with you!**
- Check and double check your SSN and date of birth!
- Enter your name exactly as it appears on your social security card. NO nicknames!

Step 4:

Enter contact information (address, phone number, language) and review information previously entered.

Step 5:

Select 2 challenge questions and create 2 challenge questions.

- Write down the questions and answers on the worksheet!
- Pick questions that will not change over your lifetime!
- Good example: What is your father's middle name? What was your first car? What high school did you graduate from? What was the name of your first pet?
- Bad example: What is your favorite food? What color shoes did you wear during spirit week? What type of car do you have? What is the name of your pet?

Step 6:

Enter a significant date. Pick a date that is memorable and important to you.

- You cannot use your birthday!
- Examples: Graduation (05/26/2016), mom or dad's birthday, date you moved, etc.

Step 7:

Review all of the information. Make sure you read the terms and conditions and check the box.

Step 8:

A secure code was emailed to the email address you used in Step 2. Check your email and enter the secure code in this step. Do not click next until you have entered the code! It is **STRONGLY** recommended that you do this email verification step!

Once the code is submitted, you have completed the FSA ID process! Keep the worksheet in a safe place so you can reference it when you complete your FAFSA and enter other secure federal financial aid websites.

**At least one of your parents needs an FSA ID, too, even if they previously had a PIN!
Bring them this sheet so that they can create one!**