

## Creating and Using Your FSA ID: An Overview

## **Topics Covered**

- What is the FSA ID?
- Do my parents need an FSA ID?
- How do I create an FSA ID?
- Where can I use my FSA ID?
- What to Do
  - I Forgot My Username or Password
  - I'm Locked Out of My Account
- Where can I get more information?

## What is the FSA ID?

- The FSA ID is a username and password used by students, parents, and borrowers to:
  - login to U.S. Department of Education websites
  - electronically sign documents
- You will use it:
  - Every year you apply for federal student aid at <u>fafsa.gov</u>
  - To receive a federal student loan
  - To perform important activities as a federal student loan borrower, such as choosing a repayment plan or applying for a deferment

## Does my parent need an FSA ID?

- If you are a dependent student, then your parent will need an FSA ID in order to sign your FAFSA electronically
- Not sure if you're considered a dependent student for the FAFSA, go to <a href="StudentAid.gov/dependency">StudentAid.gov/dependency</a> to find out

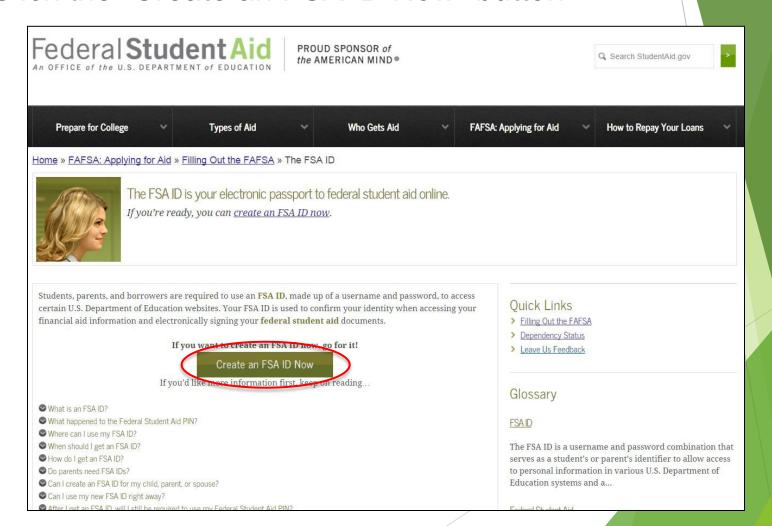
#### **IMPORTANT**

- You and your parent must have different FSA IDs
- You must create your own FSA ID—it's your electronic signature and you need to own it
- Your parent must create his or her own FSA ID
- You and your parent should each use your own e-mail address when creating an FSA ID (you can't use/share the same e-mail address)

How do I create an FSA ID?

## **Getting Started**

- Go to <u>StudentAid.gov/fsaid</u>
- Click the "Create an FSA ID Now" button



## Create Your FSA ID (Username and password)

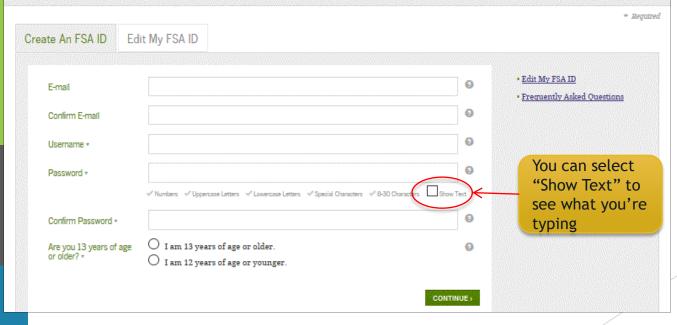
#### Create a New FSA ID

An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member. Misrepresentation of your identity to the federal government could result in criminal or civil penalties.

To create your own personal FSA ID, enter answers for the questions below and select CONTINUE.

Important: When you are done click the CANCEL button to clear your data, even if you did not finish creating your FSA ID. Just closing your browser window or going to another website may not be enough to prevent other people using this computer from seeing your information until the session expires.



#### E-mail:

- Optional but strongly recommended
- Each FSA ID must have a unique e-mail address (you and your parent cannot use the same e-mail address)
- You must have access to this e-mail account

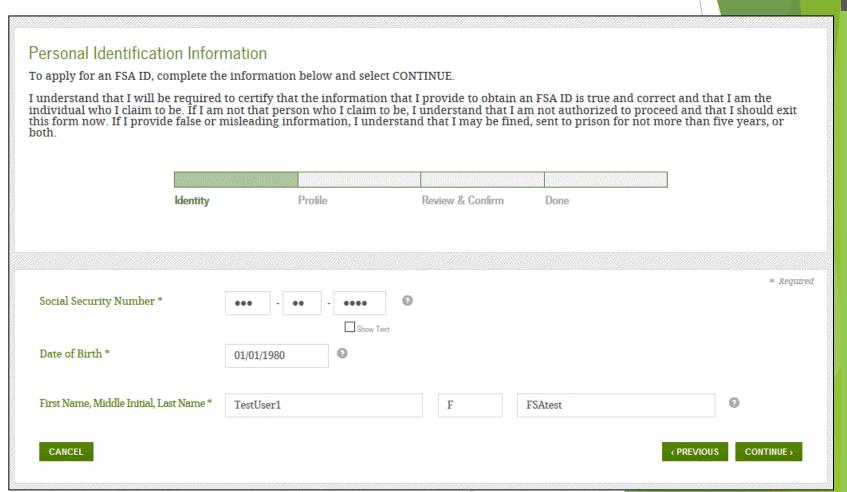
#### **Username:**

- Don't include personal info such as date of birth or name
- If you see a message "Username taken, create a different username" then someone has already used that username



## **Provide Personal Information**

- Make sure your Social Security number, date of birth, and name match what's on your Social Security card
- You must have a Social Security number to create an FSA ID.



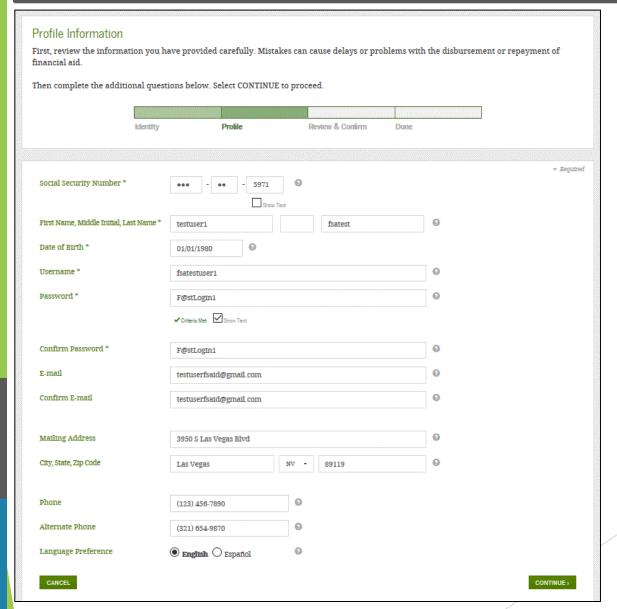


## Link Your PIN (if you have one)

- If you applied for federal student aid before May 2015, then you most likely had a 4-digit PIN—the FSA ID replaces the PIN; you can link your PIN to your FSA ID on this screen
- If you can't remember your PIN, you can select "Forgot My PIN" and answer a challenge question or you can continue without linking your PIN
- If you didn't have a PIN, then you won't see this screen

ter your Federal Student Aid PIN be tails or use the Forgot My PIN link.	low and select VERIFY to l	link it to your FSA ID. If you	l do not remember y	your PIN, select Help for more
linking your PIN to your FSA ID, yo	u will be able to use your	new FSA ID with all FSA sys	stems immediately.	
you don't remember your PIN or the formation to the Social Security Adr mplete. You can sign and submit an A confirmation.	ninistration (SSA) for confi	irmation. This takes 1-3 day	s. You will receive a	an e-mail when the match is
Identity	Profile	Review & Confirm	Done	
Identity	Profile	Review & Confirm	Done	
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Identity  Social Security Number:	Profile  ***-**-5823	Review & Confirm	Done PIN*	* Requ
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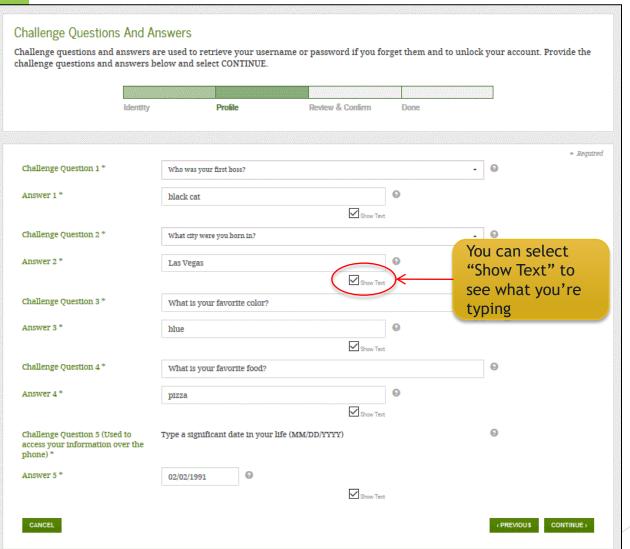
## **Provide Profile Information**



- Confirm information you entered previously and provide additional information
- Make sure your information is correct; any errors could result in a delay or problem in your receiving financial aid (or the repayment of your federal student loans)



## Select/Create Challenge Questions and Answers



Answering your challenge questions is one way to unlock your account or reset your username and password

#### Questions 1 and 2:

 Select a question from the dropdown menu and then enter your answer

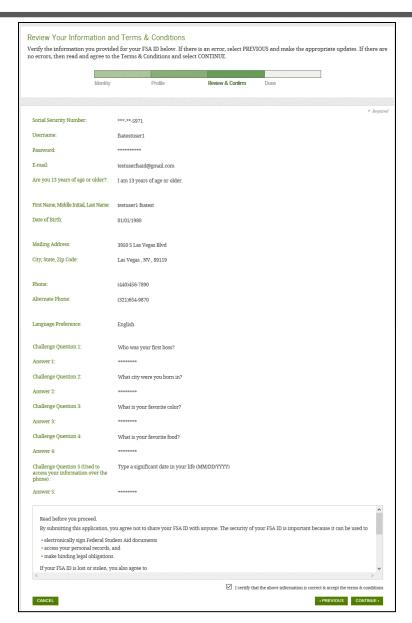
#### Questions 3 and 4:

- Make up your own question and enter your answer
- Make sure the answers will be easy to remember
- Examples of questions:
  - What's your favorite color?
  - What's your favorite food?

#### **Question 5:**

- Enter a significant date
- It can't be your date of birth
- Examples of dates:
  - Favorite holiday
  - Sibling or parent date of birth

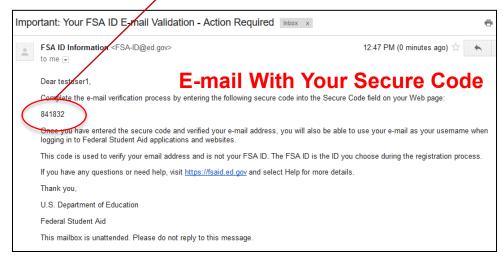
## Review Info and Agree to Terms



- Review and confirm your information
- If you need to make a correction, use the "Previous" button
- Review and agree to the terms and conditions for using your FSA ID

## Verify Your E-mail

# An e-mail verification Page An e-mail containing a secure code was sent to your e-mail address on file. Important: If you're accessing your e-mail via the Web, make sure to open a separate browser tab or window. If you did not receive an e-mail, you can request a new secure code. Enter the Secure Code 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. 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. \*\*Required\* \*\*Required\* \*\*Required\* \*\*Required\* \*\*CONTINUE WITHOUT VERIFYING\* CONTINUE \*\*CONTINUE\*\* \*\*CONTINUE\*\* \*\*CONTINUE\*\* \*\*CONTINUE\*\* \*\*CONTINUE\*\* \*\*CONTINUE\*\* \*\*CONTINUE\*\* \*\*CONTINUE\*\* \*\*CONTINUE\*\*



- If you provided an e-mail address, then you will be taken to the Email Verification page
- Once you verify your e-mail, you can use your e-mail address as your username when logging in to Department of Education websites
- You can also continue without verifying

#### How to Verify Your E-mail

- Do not close the E-mail Verification page
- We'll send you an e-mail with a secure code
- Log in to your e-mail account using a different tab or browser window or another device
- Look for an e-mail with the subject line, "Important: Your FSA ID E-mail Validation - Action Required"
- The e-mail will include a six-digit, numeric code that you will enter in the "Secure Code" data field

## Your FSA ID is created!

#### FSA ID Created

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).



Your FSA ID username and password have been created. We will send your information to the Social Security Administration (SSA) for verification. This takes 1-3 days, during which time you can use your FSA ID to complete and electronically sign your Free Application for Federal Student Aid (FAFSA<sup>®</sup>) at <a href="https://www.fafsa.gov">www.fafsa.gov</a>.

Once your name, Social Security number, and date of birth are verified with the Social Security Administration (SSA), you can then use your FSA ID to access these Federal Student Aid systems:

#### Free Application for Federal Student Aid at www.fafsa.gov:

- o Pre-fill data in this year's FAFSA if you filed a FAFSA last year.
- o Make online corrections to an existing FAFSA.
- · View or print an online copy of your Student Aid Report (SAR).

#### The National Student Loan Data System at www.nslds.ed.gov:

- o View a history of any federal student aid that you have received.
- o Look up your loan servicer information.

#### StudentLoans.gov at www.studentloans.gov:

- o Complete Entrance Counseling.
- o Electronically sign a master promissory note (MPN).
- o Complete PLUS loan requests.
- o Complete Exit Counseling.

#### Agreement to Serve (ATS) at www.teach-ats.ed.gov:

o Sign your ATS for the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program.

#### My Federal Student Aid at StudentAid.gov/log-in:

- o View a history of any federal student aid that you have received.
- · Look up your loan servicer information.

Select RETURN TO LOGIN if you wish to return to the FSA ID log-in page.

RETURN TO LOGIN )

- Your FSA ID was created
- If you provided an e-mail address, then you will receive a confirmation e-mail

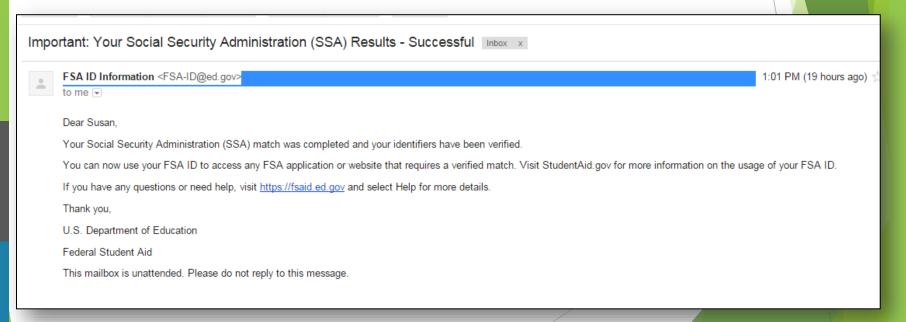
#### Using Your FSA ID

- You can log in to fafsa.gov and complete, sign, and submit a new (original) FAFSA
- If you didn't provide or link to a PIN, then your info will be sent to the Social Security Administration for confirmation
- SSA review will take 1-3 days
- Until your info is verified, you won't be able to take certain actions, such as correct your FAFSA, submit a renewal FAFSA, or sign a Master Promissory Note.

## Social Security Administration Matchine

- You should receive an e-mail informing you of the results of the SSA review;
   If you did not provide an e-mail when creating your FSA ID, you can check the status by logging in at <a href="#FSAID.ed.gov">FSAID.ed.gov</a> using the "Edit My FSA ID" tab
- If there is an issue, log in at <u>FSAID.ed.gov</u> using the "Edit My FSA ID" tab and review/update your profile info; If your info is correct, you'll need to contact the SSA (to find your local SSA office, call 1-800-772-1213 or go to

www.ssa.gov



# Where can I use my FSA ID?

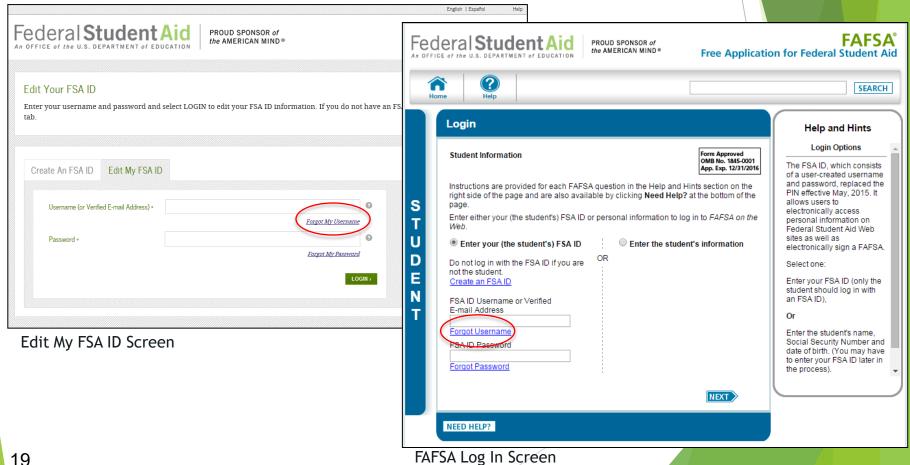
## Using Your FSA ID

Website	What You Can Do at the Site
fafsa.gov	<ul> <li>Electronically sign your (or your child's) FAFSA</li> <li>Import your tax information from the Internal Revenue Service</li> <li>Prefill data in this year's FAFSA if you filed a FAFSA last year (Renewal FAFSA)</li> <li>Make online corrections to an existing FAFSA</li> <li>View or print an online copy of your Student Aid Report (SAR)</li> </ul>
My Federal Student Aid at <u>StudentAid.gov/login</u> or the National Student Loan Data System (NSLDS®) at <u>www.nslds.ed.gov</u>	<ul> <li>View a history of any federal student aid that you have received</li> <li>Look up your loan servicer's contact information</li> </ul>
<u>StudentLoans.gov</u>	<ul> <li>Complete entrance counseling, the Financial Awareness         Counseling Tool, or exit counseling</li> <li>Electronically sign a master promissory note (MPN).</li> <li>Complete PLUS loan requests</li> <li>Estimate your student loan payments using the Repayment Estimator</li> <li>Apply for an income-driven repayment plan or a consolidation loan</li> </ul>
Agreement to Serve (ATS) at <a href="https://www.teach-ats.ed.gov">www.teach-ats.ed.gov</a>	Sign your ATS for the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program

# What to Do: I Forgot My Username or Password

## Forgot My Username

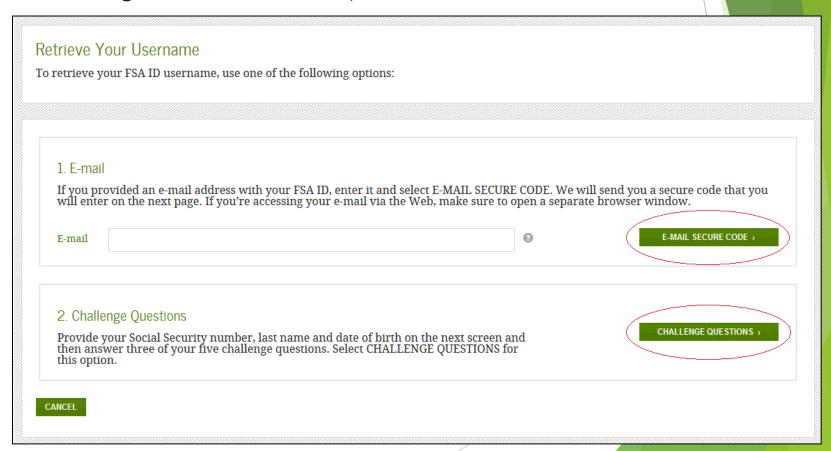
- Select "Forgot My Username" at the Log In Screen
- The appearance of the link may vary depending on what website you are visiting



## Forgot My Username

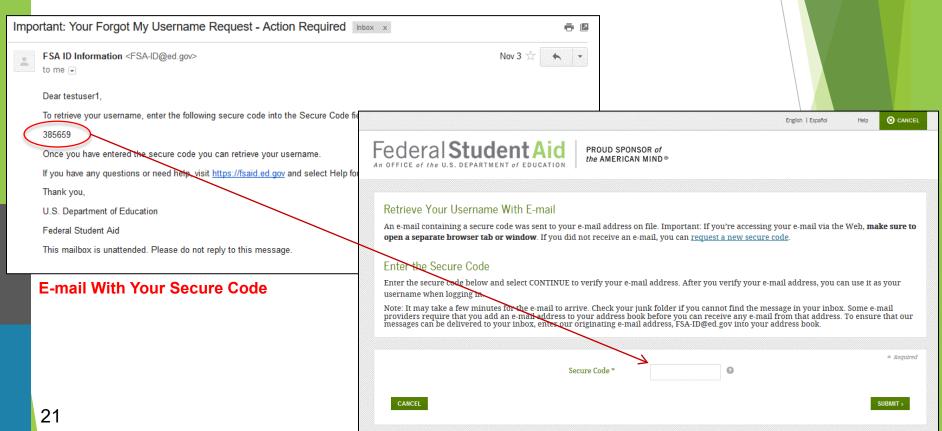
You can retrieve your username by either:

- Having a secure code e-mailed to you (enter the e-mail address associated with your FSA ID account and click the "E-mail Secure Code" button)
- Providing personal information and answering your challenge questions (click the "Challenge Questions" button)



## Retrieving Username Using Secure Code

- If you selected "E-mail Secure Code," an e-mail will be sent to your e-mail account and you will be taken to a page where you can enter a secure code
- Do not close this page!
- Open your e-mail in a new browser window or tab or different device and copy the code from your e-mail and enter it into the "Secure Code" box



## Retrieving Username Using Secure Qode

## Once you enter the secure code the screen will display your username

#### Forgot Username

Your username is shown below.

Note: If you have an e-mail address associated with your FSA ID and have verified it, you can use it, with your password, to log in to FSA systems instead of your username.

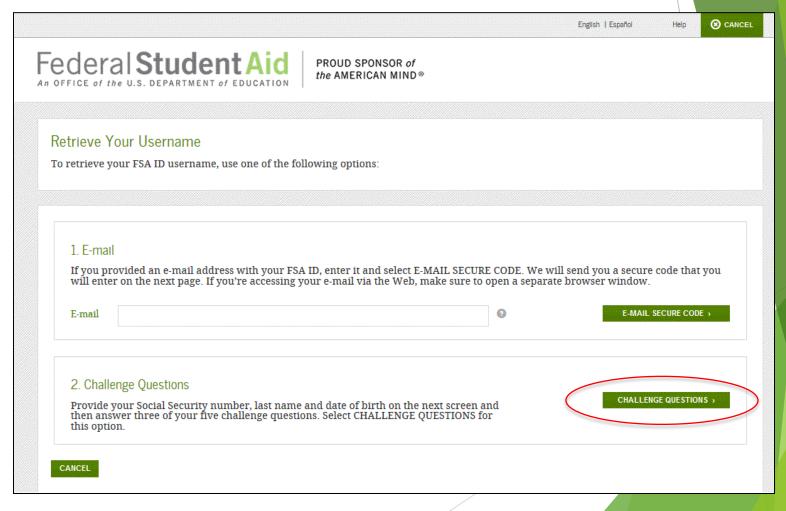
• Your FSA ID username s: fsatestuser1

Select RETURN TO LOGIN to return to the log-in page.

RETURN TO LOGIN >

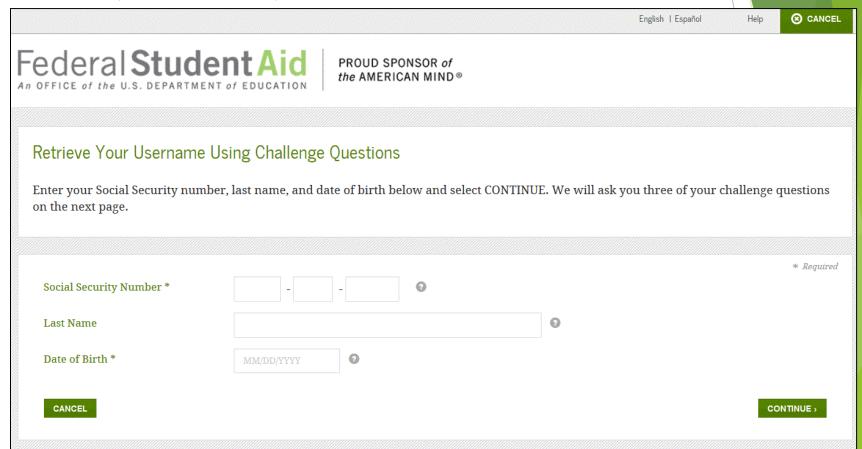
## Forgot My Username

If you prefer to retrieve your username by answering your challenge questions, click the "Challenge Questions" button



## Retrieving Username Using Challenge Questions

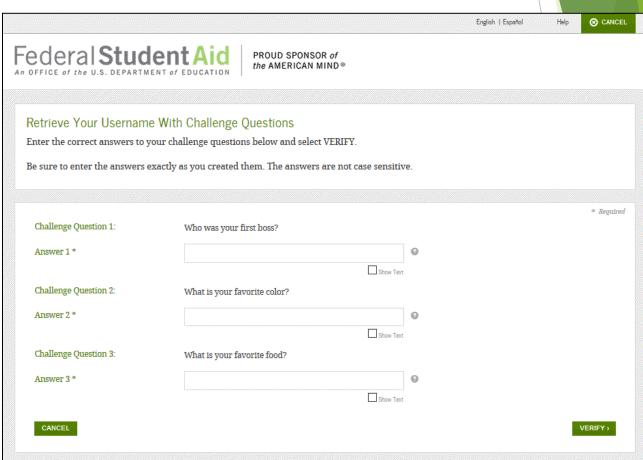
If you selected "Challenge Questions," you will be taken to a screen where you need to enter your Social Security number, last name, and date of birth



## Retrieving Username Using Challenge Questions

- You will be taken to a page where you will need to answer three of your challenge questions
- After answering the challenge questions, you will be taken to page that displays your username

IMPORTANT
If you retrieve
your username
using the
challenge
questions, you
will need to wait
30 minutes
before you can
use your
username

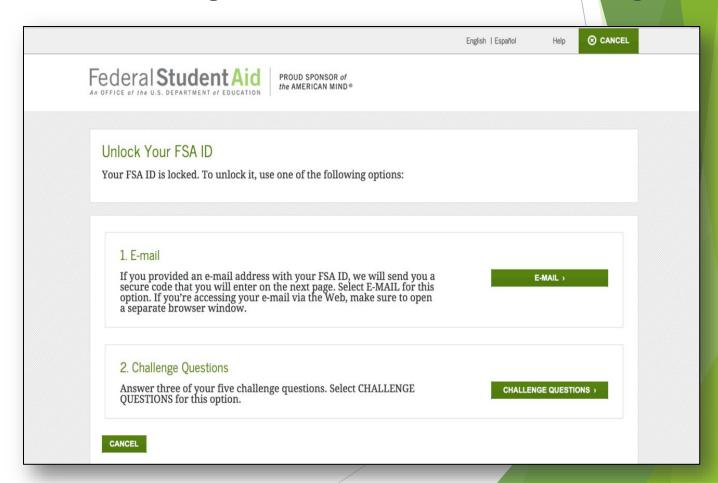


# What to Do: I'm Locked Out of My Account

### **Locked Out**

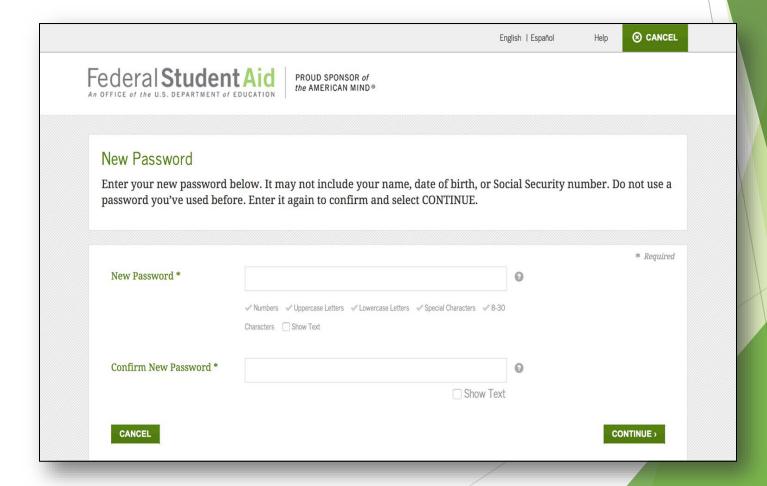
If you've been locked out of your FSA ID account for providing the wrong username or password, you can unlock your account using either e-mail or the challenge

questions



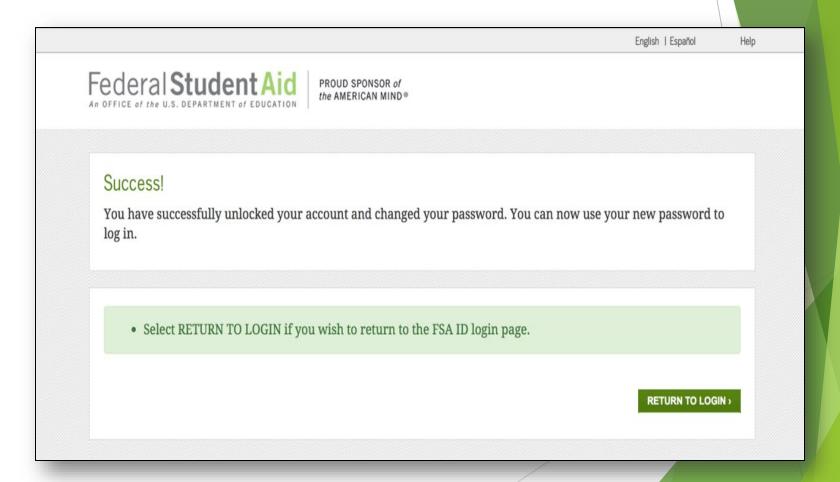
### **Locked Out**

Once you successfully enter the secure code or answer your challenge questions, you will be taken to this screen to change your password



## **Locked Out**

Once you enter a new password and re-enter it successfully, you receive the following message



## Where can I get more information?

## Where can I get more information

Additional details on the FSA ID including answers to frequently asked questions and tips on creating an FSA ID, can be found at <a href="StudentAid.gov/fsaid">StudentAid.gov/fsaid</a>