



A GUIDE TO CREATING YOUR FSA ID

Courtesy of the Hoover Counseling Team





Federal Student Aid

An OFFICE of the U.S. DEPARTMENT of EDUCATION

Go to fsaid.ed.gov to begin creating your FSA ID

✓ You must have a Social Security Number to Create an FSA ID

✓ An FSA ID serves as your legal signature

✓ The FSA ID should only be created and used by the owner



✓ The student will need to create their own FSA ID.

✓ The parent will need to create their own FSA ID.

✓ Parent & Student FSA IDs will be required to sign and submit your financial aid application (FAFSA)

**Students with special circumstances should seek guidance from their counselor to learn how to proceed.*



CREATING AN FSA ID

Create an FSA ID

Manage My FSA ID

Create your FSA ID username and password below.

Username



Password



Numbers Uppercase Letters Lowercase Letters 8-30 Characters Show Text

Confirm Password



CONTINUE >

Helpful Tips

- For assistance, click on **the** question mark.
- Create a unique but simple username that you'll remember.
- Use a password that has at least one uppercase letter, one lowercase letter, and one number.
- Keep your username and password in a safe place where others do not have access.



PERSONAL INFORMATION



Personal Information



Contact Information



Challenge Questions



Confirm and Verify



Complete

Enter your name, date of birth, and social security number exactly as they appear on your Social Security card.

First Name



Middle Initial



Last Name



Date of Birth



Social Security Number

 - - 

Show Text

[← PREVIOUS](#)

[CONTINUE →](#)

Helpful Tips

- It is very important that all information entered is accurate
- Use your name as it appears on your social security card.
- It is critical you double check your social security number before you select continue.



CONTACT INFORMATION

1

Personal Information

2

Contact Information

3

Challenge Questions

4

Confirm and Verify

5

Complete

Email ?

Confirm Email ?

Mobile Phone ?

Confirm Mobile Phone ?

I would like to use my phone to receive one-time secure codes if I forget my username or password. I have read and agree to the [Terms](#) and [Privacy Policy](#). Message and data rates may apply. ?

Alternate Phone ?

Mailing Address ?

City, State, Zip Code -- ?

Language Preference English Español ?

[PREVIOUS](#)

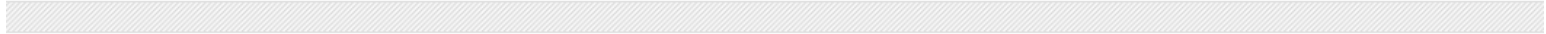
[CONTINUE](#)

Helpful Tips

- Use a working email you know the password to and frequently check.
- Use your personal mobile phone number. If you do not have one, deselect the blue check mark to bypass the mobile number.
- Ensure you enter an address where you can receive mail. The government will send necessary paperwork to this address.



CHALLENGE QUESTIONS



Challenge Question 1

Answer 1

✔ 3-50 Alphabetic or Numeric Characters Only

 Show Text

Challenge Question 2

Answer 2

✔ 3-50 Alphabetic or Numeric Characters Only

 Show Text

Challenge Question 3

Answer 3

✔ 3-50 Alphabetic or Numeric Characters Only

 Show Text

Challenge Question 4

Answer 4

✔ 3-50 Alphabetic or Numeric Characters Only

 Show Text

◀ PREVIOUS

CONTINUE ▶

Helpful Tips

- Select and answer the 4 challenge questions.
- Click the 'Show Text' box to ensure you type your answers in correctly.
- Use something you will remember and record your answers.
- You will need these answers if you ever need to retrieve your username and password.



CONFIRM & VERIFY

1

Personal Information

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Contact Information

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4

Confirm and Verify

5

Complete

Personal Information ⊖

Username



Password



✔ Criteria Met

Show Text

Confirm Password



First Name



Middle Initial



Last Name



Date of Birth



Social Security Number

 - -

Show Text

Contact Information ⊕

Challenge Questions ⊕

Terms and Conditions

Read before you proceed.

By submitting this application, you agree not to share your FSA ID with anyone. The security of your FSA ID is important because it can be used to

- electronically sign Federal Student Aid documents,
- access your personal records, and
- make binding legal obligations.

If your FSA ID is lost or stolen, you also agree to

I certify that the above information is correct and accept the terms and conditions.

[◀ PREVIOUS](#)

[CONTINUE ▶](#)

Helpful Tips

- The sample view is blank to protect student identity.
- All information you have entered will be displayed for review.
- Click the 'show text' to verify the information is accurate.
- If all is correct, check the certification box to accept the terms and conditions.
- Click continue.



CONFIRM & VERIFY

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Complete

Enter the Secure Code

A six-digit secure code has been sent to the mobile phone number below.

 XXX-XXX-1843

Enter the secure code on this page to verify your mobile phone number.

It may take a few minutes for the text to arrive. You can request a new secure code using the “Resend Secure Code” link below.

Secure Code

[Resend Secure Code](#)

[PREVIOUS](#)

[VERIFY](#)

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Complete

Enter the Secure Code

A six-digit secure code has been sent from FSA-ID@ed.gov to the email address below.

 sa*****@gmail.com

Using a separate browser tab or window, retrieve the secure code from your inbox and enter it on this page.

If it has been more than a few minutes and the email has not yet arrived, check your junk folder. You also can request a new secure code using the “Resend Secure Code” link below.

Secure Code

[Resend Secure Code](#)

[PREVIOUS](#)

[VERIFY](#)

Helpful Tips

- You must verify your phone and email to complete this process.
- You should have received a six-digit secure code texted to your phone, enter the code and click verify.
- You should have received a six-digit secure code emailed to the account provided – enter the code and click verify.
- If your contact information changes in the future, make sure to update your account.



Challenge Questions



Personal Information



Challenge Questions



Confirm and Verify



Complete

Your FSA ID has been created. You may immediately use your FSA ID to sign an original (first-time) FAFSA form, but nothing else (not even a Renewal FAFSA form). All other activities require that we match your information with the Social Security Administration (SSA) for verification. If you verified your email address, you'll receive an email once your information is matched with the SSA (one to three days from the date you apply).

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

fafsa.gov:

- Prefill data in this year's FAFSA form if you filed a FAFSA form last year.
- Make online corrections to an existing FAFSA form.
- View or print an online copy of your Student Aid Report.

myStudentAid app:

- Electronically sign your (or your child's) FAFSA form.
- Fill out a FAFSA Renewal.
- Manage your FSA ID.
- View your federal student aid history using the myFederalLoans service.

[StudentAid.gov](https://studentaid.gov):

- View a history of any federal student aid that you have received.
- Look up your loan servicer's contact information.
- Complete entrance counseling.
- Electronically sign a Master Promissory Note.
- Complete PLUS loan requests.
- Complete exit counseling.

National Student Loan Data System (NSLDS[®]) site at nslds.ed.gov:

- 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.

Helpful Tips

- From this point, it usually takes 1-3 days to verify your identity.
- You will receive an email confirmation once your identity is matched with the Social Security Administration (SSA).
- Don't forget to let your counselor know when you have finished creating your FSA ID, so they know you are ready to start the next step which is completing your FAFSA.