# Creating and Using Your FSA ID: An Overview

[Presenter Name] | [Presenter Date]

# 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 fafsa.gov
  - 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 StudentAid.gov/dependency to find out

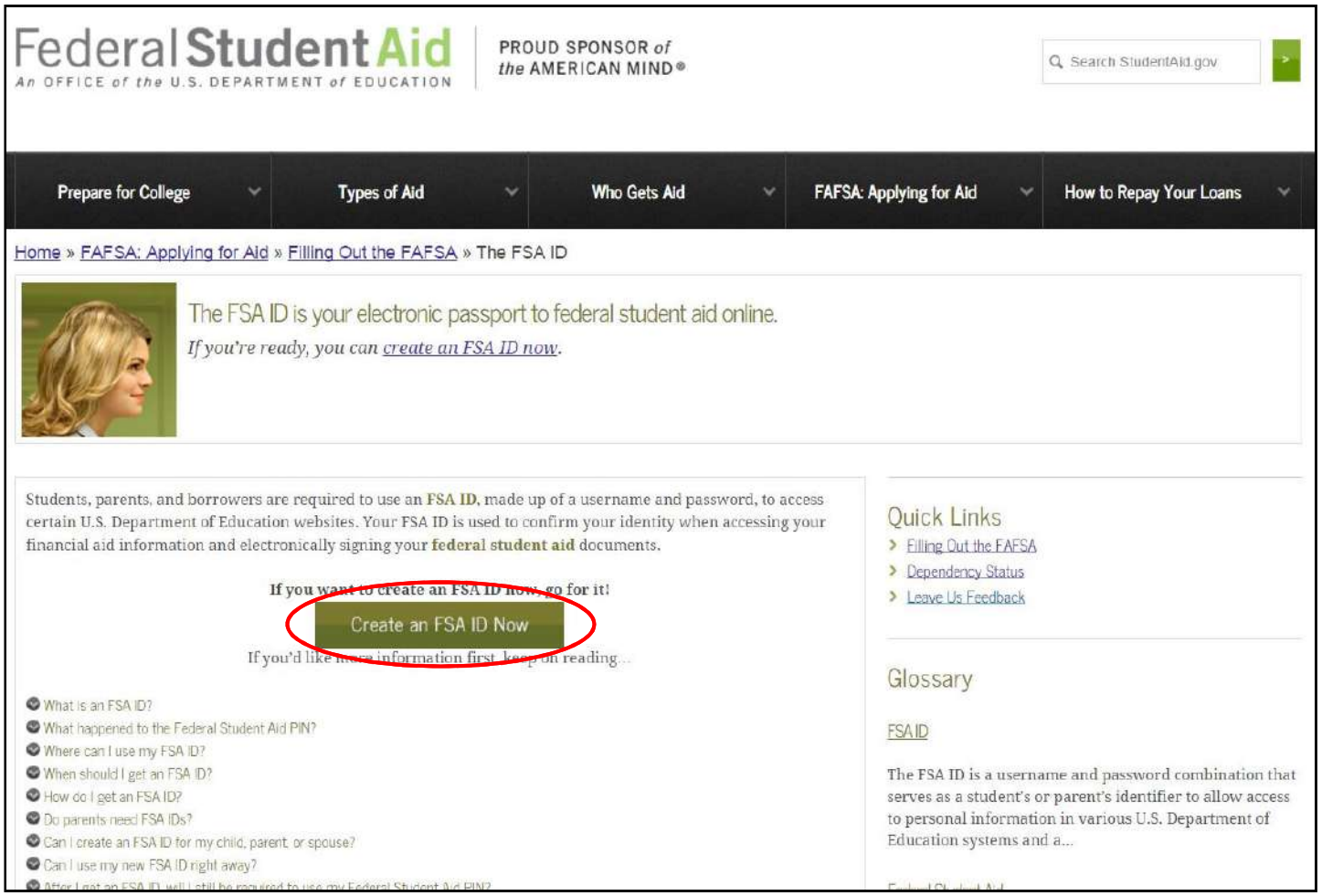
IMPORTANT

- 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)

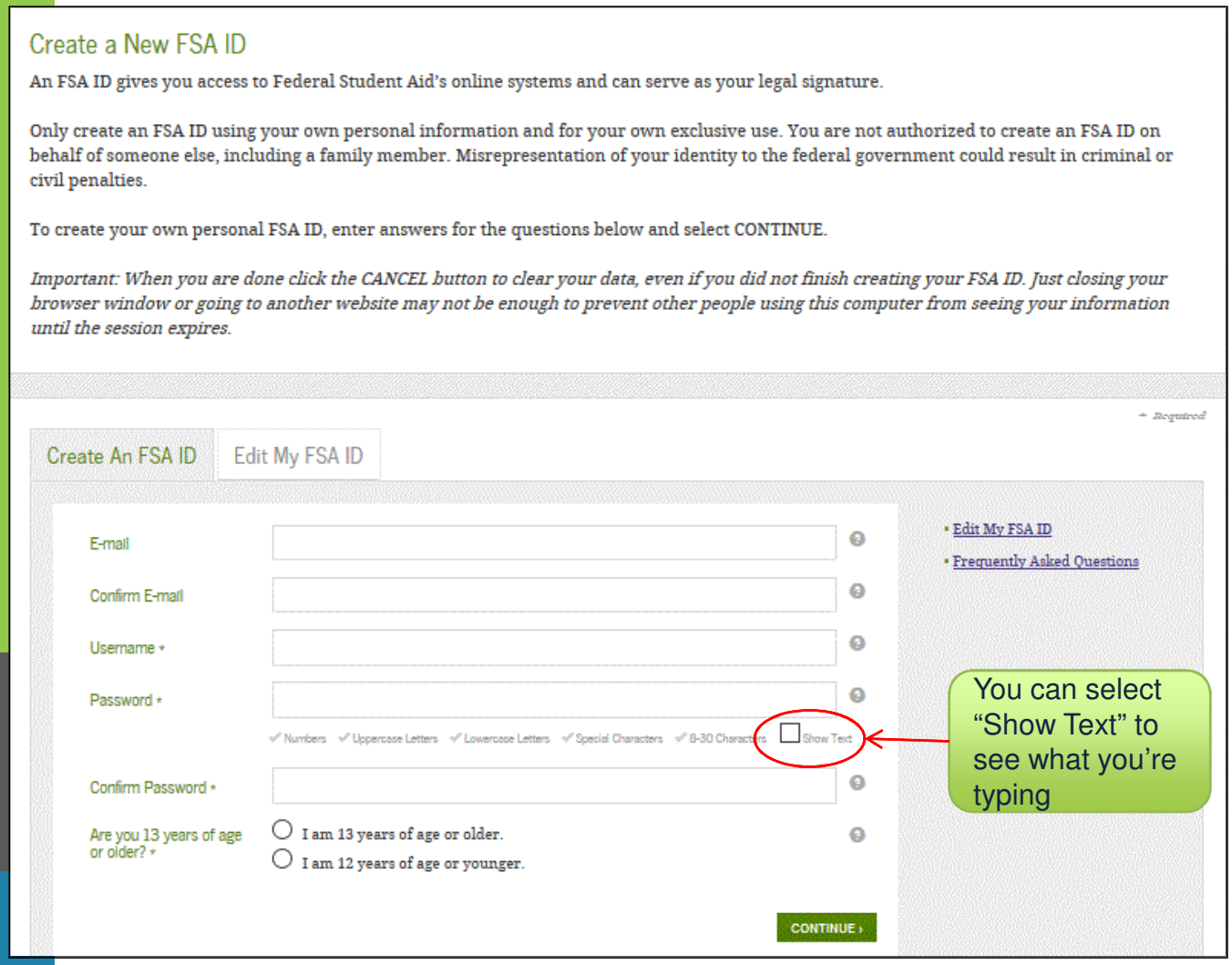
# How do I create an FSA ID?

# Getting Started

- Go to StudentAid.gov/fsaid
- Click the “Create an FSA ID Now” button



# Create Your FSA ID (Username and password)




## E-mail:

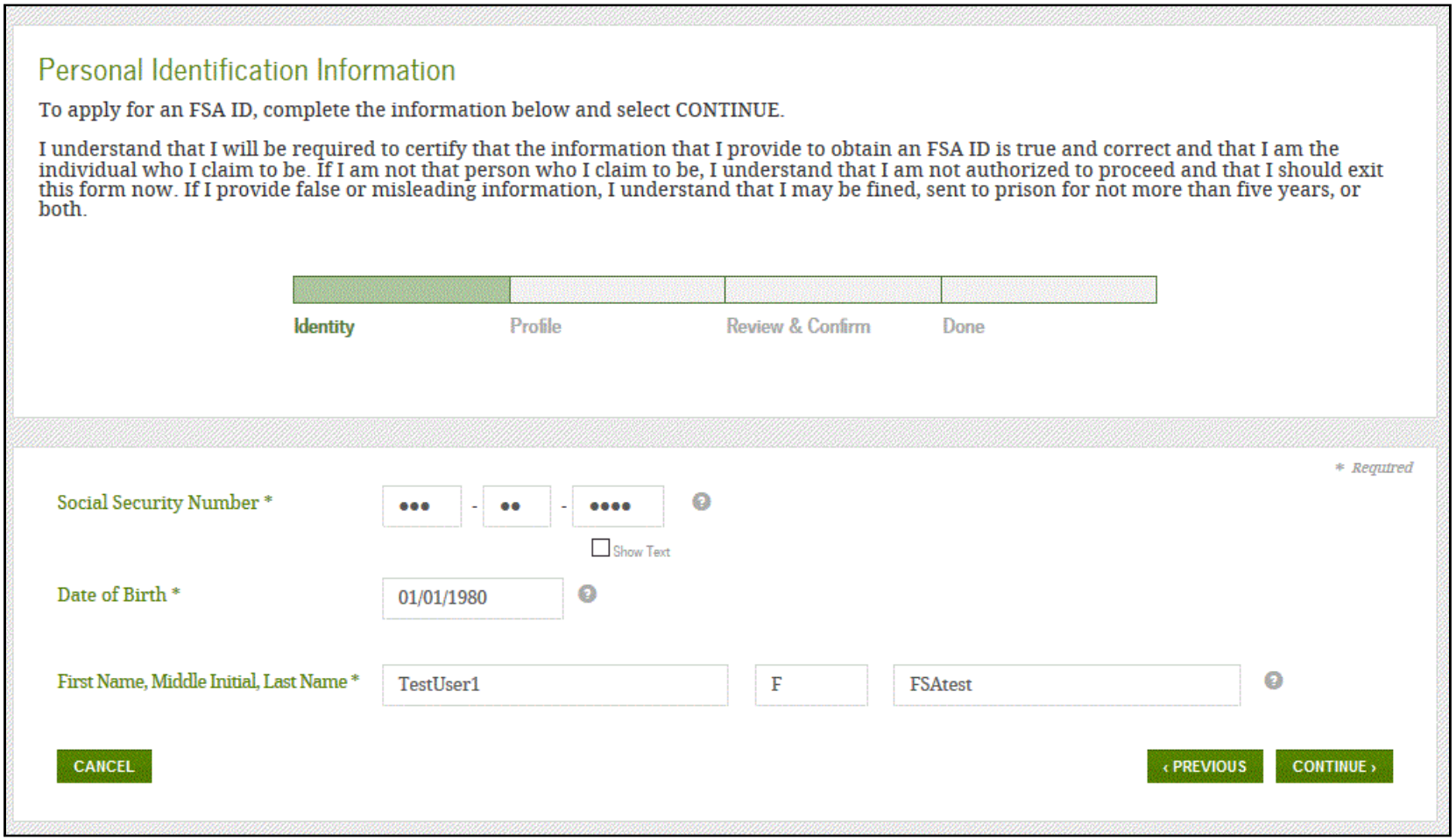
- Optional but **strongly** recommended
- Each FSA ID must have a **unique** e-mail address (you and your parent cannot use the same e-mail address)
- You must have access to this e-mail account

## 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

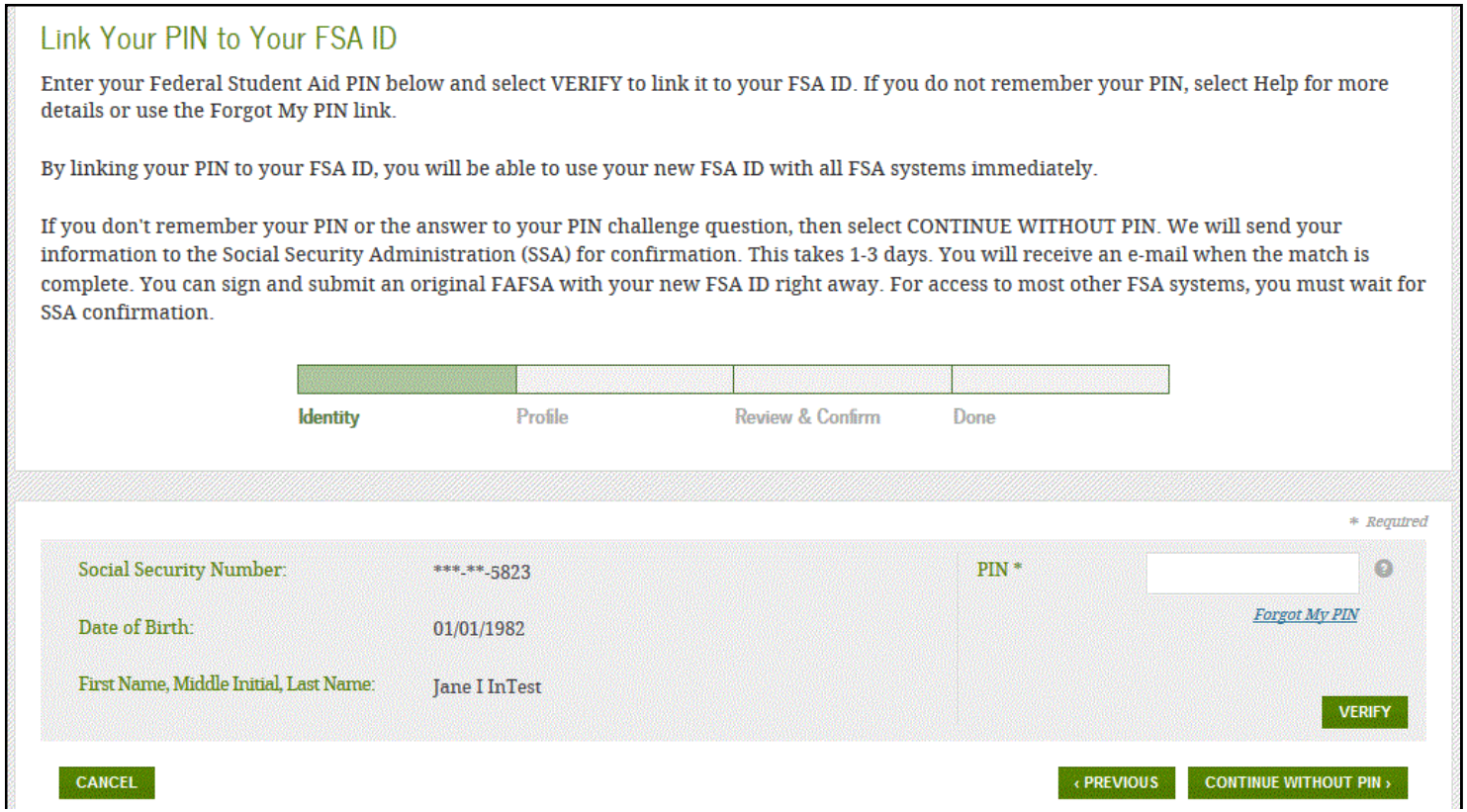
# Provide Personal Information

- 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.

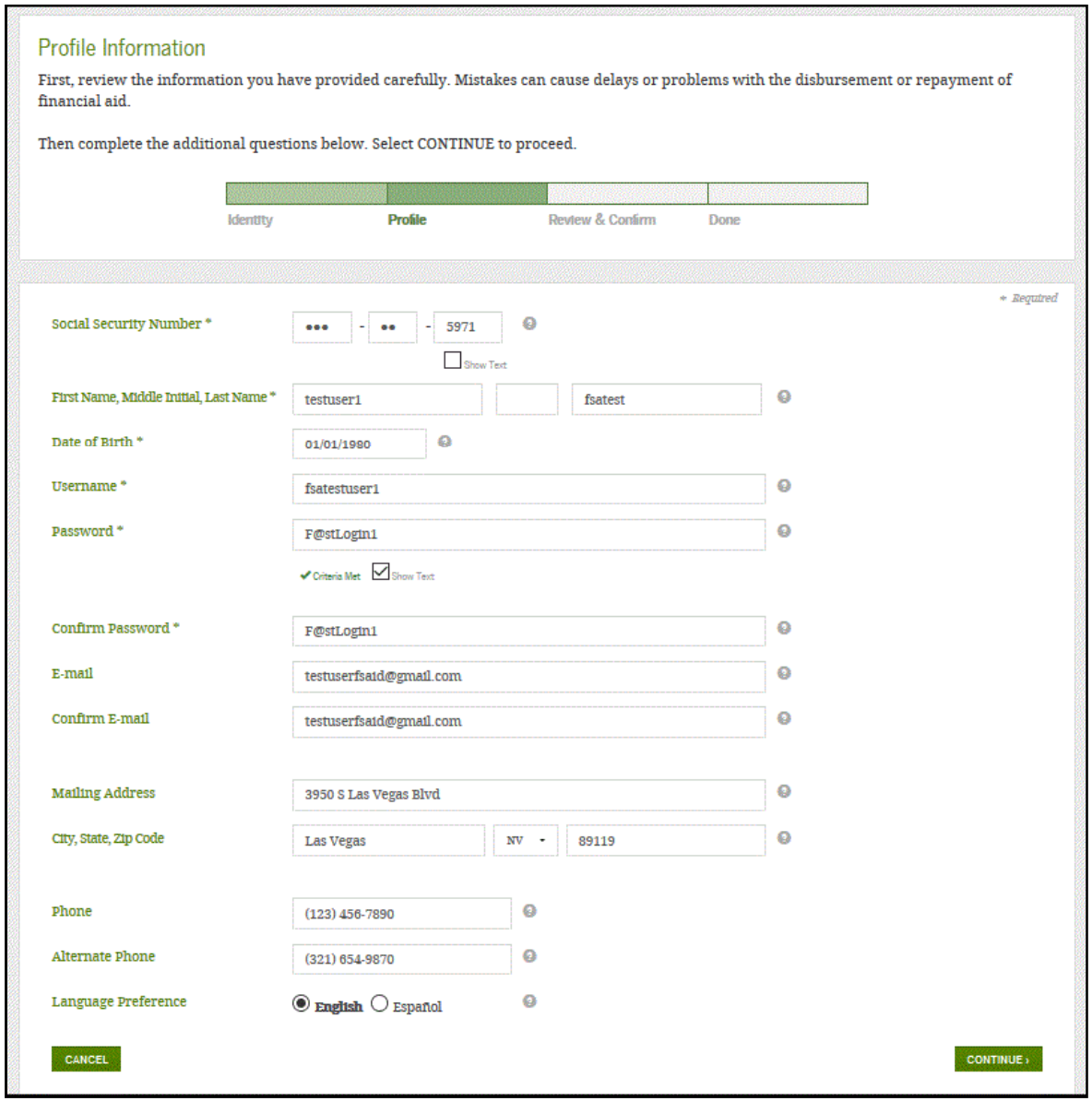


# Link Your PIN (if you have one)

- 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

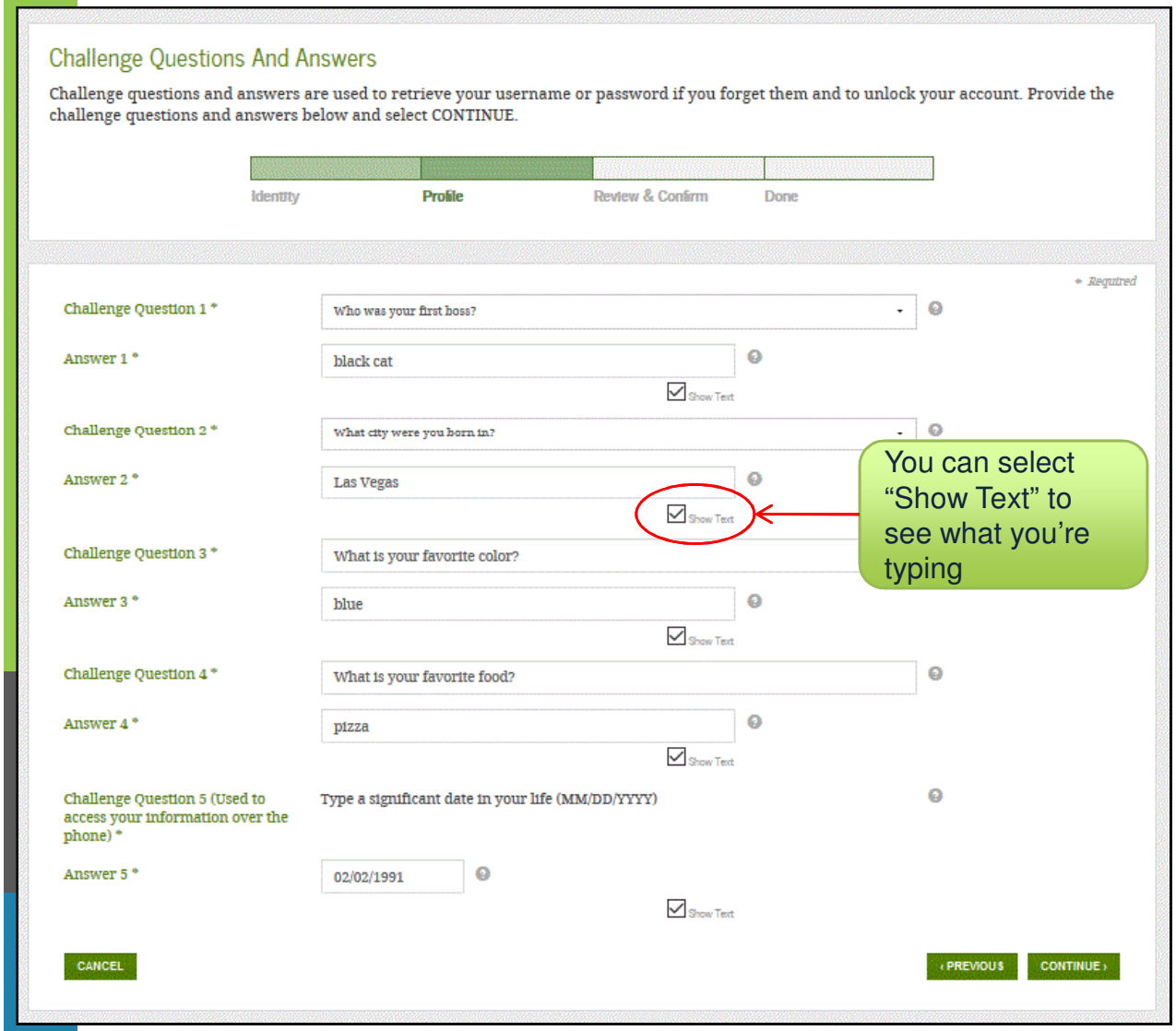


# Provide Profile Information




- 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

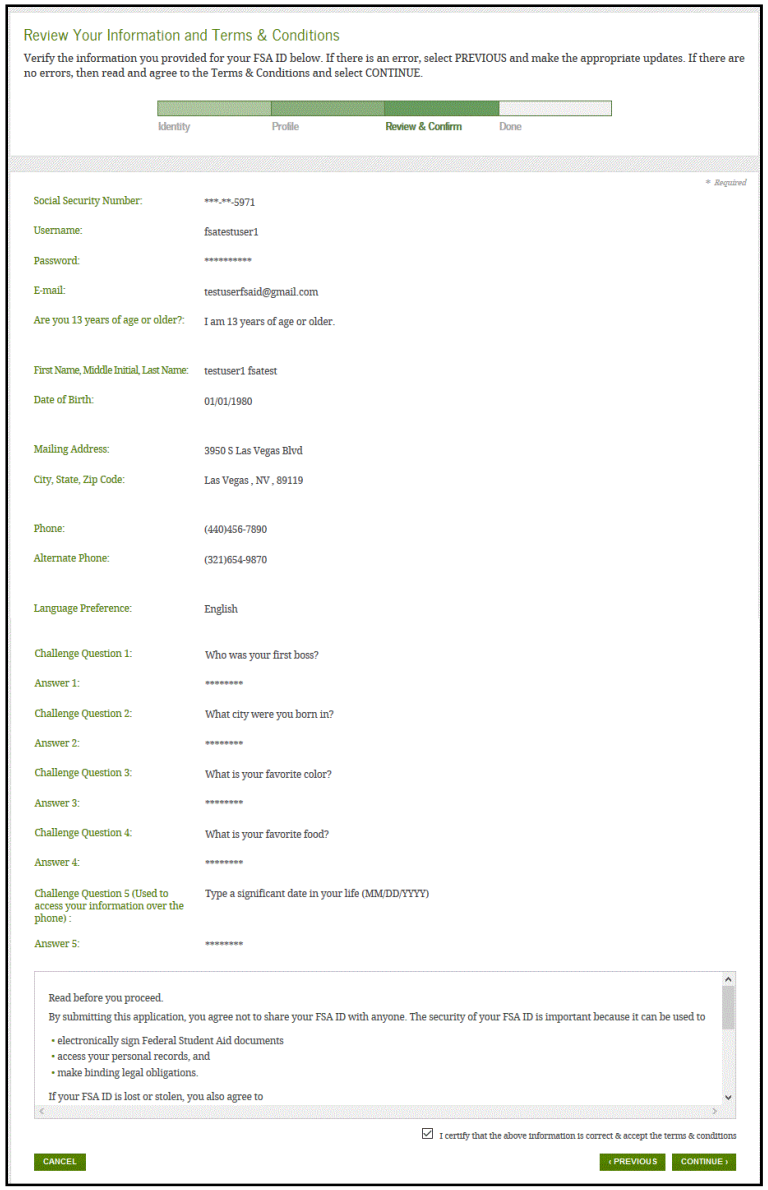
**Questions 3 and 4:**

- 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 Your Information and Terms & Conditions

Verify the information you provided for your FSA ID below. If there is an error, select PREVIOUS and make the appropriate updates. If there are no errors, then read and agree to the Terms & Conditions and select CONTINUE.

Identity | Profile | Review & Confirm | Done

* Required

| | |
|---|---|
| Social Security Number: | ***-**-5971 |
| Username: | fsatestuser1 |
| Password: | ********** |
| E-mail: | testuserfsaid@gmail.com |
| Are you 13 years of age or older?: | I am 13 years of age or older. |
| First Name, Middle Initial, Last Name: | testuser1 fsatest |
| Date of Birth: | 01/01/1980 |
| Mailing Address: | 3950 S Las Vegas Blvd |
| City, State, Zip Code: | Las Vegas , NV , 89119 |
| Phone: | (440)456-7890 |
| Alternate Phone: | (321)654-9870 |
| Language Preference: | English |
| Challenge Question 1: | Who was your first boss? |
| Answer 1: | ******** |
| Challenge Question 2: | What city were you born in? |
| Answer 2: | ******** |
| Challenge Question 3: | What is your favorite color? |
| Answer 3: | ******** |
| Challenge Question 4: | What is your favorite food? |
| Answer 4: | ******** |
| Challenge Question 5 (Used to access your information over the phone) : | Type a significant date in your life (MM/DD/YYYY) |
| Answer 5: | ******** |

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.

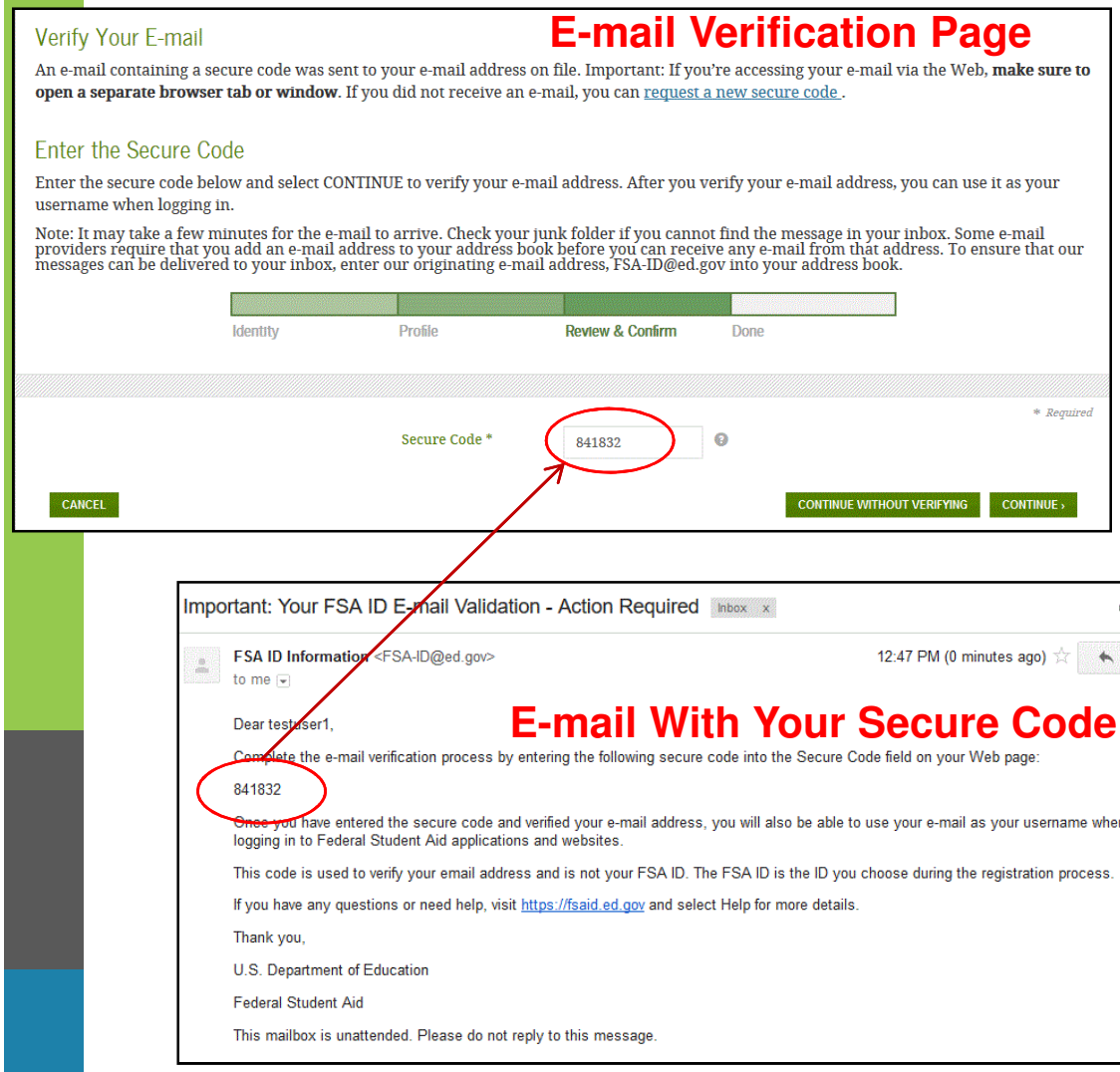
If your FSA ID is lost or stolen, you also agree to

I certify that the above information is correct & accept the terms & conditions

CANCEL | ‹ PREVIOUS | CONTINUE ›

- 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





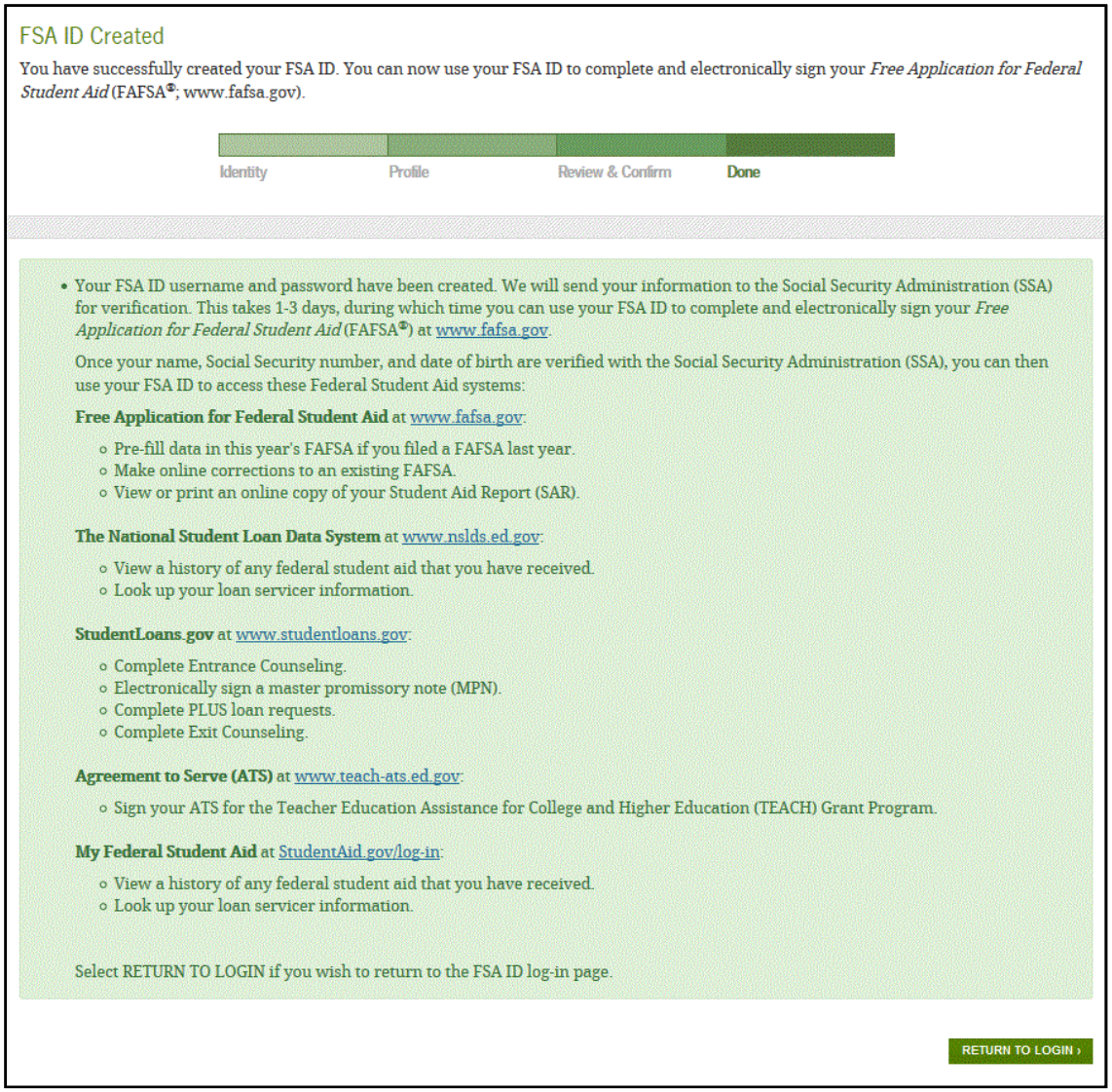


- If you provided an e-mail address, then you will be taken to the E-mail Verification page
- Once you verify your e-mail, you can use your e-mail address as your username when logging in to Department of Education websites
- You can also continue without verifying

## 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).

Identity | Profile | Review & Confirm | Done

- 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®) at www.fafsa.gov.

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:

- Pre-fill data in this year's FAFSA if you filed a FAFSA last year.
- 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:

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

**StudentLoans.gov** at www.studentloans.gov:

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

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

- 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:

- 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 ›

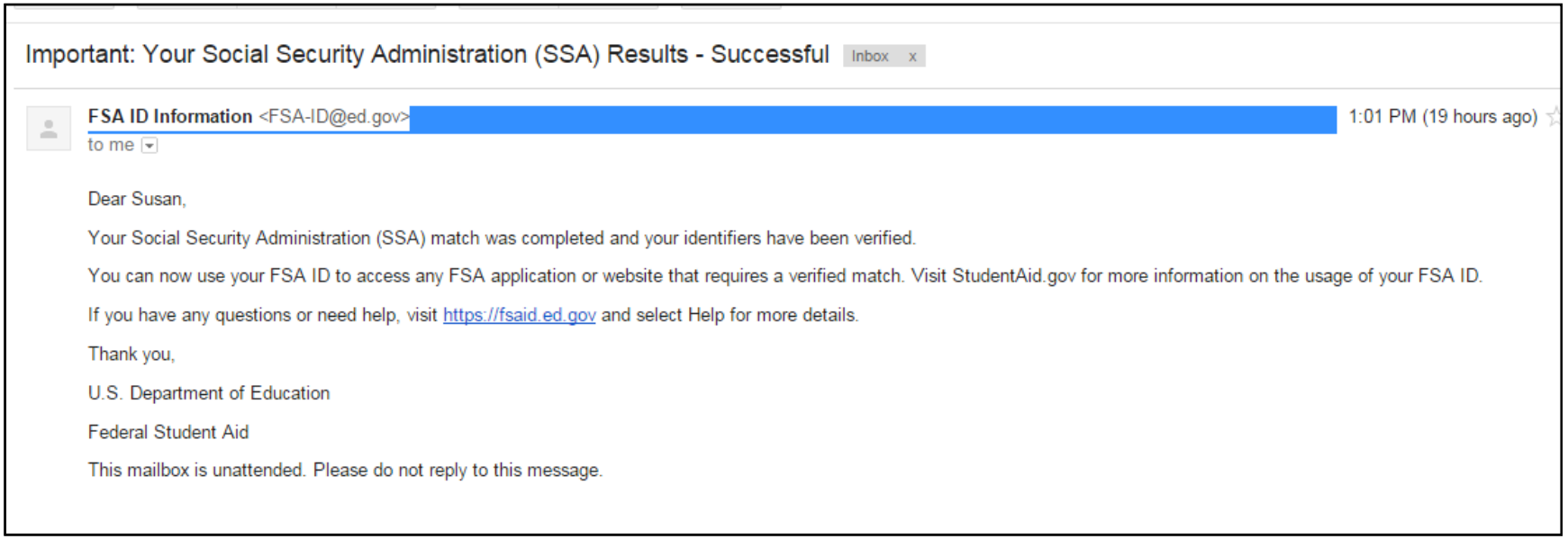
- Your FSA ID was created
- If you provided an e-mail address, then you will receive a confirmation e-mail

## 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 Matching

- 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 FSAID.ed.gov using the "Edit My FSA ID" tab
- If there is an issue, log in at FSAID.ed.gov 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)



Important: Your Social Security Administration (SSA) Results - Successful Inbox x

**FSA ID Information** <FSA-ID@ed.gov> 1:01 PM (19 hours ago)

to me

Dear Susan,

Your Social Security Administration (SSA) match was completed and your identifiers have been verified.

You can now use your FSA ID to access any FSA application or website that requires a verified match. Visit StudentAid.gov for more information on the usage of your FSA ID.

If you have any questions or need help, visit https://fsaid.ed.gov and select Help for more details.

Thank you,

U.S. Department of Education

Federal Student Aid

This mailbox is unattended. Please do not reply to this message.

# Where can I use my FSA ID?

# Using Your FSA ID

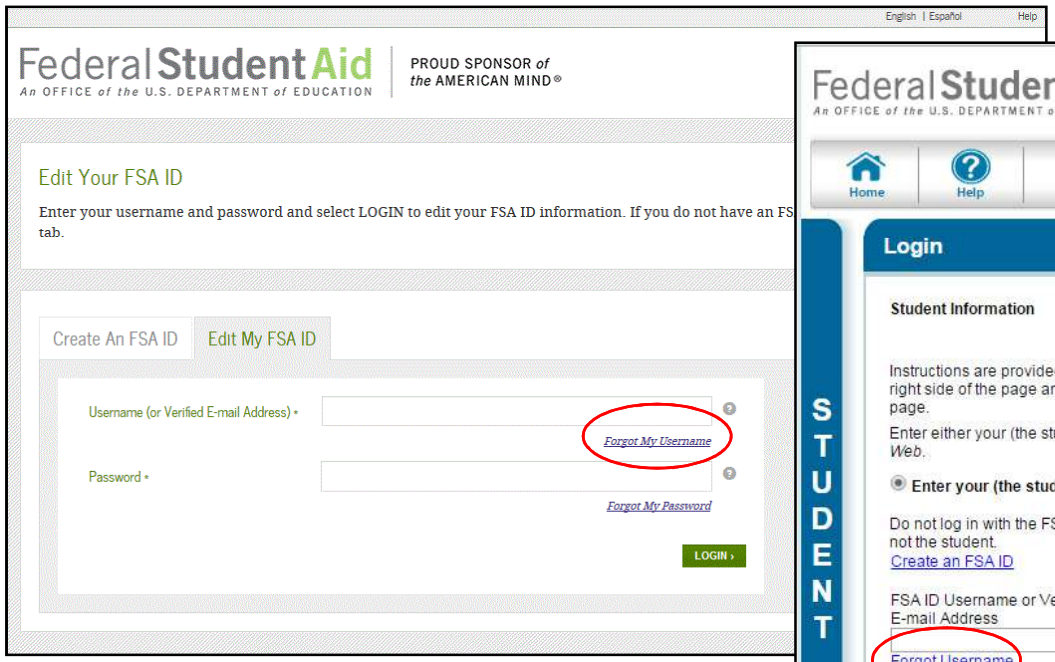
| Website | What You Can Do at the Site |
|---|---|
| fafsa.gov | • Electronically sign your (or your child's) FAFSA<br>• Import your tax information from the Internal Revenue Service<br>• Prefill data in this year´s FAFSA if you filed a FAFSA last year (Renewal FAFSA)<br>• Make online corrections to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

# What to Do:

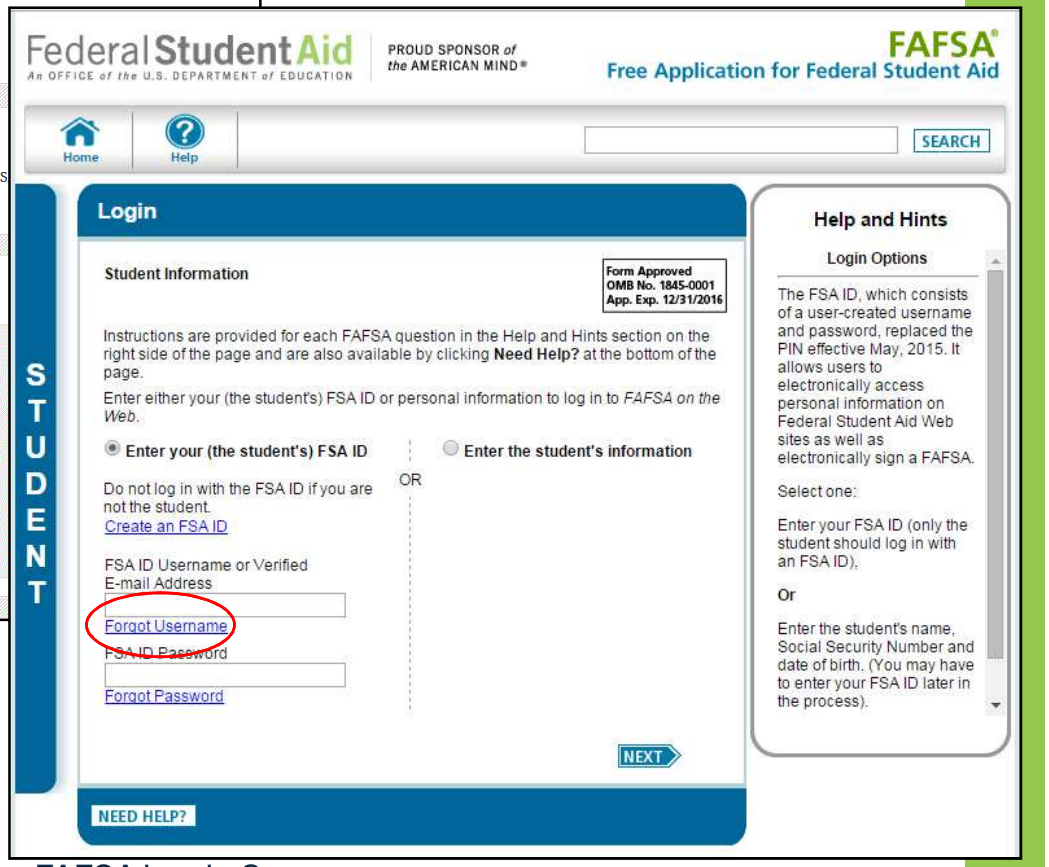
# I Forgot My Username or Password

# 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




Edit My FSA ID Screen

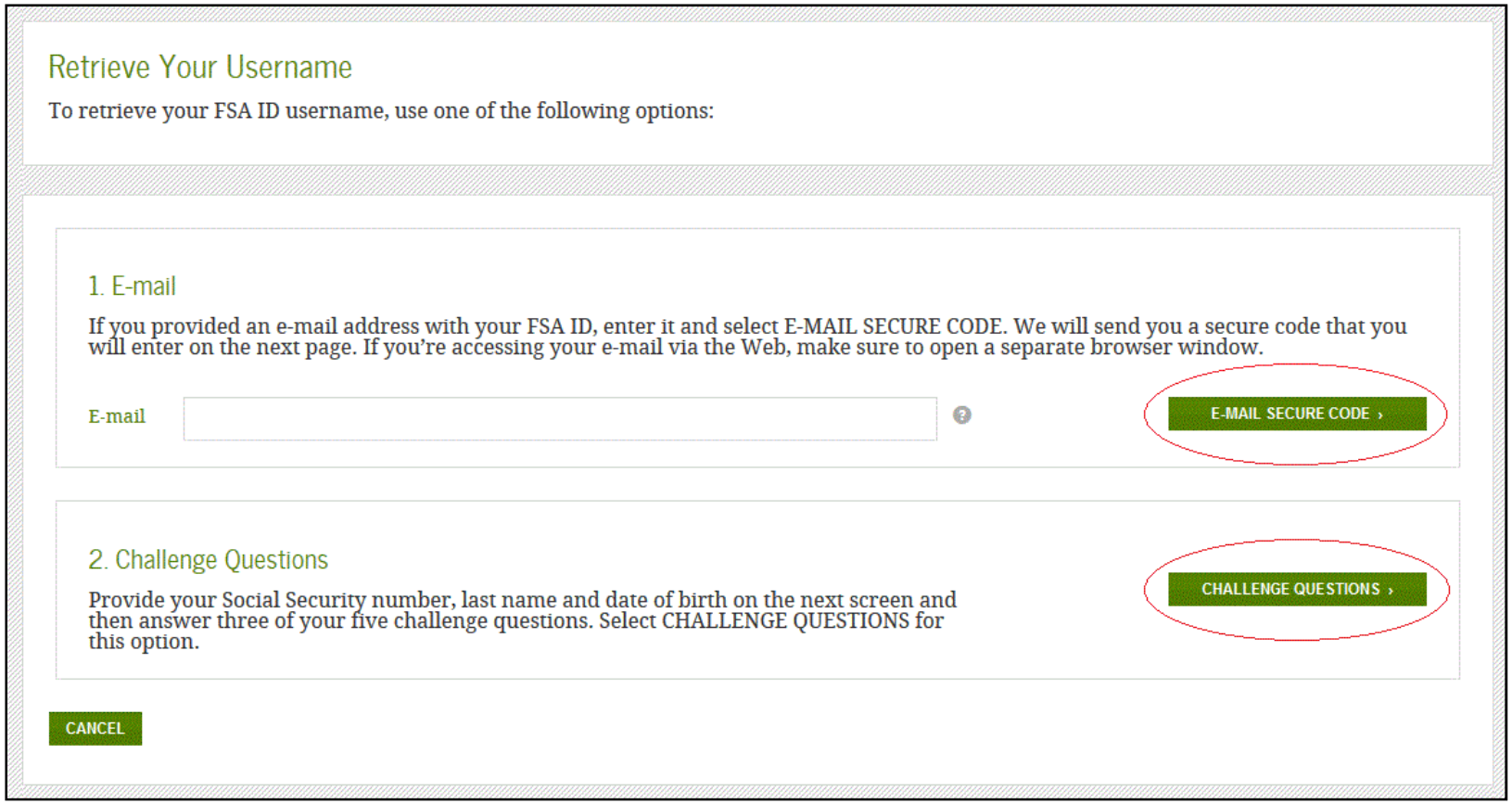



FAFSA Log In Screen

# Forgot My Username

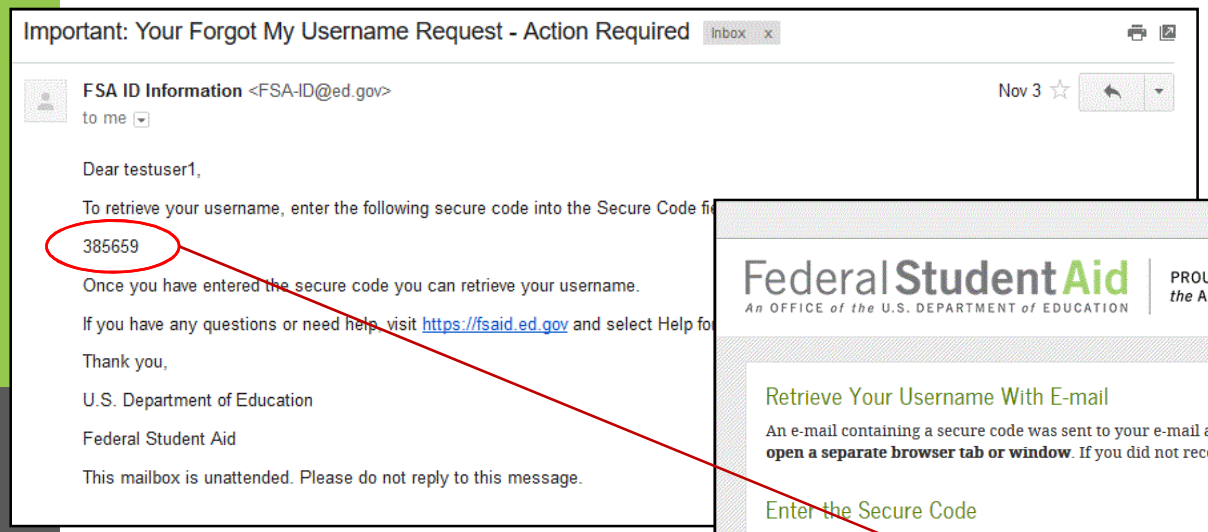
You can retrieve your username by either:

- 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)

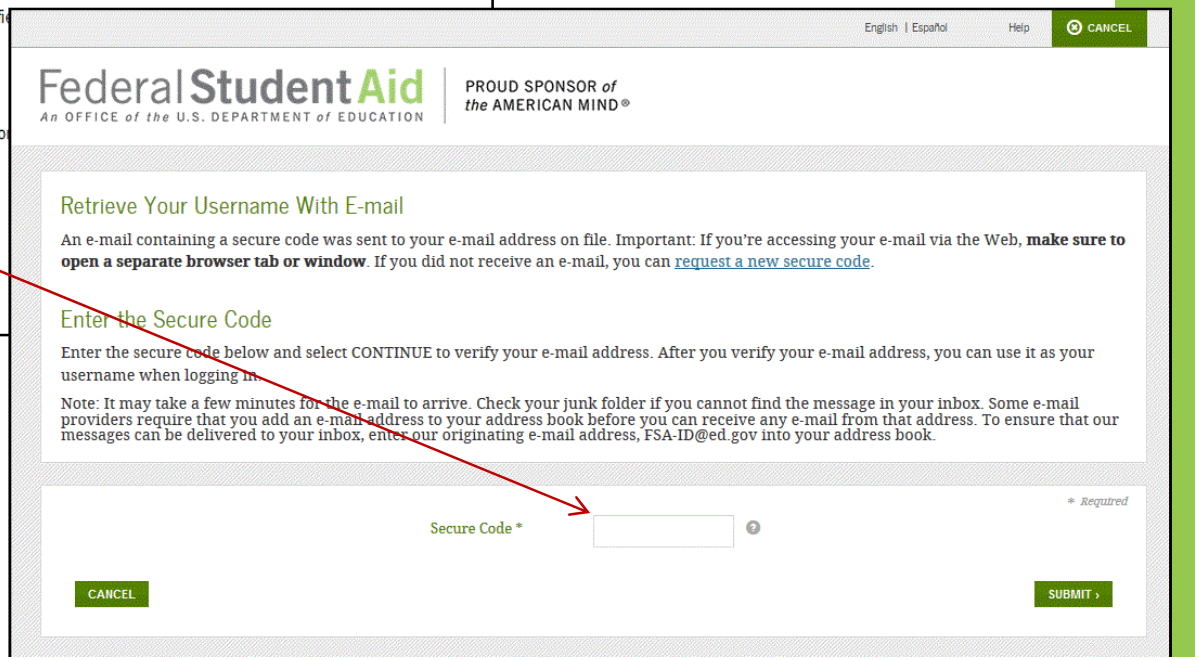


# Retrieving Username Using Secure Code

- 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

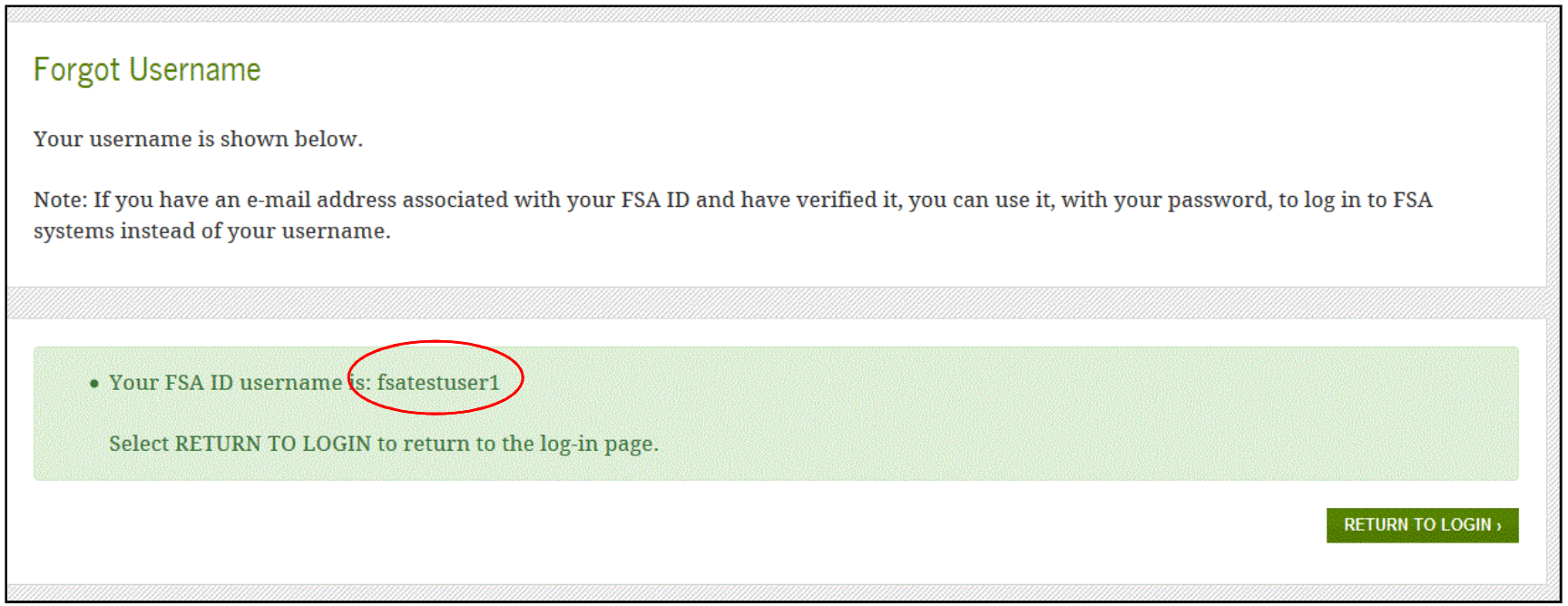



**E-mail With Your Secure Code**



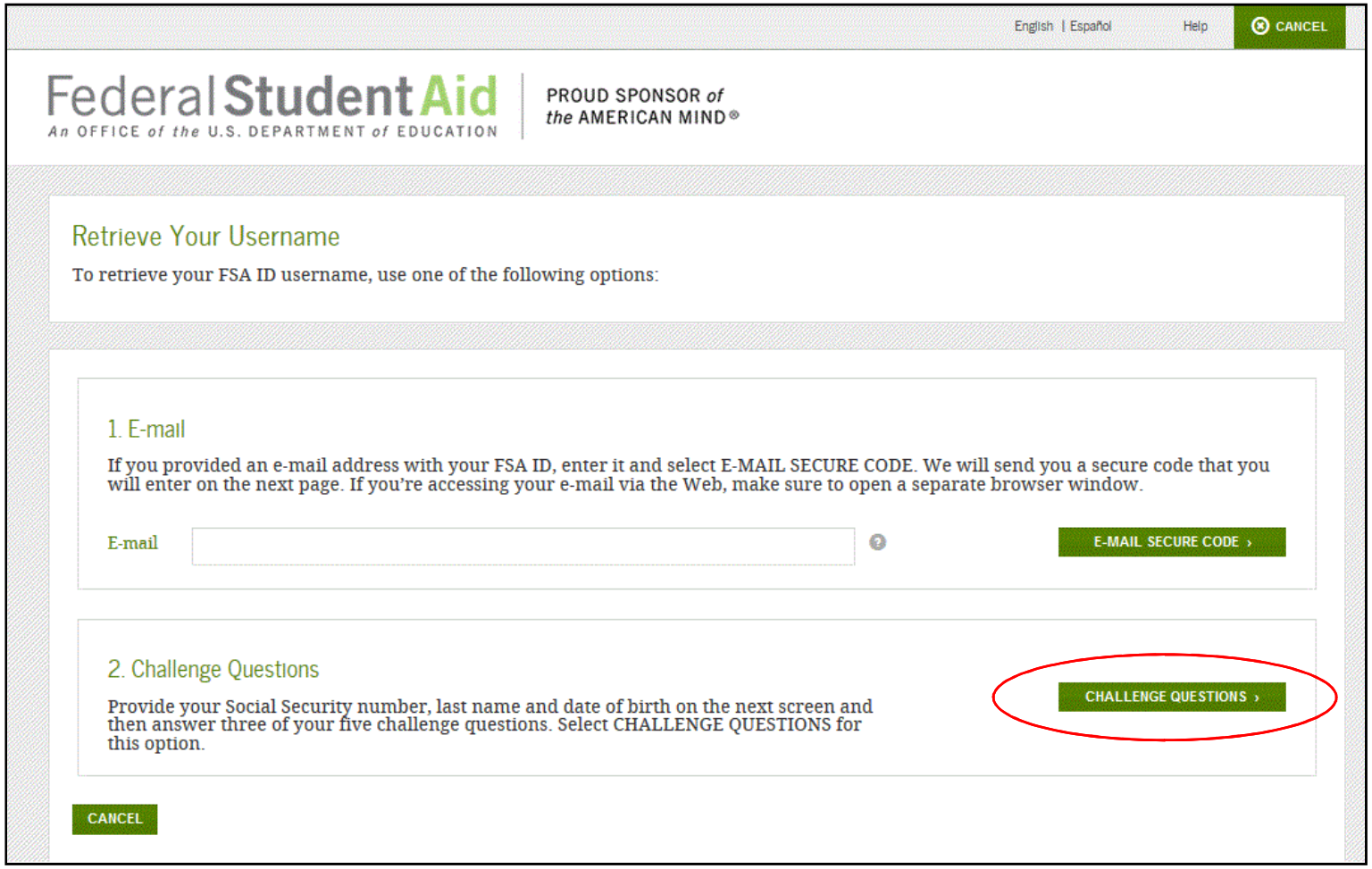
# Retrieving Username Using Secure Code

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



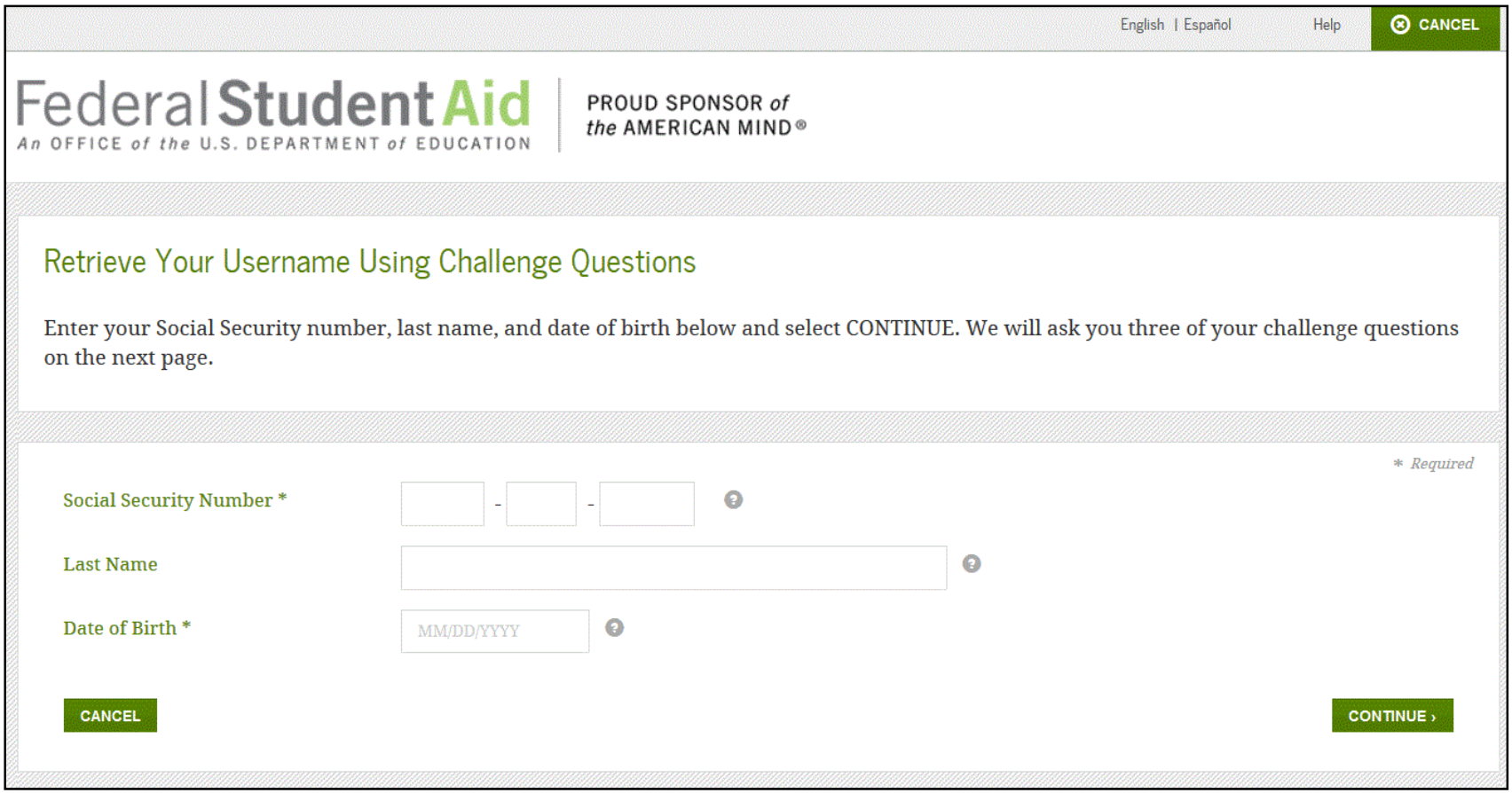
# Forgot My Username

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



# Retrieving Username Using Challenge Questions

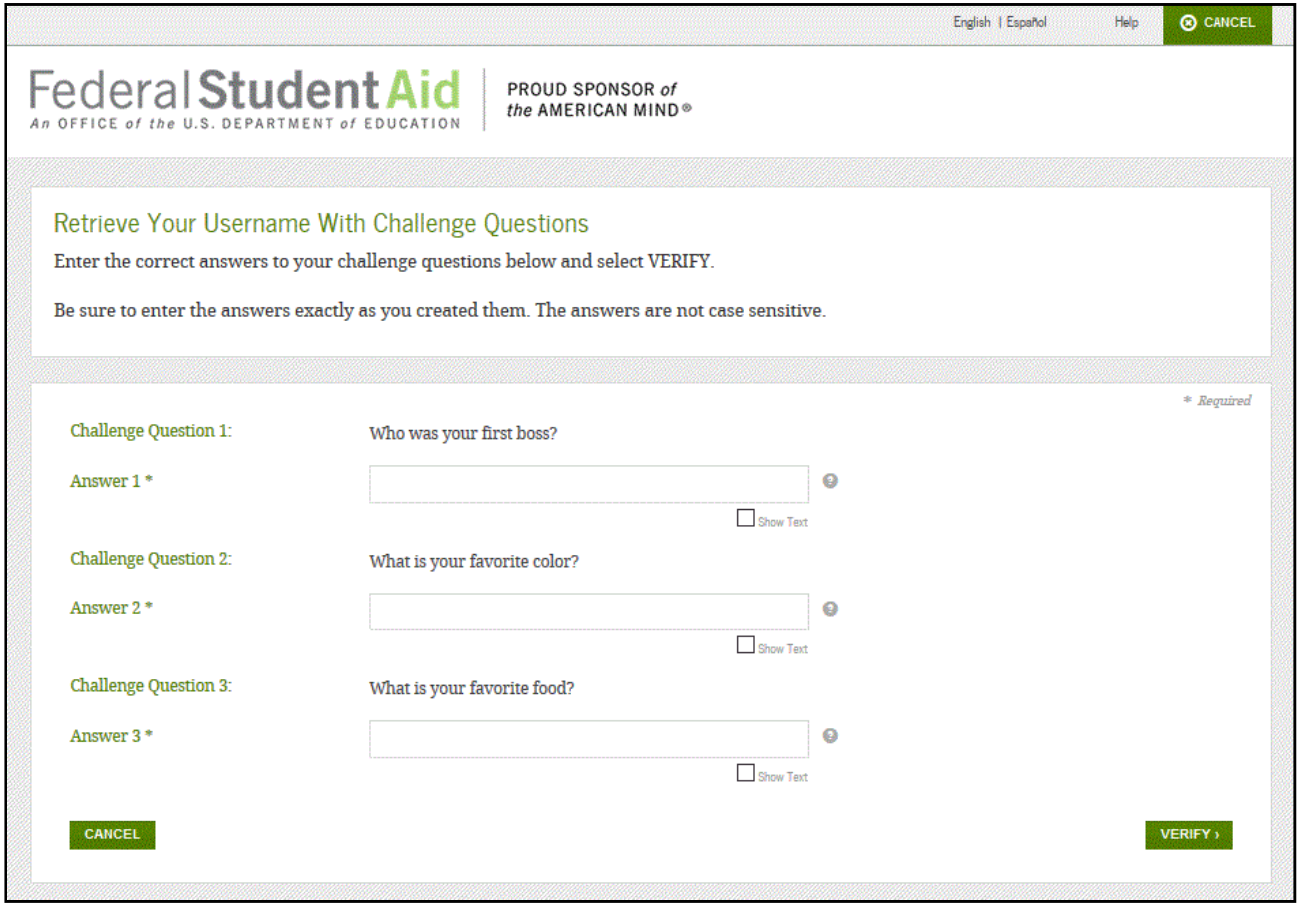
If you selected “Challenge Questions,” you will be taken to a screen where you need to enter your Social Security number, last name, and date of birth



# 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

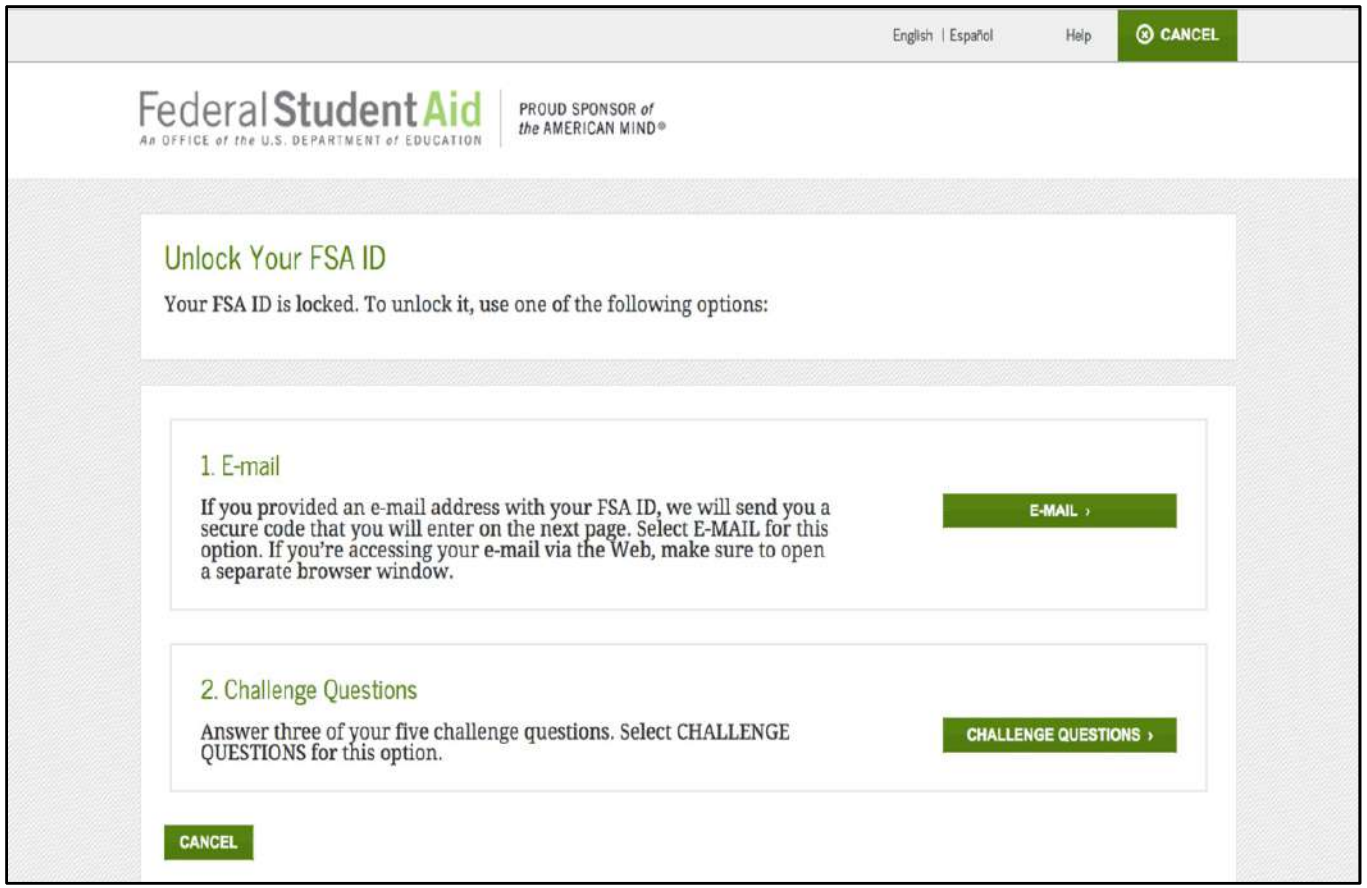
IMPORTANT
If you retrieve your username using the challenge questions, you will need to wait 30 minutes before you can use your username



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

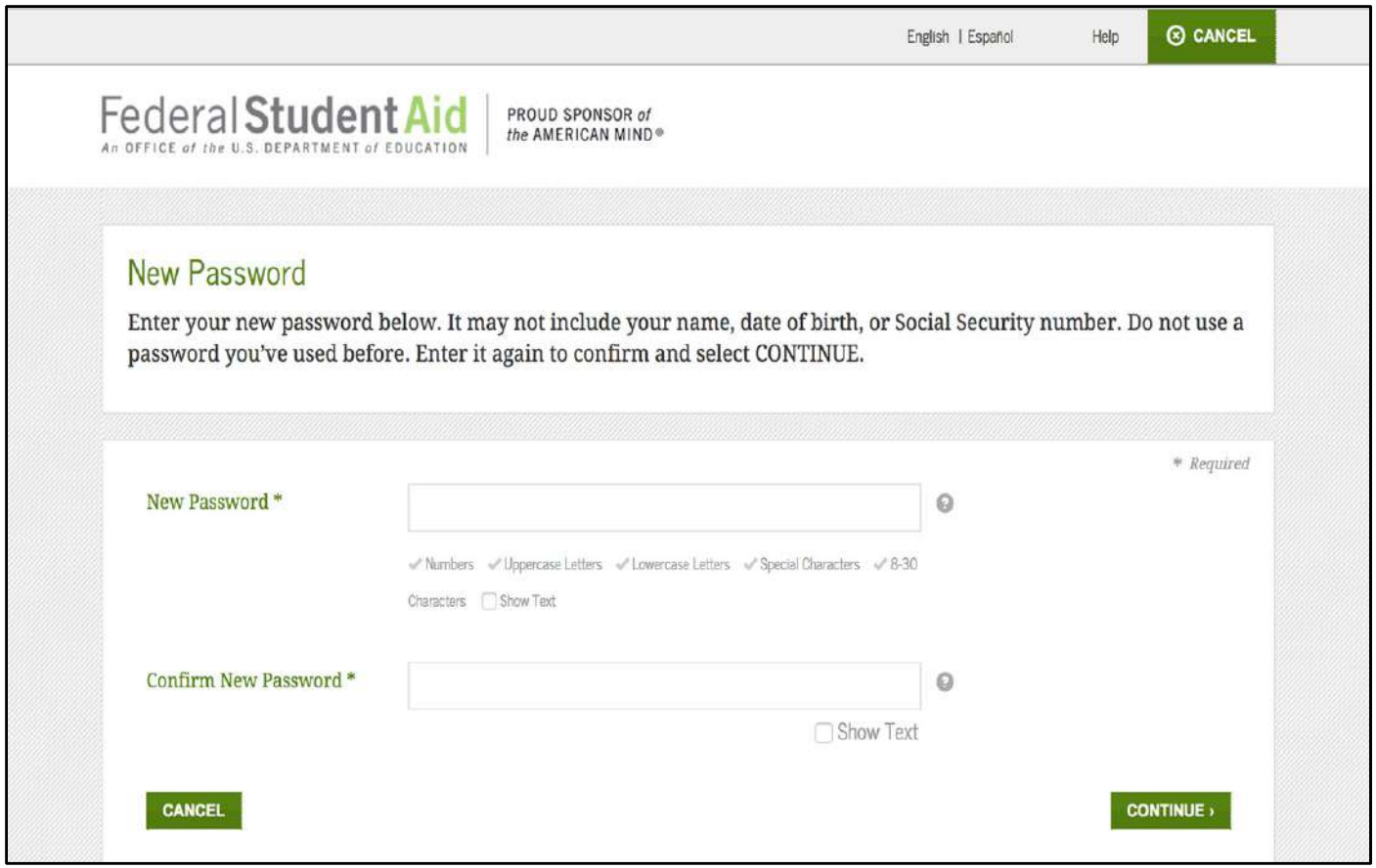
# Locked Out

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



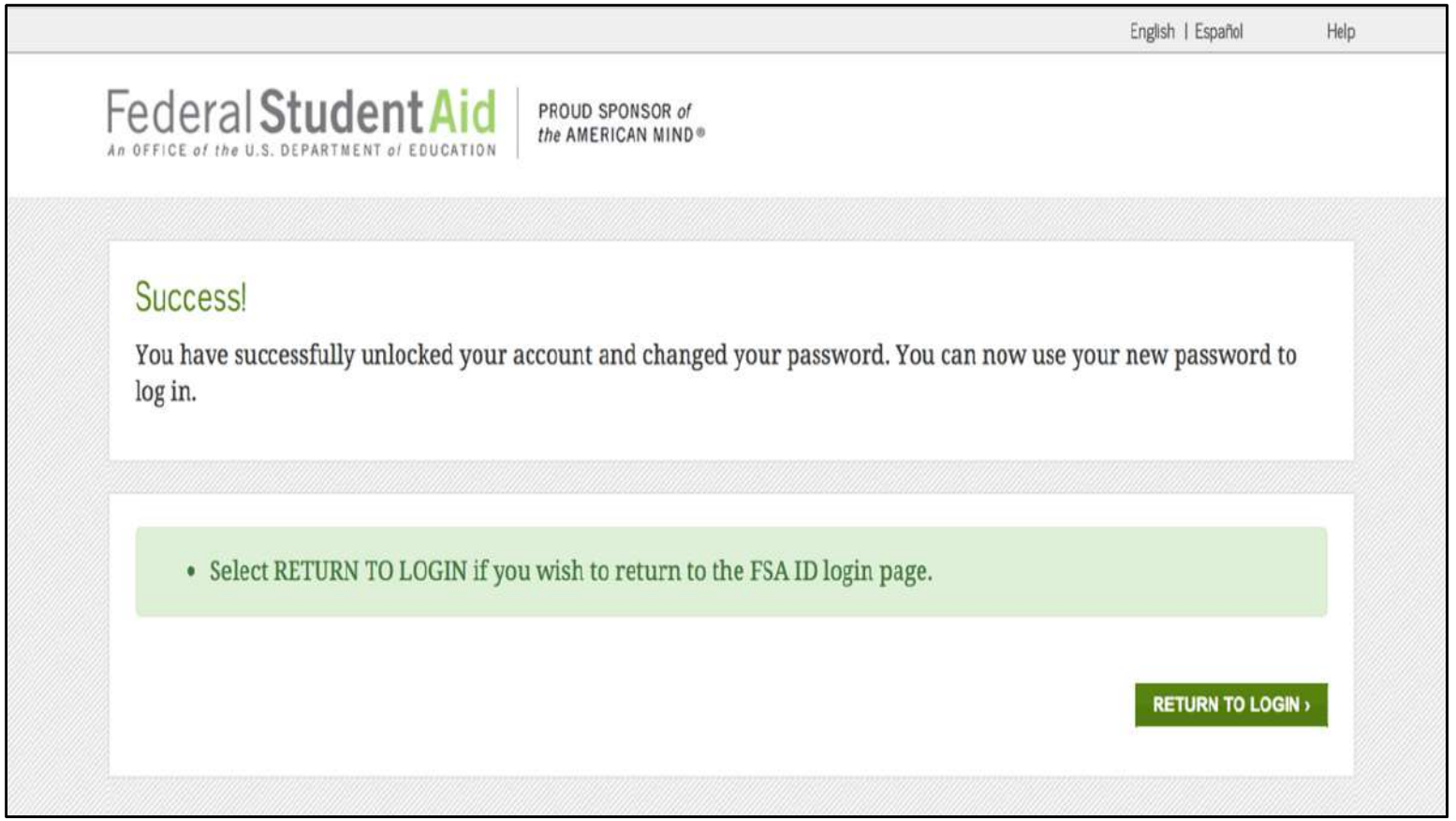
# Locked Out

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 StudentAid.gov/fsaid