



# WORKSHEET: CREATING AN FSA ID

Creating an FSA ID is the first step to completing the Free Application for Federal Student Aid (FAFSA). The FSA ID username and password are used to electronically sign the FAFSA and other important financial aid paperwork. It also grants you access to your online Federal Student Aid (FSA) account. Compared to completing a paper FAFSA, completing the FAFSA online and signing it electronically may reduce application errors and is also the quickest way to submit the application. Use this worksheet to help you create an FSA ID.

Each student and at least one parent or legal guardian must have a unique FSA ID. In order to electronically sign the FAFSA. For a video on how to create an FSA ID, go to [www.youtube.com/watch?v=yj1Pn-shze8](https://www.youtube.com/watch?v=yj1Pn-shze8).

## INFORMATION NEEDED TO CREATE AN FSA ID

### Student Information

- Student Social Security card
- Student email address\*
- Student mobile phone number\*

### Parent/Legal Guardian Information

- Parent/legal guardian Social Security card\*
- Parent/legal guardian email address\*
- Parent/legal guardian mobile phone number\*

## STEPS TO CREATING AN FSA ID

### STEP ONE

#### Personal Information

- Go to the Create an Account (FSA ID) webpage at <https://studentaid.gov/fsa-id/create-account/launch>.
- Click Get Started.
- Enter your name exactly as it appears on your Social Security card, date of birth (mm/dd/yyyy) and Social Security number. If your name is too long and you can't fit your full name into the box, type as much of your name as you can.

### STEP TWO

#### Account Information

- Create a username 6-30 characters in length using any combination of numbers and uppercase or lowercase letters.  
Student username: \_\_\_\_\_ Parent/legal guardian username: \_\_\_\_\_
- Enter and confirm your email address. It is recommended to use a non-school-based email address since you will need to access your FSA account after you graduate high school.  
Student email address: \_\_\_\_\_ Parent/legal guardian email address: \_\_\_\_\_
- Create and confirm a password 8-30 characters in length. The password is case sensitive and must include a combination of numbers, uppercase letters and lowercase letters. Do not use personal identifiers (e.g., date of birth, name).  
Student password: \_\_\_\_\_ Parent/legal guardian password: \_\_\_\_\_

### STEP THREE

#### Contact Information

- Enter your permanent mailing address. If you don't have one, you may use your high school address.
- Enter and confirm your mobile phone number.
- It is highly recommended to check the box allowing for quick and easy mobile phone account recovery.

### STEP FOUR

#### Communication Preferences

- Select if you would like to receive U.S. Department of Education communications via email (recommended) or postal mail.
- Select your preferred language (English or Spanish).

### STEP FIVE

#### Challenge Questions

- Select Challenge Question 1: \_\_\_\_\_ Answer: \_\_\_\_\_
- Select Challenge Question 2: \_\_\_\_\_ Answer: \_\_\_\_\_
- Select Challenge Question 3: \_\_\_\_\_ Answer: \_\_\_\_\_
- Select Challenge Question 4: \_\_\_\_\_ Answer: \_\_\_\_\_

### STEP SIX

#### Confirm and Verify

- Review your information for accuracy and make any necessary edits.
- Review FSA's terms and conditions and agree to them by checking the box.

### STEP SEVEN

#### Account Recovery

- Select to verify your mobile phone number and/or email address by retrieving the six-digit secure code sent to you and entering it into the box provided. If you provided both a mobile phone number and an email address, you must verify both.

If you provided an email address, you will receive a confirmation email. You can begin to use your FSA ID immediately for activities such as electronically signing your FAFSA; however, some of your activities will be limited until the Social Security Administration (SSA) verifies your information (1-3 business days). Keep your FSA ID username and password in a safe place and do not share this information with anyone.

\*Parent/legal guardian, if you are undocumented or do not have a Social Security number, go to <https://studentaid.gov/apply-for-aid/fafsa/filling-out> to find alternative methods to signing the FAFSA.

\*The student and parent/legal guardian email addresses and mobile phone numbers must be different.



Creating an FSA ID worksheet is part of the 2022-2023 *Opportunities Preparing for College Guide and Workbook*. This free college planning publication provides students and families with important information and tools to guide their pursuit of postsecondary education. These books are available in English and Spanish. Full PDFs of each *Opportunities* booklet can be downloaded at [www.ecmc.org/opportunities](http://www.ecmc.org/opportunities).