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 <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 <u>StudentAid.gov/dependency</u> 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

Federal Student Aid An OFFICE of the U.S. DEPARTMENT of EDUCATION PROUD SPONSOR of the AMERICAN MIND®	Q Search StudentAid.gov
Prepare for College V Types of Aid V Who Gets Aid V FAFS.	A: Applying for Aid V How to Repay Your Loans V
Home » FAFSA: Applying for Aid » Filling Out the FAFSA » The FSA ID	
The FSA ID is your electronic passport to federal student aid online. If you're ready, you can <u>create an FSA ID now</u> .	
Students, parents, and borrowers are required to use an FSA ID, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents. If you want to create an FSA ID now go for it! Create an FSA ID Now	Quick Links Filling Out the FAFSA Dependency Status Leave Us Feedback
If you'd like more information first, keep on reading	Glossary
What is an FSA ID?	
What happened to the Federal Student Aid PIN?	FSAID
Where can I use my FSA ID?	
When should I get an FSA ID?	The FSA ID is a username and password combination that
♥ How do I get an FSA ID?	serves as a student's or parent's identifier to allow access
Do parents need FSA IDs?	to personal information in various U.S. Department of
Can I create an FSA ID for my child, parent, or spouse?	Education systems and a
Can Luse my new FSA ID right away?	
Ster Liget an ESA ID will Estill be required to use my Federal Student Aid PIN?	Endered Chudoot Aid

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.

0 F01 ID			* Reguin
Create An FSA ID	Edit My FSA ID		
E-mail			• <u>Edit My FSA ID</u> • Frequently Asked Questions
Confirm E-mail		0	
Username *		9	
Password *		0	You can select "Show Text" to
Confirm Password	√ Numbers √ Uppercase Letters √ Lowercase Letters √ Speci	al Characters 🖋 8-30 Characters Lishow Text	see what you're typing
Are you 13 years of or older? *	age I am 13 years of age or older. I am 12 years of age or younger.	Θ	
		CONTINUE	

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.

Personal Identification Information To apply for an FSA ID, complete the information below and select CONTINUE. I understand that I will be required to certify that the information that I provide to obtain an FSA ID is true and correct and that I am the individual who I claim to be. If I am not that person who I claim to be, I understand that I am not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be fined, sent to prison for not more than five years, or both. Profile Review & Confirm Identity Done * Required Social Security Number * Show Text Date of Birth * 01/01/1980 First Name, Middle Initial, Last Name * TestUser1 FSAtest CANCEL PREVIOUS CONTINUES

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

tails or use the Forgot My PIN li	ık.	to mikin to your Tok ib. If you		
linking your PIN to your FSA IE	, you will be able to use yo	our new FSA ID with all FSA sys	stems immediately.	
70u don't remember your PIN of formation to the Social Security mplete. You can sign and submi A confirmation.	the answer to your PIN ch Administration (SSA) for co an original FAFSA with yo	hallenge question, then select C onfirmation. This takes 1-3 day our new FSA ID right away. Fo	CONTINUE WITHOUT rs. You will receive an r access to most othe:	PIN. We will send your n e-mail when the match is r FSA systems, you must wai
				NUMBER OF STREET, STREE
Identity	Profile	Review & Confirm	Done	
Identity	Profile	Review & Confirm	Done	* Re
Identity Social Security Number:	Profile ****_**-5823	Review & Confirm	Done PIN *	* Re
kdentity Kocial Security Number: Date of Birth:	Profile ***.**-5823 01/01/1982	Review & Confirm	Done PIN *	* Re Forgot My PIN

Provide Profile Information

Profile Information						
First, review the information you h financial aid.	ave provided carefully. Mista	kes can ca	ause delays or prob	olems with	1 the disbursement or repa	iyment of
Then complete the additional ques	tions below. Select CONTINUE	to procee	ed.			
Identity	Profile	R	eview & Confirm	Done		
Social Security Number *	••• - •• - 5971	0				* Regutred
First Name, Middle Initial, Last Name *	testuser1		fsatest		0	
Date of Birth *	01/01/1980					
Username *	fsatestuser1				Θ	
Password *	F@stLogin1				0	
	Criteria Met Show Text					
Confirm Password *	F@stLogin1				0	
E-mail	testuserfsaid@gmail.com				Θ	
Confirm E-mail	testuserfsaid@gmail.com				Θ	
Mailing Address	3950 S Las Vegas Blvd				0	
City, State, Zip Code	Las Vegas	NV -	89119		0	
Phone	(123) 456-7890	0				
Alternate Phone	(321) 654-9870	0				
Language Preference	● English ○ Español	0				

CANCEL

- 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)

CONTINUES

Select/Create Challenge Questions and Answers



Challenge questions and answers are used to retrieve your username or password if you forget them and to unlock your account. Provide the challenge questions and answers below and select CONTINUE.

Algorithm 199					
Identity	Profile	e Review	& Confirm	Done	
					* Required
Challenge Question 1 *	Who was your first bo	88?			- 0
Answer 1 *	black cat		(9	
			Show Text		
Challenge Question 2 *	What city were you bo	rn in?			. 0
				(You can select
Answer 2 *	Las Vegas			3	"Show Text" to
		(Show Text	,<	see what you're
Challenge Question 3 *	What is your favor	ite color?			typing
Answer 3 *	blue		(9	
			Show Text		
Challenge Question 4 *	What is your favor	ite food?			0
Answer 4 *	pizza		(9	
			Show Text		
Challenge Question 5 (Used to access your information over the	Type a significant da	te in your life (MM/DD/YYY	Y)		Θ
phone) *					
Answer 5 *	02/02/1991	Θ			
			Show Text		
CANCEL					(PREVIOUS CONTINUE)

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

Identity	Profile	Review & Confirm	Done	
ocial Security Number:	***.**-5971			* Required
/sername:	fsatestuser1			
assword:	******			
-mail:	testuserfsaid@gmail.com			
re you 13 years of age or older?:	I am 13 years of age or older.			
irst Name, Middle Initial, Last Name:	testuser1 fsatest			
ate of Birth:	01/01/1980			
failing Address:	3950 S Las Vegas Blvd			
ity, State, Zip Code:	Las Vegas , NV , 89119			
hone:	(440)456-7890			
lternate Phone:	(321)654-9870			
anguage Preference:	English			
hallenge Question 1:	Who was your first boss?			
inswer 1:	******			
hallenge Question 2:	What city were you born in?			
inswer 2:	******			
hallenge Question 3:	What is your favorite color?			
inswer 3:	*******			
hallenge Question 4:	What is your favorite food?			
inswer 4:	*******			
hallenge Question 5 (Used to ccess your information over the hone)	Type a significant date in your li	fe (MM/DD/YYYY)		
inswer 5:	******			
Read before you proceed. By submitting this application, y • electronically sign Federal Stu • access your personal records, • make binding legal obligations	ou agree not to share your FSA ID t dent Aid documents and ,	with anyone. The security of	your FSA ID is important because it can be used to	^

- 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

Verify Your E-mail

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.



- 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 Email 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 <u>www.fafsa.gov</u>.

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 <u>www.nslds.ed.gov</u>:

- 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.

- 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 <u>FSAID.ed.gov</u> 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 <u>www.ssa.gov</u>)

Important: Your Social Security Administration (SSA) Results - Successful Inbox x						
+	FSA ID Information <fsa-id@ed.gov> to me</fsa-id@ed.gov>	1:01 PM (19 hours ago) 🕺				
	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 usa If you have any questions or need help, visit <u>https://fsaid.ed.gov</u> 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	ge of your FSA ID.				

Where can I use my FSA ID?

Using Your FSA ID

Website	What You Can Do at the Site
<u>fafsa.gov</u>	 Electronically sign your (or your child's) FAFSA Import your tax information from the Internal Revenue Service Prefill data in this year's FAFSA if you filed a FAFSA last year (Renewal FAFSA) Make online corrections to an existing FAFSA View or print an online copy of your <i>Student Aid Report</i> (SAR)
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>	 View a history of any federal student aid that you have received Look up your loan servicer's contact information
<u>StudentLoans.gov</u>	 Complete entrance counseling, the <i>Financial Awareness</i> <i>Counseling Tool</i>, or exit counseling Electronically sign a master promissory note (MPN). Complete PLUS loan requests Estimate your student loan payments using the <i>Repayment</i> <i>Estimator</i> 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

Federal Student Aid An OFFICE of the U.S. DEPARTMENT of EDUCATION the AMERICAN MIND®	Federal Student Aid An OFFICE of the U.S. DEPARTMENT of EDUCATION PROUD SPONSOR of the AMERICAN MIND. Free Application	FAFSA [®] n for Federal Student Aid
Edit Your FSA ID Enter your username and password and select LOGIN to edit your FSA ID information. If you do not have an FS	Home Relp	SEARCH
tab.	Student Information Form Approved OMB No. 1845:001 App. Exp. 12/31/2016 Instructions are provided for each FAFSA question in the Help and Hints section on the right side of the page and are also available by clicking Need Help? at the bottom of the page. Enter either your (the student's) FSA ID or personal information to log in to FAFSA on the Web. Image: Provide the student's of the student. Image: Provide the student's of the student's of the student's of the student. Image: Provide the student of the student of the student. Image: Provide the student of the student of the student. Image: Provide the student of the student of the student. Image: Provide the student of the student of the student. Image: Provide the student of the student of the student. Image: Provide the student of the student of the student of the student. Image: Provide the student of the student of the student of the student. Image: Provide the student of the student of the student of the student of the student. Image: Provide the student of the stu	Help and Hints Login Options The FSA ID, which consists of a user-created username and password, replaced the PIN effective May, 2015. It allows users to electronically access personal information on Federal Student Aid Web sites as well as electronically sign a FAFSA. Select one: Enter your FSA ID (only the student should log in with an FSA ID), Or Enter the student's name, Social Security Number and date of birth. (You may have to enter your FSA ID later in the process).
	NEXT	

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)

retrieve your FSA ID us	ername, use one of the follow:	ing options:		
1. E-mail				
If you provided an e-m will enter on the next	ail address with your FSA ID, page. If you're accessing your	enter it and select E-M e-mail via the Web, ma	AIL SECURE CODE. We ke sure to open a separ	will send you a secure code that you ate browser window.
E-mail			0	E-MAIL SECURE CODE >
2. Challenge Question	15			
Provide your Social Se then answer three of y this option.	curity number, last name and our five challenge questions.	date of birth on the ne Select CHALLENGE QU	xt screen and ESTIONS for	CHALLENGE QUESTIONS >

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

Impo	rtant: Your Forgot My Username Request - Action Required 🏼	ibox x 🖶 🖾
	FSA ID Information <fsa-id@ed.gov> to me</fsa-id@ed.gov>	Nov 3 🛧 🔫
	Dear testuser1,	
\langle	To retrieve your username, enter the following secure code into the Secure Code fiel 385659 Once you have entered the secure code you can retrieve your username.	English Español Heip O CANCEL
	If you have any questions or need hete visit <u>https://fsaid.ed.gov</u> and select Help for Thank you, U.S. Department of Education	Retrieve Your Username With E-mail
	Federal Student Aid This mailbox is unattended. Please do not reply to this message.	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 <u>request a new secure code</u> .
	E-mail With Your 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.
		Secure Code *
	21	

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

				English Español	Help S CANCEL
Federa An OFFICE of the	Student	DUCATION PROUD S	PONSOR <i>of</i> ICAN MIND⊗		
Retrieve You To retrieve your	Ir Username r FSA ID username, use	one of the following optic	ons:		
1. E-mail If you provi will enter o E-mail	ided an e-mail address v n the next page. If you'r	with your FSA ID, enter it re accessing your e-mail v	and select E-MAIL SECURE COI ia the Web, make sure to open	DE. We will send you a secur a separate browser window E-MAI	re code that you 7. L SECURE CODE >
2. Challeng Provide you then answe this option.	ge Questions ir Social Security numb r three of your five chal	er, last name and date of l llenge questions. Select CI	birth on the next screen and HALLENGE QUESTIONS for	CHALL	ENGE QUESTIONS >

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

			English Español	Help	🛞 CAN
ederal Stud	ent Aid PROUD SPONSOR of the AMERICAN MIND®				
Retrieve Your Usernam	e With Challenge Questions				
Enter the correct answers to y	our challenge questions below and select VERIFY.				
Po auro to anton the anorres	master as you avanted them. The analysis are not	aitima			
Be sure to enter the answers e	xacuy as you created them. The answers are not case sen	isitive.			
					* Requ
Challenge Question 1:	Who was your first boss?				
Answer 1 *		0			
		w Text			
Challenge Question 2:	What is your favorite color?				
Answer 2 *		0			
Miswei 2					
Challenge Question 2:		W IEXT			
Challenge Question 3.	What is your favorite food?				
Answer 3 *		0			
	She	w Text			
CANCEL					VERIFY

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

	English Español	Help	⊗ CANCEL
Federal Student Aid An OFFICE of the U.S. DEPARTMENT of EDUCATION PROUD SPONSOR of the AMERICAN MIND®			
Unlock Your FSA ID Your FSA ID is locked. To unlock it, use one of the following options:			
1. E-mail If you provided an e-mail address with your FSA ID, we will send you secure code that you will enter on the next page. Select E-MAIL for thi option. If you're accessing your e-mail via the Web, make sure to oper a separate browser window.	a S 1	E-MAIL →	
2. Challenge Questions Answer three of your five challenge questions. Select CHALLENGE QUESTIONS for this option.	CHALLE	NGE QUESTIC	DNS >

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

		English Español	Help	
Federal Studen	tAid EDUCATION PROUD SPONSOR of the AMERICAN MIND®			
New Password				
Enter your new password	below. It may not include your name, date of birth, or S	ocial Security r	umber. Do	o not use a
password you've used befo	ore. Enter it again to confirm and select CONTINUE.			
				* Required
New Password *		0		
	✓ Numbers ✓ Uppercase Letters ✓ Lowercase Letters ✓ Special Characters ✓ 8-3	0		
	Characters Show Text			
Confirm New Password *		0		
	Show Tex	d		
CANCEL			со	NTINUE

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 <u>StudentAid.gov/fsaid</u>