

Creating an FSA ID

The FSA ID has replaced the Federal Student Aid PIN and must be used to log in to certain Federal Student Aid websites, such as the *Free Application for Federal Student Aid* (FAFSA®). Your FSA ID confirms your identity when you access your financial aid information and when you electronically sign Federal Student Aid documents. An FSA ID is comprised of a username and password. You can apply for an FSA ID at <https://fsaid.ed.gov>, then click on the tab that says Create An FSA ID.

The E-mail address must be different for each FSA ID. The same E-mail cannot be used for both a student and a parent or a spouse.

My E-mail address is _____.

The username must be from 6 to 30 characters long. You can use any combination of numbers and / or uppercase and lowercase letters.

Helpful tip: a box will come up as you are typing to let you know if the username is invalid or already in use. It is red font if unavailable or invalid, it is green if it is available and meets the criteria outlined above. If you don't see this as you are typing your username may not be long enough.

My username is _____.

The password must be between 8 and 30 characters long. You can use any combination of the following as long as it contains at least three of the four criteria:

- numbers
- uppercase letters
- lowercase letters
- non-alphanumeric special characters ! @ # \$ & * () [] _ - . ?

Your **password** is case-sensitive. For example, the password "Student2!" is different than the password "sTuDeNt2!."

Helpful tip – once you meet the required criteria it will show a green check and criteria met under the password line.

My password is _____.

You are required to be over 13 years of age to continue. Please select the appropriate response and select “continue”.

Personal Information - You will be prompted to enter you social security number, date of birth, first name, middle initial and last name. After these are entered select “continue”.

You will then be shown all of the information you have entered. If you already have a PIN, you should enter it on this screen and select verify. This will import your PIN information into your FSA ID application. Review all data and add your phone number, then select “continue”.

Challenge Questions – There are a total of 4 challenge questions. You will select the first two questions from the dropdown box and provide the answer. You will type your own question for the 3rd and 4th questions and then provide the answer to those questions. **Important Note: the answers are case sensitive, write them below exactly as you type them on the computer. Click on the box next to “show text” to ensure you have typed exactly as you write it in the space below.**

My challenge questions and answers are:

1. question: _____
answer: _____

2. question: _____
answer: _____

3. question: _____
answer: _____

4. question: _____
answer: _____

You will then be asked to provide a significant date in your life.

My significant date is _____.

Select “continue” and scroll to the bottom of the page to read the terms and conditions. Check the box at the bottom of the page certifying that the above information is correct and accept the terms and conditions and then select “continue”.

Verify your E-mail – an E-mail will be sent to the email address you provided at the beginning of this process. It contains a secure code that you need to enter before continuing. Upon receipt of the email containing the secure code, enter it and select “continue”.

Helpful tip: It may take up to ten minutes to receive the email with your secure code. Make sure to check your junk folder. If you do not receive an email, add FSA-ID@ed.gov to your email address book and click “request a new code”.

If you continue without verifying your E-mail, your information will be sent to the Social Security Administration for validation. This will limit what you can do with your FSA ID until the validation has occurred.

After your email has been verified, go to www.fafsa.ed.gov and use the FSA ID you created, or your verified email address, to log in and complete your fafsa.

Refer to the Financial Aid Information sheet provided by Washburn Tech for additional information on how to successfully complete your FAFSA.