

CREATING YOUR FSA ID


for individuals with a Social Security Number

What is the FSA Account?

- The **FSA Account** is created with a username and password, it can be used to log into the online Free Application for Federal Student Aid (FAFSA[®]) form.
- The **FSA Account** allows students and parents to identify themselves electronically to access Federal Student Aid websites.
- The **FSA Account** works as your personal, legal, electronic signature for the FAFSA, the Master Promissory Note (MPN) and other student aid documents.
- The **FSA Account** created by a parent can be used to complete the FAFSA for more than one child.

What will I need to create my FSA Account?

- Full legal name. Do not use nicknames such as Matt instead of Matthew.
- Date of birth.
- Social Security Number (SSN).
- Mobile phone number. This is optional, but highly recommended.
- Email address.
- An email address and mobile phone number can only be used for one FSA Account. If you share a mobile phone, only add it to one of the FSA Accounts or not at all. If you share an email address, create another email account with one of the free providers online. Remember to use an email address that you will have access to for years to come.



Beginning w/ the 24-25 FAFSA, individuals w/out an SSN can create an FSA ID. Separate tutorial on Riverland website.

Start at www.studentaid.gov

- Click on Create Account

The screenshot shows the homepage of the Federal Student Aid website. At the top left, it says "An official website of the United States government." with a small American flag icon. To the right of this are links for "Help Center" and "English | Español". Below this is the "Federal Student Aid" logo, with "An OFFICE of the U.S. DEPARTMENT of EDUCATION" underneath. To the right of the logo are four menu items: "UNDERSTAND AID", "APPLY FOR AID", "COMPLETE AID PROCESS", and "MANAGE LOANS", each with a downward arrow. Further right are links for "Log In | Create Account" and a search icon. The main content area has a dark teal background. On the left, the headline reads "You Are America's Smartest Investment" in large white text, with a green underline under "Smartest". Below this is a paragraph: "The U.S. Department of Education's office of Federal Student Aid (FSA) provides more than \$120 billion in financial aid to help pay for college or career school each year." On the right side of this area, there is a white button labeled "Log In" and a link labeled "Create Account" below it.

An official website of the United States government. Help Center English | Español

Federal Student Aid An OFFICE of the U.S. DEPARTMENT of EDUCATION

UNDERSTAND AID ▾ APPLY FOR AID ▾ COMPLETE AID PROCESS ▾ MANAGE LOANS ▾ Log In | Create Account 🔍

You Are America's Smartest Investment

The U.S. Department of Education's office of Federal Student Aid (FSA) provides more than \$120 billion in financial aid to help pay for college or career school each year.

Log In

[Create Account](#)

Create an Account

Whether you're a student, parent, or borrower, you'll need to create your own account to manage the federal student aid process.

Get Started

Already have an account? [Log In](#)

What You Can Do With Your Account

- Fill out the *Free Application for Federal Student Aid* (FAFSA[®]) form
- Complete online forms and tools like loan counseling
- Manage your student loans

What You'll Need

- Social Security number (if applicable)
- Your own email address

Please read the overview.

Click on the Get Started button to continue.

Create an Account

Step 1 of 7

Personal Information

I understand that I'll be required to certify that the information I provide to create an account is true and correct and that I'm the individual who I claim to be.

If I'm not the person I claim to be, I understand that I'm 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 subject to a fine, prison time, or both.

First Name

Middle Initial

Last Name

Date of Birth

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Social Security Number

I don't have a Social Security number.

Cancel

Continue

Notice that this is Step 1 of 7

In step 1 you will enter your full legal name. Do not use nicknames such as Matt for Matthew. Enter your name as it is on your Social Security card.

Enter your date of birth and Social Security Number (SSN).

Click on the Continue button.

Create an Account (FSA ID)

Step 2 of 7

Account Information

Because financial aid agreements are legally binding, you can't create an account for someone else, even another family member. Parents and students must create their own accounts.

Username

Email Address

Confirm Email Address

Password

 Show Password

- ✓ Uppercase
- ✓ Lowercase
- ✓ Number
- ✓ 8+ characters

Confirm Password

 Show Password

Previous

Continue

Use an email address you will continue to have access to after you leave school.

In Step 2, start typing the username you would like to use in the Username field. The system will tell you if it is not available.

The password requires an Uppercase letter, Lowercase letter, a Number and needs to be at least 8 characters long.

Once you have met the requirements, each of them will have a green checkmark.

You can click on 'Show Password' in the Password field to verify your entry is correct. Click on the Continue button.

Create an Account (FSA ID)

Step 3 of 7

Contact Information

Permanent Address

Address

City

State

ZIP Code

Phone Number

Mobile Phone Number

Confirm Mobile Phone Number

[+ Add Alternate Phone Number](#)

Mobile Phone Account Recovery

We strongly recommend setting up mobile phone account recovery. This option is used to help you restore access to your account by sending you a code via text message if you are locked out.

Yes, I would like to use my mobile phone for account recovery.

Previous

Continue

A mobile phone number can only be associated with one account (FSA ID). Entering a mobile phone number can help you with account recovery and a verified mobile phone number can also be used to log in to your account. Valid characters include only numbers based on the North American Numbering Plan.

In Step 3 you will add your address and mobile phone number.

Using your mobile phone number for account recovery is recommended, but optional.

However, *if* you share your mobile phone number with someone else, DO NOT check this box.

If you choose to use your mobile phone number for account recovery you will be sent a verification code in step 7.

Click on the Continue button.

Create an Account (FSA ID)

Step 4 of 7

Communication Preferences

Required Communications

The U.S. Department of Education (ED) and its federal student loan servicers will need to send you required communications and documents related to your federal student aid, such as student loan disclosures and interest statements.

I want to receive these communications:

By email *Recommended*

i By selecting this option, you agree to receive required communications by email and confirm you have reviewed and agree to FSA's [Terms and Conditions](#).

By postal mail

Informational Communications

ED and its federal student loan servicers want you to feel confident about the financial aid and student loan process. To help with this, we will sometimes send out information about programs you may be eligible for, such as grant programs, student loan forgiveness programs, income-based repayment plans, and more.

I want to receive these communications:

By email

By text message

Preferred Language

Your choice lets us know how you would like to view website content once logged in, and what to use for your communications.

Language

English

Previous

Continue

In Step 4 you will select your Communication Preferences, which are the methods of delivery for documents and letters from the Department of Education and federal student loan servicers. Choose the best option for you.

Informational emails and text messages are optional. If you do not wish to receive them, leave the boxes unchecked.

If you prefer a language other than English, choose is from the dropdown list.

Click on the Continue button.

Create an Account (FSA ID)

Step 5 of 7

Challenge Questions

Challenge questions and answers are used to retrieve your username or password if you forget them or if you need to unlock your account.

Note: Answers are not case-sensitive.

Challenge Question 1

Question

Select ?

Answer

Show Answer ?

Challenge Question 2

Question

Select ?

Answer

Show Answer ?

Challenge Question 3

Question

Select ?

Answer

Show Answer ?

Challenge Question 4

Question

Select ?

Answer

Show Answer ?

Previous

Continue

Step 5 is to choose challenge questions that you can use to re-gain access to your account if you are ever locked out of it.

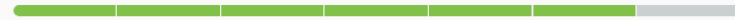
There are four questions that you will need to choose from the drop-down lists, then type in your answers.

To view your answer and verify it is correct, click on the words *Show Answer* in the field.

You may want to make a note to yourself which questions you chose and the answers.

Click on the Continue button.

Create an Account (FSA ID)



Step 6 of 7

Confirm and Verify

Verify the information you provided for your account below. If there is an error, select "Edit" to correct the information.

Personal Information

Edit

NAME

DATE OF BIRTH

SOCIAL SECURITY NUMBER (SSN)

Account Information

Edit

USERNAME
tester20

EMAIL ADDRESS
tester20@mail.com

PASSWORD

Contact Information

Edit

PERMANENT ADDRESS
123 N Main
This Town, MN 55555

Step 6 is to review the information entered for correctness. If any changes need to be made, click on the appropriate Edit button.

If everything is correct, check the 'I agree' box and click the Continue button.

Communication Preferences

Edit

REQUIRED COMMUNICATIONS

Email

INFORMATIONAL COMMUNICATIONS

Email

LANGUAGE

English

Challenge Questions

CHALLENGE QUESTION 1

What was the name of your elementary school?

CHALLENGE QUESTION 2

What is the nickname of your youngest sibling?

CHALLENGE QUESTION 3

What city were you born in?

CHALLENGE QUESTION 4

Who was your first boss?

I agree to Federal Student Aid's [Terms and Conditions](#).

Previous

Continue

Create an Account (FSA ID)

Step 7 of 7

Account Recovery

Only a verified email address OR a verified mobile phone number is required, but if you provided both on previous screens, you MUST verify both below.



Verify My Email Address

NOT VERIFIED

Previous

Finish

The final step of creating your FSA Account is to verify your email address and mobile phone *if you entered one*.

Click on the 'Verify My Email Address' link, an email will be sent to you with a code. Enter the code and click on the Continue button.

IF you entered a mobile phone number, you will be asked to verify it also. When you click on the link, a text message with a code will be sent to you. Enter the code and click on the Continue button.

Please Note: If you do not receive the verification email within a few minutes, please check the junk or spam folder in your email account.

The subject line:

Action Required: Verify Your FSA ID Email Address

Sent from:

FSA ID Information <FSA-ID@ed.gov>

The code will expire in 30 minutes. If this occurs, get another code by clicking on the 'Resend Secure Code' link.

Verify Your Email Address

You must verify your email address before you can use it for account recovery. An email containing a secure code was sent to the email: *****@gmail.com

Enter the secure code below.

185310

[Resend Secure Code](#)


Continue


Create an Account (FSA ID)

Step 7 of 7

Account Recovery

Only a verified email address OR a verified mobile phone number is required, but if you provided both on previous screens, you MUST verify both below.

 Verify My Email Address

 VERIFIED

Previous

Finish

After you have successfully entered the secure code, there will be a checkmark next to the word Verified in the green oval.

Click on the Finish button.

Congratulations!

You have successfully created your FSA Account. Click on the Return to StudentAid.gov button where you can begin your FAFSA or start the FSA Account creation process again so your parent can create theirs.

Your Account Was Successfully Created—What's Next?

Before we can grant full account access, we have to confirm your name, Social Security number, and date of birth match what is on record with the Social Security Administration (SSA). This process takes **one to three days**. If you verified your email address, you'll receive an email once your information is matched with the SSA.

Ways to Use Your Log-In Information Now

- [Complete and electronically sign an original \(first-time\) Free Application For Federal Student Aid \(FAFSA®\) form](#)
- Check the SSA match status of your account information

Ways to Use Your Log-In Information After You've Been Matched

- Access U.S. Department of Education online systems, such as the myStudentAid app
- Fill out a FAFSA renewal
- Complete and sign forms such as the Income-Driven Repayment Plan Request and Direct Consolidation Loan Application

[Return to StudentAid.gov](#)

Important NOTE:

Before you can use your newly created FSA Account to complete the FAFSA, your SSN needs to be verified with the Social Security Administration. Check back in 3-5 days to confirm verification. Instructions can be found here, <http://tinyurl.com/SSN-Verf>.