

## Create An FSA ID Worksheet

**Step 1. Create a SAVE KEY.** You can use the SAVE KEY to go back onto your FAFSA and make corrections. The SAVE KEY also allows you to share access to your application or correction if your parent needs to add their parental information or sign your FAFSA electronically.

The **SAVE KEY** must be between 4 and 8 characters long. You can use any combination of numbers and / or uppercase and lowercase letters. For example, the save key "Student2" is different than the save key "sTuDeNt2." Avoid using personal identifiers (for example, first name, last name, or date of birth) and simple save keys such as "1234" or "aaaa."

Write down your SAVE KEY: \_\_\_\_\_

**Step 2.** Students must create a **Username**

Write down your Username: \_\_\_\_\_

**NOTE: Parents of dependents students must create their own FSA ID to sign the student FAFSA electronically. Parents who are students themselves may already have an FSA ID#. Parents will use their own FSA ID# to sign a dependent student FAFSA electronically.**

**Step 3.** Open up your own email in a separate window and keep it open. You will receive an email confirmation giving you a six-digit numeric **Secure Code** later on in the process. You will received the **Secure Code** when you reach **STEP 11** below.

Begin creating your FSA ID by answering the **Step 3** questions below then click on the "**Create An FSA ID**" tab.

**Step 4.** Open up the FSA ID website in a new page by typing [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov) in the address bar.

Write down the email Address you opened in Step 1 above: \_\_\_\_\_

User Name (Create a user name now): \_\_\_\_\_

(You must create a **User Name** that is 6-30 characters in length)

(Create a password now):

Write down your Password: \_\_\_\_\_

**Password Hint:** Your password must contain (8-30 characters in length) at least three (3) of the following: **numbers, lower case letters, upper case letters and may include non-alpha numeric special characters.** You will be alerted when your password meets all criteria, then you will be required to enter it a second time.

**Step 5.** Check the box next to "**I am 13 years of age or older**" if you are at least 13 years old or older." Click **CONTINUE**

**Step 6.** One parent should complete a **Create An FSA ID# Worksheet** with their information. Students should complete a **Create An FSA ID# Worksheet** with their information.

1. Social Security Number (As it appears on your Social Security Card)
2. Date of Birth
3. First Name, Middle Initial, Last Name (As it appears on your Social Security Card)

Click **CONTINUE**

**Step 7.** Verify your personal information also referred to as "profile information." Continue entering your additional profile information.  
Click **CONTINUE**

**Step 7. Challenge Questions (Use the dropdown box) to choose two Challenge Questions. Below are the challenge questions. Write your answers to your two challenge questions:**

- What was the name of your elementary school? \_\_\_\_\_
- What is the nickname of your youngest sibling? \_\_\_\_\_
- What city were you born in? \_\_\_\_\_
- Who was your first boss? \_\_\_\_\_
- What was the name of your first pet? \_\_\_\_\_
- What was your high school's mascot? \_\_\_\_\_
- What is the name of the hospital you were born in? \_\_\_\_\_
- What color was your first car? \_\_\_\_\_
- What is your mother's maiden name? \_\_\_\_\_

**Step 8. Create your own two (2) Challenge Questions and answers:**

**1<sup>st</sup> Challenge Question:** \_\_\_\_\_  
**Answer to 1<sup>st</sup> Challenge Question:** \_\_\_\_\_

**2<sup>nd</sup> Challenge question:** \_\_\_\_\_  
**Answer to 2<sup>nd</sup> Challenge Question:** \_\_\_\_\_

**Step 9.** What is a significant date in your life? (**MM/DD/YYYY**) Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_  
Click **CONTINUE**

**Step 10.** Accept the terms and conditions by checking (✓) the "**I certify that the above information is correct and accept the terms and conditions**" box.

**Step 11.** An email should have just been sent to the email address that you entered in STEP 4 above giving you a six-digit numeric secure code that you will need to type in the "**Secure Code**" box on the FAFSA form. Look at your email and get your secure code. NOTE: The secure code is "case sensitive." Check your "JUNK" folder if you don't see an email with your Secure Code.

**Write down your Secure Code:** \_\_\_\_\_

**SUCCESS!** Now that you have successfully completed the application AND verified your email address, you may use either the FSA ID or your email address as the User Name when logging into certain U.S. Dept. of Education websites.

**Step 12.** Sign out of your email account.

**Let's begin completing the FAFSA. Go to: [www.fafsa.gov](http://www.fafsa.gov)**

**Click on:**

**"Start A New FAFSA"** for 1<sup>st</sup> time FAFSA filers

**"Login"** for returning (renewing) FAFSA filers