



# WORKSHEET: CREATING AN FSA ID

Creating an FSA ID (also called a StudentAid.gov account) is the first step to completing the Free Application for Federal Student Aid (FAFSA) online, which is the quickest and easiest way to submit the application. Each contributor must have a unique FSA ID in order to electronically give consent and sign the FAFSA. It also grants you access to your online Federal Student Aid (FSA) account to manage your federal student aid online. Use this worksheet to help you create an FSA ID.

For a video on how to create an FSA ID with a Social Security number, go to [www.youtube.com/watch?v=iTb7hMVtzc0](https://www.youtube.com/watch?v=iTb7hMVtzc0).  
 For a video on how to create an FSA ID without a Social Security number, go to [www.youtube.com/watch?v=Bu\\_EfT5\\_qtM](https://www.youtube.com/watch?v=Bu_EfT5_qtM).

## INFORMATION NEEDED TO CREATE AN FSA ID

Student Information	Parent(s) Information
Student Social Security number	Parent(s) Social Security number
Student email address <sup>1</sup>	Parent(s) email address <sup>1</sup>
Student mobile phone number <sup>1</sup>	Parent(s) mobile phone number <sup>1</sup>

## STEPS TO CREATING AN FSA ID

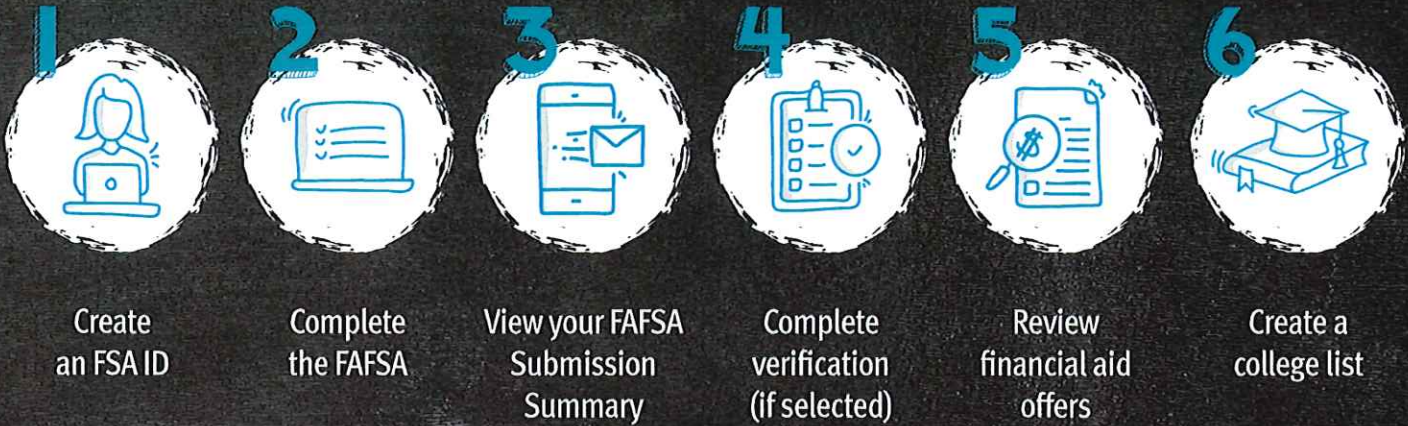
<b>STEP ONE</b> Personal Information	A. Go to the Create an Account (FSA ID) webpage at <a href="https://studentaid.gov/fsa-id/create-account/launch">https://studentaid.gov/fsa-id/create-account/launch</a> . B. Click Get Started. C. Enter your name exactly as it appears on your Social Security card, 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.
<b>STEP TWO</b> Account Information	A. Create a username 6-30 characters in length using any combination of numbers and uppercase or lowercase letters. Student username: _____ Parent(s) username: _____ B. 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(s) email address: _____ C. 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(s) password: _____
<b>STEP THREE</b> Contact Information	A. Enter your permanent mailing address. If you don't have one, you may use your high school address. B. Enter and confirm your mobile phone number. C. It is highly recommended to check the box allowing for quick and easy mobile phone account recovery.
<b>STEP FOUR</b> Communication Preferences	A. Select if you would like to receive U.S. Department of Education communications via email (recommended) or postal mail. B. Select your preferred language (English or Spanish).
<b>STEP FIVE</b> Challenge Questions	A. Select Challenge Question 1: _____ Answer: _____ B. Select Challenge Question 2: _____ Answer: _____ C. Select Challenge Question 3: _____ Answer: _____ D. Select Challenge Question 4: _____ Answer: _____
<b>STEP SIX</b> Confirm and Verify	A. Review your information for accuracy and make any necessary edits. B. Review FSA's terms and conditions and agree to them by checking the box.
<b>STEP SEVEN</b> Account Recovery	A. Select to verify your mobile phone number, email address and/or authenticator app by retrieving the six-digit secure code sent to you and entering it into the box provided. Two of these three verification methods are required, and you must verify both methods chosen. Student backup code: _____ Parent(s) backup code: _____

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, password and backup code in a safe place and do not share this information with anyone.

<sup>1</sup>The student and parent(s) email addresses and mobile phone numbers must be different.



SCAN HERE FOR A FILLABLE VERSION OF THIS WORKSHEET  
 which can be downloaded and saved to your device or printed



## FAFSA Steps

1. **Create an FSA ID.** Your first step is to create an FSA ID. If you are a dependent student, you and your parent(s) each need an FSA ID. Create your FSA ID at <https://studentaid.gov/fsa-id/create-account/launch>.
2. **Complete the FAFSA.** To complete the FAFSA online, go to <https://studentaid.gov/h/apply-for-aid/fafsa>. Your application is automatically edited for errors as each contributor completes it to ensure information provided is as accurate as possible. It is easy to navigate with help tools, including live chat, email and phone.

### Other ways to file include:

- PDF FAFSA that you download, print, complete and mail. Go to <https://studentaid.gov/apply-for-aid/fafsa/filling-out>.
- Paper FAFSA that you request, complete and mail. To get a paper FAFSA, call 800-4-FED-AID (800-433-3243). If you are hearing impaired, contact the TTY line at 800-730-8913.

To complete the FAFSA, each contributor must provide certain information regarding financial assets, liabilities and income.

### Gather this information before completing the FAFSA:

- Social Security number
- Tax returns (prior-prior year, so 2024 tax returns for the 2026-2027 FAFSA)
- Untaxed income records
- Assets records

- Business and farm records
- List of colleges you are interested in attending

Before submitting, all contributors must give consent and sign the form to have their federal tax information transferred directly from the IRS into the form.

There are federal, state and college deadlines to complete the FAFSA. View <https://studentaid.gov/apply-for-aid/fafsa/fafsa-deadlines> for more information.

3. **View your FAFSA Submission Summary.** Between three days and three weeks after you file the FAFSA, you will receive a FAFSA Submission Summary that contains information provided on your FAFSA along with your Student Aid Index (SAI). The SAI is an index colleges use to calculate the amount of financial aid you may qualify to receive as well as how much your family is expected to contribute toward your cost of education. These amounts will be determined by the financial aid office at your college.

The colleges you listed on your FAFSA receive the information you provided on the FAFSA in the form of an Institutional Student Information Record (ISIR). Based on this information, each college will determine the amount and types of aid for which you are eligible. Your state's higher education agency also will receive your FAFSA results to figure out how much state aid you may receive.

4. **Complete verification.** Verification is the process colleges use to ensure the accuracy of the information reported on the FAFSA. Being selected for

verification does not mean you have done something wrong. You may be required to provide the college with a copy of your tax return or other additional documentation. Be sure to watch for and respond to verification requests in a timely manner or your FAFSA will not be completed and you may miss out on receiving financial aid. If you filed your FAFSA electronically, the verification request will be sent to the email you provided.

5. **Review financial aid offers.** You will receive a financial aid offer from each college that accepts you for admission. The offer outlines the total financial aid package (grants, scholarships, work-study and loans) for which you are eligible. Financial aid administrators at the colleges can answer questions regarding the FAFSA Submission Summary and financial aid offers. See pages 24-26 for more information about understanding and comparing offers.
6. **Create a college list.** It is time to make your decision! Use the "Create Your College List" worksheet on page 5 and the "Make Your Decision" worksheet on page 26 to help you analyze your options. Be sure to notify your college of the financial aid options you have chosen to accept and decline as you are not required to accept all financial aid offered to you, such as loans.

**WHILE EVERY EFFORT IS MADE TO KEEP THIS BOOK UP TO DATE, PROGRAM DETAILS ARE SUBJECT TO CHANGE. FOR COMPLETE INFORMATION REGARDING FEDERAL STUDENT FINANCIAL AID PROGRAMS, visit <https://studentaid.gov>.**