



How Do I Get An FSA ID?

I have included step by step instructions below, including screen shots of most web-pages you will encounter. I suggest that you read the instructions thoroughly before starting the process. This is not difficult, but there are some tips below that will make the process easier.

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It will help to gather some information for the student and one custodial parent before you start. Make sure you have available:

- Social Security numbers and birth dates for each applicant
- An email address for the student, and a different email address for the parent *(It is necessary to be able to retrieve emails during the application process. A secure code will be emailed to you during the process.)*
- If you were previously assigned a Federal Student Aid PIN number, it will be helpful, but not mandatory, to have it available.

Let's Get Started!

- Access the FSA ID Website at: <https://fsaid.ed.gov>
- Select 'Create An FSA ID'

The screenshot shows the 'Create An FSA ID' form on the FSA ID website. At the top, there are two tabs: 'Create An FSA ID' (selected) and 'Edit My FSA ID'. The form contains several input fields: 'E-mail', 'Confirm E-mail', 'Username *', 'Password *', and 'Confirm Password *'. Each field has a question mark icon to its right. Below the password field, there are checkboxes for 'Numbers', 'Uppercase Letters', 'Lowercase Letters', 'Special Characters', and '8-30 Characters', along with a 'Show Text' checkbox. At the bottom, there are two radio button options for age: 'I am 13 years of age or older.' and 'I am 12 years of age or younger.'. A green 'CONTINUE >' button is located at the bottom right of the form.

- Enter an email address unique to the student or parent applying for the FSA ID. For example, if a student uses a parent's email address in his or her application, the parent cannot use the same email address for the parent application.
- *It is important to have access to your inbox for this email address during the application process. A secure code will be emailed to you during the process.*

- Create a **USERNAME**. Your user name will be unique to you and you will be alerted to the availability of the username you have selected.

- Create a **PASSWORD**. Your password must contain between 8-30 characters, include numbers, upper and lower case letters and may include special characters. You will be alerted when your password meets all criteria, then you will be required to enter it a second time.

- **Write down your Username and Password and keep this information in a secure location.**
- Confirm the age of the applicant and select CONTINUE.
- On the next screen you will be required to enter your Social Security Number, Date of Birth, and Name. Enter the information in the required format and select CONTINUE.

* Required

Social Security Number *

- - ?

Show Text

Date of Birth *

?

First Name, Middle Initial, Last Name *

?

- If you already have a PIN number, you will be prompted to enter your current PIN number, then select VERIFY. Since all active PIN numbers have been verified, this serves as an immediate verification of the information you have entered. If your PIN is not available, or if you never had a PIN, select CONTINUE WITHOUT PIN.

- In the next screen, new applicants will be asked to input your address. For applications with a PIN, information from your current PIN will be imported. Verify the imported mailing address. Input of a phone number will be suggested, but is not mandatory. When complete, select CONTINUE

Your PIN information has been imported into your FSA ID application. You should review the information date.

Social Security Number:

First Name, Middle Initial, Last Name:

Date of Birth:

Username *

Password *
 Criteria Met Show Text

Confirm Password *

E-mail

Confirm E-mail

Mailing Address

City, State, Zip Code NJ - N

Phone

Alternate Phone

Language Preference English Español

- You will be required to establish answers to 4 security questions. 2 questions will be from a bank of pre-selected questions, 2 questions will be created by the applicant. Enter a significant date in your life. Select CONTINUE.

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.

* Required

Challenge Question 1 * ?

Answer 1 * ? Show Text

Challenge Question 2 * ?

Answer 2 * ? Show Text

Challenge Question 3 * ?

Answer 3 * ? Show Text

Challenge Question 4 * ?

Answer 4 * ? Show Text

Challenge Question 5 (Used to access your information over the phone) * ?

Answer 5 * ? Show Text

- Review and accept the Terms and Conditions in the next screen. Select CONTINUE.
- An email will be sent to the email address you entered in the application. You will be asked to verify the email address by entering a 6 digit numeric code contained in the email. Enter the code in the email and select CONTINUE.

Verify Your E-mail

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.

Enter the Secure Code

An e-mail containing a secure code was sent to your e-mail address on file. If you're accessing your e-mail via the Web, make sure to open a separate browser window. If you did not receive an e-mail, you can [request a new secure code](#).

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.

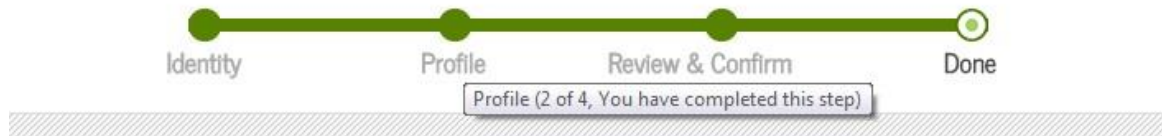
* Required

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.

FSA ID Created

You have successfully created your FSA ID.



- You can now use your FSA ID username and password to log in to FSA websites and applications.

Select RETURN TO LOGIN if you wish to return to the FSA ID log-in page.

Congratulations! You are ready to get started! Remember, if you have any questions, we are here to help.