



## 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.*

44 South 21<sup>st</sup> Street, 2<sup>nd</sup> Floor Kenilworth, NJ 07033

Phone 908-276-9140 Fax 908-276-9114 [financialaid@garretsonfinancial.com](mailto:financialaid@garretsonfinancial.com)

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.)*

### Let's Get Started!

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

The screenshot shows the 'Create An FSA ID' web form. At the top, there are two tabs: 'Create An FSA ID' (selected) and 'Edit My FSA ID'. The form contains the following fields and options:

- E-mail: Text input field with a help icon (?)
- Confirm E-mail: Text input field with a help icon (?)
- Username \*: Text input field with a help icon (?)
- Password \*: Text input field with a help icon (?)
- Below the password field: Checkboxes for 'Numbers', 'Uppercase Letters', 'Lowercase Letters', 'Special Characters', and '8-30 Characters', and a 'Show Text' button.
- Confirm Password \*: Text input field with a help icon (?)
- Are you 13 years of age or older? \*: Radio button options for 'I am 13 years of age or older.' and 'I am 12 years of age or younger.' with a help icon (?)
- At the bottom right: A green 'CONTINUE' button.

- 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 \***

?

- In the next screen, new applicants will be asked to input your address.

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. This process will also occur with the cell phone number. It will be verified with a code.

### 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.

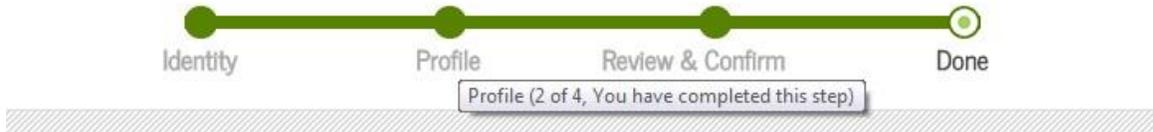
\* Required

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.**