Guide to Creating an FSA ID

An FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as the Free Application for Federal Student Aid (FAFSA. Creating an FSA ID is an important first step in the Financial Aid process. To get started provide the website: https://fsaid.ed.gov

Always provide these help numbers to your students:

- Department of Education FSAID help hotline: 1.800.557.7394
- Department of Education FAFSA help hotline: 1.800.433.3243

You can instruct students on which fields to complete and how to complete them. NEVER provide or ask for the information entered into the fields. You can also refer the student to the FAQ’s on the FSAID site for additional help.

The student will complete the following form fields and select Continue:

Review the password requirements with student. The student CANNOT share their password with you. NEVER ask for the student's password. NEVER assist the student in creating their password.

Once the student has created a password, the student will be prompted to fill out Personal Identification Information. For Date of Birth, type numbers only. Example: January 11, 1986 enter 01111986
If the student has a FAFSA PIN (used by FAFSA administration in the past) they can enter it here. This will import their personal information.
The student will receive this message regarding a PIN.

If you already have a PIN, you can link your information to your new FSA ID by entering your PIN while registering for your FSA ID. (This will save you time when registering for your FSA ID.) If you've forgotten your PIN, don't worry; you can either enter the answer to your PIN “challenge question” during the FSA ID registration process to link your PIN, or you can just create your FSA ID from scratch.

A PIN is not required to create an FSA ID.

Your PIN information has been imported into your FSA ID application. You should review the information and make sure it is up to date.

The student should review and update personal information as necessary. If the student does not have a FAFSA PIN they must complete all personal information fields.
The student completes security questions 1 and 2 with answers. Then he/she must create their own questions for 3 and 4. They must be in the form of a question, ending with a question mark. *Do not assist the student in creating security questions.

The student needs to read this section and check the box. Click continue.
When the student clicks continue, they will automatically be sent an email containing a secure code. By entering the secure code below, the student verifies their email address.
The student will receive this email with their secure code.

From: "FSA ID Information" <FSAYID@ed.gov>
Date: Jan 11, 2016 8:35 AM
Subject: Important: Your FSA ID E-mail Validation - Action Required
To: studentemail@email.com
Cc:

Dear Student

Complete the e-mail verification process by entering the following secure code into the Secure Code field on your Web page:

123456

Once you have entered the secure code and verified your e-mail address, you will also be able to use your e-mail as your username when logging in to Federal Student Aid applications and websites.

This code is used to verify your email address and is not your FSA ID. The FSA ID is the ID you choose during the registration process.

If you have any questions or need help, visit https://fsaid.ed.gov and select Help for more details.

Thank you,

U.S. Department of Education

Federal Student Aid

This screen indicates the student has successfully completed their FSA ID and may now complete the FAFSA.