

# CREATING AND USING YOUR FSA ID – AN OVERVIEW

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## EVERYONE NEEDS AN FSA ID

You will need an FSA ID to access Federal Student Aid's online systems, and it will serve as your legal signature. You must have a social security number to create an FSA ID.

### Getting started

 [StudentAid.gov/FSAID](https://studentaid.gov/FSAID)

Everything you need to do to receive an FSA ID is located on [StudentAid.gov/FSAID](https://studentaid.gov/FSAID). Click on "Create an FSA ID Now" or create your FSA ID when you "Start a New FAFSA."

### Who needs one?

If you are a dependent student, you and your parent will need to create your own unique FSA IDs. If you believe you are not a dependent student, visit [StudentAid.gov/dependency](https://studentaid.gov/dependency).

### When should I fill it out?

As soon as possible! Students in their senior year of high school should submit the FAFSA on or after October 1st and each subsequent year in college. While the federal government has a 21-month application cycle for the FAFSA, state governments and many states have deadlines in February and March. Each state and school has its own financial aid deadline. Nine states even award state aid on a first come, first-served basis until the money runs out. So don't wait!

# YOU HAVE AN FSA ID! NOW WHAT?

## Email confirmation

You will receive a confirmation email with the subject line: "Important: Your FSA ID E-mail Validation - Action Required" once you've completed your FSA ID registration.

## How to use your FSA ID

You can use it to log in to FAFSA.gov to complete, sign and submit your new FAFSA!

## When can I start using my FSA ID?

If you applied for federal student aid before May 2015, you were given a four-digit PIN - the FSA ID will replace this PIN. If you link your FSA ID to your four-digit PIN you can begin using your FSA ID immediately.

If you can't remember your pin, you can select "Forgot my PIN" and answer a challenge question to retrieve it or you can continue without linking your PIN.

If you do not have a PIN, your FSA ID application will be sent to the Social Security Administration (SSA) for confirmation.

Confirmation will take one to three days, and you will receive an email from the Social Security Administration informing you of the result, titled "Important: Your Social Security Administration (SSA) Results – Successful."

You can also check the status of your confirmation by logging in at [FSAID.ed.gov](https://fsaid.ed.gov) using the "Edit my FSA ID" tab.

You can make any changes needed there. If all of your information is correct and you have still not received confirmation, you will need to call your local SSA office at 1-800-772-1213 or visit [www.ssa.gov](https://www.ssa.gov).

You will not be able to access your FAFSA application until your application is confirmed.

## Where to use your FSA ID

You can access all Department of Education websites with your FSA ID including:

- [FAFSA.gov](https://fafsa.gov)
- National Student Loan Data System [www.NSLDS.ed.gov](https://www.nsls.ed.gov)
- [StudentLoans.gov](https://studentloans.gov)
- [Teach-ATS.ed.gov](https://teach-ats.ed.gov)

# FSA ID: RETRIEVING YOUR USERNAME AND PASSWORD

## Help! I lost my username and password! What do I do?

It's okay. We can find it.

### How to retrieve your Username and Password

- Select “Forgot my username” at the log in screen.
- You will need to either provide a secure code that can be emailed to you by providing your email address or by answering your challenge questions.
- If you select challenge questions, you will need to also type in your Social Security Number (SSN), last name and date of birth (DOB). You will also have to wait 30 minutes before retrieving your username.
- Click on one to proceed.
- Once you enter the secure code sent to you by email or you answer your challenge questions, the screen will display your username. You must enter the secure code within ten minutes. (The secure code expires after ten minutes.)

### What if I'm locked out of my account?

- If you've been locked out, you can unlock your account using either email or the challenge questions. If you choose to use your challenge questions, you will also have to wait 30 minutes before retrieving your username.
- Once you have entered the secure code or answered your challenge questions you will be prompted to change your password. You must enter the secure code within ten minutes. (The secure code expires after ten minutes.)
- Once you enter a new password and re-enter it successfully, you will receive a message saying “Success!” and a button for you to click to return to the log in screen.

For more information, please reference the following link:

<https://fsaid.ed.gov/npas/pub/faq.htm>