

Creating Your FSA ID

An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education (ED) websites. Your FSA ID identifies you as someone who has the right to access your own personal information on ED websites such as the *Free Application for Federal Student Aid (FAFSA®)* at fafsa.gov.

If you are a parent of a **dependent student**, you will need your own FSA ID if you want to sign your child's FAFSA electronically. If you have more than one child attending college, you can use the same FSA ID to sign all applications. *Please note: Each FSA ID user must have a unique e-mail address.*

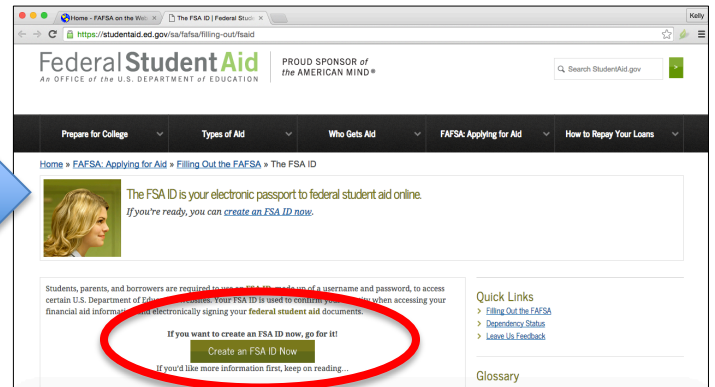
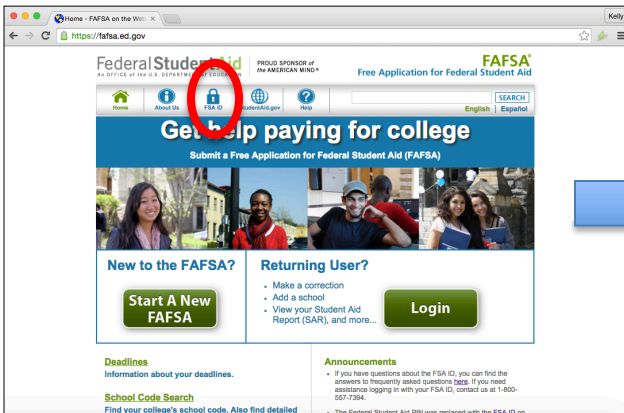
Your FSA ID is used to sign legally binding documents electronically. It has the same legal status as a written signature. **Don't give your FSA ID to anyone—not even to someone helping you fill out the FAFSA.** Sharing your FSA ID could put you at risk of [identity theft!](#)

Obtained from <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid#fsaid-intro>

Keep this paper and info in a safe place!

Go to www.fafsa.ed.gov and click on the “lock” icon labeled “FSA ID”

Click on “Create an FSA ID” now.



Page ONE

1. Enter your personal email address that you check regularly!
*****Students – DO NOT use your OLCHS email – this is not permanent and will not be accessible after you graduate!**

Email used: _____

2. Create a username. It is a good idea to just use the first part of your email before the “@” symbol.
Example: If my email is Sparty2016@olchs.com then my username would be Sparty2016

My username: _____

3. Create a password between 8-30 characters long. It must contain the following:
 - a. Lowercase letter
 - b. Uppercase letter
 - c. A number
 - d. A special character (examples: * # ^ _ %)

My password: _____

4. Certify that you are at least 13 years old, then hit “Continue.”

Page TWO

5. Enter your Social Security Number: _____ - _____ - _____
6. Enter your birthdate in the following format: MM/DD/YYYY (Example: 01/20/2001)
7. Enter your FULL LEGAL name as it appears on your birth certificate. Do not use abbreviations or nicknames!
8. Enter your full mailing address and phone number (without dashes).
9. Check your language preference, then hit "Continue."

Page THREE – Challenge Questions

*****NOTE** - Pay attention to your use of capital letters – when you return you must enter your answers EXACTLY as you did when creating your FSA ID!

	Question	My Answer
1	<u>From Menu:</u>	
2	<u>From Menu:</u>	
3	<u>Create Your Own:</u>	
4	<u>Create Your Own:</u>	
5	Create an 8-digit PIN number to access loan information ***NOTE – do not use your birthday!	

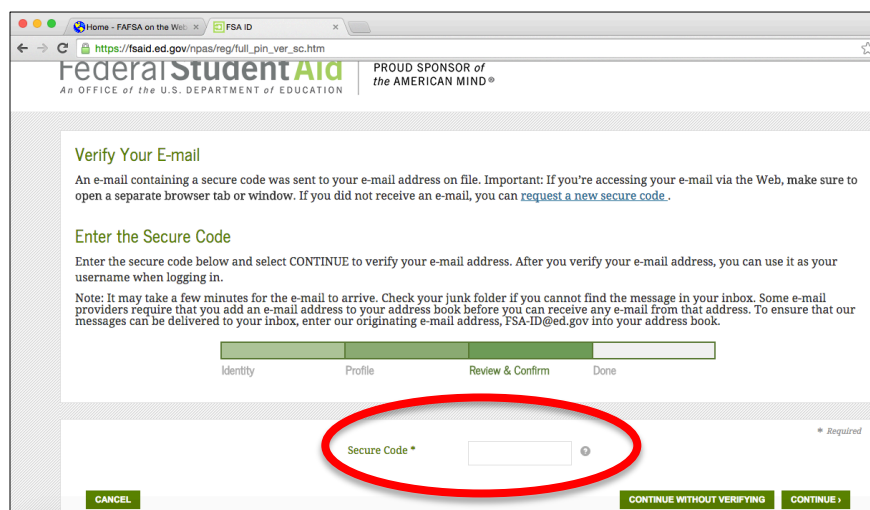
Page FOUR – Review & Confirm

*****NOTE** – Make sure you check the box at the bottom to accept the terms and conditions before you hit "Continue."

Step FIVE – Confirm your email

Check your email for a numeric code and enter it in this screen

*****NOTE** – you must do this within 15 minutes or the code will expire!!



Once you have confirmed your email, your FSA ID is ready to use!

Step SIX – Fill out your FAFSA as soon as possible beginning October 1