

# FSA ID WORKSHEET



**FAFSA.gov**

Federal Student Aid IDs are required for students and parents to access and electronically sign the FAFSA. Parent(s) of dependent students will also need to create an FSA ID. *KEEP IN A SAFE PLACE.*

## **1 ENTER AN EMAIL ADDRESS** \_\_\_\_\_

The email address must be unique to each individual. You will not be able to use the same email address for student and parent. DO NOT use high school email accounts.

## **2 CREATE A USERNAME** \_\_\_\_\_

Must be 6-30 characters. Avoid using personal identifiers like your name or birthdate.

## **3 CREATE A PASSWORD** \_\_\_\_\_

Must be 8-30 characters and contain upper- and lowercase letters and numbers. Avoid personal identifiers.

## **4 COMPLETE YOUR PROFILE**

1. Enter your Social Security number
2. Enter your birthdate
3. Enter your name exactly as it is listed on your social security card

Social Security matches are confirmed within 1 to 3 days. Errors can cause delays.

## **5 CHALLENGE QUESTIONS & ANSWERS**

There are four challenge questions and answers. Select the questions from drop down menus and provide your answers below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## **6 VERIFY YOUR EMAIL ADDRESS & MOBILE PHONE NUMBER**

FSA will send an email with a code that must be entered to verify your email address. FSA will send a text message with a code used to verify your mobile phone number.

## **7 COMPLETE THE TWO-STEP VERIFICATION PROCESS**

To verify the information used to create the FSA ID, you'll need to set up at least one verification method to utilize two-step verification. Use one of these options: SMS Text, Email or download an Authenticator app.

## **8 KEEP TRACK OF IMPORTANT NUMBERS**

A backup code will be generated when you create your FSA ID account or when you enable two-step verification. The backup code lets you access your account if you can't use the two-step verification method. If it gets lost, log in to your account and select "Generate a New Backup Code" under "Two-Step Verification" in Settings. Contact Federal Student Aid at 1-800-4-FED-AID for assistance. Save your backup code here: \_\_\_\_\_