# Creating a FSA ID for FAFSA

**How do I create an FSA ID?** The student and 1 **custodial** parent (does not matter which one) will each need to create their own FSA ID. The process is the same for both, and can be completed using the steps below. <u>PLEASE RECORD YOUR FSA ID LOGIN INFORMATION FOR FUTURE USE. YOU WILL HAVE THE SAME INFORMATION FOREVER.</u>

1. Go to fsaid.ed.gov
2. Click on the "Create An FSA ID" tab
3. Enter your email address. **Parent and student cannot use the same address.**
4. Create a Username
5. Create a Password
   a. 8-30 characters long
   b. Contain 3 of the 4 following
      i. Numbers
      ii. Uppercase letters
      iii. Lowercase letters
      iv. Special characters (!@#$*)
   c. Do not use personally identifiable information (name, birthday, etc)
6. Click "Continue"
7. Enter your name, social security number (must match social security card!), date of birth, address, email, and cell phone number (check the box that they can text you)
8. Click "Continue"
9. Select 4 Challenge Questions to be used if you forget your FSA ID
   a. Answers are case sensitive
   b. Take note of questions and answers
10. Click "Continue"
11. Review and confirm information
12. Review terms and conditions and check the box that says "I certify that the above information is correct and accept the terms & conditions"
13. **Do not close the email verification page**
14. Retrieve your confirmation code from your email using another tab or window
15. Verify your email address by entering the code into the "Secure Code" data field
16. Repeat steps 13-15 to verify your cell phone number if you entered one
17. Your FSA ID is now ready to use. You should have a green confirmation page on your screen.