

Register for your FSA ID

1. To register your FSA AID, go to www.fsaid.ed.gov and you should see the following.

Create a New FSA ID

An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member. Misrepresentation of your identity to the federal government could result in criminal or civil penalties.

To create your own personal FSA ID, enter answers for the questions below and select CONTINUE.

Important: When you are done click the CANCEL button to clear your data, even if you did not finish creating your FSA ID. Just closing your browser window or going to another website may not be enough to prevent other people using this computer from seeing your information until the session expires.

* Required

Create An FSA ID | Edit My FSA ID

E-mail ?

Confirm E-mail ?

Username * ?

Password * ?

Numbers Uppercase Letters Lowercase Letters Special Characters 8-30 Characters Show Text

Confirm Password * ?

Are you 13 years of age or older? *

I am 13 years of age or older. ?

I am 12 years of age or younger. ?

[Edit My FSA ID](#)

[Frequently Asked Questions](#)

CONTINUE >

You will want to stay in the “Create An FSA ID” tab. Fill in your appropriate information. If your requested username is taken already, it will prompt you right away as seen below.

Create An FSA ID | Edit My FSA ID

E-mail ?

Confirm E-mail ?

Username * ?

Password * ?

Numbers Uppercase Letters Lowercase Letters Special Characters 8-30 Characters Show Text

Confirm Password * ?

Are you 13 years of age or older? *

I am 13 years of age or older. ?

I am 12 years of age or younger. ?

USERNAME TAKEN

CONTINUE >

If your username is available, you will see “USERNAME AVAILABLE” and can move forward to create a password.

E-mail ?

Confirm E-mail ?

Username * ?

Username AVAILABLE

Password * ?

✓ Numbers ✓ Uppercase Letters ✓ Lowercase Letters ✓ Special Characters ✓ 8-30 Characters Show Text

Confirm Password * ?

Are you 13 years of age or older? * I am 13 years of age or older. ?
 I am 12 years of age or younger.

CONTINUE ,

When creating a password, make sure you follow all the requirements. Each requirement you have followed will have a green check. In this tutorial, we created a password with lowercase letters and digits.

Password * ?

✓ Numbers ✓ Uppercase Letters ✓ Lowercase Letters ✓ Special Characters ✓ 8-30 Characters Show Text

In adding an uppercase letter, we have met all the requirements as you can see it states “Criteria Met”.

Password * ?

✓ Criteria Met Show Text

Answer the question concerning if you are 13 or older.

2. If you have successfully created your username and password and selected Continue, you will see the following screen:

Personal Identification Information

To apply for an FSA ID, complete the information below and select CONTINUE.

I understand that I will be required to certify that the information that I provide to obtain an FSA ID is true and correct and that I am the individual who I claim to be. If I am not that person who I claim to be, I understand that I am not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be fined, sent to prison for not more than five years, or both.

Identity Profile Review & Confirm Done

Social Security Number * - - ? * Required
 Show Text

Date of Birth * mm/dd/yyyy ?

First Name, Middle Initial, Last Name * ?

CANCEL **PREVIOUS** **CONTINUE**

Note that in filling out your First Name, Middle Initial, and Last Name that there are **3 separate boxes** for each.

Personal Identification Information

To apply for an FSA ID, complete the information below and select CONTINUE.

I understand that I will be required to certify that the information that I provide to obtain an FSA ID is true and correct and that I am the individual who I claim to be. If I am not that person who I claim to be, I understand that I am not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be fined, sent to prison for not more than five years, or both.

Identity Profile Review & Confirm Done

Social Security Number * - - ? * Required
 Show Text

Date of Birth * mm/dd/yyyy ?

First Name, Middle Initial, Last Name * ?

CANCEL **PREVIOUS** **CONTINUE**

3. If you have a Federal PIN, you may enter that in the next step. **IF YOU DO NOT HAVE A PIN OR DO NOT SEE THIS OPTION PLEASE SKIP TO STEP 5.** Entering your PIN will allow you to use your FSA ID immediately without needing to wait for your identity to be confirmed.

Link Your PIN to Your FSA ID

Enter your Federal Student Aid PIN below and select VERIFY to link it to your FSA ID. If you do not remember your PIN, select Help (?) for more details or use the Forgot My PIN link.

By linking your PIN to your FSA ID, you will be able to use your new FSA ID with all FSA systems immediately.

If you don't remember your PIN or the answer to your PIN challenge question, then select CONTINUE WITHOUT PIN. We will send your information to the Social Security Administration (SSA) for confirmation. This takes 1-3 days. You will receive an e-mail when the match is complete. You can sign and submit an original FAFSA with your new FSA ID right away. For access to most other FSA systems, you must wait for SSA confirmation.



Social Security Number: [REDACTED]

Date of Birth: [REDACTED]

First Name, Middle Initial, Last Name: [REDACTED]

PIN * * Required

[Forgot My PIN](#)

VERIFY

CANCEL **PREVIOUS** **CONTINUE WITHOUT PIN**

Forgot your PIN? You can click on the “Forgot My PIN” option and it will allow you to enter the answer to your challenge question. If you cannot remember your PIN or challenge answer, you can simply “Continue Without PIN”.

Answer Your PIN Challenge Question

To link your PIN, answer your PIN challenge question below and select CONTINUE. The answer is not case sensitive. Select Help (?) for more details.

By linking your PIN to your FSA ID, you will be able to use your new FSA ID with all FSA systems immediately.

If you don't remember the answer to your PIN challenge question, then select CONTINUE WITHOUT PIN. We will send your information to the Social Security Administration (SSA) for confirmation. This takes 1-3 days. You will receive an e-mail when the match is complete. You can sign and submit an original FAFSA with your new FSA ID right away. For access to most other FSA systems, you must wait for SSA confirmation.



PIN Challenge Question: What is your mother's maiden name? * Required

Answer * Show Text

CANCEL **PREVIOUS** **CONTINUE WITHOUT PIN** **CONTINUE**

4. If you have successfully entered your PIN, you will see the following page:

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

Social Security Number: [REDACTED]

First Name, Middle Initial, Last Name: [REDACTED] [REDACTED] [REDACTED]

Date of Birth: [REDACTED]

Username * [REDACTED] ?

Password * [REDACTED] ?

Criteria Met Show Text

Confirm Password * [REDACTED] ?

E-mail [REDACTED] ?

Confirm E-mail [REDACTED] ?

Mailing Address [REDACTED] ?

City, State, Zip Code [REDACTED] [REDACTED] [REDACTED] ?

Phone [REDACTED] ?

Alternate Phone [REDACTED] ?

Language Preference English Español ?

CANCEL

CONTINUE >


Skip to step 6.

5. The next page will confirm the information you put in. Please fill in any blank spaces. In this case, we would need to update Mailing Address and Phone Number.

Profile Information

First, review the information you have provided carefully. Mistakes can cause delays or problems with the disbursement or repayment of financial aid.

Then complete the additional questions below. Select CONTINUE to proceed.



Social Security Number * - - * Required
Show Text

First Name, Middle Initial, Last Name * * Required

Date of Birth * * Required

Username * * Required

Password * * Required
Criteria Met Show Text

Confirm Password * * Required

E-mail * Required

Confirm E-mail * Required

Mailing Address * Required

City, State, Zip Code * Required

Phone * Required

Alternate Phone * Required

Language Preference English Español * Required

CANCEL **CONTINUE >**

- The next step requires you to fill in answers for 2 challenge questions of your choosing. You will then have to make up any 2 challenge questions you desire. Fill in appropriate answers to your challenge questions without any symbols. You will also have to enter a date of your choosing. This is an additional challenge question.

Challenge Questions And Answers

Challenge questions and answers are used to retrieve your username or password if you forget them and to unlock your account. Provide the challenge questions and answers below and select CONTINUE.

Identity Profile Review & Confirm Done

* Required

Challenge Question 1 * What was the name of your elementary school? Show Text

Answer 1 * Show Text

Challenge Question 2 * What was the name of your first pet? Show Text

Answer 2 * Show Text

Challenge Question 3 * What is your favorite holiday? Show Text

Answer 3 * Show Text

Challenge Question 4 * What super power do you wish you had? Show Text

Answer 4 * Show Text

Challenge Question 5 (Used to access your information over the phone) * Type a significant date in your life (MM/DD/YYYY) Show Text

Answer 5 * mm/dd/yyyy Show Text

CANCEL PREVIOUS CONTINUE

Click "Continue" to move forward.

7. Review the information to make sure everything is accurate.

Review Your Information and Terms & Conditions

Verify the information you provided for your FSA ID below. If there is an error, select PREVIOUS and make the appropriate updates. If there are no errors, then read and agree to the Terms & Conditions and select CONTINUE.

Identify Profile **Review & Confirm** Done

* Required

Social Security Number: [REDACTED]

Username: [REDACTED]

Password: [REDACTED]

E-mail: [REDACTED]

Are you 13 years of age or older?: [REDACTED]

First Name, Middle Initial, Last Name: [REDACTED]

Date of Birth: [REDACTED]

Mailing Address: [REDACTED]

City, State, Zip Code: [REDACTED]

Phone: [REDACTED]

Alternate Phone: [REDACTED]

Language Preference: [REDACTED]

Challenge Question 1: [REDACTED]

Answer 1: [REDACTED]

Challenge Question 2: [REDACTED]

Answer 2: [REDACTED]

Challenge Question 3: [REDACTED]

Answer 3: [REDACTED]

Challenge Question 4: [REDACTED]

Answer 4: [REDACTED]

Challenge Question 5 (Used to access your information over the phone): [REDACTED]

Answer 5: [REDACTED]

8. If everything looks correct, review the terms and conditions then select the checkbox below. Click "Continue".

Read before you proceed.

By submitting this application, you agree not to share your FSA ID with anyone. The security of your FSA ID is important because it can be used to

- electronically sign Federal Student Aid documents
- access your personal records, and
- make binding legal obligations.

If your FSA ID is lost or stolen, you also agree to

I certify that the above information is correct & accept the terms & conditions

CANCEL **< PREVIOUS** **CONTINUE >**

9. The next step will verify your email. Check the email you provided in your information for a 6 digit verification code then enter in the space provided. Continue when able.


Verify Your E-mail

Enter the secure code below and select CONTINUE to verify your e-mail address. After you verify your e-mail address, you can use it as your username when logging in.

Enter the Secure Code

An e-mail containing a secure code was sent to your e-mail address on file. If you're accessing your e-mail via the Web, make sure to open a separate browser window. If you did not receive an e-mail, you can [request a new secure code](#).

Note: It may take a few minutes for the e-mail to arrive. Check your junk folder if you cannot find the message in your inbox. Some e-mail providers require that you add an e-mail address to your address book before you can receive any e-mail from that address. To ensure that our messages can be delivered to your inbox, enter our originating e-mail address, FSA-ID@ed.gov into your address book.



Identity Profile Review & Confirm Done


Secure Code * ⓘ * Required

CANCEL **CONTINUE WITHOUT VERIFYING** **CONTINUE**

10. Congratulations! Your FSA ID is complete! If you have synced the information with your PIN you will see the following screen.

FSA ID Created

You have successfully created your FSA ID. You can now use your FSA ID to complete and electronically sign your *Free Application for Federal Student Aid* (FAFSA[®]; www.fafsa.gov).



- You can now use your FSA ID username and password to log in to FSA websites and applications.


Select RETURN TO LOGIN if you wish to return to the FSA ID log-in page.

[RETURN TO LOGIN](#)

If you did not/could not enter your PIN, you will see the following screen instead:

FSA ID Created

You have successfully created your FSA ID. You can now use your FSA ID to complete and electronically sign your *Free Application for Federal Student Aid* (FAFSA[®]; www.fafsa.gov).



- Your FSA ID username and password have been created. We will send your information to the Social Security Administration (SSA) for verification. This takes 1-3 days, during which time you can use your FSA ID to complete and electronically sign your *Free Application for Federal Student Aid* (FAFSA[®]) at www.fafsa.gov.

Once your name, Social Security number, and date of birth are verified with the Social Security Administration (SSA), you can then use your FSA ID to access these Federal Student Aid systems:

Free Application for Federal Student Aid at www.fafsa.gov:

- Pre-fill data in this year's FAFSA if you filed a FAFSA last year.
- Make online corrections to an existing FAFSA.
- View or print an online copy of your Student Aid Report (SAR).

The National Student Loan Data System at www.nslds.ed.gov:

- View a history of any federal student aid that you have received.
- Look up your loan servicer information.

StudentLoans.gov at www.studentloans.gov:

- Complete Entrance Counseling.
- Electronically sign a master promissory note (MPN).
- Complete PLUS loan requests.
- Complete Exit Counseling.

Agreement to Serve (ATS) at www.teach-ats.ed.gov:

- Sign your ATS for the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program.

My Federal Student Aid at StudentAid.gov/log-in:

- View a history of any federal student aid that you have received.
- Look up your loan servicer information.

Select RETURN TO LOGIN if you wish to return to the FSA ID log-in page.

If you have any questions, please contact your Financial Aid Office:

Rockland: 800-799-6248

Manhattan: 877-626-2346