



COLORADO
Department of
Higher Education

Federal Student Aid

An OFFICE of the U.S. DEPARTMENT of EDUCATION

Creating an FSA ID – Worksheet and Guide





Creating an FSA ID is the first step to completing the Free Application for Federal Student Aid (FAFSA) online, which is the quickest and easiest way to submit the application. Each student and their contributor(s) must have a unique FSA ID in order to electronically sign the FAFSA. The FSA ID username and password are used to electronically sign the FAFSA and other important financial aid paperwork. Your FSA ID also grants you access to your online Federal Student Aid (FSA) account. Use this worksheet to help you create an FSA ID.

For a video on FSA ID creation, go to www.youtube.com/watch?v=Pitb_alQBVc

INFORMATION NEEDED TO CREATE AN FSA ID

Student Information

- Student Social Security card
- Student email address²
- Student mobile phone number²

Contributor(s) Information

- Contributor(s) Social Security card¹
- Contributor(s) email address²
- Contributor(s) mobile phone number²

For the 2024-2025 FAFSA, contributors without an SSN will create an FSA ID. This new feature will start once the better FAFSA launches December 31, 2023. Contributors without a SSN will be able to verify their identity through TransUnion, similar to a credit check. If a contributor doesn't have enough credit to use TransUnion successfully, they will upload identity documents.



STEPS TO CREATING AN FSA ID

<p>STEP ONE Personal Information</p>	<p>A Go to the “Create an Account” (FSA ID) webpage at studentaid.gov/fsa-id/create-account/launch. B Click “Get Started”. C Enter your name exactly as it appears on your Social Security card, date of birth (mm/dd/yyyy) and Social Security number. If your full name is too long and you can’t fit it into the box, type as much of your name as you can.</p>
<p>STEP TWO Account Information</p>	<p>A Create a username 6-30 characters in length using any combination of numbers and uppercase or lowercase letters. Student username: _____ Contributor(s) username: _____ B Enter and confirm your email address. It is recommended to use a non-school-based email address, since you will need to access your FSA account after you graduate high school. Student email address: _____ Contributor(s) email address: _____ C Create and confirm a password 8-30 characters in length. The password is case sensitive and must include a combination of numbers, uppercase letters and lowercase letters. Do not use personal identifiers (e.g., date of birth, name). Student password: _____ Contributor(s) password: _____</p>
<p>STEP THREE Contact Information</p>	<p>A Enter your permanent mailing address. If you don’t have one, you may use your high school address. B Enter and confirm your mobile phone number. C It is highly recommended to check the box allowing for quick and easy mobile phone account recovery.</p>
<p>STEP FOUR Communication Preferences</p>	<p>A Select if you would like to receive U.S. Department of Education communications via email (recommended) or postal mail. B Select your preferred language (English or Spanish).</p>
<p>STEP FIVE Challenge Questions</p>	<p>A Select Challenge Question 1: _____ Answer: _____ B Select Challenge Question 2: _____ Answer: _____ C Select Challenge Question 3: _____ Answer: _____ D Select Challenge Question 4: _____ Answer: _____</p>
<p>STEP SIX Confirm and Verify</p>	<p>A Review your information for accuracy and make any necessary edits. B Review FSA’s terms and conditions and agree to them by checking the box. <input type="checkbox"/></p>
<p>STEP SEVEN Account Recovery</p>	<p>A Select to verify your mobile phone number, email address and/or authenticator app by retrieving the six-digit secure code sent to you and entering it into the box provided. Two of these three verification methods are required, and you must verify both methods chosen. Student backup code: _____ Contributor(s) backup code: _____</p>

¹You can begin to use your FSA ID immediately for activities such as electronically signing your FAFSA; however, some of your activities will be limited until the Social Security Administration (SSA) verifies your information (1-3 business days). Keep your FSA ID username, password and backup code in a safe place, and do not share this information with anyone.

²The student and contributor(s) email addresses and mobile phone numbers must be different.