

## Tips on setting up your FSA ID

### What is an FSA ID?

A username and password set up by the U.S. Department that gives you access to Federal Student Aid's online systems and can serve as your legal signature.

### Why do I need an FSA ID?

Students, parents and federal student loan borrowers are encouraged to create an FSA ID in order to access U.S. Department of Education websites, such as FAFSA on the web.

### How do I set up an FSA ID?

- Go to [fsaid.ed.gov](https://fsaid.ed.gov) and click on the "Create an FSA ID" tab. You will start by adding your email address and choosing a username and password.
- You will be asked to add personal and demographic information.
- You will be asked to select two challenge questions, and create two challenge questions, as well as choose a significant date in your life. These five challenge questions and answers will be used to retrieve your username and password and/or unlock your account.
- Once you've completed these steps, review and accept the FSA ID terms and conditions.
- You will receive an email confirmation to the email address you just provided. After you verify your information using the emailed code, your FSA ID will be available for use.

### What if I already have a Student Aid PIN?

If you already have a PIN, you will have a chance to enter that four-digit number into the FSA ID site as you go through the "Create an FSA ID" setup process. It will then sync your information from your PIN to your FSA ID. All future information will be accessed using your new FSA ID instead of your PIN.

\* For helpful tips during the set up process, click on the question mark (?) displayed near each answer.

### Don't forget!

#### ✓ Keep your FSA ID

**safe.** Your FSA ID is used to electronically sign legally binding documents and has the same legal status as a written signature.

#### ✓ Create your own FSA ID.

Allowing a family member or friend the right to use your FSA ID puts you at risk of not being able to access your personal information or becoming the victim of identity theft.

#### ✓ Remember your FSA ID username, password and answers to your challenge questions.

If you can't remember your username and password, you can gain access to your account by answering your challenge questions. Anyone who can't remember their username, password and the answers to their challenge questions, will need to contact the Federal Student Aid Information Center at 1-800-4FED-AID (1-800-433-3243) for help.

#### ✓ Check your email

**address.** All notifications regarding your FSA ID, such as secure codes, will be sent to the email address you provided.

