

Steps to Creating a FAFSA ID

Step 1:

Go to <https://fsaid.ed.gov/npas/index.htm>

Step 2:

Create a username and password that you will always remember. You will need a valid email address.

Things to think about:

- Record your username, password, and email address. Use capital and lowercase letters in your password
- Make sure you use an email address that you can log into TODAY. If you don't have one, create one.
- Do not use your RWA email address. After graduation your email address will be filtered out of our system. You will need to use your FAFSA ID with this email address each year of college

Step 3:

Enter your Social Security Number, date of birth, and name.

- **Make sure this information is 100% accurate.**
- Check and double check your SSN and date of birth to make sure they are accurate
- Enter your name EXACTLY as it appears on your Social Security Card. No Nicknames

Step 4:

Enter contact information (address, phone number, language) and review the info entered.

Step 5:

Select 2 challenge questions and create 2 challenge questions.

- Write down the questions and answers so that you can retrieve them later if needed.
- Pick questions that the answers will not change over your lifetime.
- Example: What is your mother's maiden name? What was the name of your first pet?
- Bad example: What is your favorite food? What type of car do you drive? The answers to these questions can change over time.

Step 6:

Enter a significant date. Pick a date that is memorable and important to you.

- You cannot use your birthdate
- Example: Graduation (05/21/2020), mom or dad's birthday

Step 7:

Review all of the information. Make sure you read the terms and conditions and check the box.

Step 8:

A secure code was email to the email address you used in Step 2. Check your email and enter the secure code in this step. Do not click next until you have entered the code. It is strongly recommended that you do this email verification step.

Once the code is submitted, you have completed the FSA IS process. Remember at least one of your parents need an FSA ID, too, even if they previously had a pin.