

<b>Slide 1 - Introduction</b>	Thank you for joining this session on the topic of Creating and Using Your FSA ID. This PowerPoint presentation is a resource from Federal Student Aid's Financial Aid Toolkit and is brought to you by the Office of Student Financial Assistance, a division of the Florida Department of Education – a state sponsor of the National Training for Counselors and Mentors (NT4CM).
<b>Slide 2 – Topics Covered</b>	In today's session, we will cover: What is the FSA ID, Do my parents need an FSA ID, How do I create an FSA ID, Where can I use my FSA ID, What to do if I have forgotten my Username or password or if I am locked out of my account, and where to get more information.
<b>Slide 3 – What is the FSA ID?</b>	An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education (ED) websites. Your FSA ID identifies you as someone who has the right to access your own personal information on ED websites such as the <i>Free Application for Federal Student Aid (FAFSA®)</i> at <a href="http://fafsa.gov">fafsa.gov</a> . Your FSA ID is used to sign legally binding documents electronically and replaced the Federal Student Aid PIN, effective May 10, 2015. If you have not logged in to an ED website since May 2015, you will need to use your PIN to create an FSA ID. An FSA ID has the same legal status as a written signature. Do not give your FSA ID to anyone, not even to someone helping you fill out the FAFSA. Sharing your FSA ID could put you at risk of identity theft.
<b>Slide 4 – Does my Parent need an FSA ID?</b>	If you are a parent of a <i>dependent student</i> , you will need your own FSA ID if you want to sign your child's FAFSA electronically. If you have more than one child attending college, you can use the same FSA ID to sign all applications. <i>Please note: Each FSA ID user must have a unique e-mail address.</i>
<b>Slide 5 – How do I create an FSA ID?</b>	Let's review how to create an FSA ID.
<b>Slide 6 – Getting Started</b>	To create an FSA ID, go to <a href="http://studentaid.gov/fsaid">studentaid.gov/fsaid</a> and click on "Create an FSA ID Now." Also note there is a list of frequently asked questions on this website if you need further information.
<b>Slide 7 – Create your FSA ID (username and password)</b>	In creating an FSA ID, including an email address is optional; however, it is highly recommended you include an email address from an account you have access to. This can assist you if you forget your username or password. It can also assist you if you have locked your account. The email address used must also be unique and not attached to another FSA ID. When creating a username and password, please do not include any personal identifying information. If the username you have requested is already in use, you will need to adjust your username so that it varies from the one already in use. When creating a password, please create a secure one that includes a

	<p>minimum of three of the options shown. You must also certify your age before clicking the continue button.</p>
<p><b>Slide 8 – Provide Personal Information</b></p>	<p>In order to create an FSA ID, the applicant must have a valid social security number. When entering the information on this screen, please ensure that the information matches the applicant’s social security card. If this information is not an exact match, it will cause the match between the FSA ID and Social Security Administration to fail.</p>
<p><b>Slide 9 – Link your PIN (if you have one)</b></p>	<p>If you have an FSA PIN number, the system will prompt you to link your PIN to your FSA ID. If you cannot remember your PIN, select, “Forgot My PIN,” and you can answer a challenge question to retrieve it. You can also elect to continue without linking your PIN. If you do not have a PIN, you will not see this screen.</p>
<p><b>Slide 10 – Provide Profile Information</b></p>	<p>In this section, the applicant will confirm the information entered on the previous screen. If any information is incorrect, the applicant must correct it now. The applicant must also provide a mailing address, phone number and language preference before clicking the continue button.</p>
<p><b>Slide 11 – Select/Create Challenge Questions and Answers</b></p>	<p>In this section, the applicant can select and/or create challenge questions that can assist them in retrieving a forgotten username or password or unlocking a locked account. For questions one and two, the applicant can choose and answer one of the challenge questions provided. For questions three and four, the applicant can create their own challenge question to provide the answer to. These questions can be as simple as your favorite food or color. For question 5, the applicant will enter a significant date. Please note: there may be changes to this section of the FSA ID process in early 2017.</p>
<p><b>Slide 12 – Review Info and Agree to Terms</b></p>	<p>In this section, the applicant will review and confirm the information submitted thus far. If a correction is necessary, click the previous button to return to the prior section and make the changes needed. If the information is correct, review and agree to the terms and conditions before clicking the continue button.</p>
<p><b>Slide 13 – Verify Your E-mail</b></p>	<p>In this section, the applicant will verify their email address if they provided one during the creation of the FSA ID. The applicant can elect to verify or not verify this information. However, if you do verify your e-mail address, it can then be used in place of your FSA ID when logging in to Department of Education websites. To verify the e-mail address, the applicant must log in to their e-mail account to retrieve the six-digit secure code and enter it in the E-mail Verification Page before clicking the continue button. The applicant may choose to continue without verifying their email address. If so, the applicant can edit their FSA ID to verify the e-mail address at a later time.</p>
<p><b>Slide 14 – Your</b></p>	<p>After clicking the continue button or continue without verifying button on the</p>

<b>FSA is created</b>	<p>previous screen, the applicant will be directed to a confirmation page. If the applicant does not link their FSA ID to a previously used FSA PIN number, the applicant's information is forwarded to the Social Security Administration for confirmation. This confirmation process will take 1-3 business days. During this confirmation phase, the applicant can use the FSA ID to complete and submit a new Free Application for Federal Student Aid, along with a few other tasks as outlined on this slide. The applicant will not be able to correct a previously submitted Free Application for Federal Student Aid, submit a renewal for the Free Application for Federal Student Aid, or sign a Master Promissory Note until the SSA match is complete.</p>
<b>Slide 15 – Social Security Administration Matching</b>	<p>The applicant will receive an SSA matching confirmation e-mail if they provided an e-mail address during the creation of the FSA ID. If the applicant did not provide an e-mail address, the applicant can log in to fsaid.ed.gov to check the status of the SSA match. If there is a mismatch reported, the applicant should edit their FSA ID to make any necessary changes. If the mismatch cannot be cleared through the edit process, please contact the SSA office for additional assistance.</p>
<b>Slide 16 – Where can I use my FSA ID?</b>	<p>Let's take a few moments to discuss where the FSA ID may be used.</p>
<b>Slide 17 – Using your FSA ID</b>	<p>The FSA ID can be used at fafsa.gov to begin a FAFSA (student), import tax information (student and parent) and to electronically sign the FAFSA (student and parent). The FSA ID may also be used to edit, view or renew the FAFSA. The FSA ID may also be used at studentaid.gov and nslds.ed.gov to view the student's financial aid history and/or identify a loan servicer. The FSA ID may also be used at studentloans.gov to complete a variety of student loan activities as outlined on this slide. Lastly, the FSA ID may also be used to sign the Agreement-to-Serve for the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program.</p>
<b>Slide 18 – What to do: I Forgot My Username or Password?</b>	<p>Let's take a few moments to discuss what steps are necessary if you have forgotten your FSA ID username or password.</p>
<b>Slide 19 – Forgot My Username</b>	<p>If the applicant cannot recall their FSA ID username, they must click the "Forgot Username" link on fsaid.ed.gov. This link is also available during the log in page of fafsa.ed.gov.</p>
<b>Slide 20 – Forgot My Username</b>	<p>Upon selection of "Forgot Username," the applicant will be presented with two options: E-mail or Challenge Questions.</p>
<b>Slide 21 – Retrieving Username</b>	<p>If the applicant selects the e-mail option, they will be re-directed to a screen where he or she can enter the secure code that was e-mailed to the e-mail address associated with the FSA ID. Once the secure code is received and</p>

<b>Using Secure Code</b>	entered, the applicant will click on the submit button.
<b>Slide 22 – Retrieving Username Using Secure Code</b>	The applicant will then be provided with their FSA ID username.
<b>Slide 23 – Forgot My Username</b>	Let’s take a few moments to discuss what steps are necessary if the applicant selects the challenge questions in order to retrieve their FSA ID username.
<b>Slide 24 – Retrieving Username Using Challenge Questions</b>	If the applicant selects the challenge questions option, they will be re-directed to a screen where they will input their social security number, last name and date of birth. Once this information is entered, the applicant will click on the continue button.
<b>Slide 25 - Retrieving Username Using Challenge Questions</b>	On this screen, the applicant will enter the answers to three of their challenge questions they chose during the FSA ID creation process. After entering the answers, the applicant will click on the verify button to continue. It is important to note that if the applicant chooses this method to retrieve their username, they must wait thirty minutes before they can use it.
<b>Slide 26 – What to Do: I’m Locked Out of My Account</b>	Let’s take a few moments to discuss what steps are necessary if the applicant is locked out of their account.
<b>Slide 27 – Locked Out</b>	Similar to retrieving a username, an applicant can unlock their account by selecting one of two options: E-mail or Challenge Questions.
<b>Slide 28 – Locked Out</b>	The process used to unlock the account is identical to the process we previously discussed used to retrieve a FSA ID username. After entering the secure code through the e-mail process, or answering the challenge questions, the applicant is re-directed to a screen where he or she can create a new password. After entering and confirming the new password, the applicant will click on the continue button.
<b>Slide 29 – Locked Out</b>	Once the password has been successfully changed, the applicant will receive a confirmation that the account is unlocked. The applicant can now click on the return to login button to enter their FSA ID and updated password and access their FSA ID profile.
<b>Slide 30 – Where can I get more information?</b>	Let’s take a few moments to discuss where applicants can find additional information regarding the FSA ID process.
<b>Slide 31 – Where can I get more information?</b>	Additional resources can be found online at: <a href="http://studentaid.gov/fsaid">studentaid.gov/fsaid</a> . Applicants may also contact the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

**Slide 32– Final**

If you need additional assistance with this topic, please feel free to visit [Navigating YourFuture.org](https://www.navigatingyourfuture.org) and select the Contact Us tab to locate your regional outreach representative. We will be more than happy to help! Thanks for attending today’s session.