MEETING STREET SCHOLARSHIP FUND

FSA ID CREATION GUIDE

Meeting Street
Scholarship Fund

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What is an FSA ID?

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The FSA ID is a username and password you will use to complete the FAFSA as well as access other parts of studentaid.gov

It usually takes 1-3 days for an FSA ID to be confirmed by the Social Security Administration (SSA).

Once your FSA ID is confirmed, it will be fully functional and allow you to create and complete your FAFSA. We recommend that students and parents create FSA IDs at least three days before completing the FAFSA form.

Who needs to create an FSA ID?

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Anyone required to provide information on a FAFSA form must create an FSA ID.

All eligible students need FSA IDs to complete the FAFSA and qualify for federal student aid, including the Federal Pell Grant and federal student loans.

For *most* students, *at least one parent* must also create an FSA to provide information as part of the student's FAFSA form.

Frequently Asked Questions

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Should undocumented students create FSA IDs?

We do not recommend undocumented students create FSA IDs because they are not eligible for federal financial aid. They should contact the college(s) to which they are accepted for more information.

Can undocumented parents create an FSA ID?

Yes! Parents without a Social Security number (SSN) will need to answer identity verification questions to confirm their identity. The questions are based on personal information entered earlier in the process and information from the TransUnion Credit Bureau. Parents can add their Individual Taxpayer Identification Number (ITIN) to the FAFSA form if they have one.

FSA ID Guidance for Parents

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For most students, at least one parent will also need an FSA ID.

FAFSA considers the student's "parent" to be only their legal (biological or adoptive) parent. Legal guardians and custodians are not considered "parents" by FAFSA. The person who claims a student on tax forms is also not considered when determining a parent.

Use the chart on the next slide and the FAFSA Parent Wizard to help you identify which parent needs to create an FSA ID.

FAFSA Parent Flow Chart

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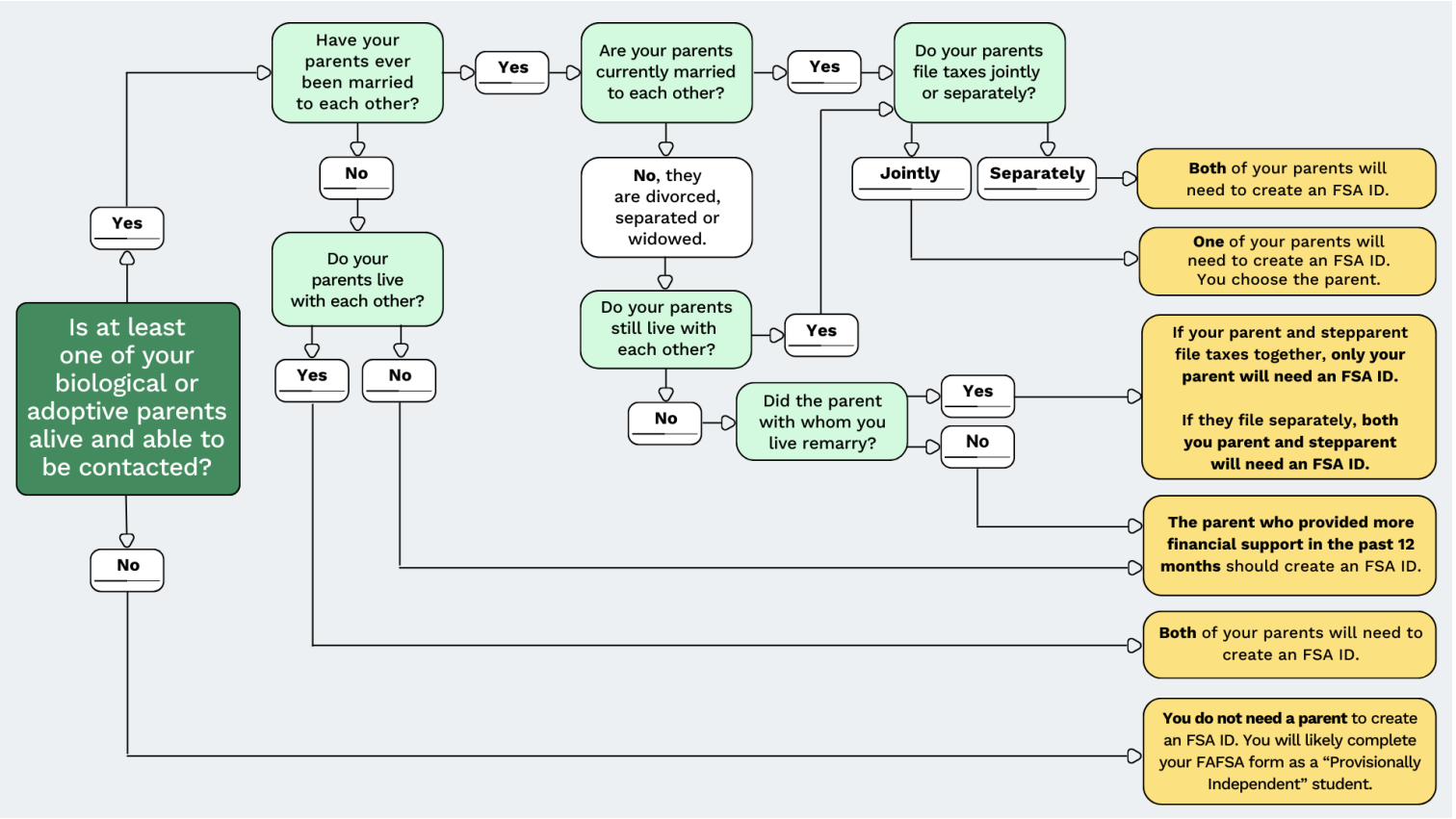

Before You Begin

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Information You Need:

1. Full legal name
2. Date of birth
3. Social Security Number
4. Email Address
5. Cell Phone Number
6. Permanent Address

You will need access to both your email account and cell phone to create your FSA ID.

Each Social Security number, email address and phone number can only be linked to one FSA ID.

Make sure you have 15-20 minutes available. If you stop, you'll have to start from the beginning.

Step 1 - Visit www.studentaid.gov

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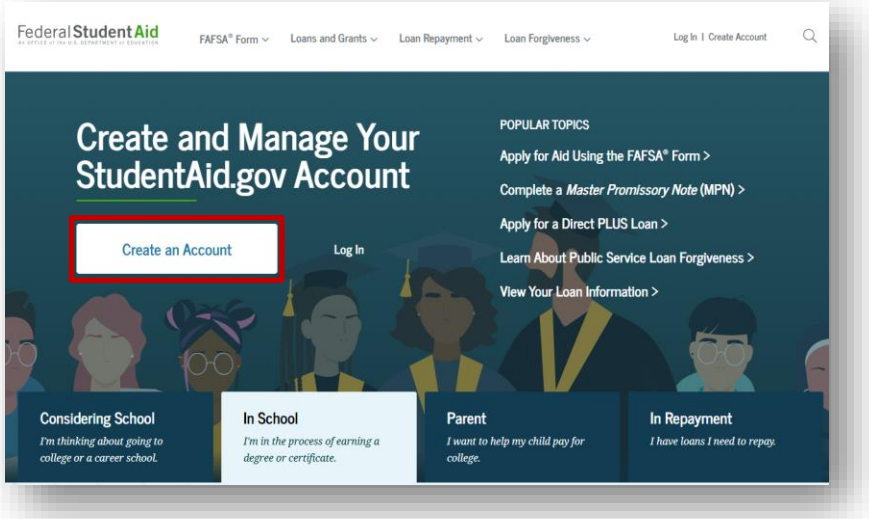
1. Go to www.studentaid.gov or scan the QR code

2. Click on “Create an Account”



Step 2 - Click “Get Started”

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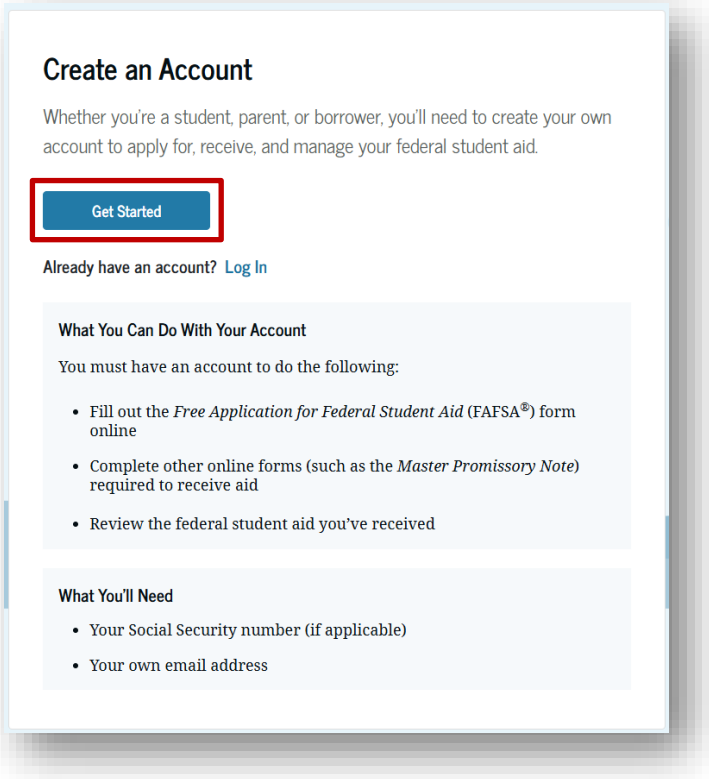
Remember, you will need the following:

- Full name
- Date of birth
- Email address
- Social Security Number (if you have one)
- Permanent address
- Mobile phone (optional)

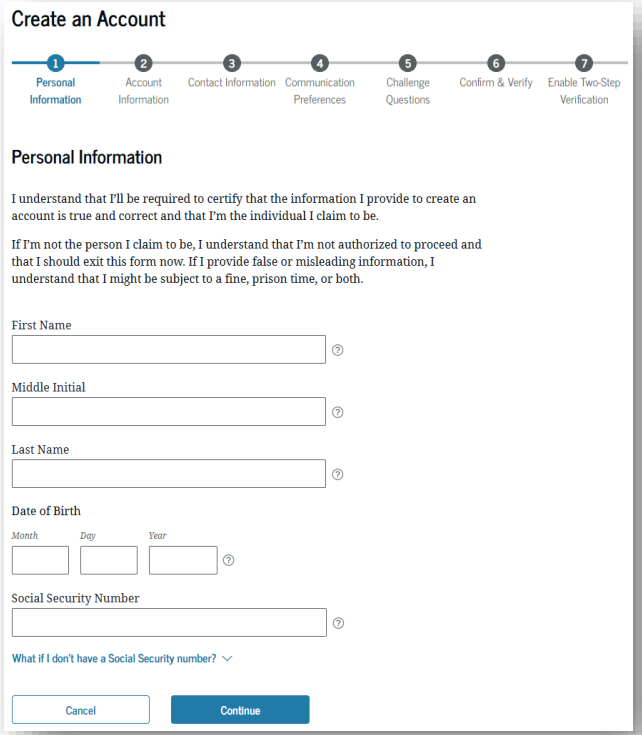


Step 3 – Enter Personal Information

1. Enter your name exactly as it appears on your Social Security card, U.S. passport or driver's license.

2. Enter your date of birth.

3. Enter your Social Security number (SSN) exactly as it appears on your Social Security card or click "What if I don't have a Social Security number?" option for next steps.



Step 4 – Enter Account Information

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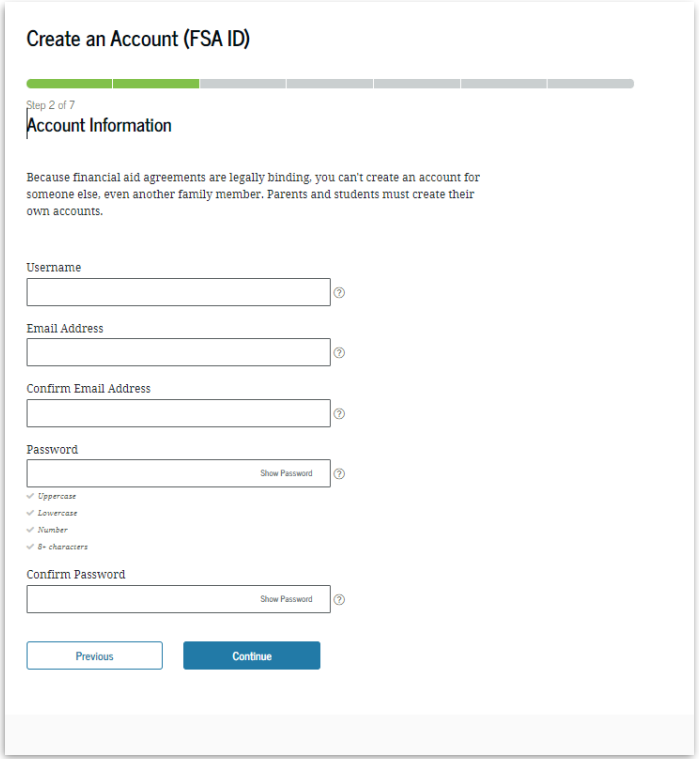
1. Create a username

2. Enter your email address

   - Can only associated with one FSA ID
   - Use an email address you will continue to have access to.
   - DO NOT USE the email address associated with your school district!

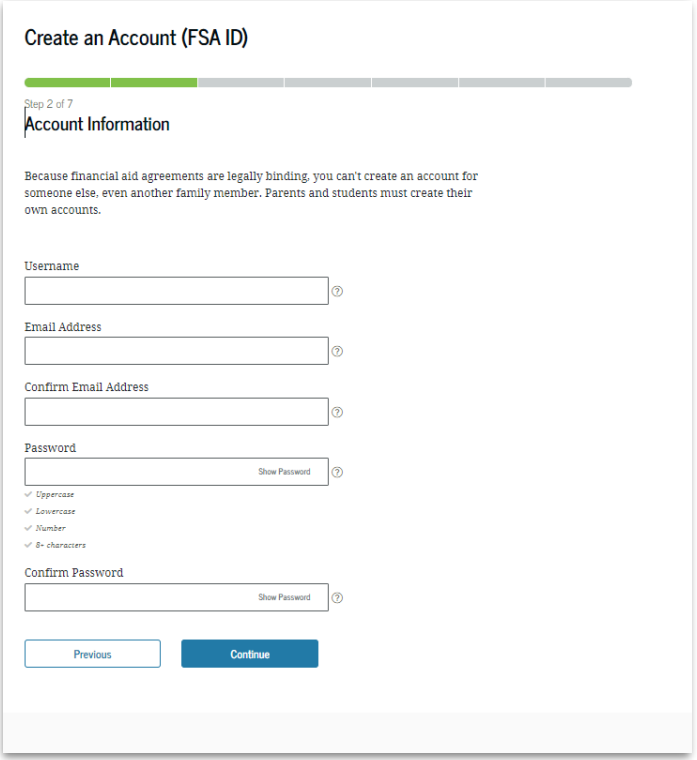


Step 4 – Enter Account Information

3. Create a password
   - Must be over 6 characters and contain at least one uppercase letter, one lowercase letter, and one number
   - Cannot include your name, date of birth, or Social Security number

4. Write down your username and password in a secure location!

5. Consider using the Notes app or similar app to keep one list of your college-related usernames and passwords



Step 5 – Enter Contact Information

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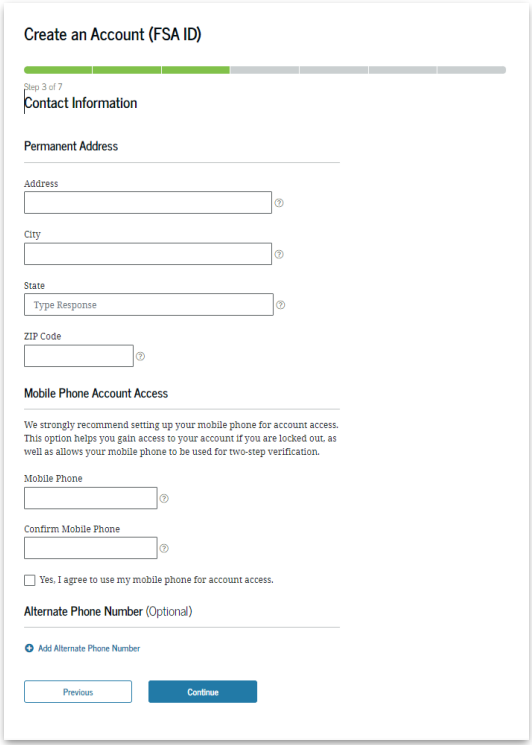
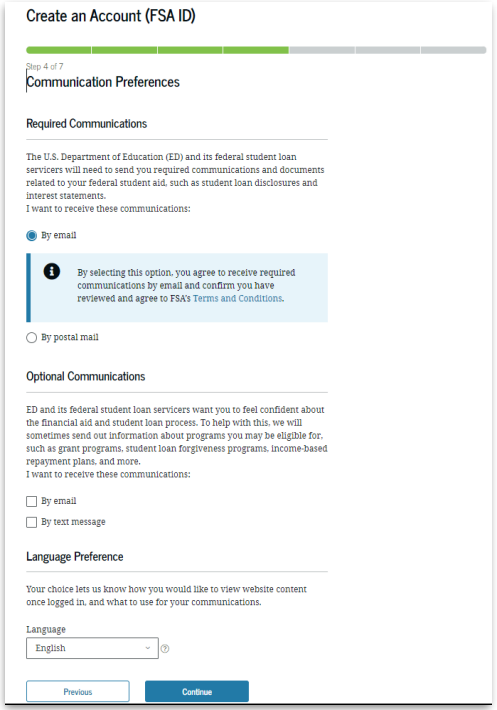
1. Enter your permanent address (usually, where you live)

2. Provide mobile phone number (highly recommended)
   - This can help get into your account if you forget your password
   - It also gives you the option to use it with two-step verification



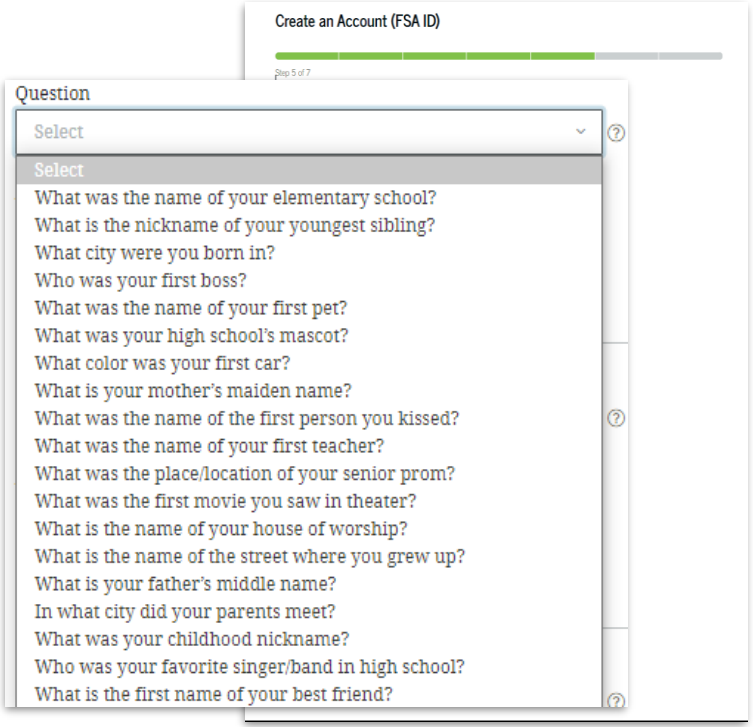
Step 6 – Communication Preferences

1. Select how you would like Federal Student Aid to communicate with you
    - "By email" is highly recommended to get communications as quickly as possible
2. Identify your language preference



Step 7 – Challenge Questions

- Challenge questions will help unlock your account if you forget your password
- Answers are not case sensitive
- Select questions that have answers you will always remember
- Record the answer in your Notes app



Step 8 – Confirm & Verify

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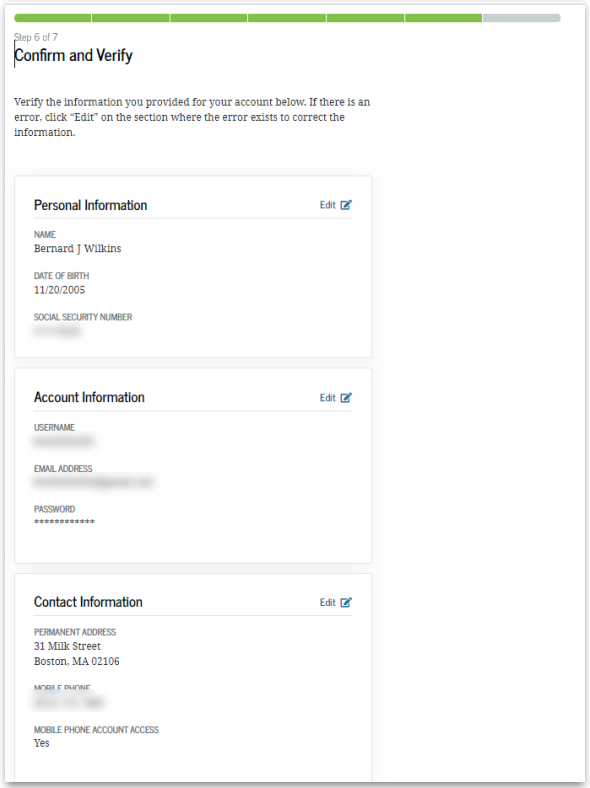
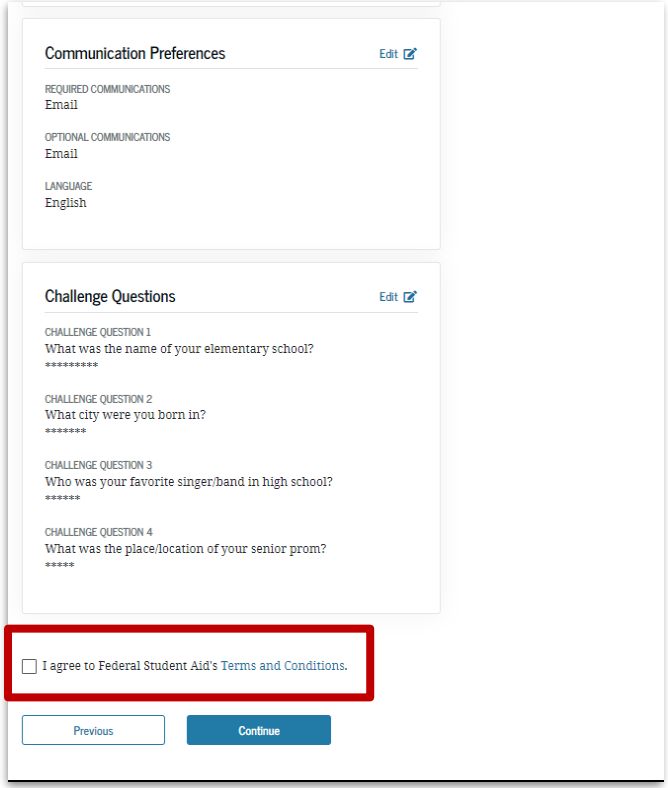
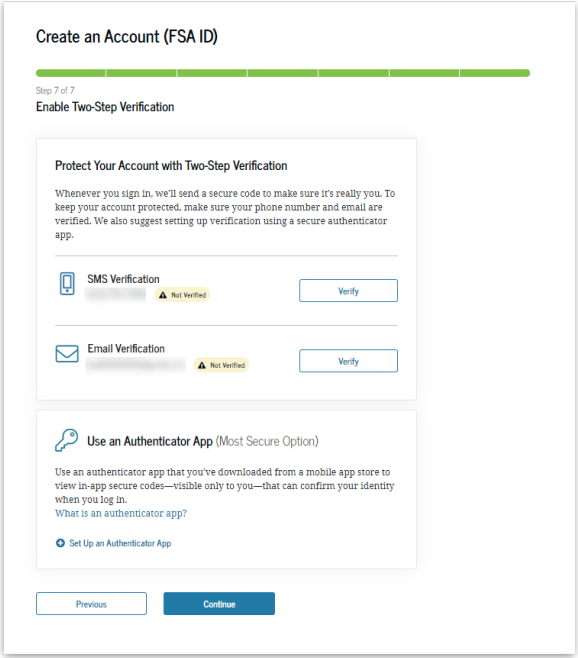




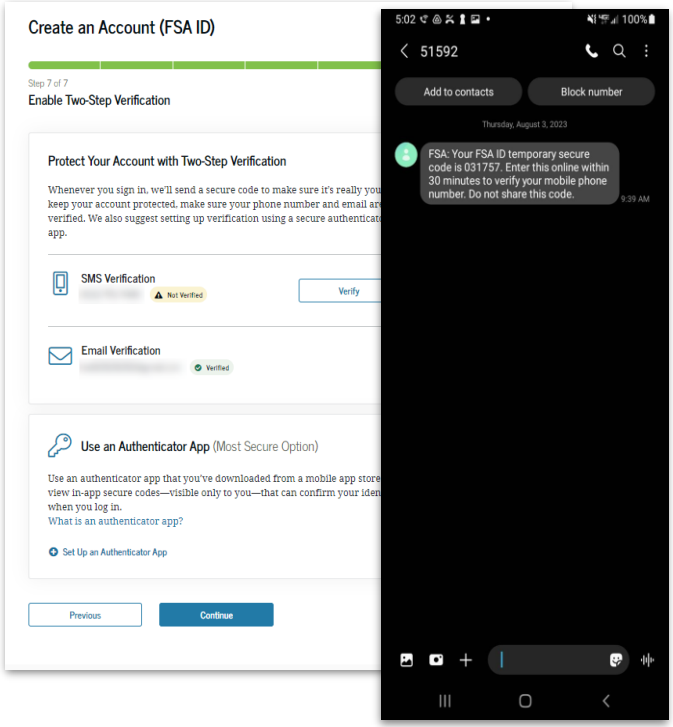
Step 9 – Two-Step Verification

- Set up two-step verification for your FSA ID
  - SMS *(highly recommended)*
  - Email *(highly recommended)*
  - Authenticator App
- Start process by clicking “Verify” next to the option
- We recommend setting up <u>at least two</u> methods, so you have multiple options when logging in



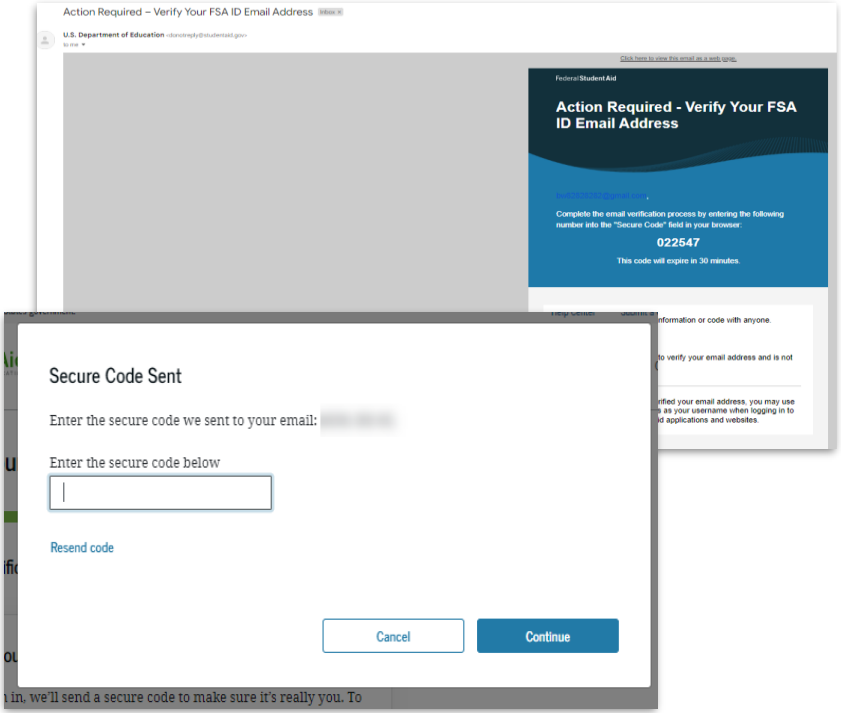
Step 10 – SMS (Text) Verification

- Select “Verify” next to SMS Verification
- You will get a text message with a six-digit code
- Enter code when prompted and select “continue”



Step 11 – Email Verification

- You should receive an email with the subject line “Action Required - Verify Your FSA ID Email Address”
- Can’t find it? Check your spam and junk folders.
- Enter 6-digit number from email, when prompted



Step 12 – Confirm Verification

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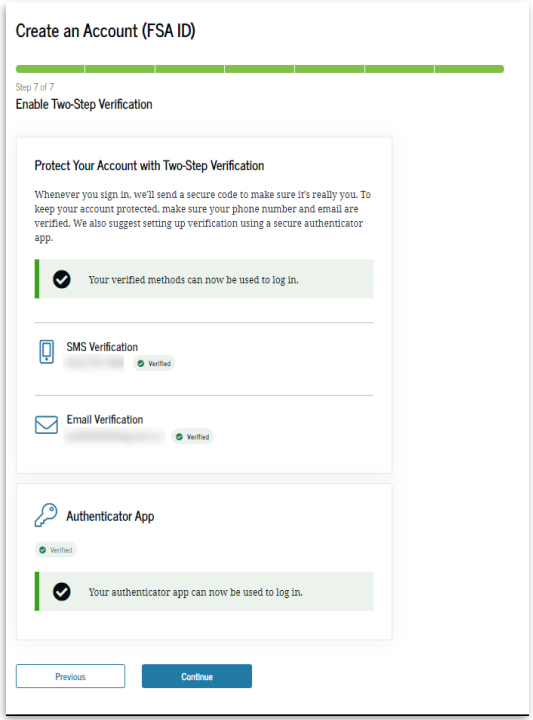
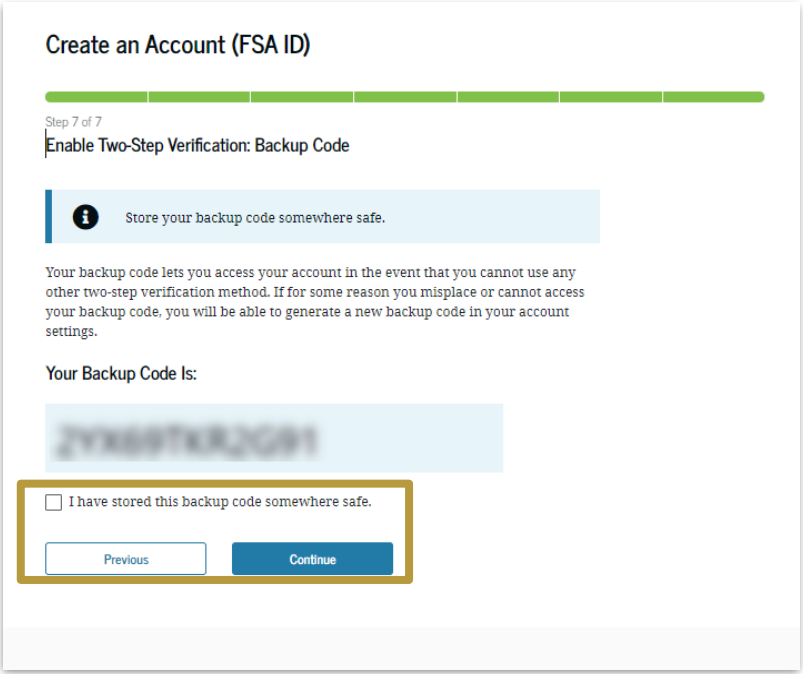
Each type of verification you set up correctly will have a green check mark and say “verified”

We recommend setting up both SMS & email verification!



Step 13 – Secure Backup Code

- The secure backup code will help you access your account if the other verification methods won't work
- Make note of your backup code and store it somewhere safe
- Check the box once you have and click "Continue"



Next Steps

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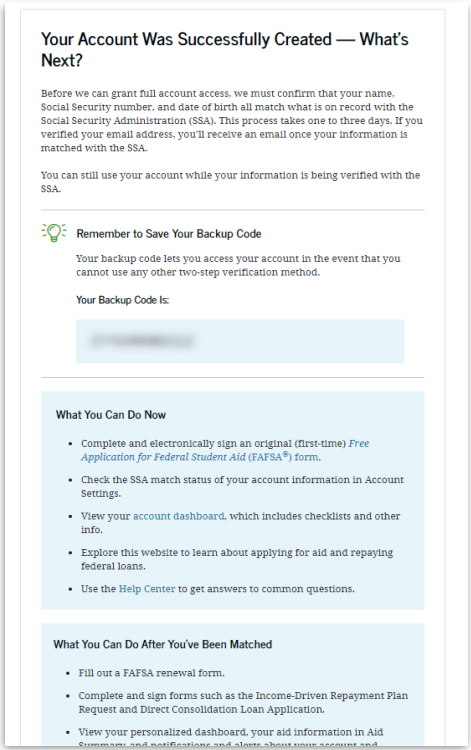
You have created your FSA ID!

- Your FSA ID is now created!
- In a few days, you should receive an email about your SSA match – once you receive this, your FSA ID will be fully functional.
- You can now do the following:
  - Access your studentaid.gov account dashboard
  - Create your FAFSA form on December 1st!
  - Learn more about the Meeting Street Scholarship Fund!



Your Account Was Successfully Created — What's Next?

Before we can grant full account access, we must confirm that your name, Social Security number, and date of birth all match what is on record with the Social Security Administration (SSA). This process takes one to three days. If you verified your email address, you'll receive an email once your information is matched with the SSA.

You can still use your account while your information is being verified with the SSA.

Remember to Save Your Backup Code

Your backup code lets you access your account in the event that you cannot use any other two-step verification method.

Your Backup Code Is:

What You Can Do Now

- Complete and electronically sign an original (first-time) *Free Application for Federal Student Aid* (FAFSA®) form.
- Check the SSA match status of your account information in Account Settings.
- View your account dashboard, which includes checklists and other info.
- Explore this website to learn about applying for aid and repaying federal loans.
- Use the Help Center to get answers to common questions.

What You Can Do After You've Been Matched

- Fill out a FAFSA renewal form.
- Complete and sign forms such as the Income-Driven Repayment Plan Request and Direct Consolidation Loan Application.
- View your personalized dashboard, your aid information in Aid

Contact Us

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Please reach out to our team if you have questions. We are happy to help!

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