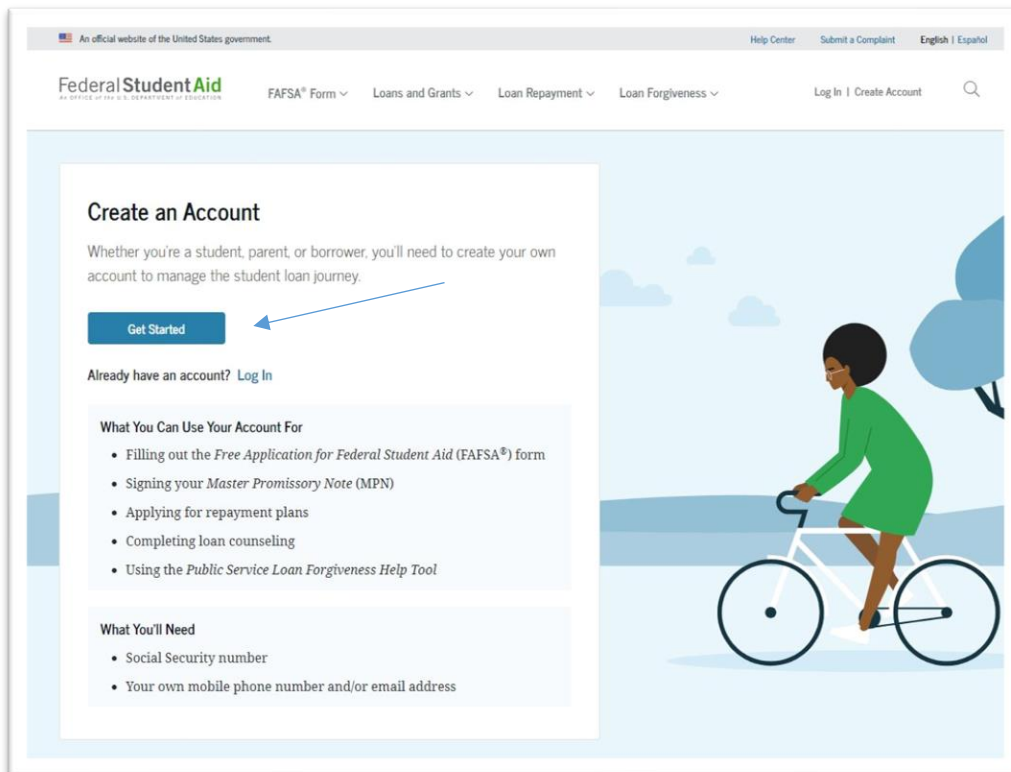


# HOW to...

# Create Your FSA ID

## Create an Account (FSA ID)

**IMPORTANT: Student & Parent (contributors) -must have their own FSA ID's. You must each have your own separate email address to set up the account for the first time. *Do Not Use the same email address.* The FSA ID is also tied to a cell phone number for recovery use in the future. Therefore, you will each set up the account using your personal cell phone number.**



**Step 1: Enter your Log-in Information** Provide your e-mail address, and a unique username and password. Please note the e-mail address you choose can only be linked to one FSA ID. Parent and students must use a separate e-mail address when creating an FSA ID.

Create an FSA ID | Manage My FSA ID

Please enter your:

E-mail

Confirm E-mail

Username

Password

Numbers  Uppercase Letters  Lowercase Letters  Special Characters  8-30 Characters  Show Text

Confirm Password

**CONTINUE**

## Step 2: Enter your Personal Information

Provide your Social Security Number, date of birth, and name. Click "Continue".

**Personal Identification Information**

To apply for an FSA ID, complete the information below and select CONTINUE.

I understand that I will be required to certify that the information that I provide to obtain an FSA ID is true and correct and that I am the individual who I claim to be. If I am not that person who I claim to be, I understand that I am not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I may be fined, sent to prison for not more than five years, or both.

Identity | Profile | Review & Confirm | Done

Social Security Number \*  -  -   Show Text

Date of Birth \*

First Name, Middle Initial, Last Name \*

**CANCEL** **PREVIOUS** **CONTINUE**

## **Step 3:**

### **Link Your PIN to Your FSA ID (Optional)**

If you already have a Federal Student Aid 4-digit PIN that was used previously, it may be linked to your FSA ID. Type the same PIN that was used for your FAFSA in the space provided. This allows you to immediately use your FSA ID on any of the ED websites that require an FSA ID. Click “Verify”.

If you do not link your PIN to your FSA ID, your information will need to be confirmed with the Social Security Administration (SSA) which takes 1 -3 days. During this time you may use the FSA ID to sign an original FAFSA, but nothing else. Once your information is verified, you will receive an e-mail indicating that the process is complete. At that time, you will be able to use your FSA ID to fully access your financial aid information. Click “Continue Without PIN”.

The screenshot shows a web form titled "Link Your PIN to Your FSA ID". At the top, there is a progress bar with four steps: "Identity" (highlighted in green), "Profile", "Review & Confirm", and "Done". Below the progress bar, the form contains the following text and fields:

**Link Your PIN to Your FSA ID**  
Enter your Federal Student Aid PIN below and select VERIFY to link it to your FSA ID. If you do not remember your PIN, select Help for more details or use the Forgot My PIN link.

By linking your PIN to your FSA ID, you will be able to use your new FSA ID with all FSA systems immediately.

If you don't remember your PIN or the answer to your PIN challenge question, then select CONTINUE WITHOUT PIN. We will send your information to the Social Security Administration (SSA) for confirmation. This takes 1-3 days. You will receive an e-mail when the match is complete. You can sign and submit an original FAFSA with your new FSA ID right away. For access to most other FSA systems, you must wait for SSA confirmation.

**Social Security Number:** [Redacted]

**Date of Birth:** [Redacted]

**First Name, Middle Initial, Last Name:** [Redacted]

**PIN \*** [Input field]

**VERIFY** (button, circled in red)

**CANCEL** (button)

**PREVIOUS** (button) | **CONTINUE WITHOUT PIN** (button)

## Entering Profile Information

**Step 4:** In this page, you will be entering various fields of information about yourself. You will need to come up with a username and password that you can easily remember. This will become your new login information for your FSA ID. Include your email, mailing address, and phone number. Click “Continue”.

### Profile Information

Enter the additional information to complete your profile. Review the information and make sure it matches exactly with an officially issued ID. Mistakes can cause delays or problems with the disbursement or repayment of financial aid.

Identity Profile Confirm & Verify Done

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**Personal Information**

E-mail

Confirm E-mail

Username

Password

Characters Met  Show Hint

Confirm Password

Mailing Address

City, State, Zip Code  -

Would you like to register your mobile phone number to reset your password and retrieve your username?

Yes, I would like to register my mobile phone for account recovery.

By selecting this option, you agree to receive text messages on your mobile phone and confirm you have reviewed and agree to the [terms](#). Message and data rates may apply.

No, I do not want to register my mobile phone for account recovery.

Note: You can register at any time by managing your FSA ID.

Mobile Phone

Confirm Mobile Phone

Alternate Phone

Language Preference  English  Español

## Step 5:

**Security Questions-** For security purposes, provide answers to five challenge questions. These questions are for you to answer in case you forget your username or password. Choose questions that you will remember later on. These questions will need to be answered in order to recover your account. Click “Continue”.

### Challenge Questions And Answers

Challenge questions and answers are used to retrieve your username or password if you forget them and to unlock your account. Please provide the four required challenge questions and answers below and select CONTINUE.

Identity Profile Confirm & Verify Done

---

Please note that challenge questions and answers are not case sensitive.

Challenge Question 1  ⓘ

Answer 1  ⓘ  
Show Text

Challenge Question 2  ⓘ

Answer 2  ⓘ  
Show Text

Challenge Question 3  ⓘ

Answer 3  ⓘ  
Show Text

Challenge Question 4  ⓘ

Answer 4  ⓘ  
Show Text

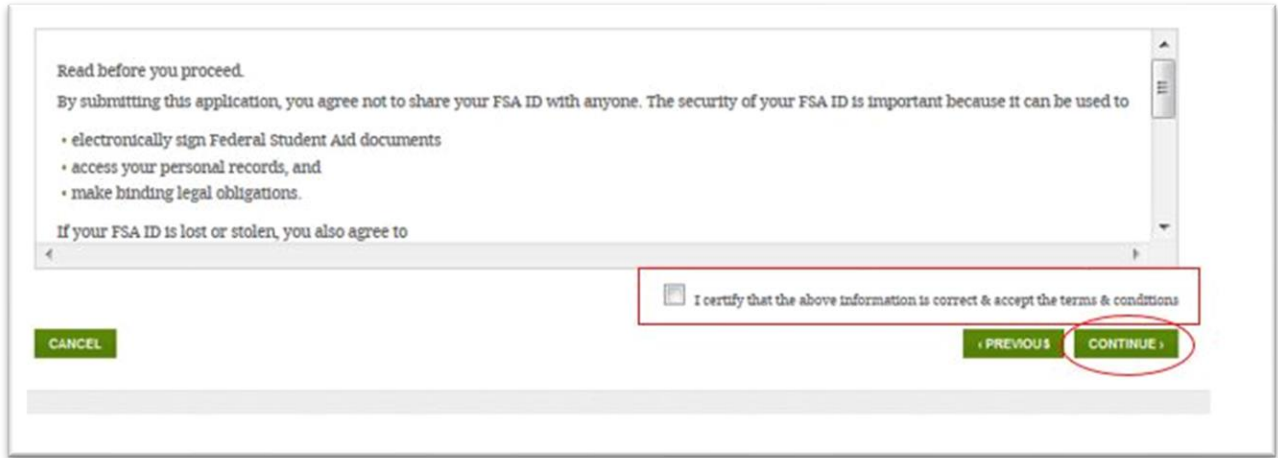
Optional Question 5  Yes  No ⓘ

Would you like to provide an 8-digit code to use to access your loan balances over the phone?

Phone Access Code  ⓘ  
Show Text

## Step 6:

**Submit your FSA ID Information** - Agree to the terms and conditions. Click "Continue".



Read before you proceed.

By submitting this application, you agree not to share your FSA ID with anyone. The security of your FSA ID is important because it can be used to

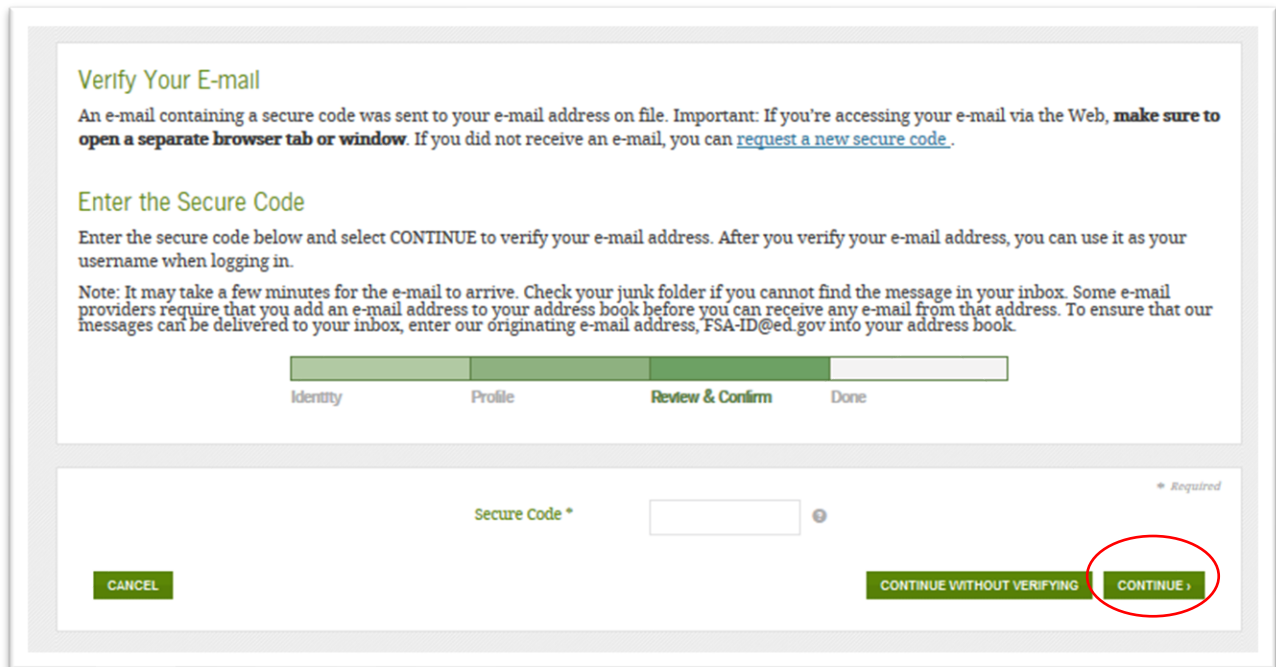
- electronically sign Federal Student Aid documents
- access your personal records, and
- make binding legal obligations.

If your FSA ID is lost or stolen, you also agree to

I certify that the above information is correct & accept the terms & conditions

CANCEL PREVIOUS **CONTINUE**

Verify your email address (this is optional but helpful). By verifying your email address, you can use your email address as your username when logging into certain ESD websites. This verification also allows you to retrieve your username or password, or reset your password without answering challenge questions. Click "Continue".



**Verify Your E-mail**

An e-mail containing a secure code was sent to your e-mail address on file. Important: If you're accessing your e-mail via the Web, **make sure to open a separate browser tab or window.** If you did not receive an e-mail, you can [request a new secure code](#).

**Enter the Secure Code**

Enter the secure code below and select CONTINUE to verify your e-mail address. After you verify your e-mail address, you can use it as your username when logging in.

Note: It may take a few minutes for the e-mail to arrive. Check your junk folder if you cannot find the message in your inbox. Some e-mail providers require that you add an e-mail address to your address book before you can receive any e-mail from that address. To ensure that our messages can be delivered to your inbox, enter our originating e-mail address, FSA-ID@ed.gov into your address book.

Identity Profile **Review & Confirm** Done

Secure Code \*

CANCEL CONTINUE WITHOUT VERIFYING **CONTINUE**

### Questions?

Trine University  
Financial Aid Office  
1 University Ave  
Angola, IN 46703

**Main Campus**  
800-347-4878  
260-665-4511 fax  
[finaid@trine.edu](mailto:finaid@trine.edu)

**TrineOnline - CGPS**  
877-294-4878  
260-665-4511 fax  
[cgpsfinaid@trine.edu](mailto:cgpsfinaid@trine.edu)