

# **Create Your FSA ID**

### Go To https://fsaid.ed.gov/npas/index.htm

#### Create a New FSA ID

An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member. Misrepresentation of your identity to the federal government could result in criminal or civil penalties.

To create your own personal FSA ID, enter answers for the questions below and select CONTINUE.

Important: When you are done click the CANCEL button to clear your data, even if you did not finish creating your FSA ID. Just closing your browser window or going to another website may not be enough to prevent other people using this computer from seeing your information until the session expires.

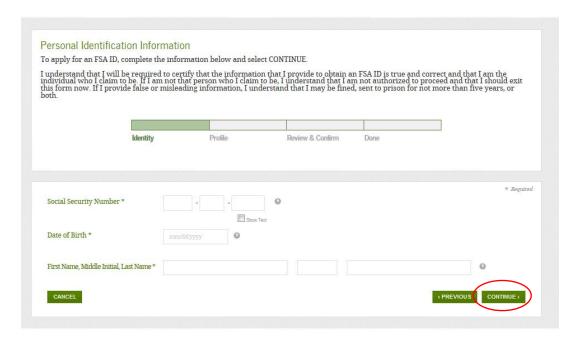
# Step 1: Enter your Log-in Information

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. Parents and students must use a separate e-mail address when creating an FSA ID.



# **Step 2:** Enter your Personal Information

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

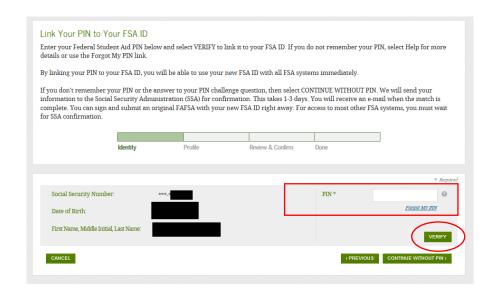


# Step 3:

#### 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".



## **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".

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# **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".

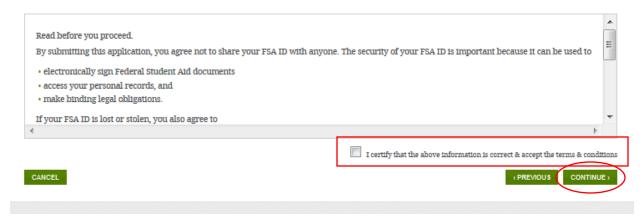
#### Challenge Questions And Answers

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.

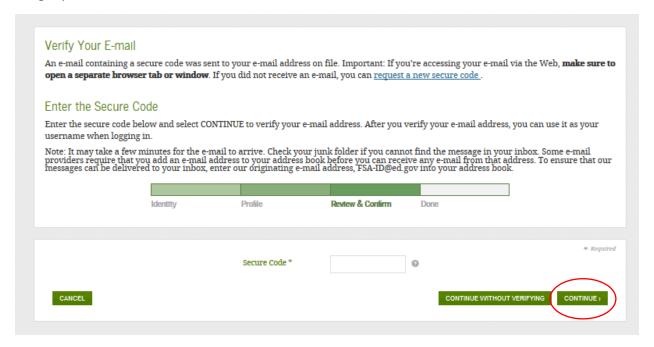
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# Step 6:

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



Questions?		
Trine University	Main Campus	TrineOnline - CGPS
Financial Aid Office	800-347-4878	877-294-4878
1 University Ave	260-665-4511 fax	260-665-4511 fax
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