

# How to...

# 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.

The screenshot shows the 'Create An FSA ID' form. It has two tabs: 'Create An FSA ID' (selected) and 'Edit My FSA ID'. The form contains the following fields and options:

- E-mail: Text input field with a dropdown arrow.
- Confirm E-mail: Text input field with a dropdown arrow.
- Username \*: Text input field with a dropdown arrow.
- Password \*: Text input field with a dropdown arrow. Below it are checkboxes for 'Numbers', 'Uppercase Letters', 'Lowercase Letters', 'Special Characters', and '8-30 Characters', along with a 'Show Text' button.
- Confirm Password \*: Text input field with a dropdown arrow.
- Are you 13 years of age or older? \*: Radio button options: 'I am 13 years of age or older.' (selected) and 'I am 12 years of age or younger.'
- Buttons: 'Edit My FSA ID' and 'Frequently Asked Questions' (links); 'CONTINUE' (highlighted with a red circle).

Verify that you are at least 13 years old. Click "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.

Progress bar: Identity (active), Profile, Review & Confirm, Done

Form fields:  
Social Security Number \* (mmmm-ss-ss) [Show Text] \* Required  
Date of Birth \* (mm/dd/yyyy) \* Required  
First Name, Middle Initial, Last Name \* (Three text boxes) \* Required

Buttons: CANCEL, < PREVIOUS, CONTINUE > (circled in red)

## 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”.

**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.

Progress bar: Identity, Profile, Review & Confirm, Done

Form fields:  
Social Security Number: \*\*\*-\*\*-\*\*\*\*  
Date of Birth: [Redacted]  
First Name, Middle Initial, Last Name: [Redacted]  
PIN \* [Redacted] \* Required [Forgot My PIN]

Buttons: CANCEL, < PREVIOUS, CONTINUE WITHOUT PIN >, VERIFY (circled in red)

## 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**

First, review the information you have provided carefully. Mistakes can cause delays or problems with the disbursement or repayment of financial aid.

Then complete the additional questions below. Select CONTINUE to proceed.

Identity   **Profile**   Review & Confirm   Done

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**Social Security Number \***  -  -  \* Required

Show Text

**First Name, Middle Initial, Last Name \***    \* Required

**Date of Birth \***  \* Required

**Username \***  \* Required

**Password \***  \* Required

Criteria Met  Show Text

**Confirm Password \***  \* Required

**E-mail**  \* Required

**Confirm E-mail**  \* Required

**Mailing Address**  \* Required

**City, State, Zip Code**  -  \* Required

**Phone**  \* Required

**Alternate Phone**  \* Required

**Language Preference**  English  Español \* Required

## 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. Provide the challenge questions and answers below and select CONTINUE.

Identity **Profile** Review & Confirm Done

  

**Challenge Question 1 \*** \* Required

Select Your Question ⊕

**Answer 1 \***

⊕

Show Text

**Challenge Question 2 \***

Select Your Question ⊕

**Answer 2 \***

⊕

Show Text

**Challenge Question 3 \***

Create Your Own Question Here ⊕

**Answer 3 \***

⊕

Show Text

**Challenge Question 4 \***

Create Your Own Question Here ⊕

**Answer 4 \***

⊕

Show Text

**Challenge Question 5 (Used to access your information over the phone) \***

Type a significant date in your life (MM/DD/YYYY) ⊕

**Answer 5 \***

⊕

Show Text

CANCEL PREVIOUS **CONTINUE**

## 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 option 3  
260.665.4511 fax  
[finaid@trine.edu](mailto:finaid@trine.edu)

**Peoria**  
260-665-4130  
260-665-4511 fax  
[peoriafa@trine.edu](mailto:peoriafa@trine.edu)

**SPS**  
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