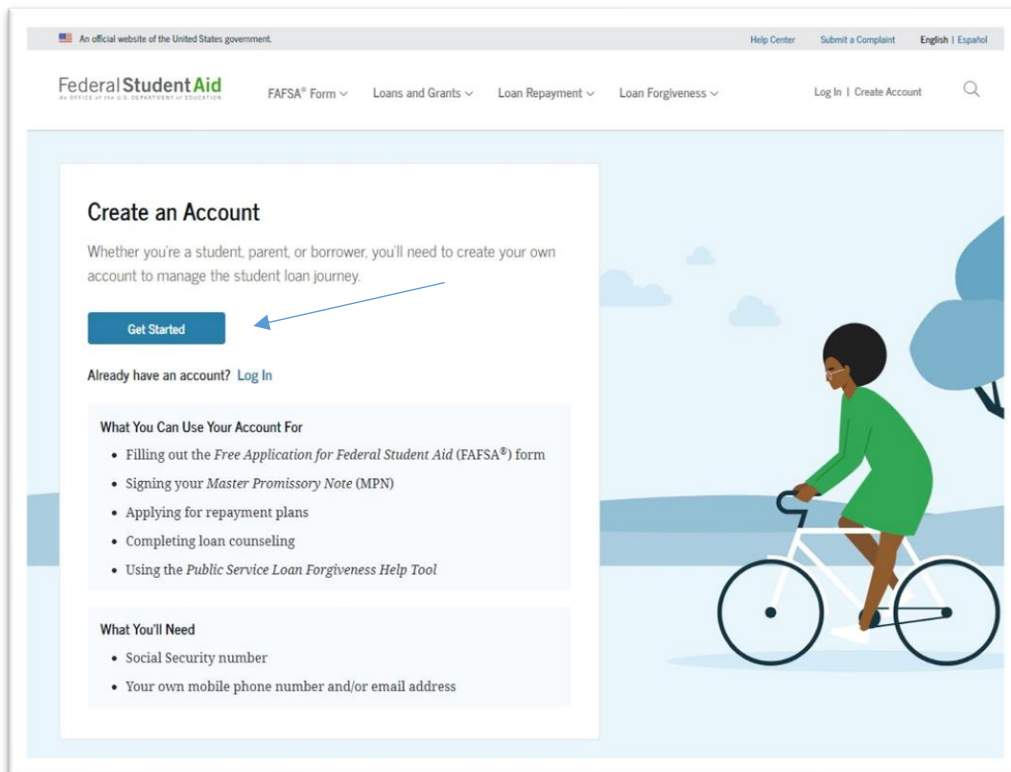


# HOW to...

# 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 Personal Information

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

## Create an Account



### Personal Information

I understand that I'll be required to certify that the information I provide to create an account is true and correct and that I'm the individual I claim to be.

If I'm not the person I claim to be, I understand that I'm not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I might be subject to a fine, prison time, or both.

First Name  ?

Middle Initial  ?

Last Name  ?

Date of Birth

Month  Day  Year  ?

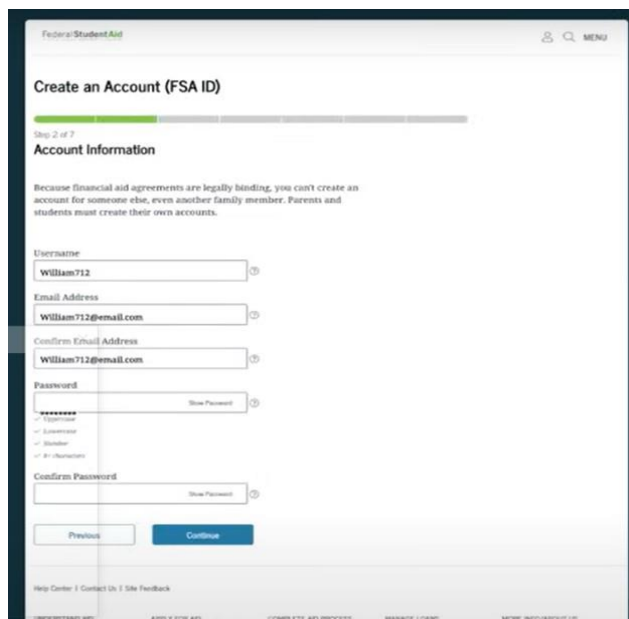
Social Security Number

# Step 2: 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.

**\*\*\*IMPORTANT TIP- DO NOT USE school email account as you will need access to this email account after your graduate\*\*\***



### Step 3: Entering Profile Information

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".

**\*\*\*IMPORTANT TIP:** Make sure the phone number is unique to you- do not use your parents phone number. The phone number is tied to your account and can be used for account recovery in the future for forgotten passwords or username\*\*\*

#### 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.

Identify Profile Confirm & Verify Done

---

**Personal Information**

E-mail

Confirm E-mail

Username

Password

Characters Met  Show List

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 4: Communication Preferences

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Step 4 of 7

### Create an Account (FSA ID)

#### Communication Preferences

##### Required Communications

The U.S. Department of Education (ED) and its federal student loan servicers will need to send you required communications and documents related to your federal student aid, such as student loan disclosures and interest statements.

I want to receive these communications:

- By email
- By postal mail

## Step 5:

**Challenge 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”.

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Step 5 of 7

### Create an Account (FSA ID)

#### Challenge Questions

Challenge questions and answers are used to retrieve your username or password if you forget them or if you need to unlock your account.

Note: Answers are not case-sensitive.

##### Challenge Question 1

Question

What was the name of your first pet?

Answer

Clifford

Hide Answer

##### Challenge Question 2

Question

Select

## Step 6:

The screenshot shows the 'CONFIRM AND VERIFY' step of the 'Create an Account (FSA ID)' process. A progress bar at the top indicates the current step. The page title is 'Federal Student Aid' and 'Create an Account (FSA ID)'. Below the title, it says 'Step 6 of 7' and 'Confirm and Verify'. A message reads: 'Verify the information you provided for your account below. If there is an error, click "Edit" on the section where the error exists to correct the information.' There are two main sections: 'Personal Information' and 'Account Information'. The 'Personal Information' section has an 'Edit' button with a pencil icon. Below it are fields for 'NAME', 'DATE OF BIRTH', and 'SOCIAL SECURITY NUMBER'. A text box at the bottom of the screenshot says: 'If you need to make a correction, select the edit button within that tile of information.'

**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".

The screenshot shows the 'CONFIRM AND VERIFY' step with 'Challenge Questions'. The page title is 'Federal Student Aid' and 'Create an Account (FSA ID)'. Below the title, it says 'Step 6 of 7' and 'Confirm and Verify'. A message reads: 'Verify the information you provided for your account below. If there is an error, click "Edit" on the section where the error exists to correct the information.' There are two main sections: 'Personal Information' and 'Account Information'. The 'Personal Information' section has an 'Edit' button with a pencil icon. Below it are fields for 'NAME', 'DATE OF BIRTH', and 'SOCIAL SECURITY NUMBER'. The 'Account Information' section has an 'Edit' button with a pencil icon. Below it are four challenge questions: 'CHALLENGE QUESTION 1: What was the name of your first pet?', 'CHALLENGE QUESTION 2: What city were you born in?', 'CHALLENGE QUESTION 3: What is your mother's maiden name?', and 'CHALLENGE QUESTION 4: What color was your first car?'. At the bottom, there is a checkbox for 'I agree to Federal Student Aid's Terms and Conditions.' and two buttons: 'Previous' and 'Continue'. A text box at the bottom of the screenshot says: 'After ensuring your information is correct, review'.

## Step7:

**7 VERIFY YOUR CONTACT INFO**

FederalStudentAid

### Create an Account (FSA ID)

Step 7 of 7

#### Enable Two-Step Verification

**Protect Your Account with Two-Step Verification**

Whenever you sign in, we'll send a secure code to make sure it's really you. To keep your account protected, make sure your phone number and email are verified. We also suggest setting up verification using a secure authenticator app.

**SMS Verification**  
7035550000 ⚠ Not Verified

**Email Verification**  
William712@email.com ⚠ Not Verified

**Now you'll add two step verification to safeguard your account.**

[Click here for video with full instructions:](#)

### **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)

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