Career FAST | FAFSA Application Survival Toolkit

Workshop Series

1 **FSA ID Creation** — Help contributors create or regain access to a Federal Student Aid Identification for FAFSA.

2 **Career Explorer** — Helps students research careers across industries that align with characteristics and lifestyle goals.

3 **FAFSA Navigator** — Help contributors feel prepared to complete Free Application for Federal Student Aid (FAFSA).

4 **Comparing Aid** — Help students compare college financial aid award offers and make an informed school choice.

5 **Campus Life** — Help students prepare for financial, housing, social and administrative aspects of campus life.

CAREER FAST
FSA ID CREATION
2024-2025 Academic Year

WORKSHOP 1

Career FAST is a **Human Sciences Extension** initiative offered by the **Alabama Cooperative Extension System** (ACES) at Auburn University.

Career**FAST** | FAFSA Application Survival Toolkit

e**x**tension
ALABAMA A&M & AUBURN UNIVERSITIES

FSA ID CREATION SESSION GOALS

1   UNDERSTAND THE PURPOSE OF THE FSA ID.

2   CREATE A SECURE FSA ID.

3   LEARN TO TROUBLESHOOT COMMON FSA ID ISSUES.

WHY DO YOU NEED A FEDERAL STUDENT AID ID [FSA ID]?

FEDERAL STUDENT AID ID (FSA ID)

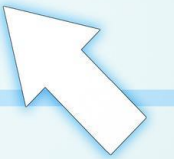Before you start a FAFSA session, create an FSA ID.

FSA ID is:

- A unique account.

- Unique username and password combination.

- Used to log on to US Department of Education websites.

- Legal signature to sign FAFSA documents.

- Used to complete entrance counseling, Master Promissory Note, apply for repayment and loan forgiveness.

Login

Username
Username

Password
****

FEDERAL STUDENT AID ID (FSA ID)

Before you start a FAFSA session, create an FSA ID.

- FSA ID is private and should be held confidential similar to a social security number.

- Student and parent/guardian need their own individual FSA IDs.

- Your own Social Security number (if applicable) is required to create a FAFSA ID.

- Your own email address is required to create a FAFSA ID. If you don't have an email, take some time to set one up.

Open your laptop or mobile device.

HOW TO CREATE YOUR FSA ID

HOW TO CREATE YOUR ACCOUNT USERNAME AND PASSWORD (FSA ID)

Federal Student Aid
an OFFICE of the U.S. DEPARTMENT of EDUCATION

FSA ID CREATION STEPS

1 Visit www.studentaid.gov.

2 Click "Create Account".
 • You may need to click "Menu" first.

3 Click "Get Started".

4 Enter the requested "Personal Information".
  ○ Full Name
  ○ Date of Birth
  ○ Social Security Number

CONTINUE

→ *Create FSA ID at studentaid.gov/fsa-id/create-account*

FSA ID CREATION NO SOCIAL SECURITY

What if I don't have a Social Security number?

- Ensure the student is eligible for federal financial aid.
- Click the box if you are a citizen of Freely Associated States (FAS):
  - Republic of the Marshall Islands
  - Federated States of Micronesia
  - Republic of Palau

What if I don't have a Social Security number? ∧

If you don't have a Social Security number (SSN) **and** at least one these two statements describes you, you can check the box below to create an account without an SSN:

- I am a citizen of the Freely Associated States who needs to complete the FAFSA® form online.
- I am a parent or spouse of a student who is applying for aid.

☐ **I do not have a Social Security number.**
I am a citizen of the Freely Associated States and I do not have a Social Security number (SSN); *OR* I am a parent or spouse of a student who is applying for aid and I do not have an SSN.

FSA ID CREATION STEPS

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(5) Create a username, enter email, and create password.

- Username length must be between 6 and 30. Use any combination of letters, numbers, or special characters

- Password length must 8 to 30 characters long.

Password Creation

- Characters: Use at least one number, uppercase letter, lowercase letter

- Avoid using your name, birth year, or month in the password.

CONTINUE

FSA ID CREATION STEPS

6 Enter your contact information and select your communication and language preference.

- Add your mobile phone number to use two-step verification.
- You can also add an alternate phone number.

7 Select and answer "Challenge Questions".

- Select four (4) challenge questions to answer from the dropdown list provided.

FSA ID CREATION STEPS

Challenge Question Selection

- Challenge questions and answers add extra security to an FSA ID.

- Use challenge questions to get your username or password if you forget them.

- Pick questions and answers that are easy for you to remember, but hard for others to guess.

- Don't pick questions that may have changing answers.

- Don't pick hard-to-remember questions or ambiguous answers

- Answers are not case-sensitive.

FSA ID CREATION STEPS

8 Review the information entered and submit the form.
- Ensure it is correct and accept the terms and conditions.

9 Verify your email address (and phone if mobile phone applicable). You will receive an email and text with a secure code.
- Use the code(s) to confirm your contact information.
- You may also be asked to validate the information through a 2-factor authentication (2FA) method.

10 Save your FSA ID information in a secure location.
- Don't forget to **record your Backup Code**. You will need it if you can't access your verification method.

FSA ID CREATION IS COMPLETE!

Return to StudentAid.gov to login and test your newly created FSA ID.

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.

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.

- Use the Help Center to get answers to common questions.

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INTERACTIVE Q&A SESSION

THANK YOU
FOR ALL YOUR ATTENTION

Learn More

aces.edu/fafsa →

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EMAIL: CAREERFAST@AUBURN.EDU

FEDERAL STUDENT ID
TROUBLESHOOTING

CAN'T CREATE AN ID

If any do not answer all authentication questions correctly, your ID may need to be manually verified.

- Expect an email from studentaid.gov with next steps to follow to complete identity verification.

- Possible additional steps may be:
    a. Completing an Attestation Form.
    b. Provide proof of identity, or proof of residency.

→ *More info: Federal Student Aid Information Center (FSAIC) :*

1-800-4FED-AID (1-800-433-3243)

FSA ID TROUBLESHOOTING
SOCIAL SECURITY ERROR

If you encounter "SS Already in Use" error message, you may already have an FSA ID, or the phone number was previously used.

- Forget your FSA ID username or password?
  - go to studentaid.gov.
  - "Forgot My Username" or "Forgot My Password" links to recover your information.

Retrieve Your Username

Select one of the following options:

🔑 Enter a secure code from my authenticator app.

📱 Text a secure code to my mobile phone.

✉️ Email me a secure code.

❓ Answer my challenge questions.

→ *More info: Federal Student Aid Information Center (FSAIC) :*

1-800-4FED-AID (1-800-433-3243)

FSA ID TROUBLESHOOTING
PHONE NUMBER ERROR

If you encounter "this phone number is already registered" error message, you may already have an FSA ID.

- Forget your FSA ID username or password?
  - go to studentaid.gov.
  - "Forgot My Username" or "Forgot My Password" links to recover your information.

Retrieve Your Username

Select one of the following options:

- Enter a secure code from my authenticator app.
- Text a secure code to my mobile phone.
- Email me a secure code.
- Answer my challenge questions.

→ *More info: Federal Student Aid Information Center (FSAIC) :*

1-800-4FED-AID (1-800-433-3243)

DID NOT RECEIVE CONFIRMATION

If you did not receive the confirmation email after creating a FSA ID:

- Check junk, trash, deleted items, and archive folders. The email confirmation may be in another folder.

- Verify your email address: Log into your StudentAid.gov account and go to the "Contact Information" page in "Settings".

- Add the FSA ID email address (donotreply@studentaid.gov) to your contact list avoid delays.

→ *More info: Federal Student Aid Information Center (FSAIC) :*

1-800-4FED-AID (1-800-433-3243)

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FSA ID TROUBLESHOOTING
LOCKED ACCOUNT

If you encounter "Your FSA ID is locked" or "Your account is locked due to multiple unsuccessful login attempts" error message:

- Log into your StudentAid.gov account, click "Manage My FSA ID".
- Select "Forgot My Username" or "Forgot My Password".
- Provide your FSA ID username, email address, or mobile phone number, answer any security questions, and verify your identity.
- Create a new password. It will automatically unlock your account.

→ *More info: Federal Student Aid Information Center (FSAIC) :*
1-800-4FED-AID (1-800-433-3243)

SUPPLEMENTAL SLIDES

ELIGIBLE STUDENTS

Students qualify for FAFSA if they have a form of eligible citizen documentation.

U.S. CITIZEN or NATIONAL

Born in the United States or certain U.S. territories

Born abroad to U.S. citizens parents

Naturalization

American Samoa or Swains Island

GREEN CARD

Have a Form

- I-551
- I-151
- or
- I-551C

as proof of U.S. permanent residence

ARRIVAL-DEPARTURE RECORD

Arrival-Departure Record (Form I-94)

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant
- Parolee

BATTERED IMMIGRANT OR T-VISA

Under *Violence Against Women Act* "battered immigrant qualified alien" if abused by a citizen/ resident spouse, or the child of a victim

Have T-visa or a parent with a T-1 visa

ⓘ **Want Help? Ask us about eligible non-citizens.**

TROUBLESHOOTING FSA ID