

## FEDERAL STUDENT AID ID WORKSHEET

### FEDERAL STUDENT AID ID (FSA ID)

A Federal Student Aid ID (FSA ID) is required for students to electronically sign the FAFSA. One parent of a dependent student will also need to create an FSA ID. This document should be saved and stored in a safe location.

### HOW TO SET UP AN FSA ID

- 1 Go to [studentaid.gov](http://studentaid.gov) and select **Create Account**  
You will be redirected to the Create an Account (FSA ID) page. Select **Get Started**.
- 2 Provide Personal Information being requested.
  - Enter your Social Security Number
  - Enter your birth date
  - Enter your name exactly as it is listed on your social security card. Social security matches are confirmed within 1 to 3 days. Errors can cause delays.
- 3 Enter an Email Address \_\_\_\_\_  
Use a personal email address. This should not be a school or work email address. You will not be able to use the same email address for the student and parent.
- 4 Create a Username \_\_\_\_\_  
Must be 6–30 characters. Avoid using personal identifiers like your name or birth date.
- 5 Create a Password \_\_\_\_\_  
Must be 8–30 characters and contain upper and lowercase letters and numbers. Avoid using personal identifiers.
- 6 Complete Challenge Questions and Answers  
There are four challenge questions and answers. Select questions from the drop-down menus and record your answers below.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
- 7 Verify your Email Address and Mobile Number  
FSA will send an email with a code that must be entered to verify your email address. FSA will send a text message with a code used to verify your mobile phone number. Your FSA ID is ready to use.

## FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)



Students must complete the FAFSA each year they wish to receive financial aid for college. The FAFSA is available to complete as soon as October 1st of each year.

### MATERIALS NEEDED

- Social Security Number or Alien Registration Card
- Driver's License
- Federal income tax returns, W-2's and other records of money earned for the specified year
- Current cash and bank account balances, records of investments and untaxed income
- If you are a dependent, you will need your parent(s) information.

### CREATE AN FSA ID

The Federal Student Aid ID (FSA ID) is the username and password students use to complete the FAFSA. The parent of a dependent student also needs an FSA ID to sign the FAFSA. Use the FSA ID worksheet to keep track of answers, you will use this each year the FAFSA is needed.

### COMPLETE

**Student Demographics** When entering your personal information, read directions carefully and enter information accurately.

- Enter your full name and birth date as shown on your Social Security Card.
- Male students, 18 years of age; and older have the option to be registered with the selective services. You can register directly on the FAFSA by checking "Register Me."
- Double Check your name, date of birth, and social security number.

**School Selection** Select the college, university, or career technology center you plan to attend. You can select up to 10 schools. You will then indicate whether you plan to live on campus, off campus, or with a parent. Edison State Community College Federal School Code: 012750

**Dependency Status** A list of questions will determine whether you are considered a dependent or independent student on the FAFSA. Dependent students will be required to provide parental information.

**Parent Demographics** Dependent students must enter information about their legal parent(s).

- If your parents are legally separated or divorced, list the parent you lived with the most during the last 12 months.
- If your parents are legally separated or divorced and you lived them equally, list the parent who provided the most financial support in the last 12 months.
- If your divorced parent is remarried, list both your parent and stepparent.
- If your parents are unmarried but living together, list information for both parents.
- If your parent is undocumented, use 000-00-0000 as his/her Social Security Number.

**Financial Information** You can enter the specified federal income tax information manually or use the IFS Data Retrieval Tool (DRT). The IRS DRT allows users to securely transfer data from their tax return directly into the FAFSA, which is faster and easier. Users must have an FSA ID to access tax information. To learn more, visit [studentaid.gov/apply-for-aid/fafsa/filling-out](https://studentaid.gov/apply-for-aid/fafsa/filling-out).

### SIGN AND SUBMIT

Review your answers on the summary, correct any errors, then enter your FSA ID to electronically sign your FAFSA.

- If considered a dependent, your legal parent is also required to sign your FAFSA.
- If necessary, you or your parent can print a signature page, sign it, and mail it back to the address indicated.
- Don't forget to click submit at the bottom of the screen.
- Review your confirmation page for information about the schools you have selected and an estimate of your financial aid eligibility.

### FOLLOW UP

Watch your email for a Student Aid Report (SAR), which provides a copy of your FAFSA responses. Your college may also send you requests for further documentation before sending your financial aid offer. This letter will contain the types of financial aid offered to you by the college(s) you have chosen.

### QUESTIONS?

Call 937.778.8600 or email [info@edisonohio.edu](mailto:info@edisonohio.edu).

