MISSOURI S&T

FSA ID Worksheet

Contributor Name [   ]

https://studentaid.gov/fsa-id/create-account/launch

Federal Student Aid IDs are required for students and parents to access and electronically sign the FAFSA. Parent(s) of dependent students will also need to create an FSA ID. **KEEP IN A SAFE PLACE.**

1 **START YOUR PROFILE**
1. Enter your name exactly as it is listed on your social security card
2. Enter your birthdate
3. Enter your Social Security Number
Social Security matches are confirmed within 1-3 days. Errors can cause delays.

2 **CREATE A USERNAME** [   ]
Must be 6-30 characters. Avoid using personal identifiers like your name or birthdate.

3 **ENTER AN EMAIL ADDRESS** [   ]
The email address must be unique to each individual. You will not be able to use the same email address for student and parent. **DO NOT use high school email accounts.**

4 **CREATE A PASSWORD** [   ]
Must be 8-30 characters and contain upper- and lowercase letters and numbers.
Avoid personal identifiers.

5 **CHALLENGE QUESTIONS & ANSWERS**
There are four challenge questions and answers. Select the questions from the drop down menus and provide the answers below. *(If you forget your username or password, you may need to answer the challenge questions to access your account.)*

| 1 | [   ] | 3 | [   ] |
| 2 | [   ] | 4 | [   ] |

6 **VERIFY YOUR EMAIL ADDRESS & MOBILE PHONE 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.

7 **COMPLETE THE TWO-STEP VERIFICATION PROCESS**
To verify the information used to create the FSA ID, you'll need to set up at least one verification method to utilize two-step verification.

8 **KEEP TRACK OF IMPORTANT NUMBERS**
A backup code will be generated when you create your FSA ID account or when you enable two-step verification. The backup code lets you access your account if you can't use the two-step verification method. If it gets lost, log in to your account and select "Generate a New Backup Code" under "Two-Step Verification" in Settings.

Save your backup code: [   ]