



# Saint Martin's UNIVERSITY

Office of Financial Aid

## Federal Student Aid (FSA) ID

An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education (ED) websites. The FSA ID replaced the Federal Student Aid PIN in May 2015. If you haven't logged in to a Federal Student Aid site (such as [studentaid.gov](http://studentaid.gov)) since May 2015, you will need to create an FSA ID before you can log on in the future.

If you are a parent of a *dependent student*, you will need your own FSA ID if you want to sign your child's FAFSA electronically. If you have more than one child attending college, you can use the same FSA ID to sign all applications. ***Please note: Each FSA ID user must have a unique e-mail address, login and password. You cannot share an FSA ID.***

### Creating an FSA ID

You can create an FSA ID when logging into [studentaid.gov](http://studentaid.gov). The FSA ID process consists of three main steps:

#### *Enter your log-in information*

- Provide your e-mail address, a unique username, a password, and verify that you are at least 13 years old

#### *Enter your personal information*

- Provide your Social Security number, name, and date of birth.
- Include your mailing address, e-mail address, telephone number, and language preference.
- For security purposes, provide answers to five challenge questions.

#### *Submit your FSA ID information*

- Agree to the terms and conditions
- Verify your e-mail address (This is optional, but helpful. By verifying your email address, you can use your e-mail address as your username when logging into certain ED websites. This verification also allows you to retrieve your username or reset your password without answering challenge questions.)

***Make sure you carefully review the information provided when creating an FSA ID. This information must match the information you provide on the FAFSA. Name, SSN and DOB Errors can cause delays in completing a FAFSA!***

### Using your FSA ID

If you are creating an FSA ID for the first time, you may use your FSA ID to sign an original FAFSA (student and/or parent), but nothing else. To start a Renewal FAFSA or to make corrections to an existing FAFSA your name, SSN, and DOB will need to be confirmed with the Social Security Administration (SSA). Once your information is verified with the SSA (1-3 days from the date you apply), 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, including making correction to an existing FAFSA.



#### **Office of Financial Aid**

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Scan the QR Code to turn in the completed form via Secure Dropbox