

Complete the FAFSA in Just Five Steps

Create an FSA ID

1

- The FSA ID is your username and password.
- Use your FSA ID to electronically sign your FAFSA, make FAFSA corrections, complete the student loan acceptance process and more.
- Go to fsaid.ed.gov to create your FSA ID.
- Save your FSA ID to use again next year.
- If you're a dependent student, one of your parents will also need an FSA ID.

Gather Materials

2

- Social Security card
- W2 forms and tax returns for the year specified on the FAFSA
- If you're a dependent student, completing the FAFSA is a joint effort between you and your parent(s). Parent(s) need tax documents as well.

Fill It Out

3

- Apply online at [FAFSA.gov](https://fafsa.gov). Enter student and parent names as shown on Social Security cards.
- Send your FAFSA results to up to 10 campuses (**North Central State College's school code is: 005313**)
- Use the Data Retrieval Tool to automatically transfer tax data to your FAFSA. It's part of the FAFSA completion process.

Sign & Submit Your FAFSA

4

- Enter your FSA ID to serve as your electronic signature.
- If you're a dependent student, your parent must also enter their FSA ID to serve as their electronic signature.
- Don't forget to click **SUBMIT** at the bottom of the screen.

Follow Up

5

- If you have not applied for admission to North Central State College and/or the colleges that interest you, please do so as soon as possible.
- Watch your email for a notification from Federal Student Aid regarding your Student Aid Report (SAR) and information from North Central State College or the institutions that received your FAFSA results.
- Provide any other necessary documentation that may be required by North Central State College or your institution.

FSA ID Worksheet

FSA IDs are used to log in to certain U.S. Department of Education (ED) websites, complete the FAFSA, accept student loans and more. One parent of a dependent student will also need to create an FSA ID.

FAFSA website: fafsa.gov
FSA ID website: fsaid.ed.gov
FSA helpline: 1-800-433-3243

Keep this form in a safe place for future reference.

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 a high school or college email accounts.

Create a username: _____

Must be 6 – 30 characters. Avoid using personal identifiers like your name or birthdate.

Create a password: _____

Must be 8 – 30 characters and include three of the following: uppercase letters, lowercase letters, numbers, or special characters. Avoid personal identifiers.

Complete your profile:

1. Enter your social security number
2. Enter your birthdate
3. Enter your name exactly as it is listed on your social security card
4. Social Security matches are confirmed within 1 to 3 days. Errors can cause delays.

Challenge Questions and Answers

Security Question 1: _____

Answer: _____

Security Question 2: _____

Answer: _____

Security Question 3: _____

Answer: _____

Security Question 4: _____

Answer: _____

Verify your email address and mobile phone number

Federal Student Aid will send an email with a code that must be entered to verify your email address. Federal Student Aid will also send a text message with a code used to verify your mobile phone number. Once verified your FSA ID is ready to use!

