

Creating an FSA ID and Completing your FAFSA

Student's FSA ID/ Username: _____ Password: _____

Save Key: _____

Parent's FSA ID/ Username: _____ Password: _____

Tips for completing the FAFSA:

- Take your time.
- Selective Service is a question for male students- if you are not registered then you must mark Register Me. This is mandatory to receive federal financial aid.
- Select "yes" to question if you would like to be considered for work study.
- Take time to indicate what schools you would like your FAFSA information sent to.
- Utilize the IRS Data Retrieval Tool- this saves additional paperwork later.
- If form does not ask for Parent information, please see staff member before submitting.

Steps

1. Go to FAFSA.GOV and select create account. Follow prompts to create an FSA ID. Write your username and password above. You will need this username and password every year that you complete the FAFSA. You may also want to store this information in your phone.
2. Return to FAFSA.gov and sign in using your FSA ID username and password.
3. FAFSA will ask you to create a Save Key. Write it above.
4. Fill out 2020-2021 FAFSA if you are interested in starting school the fall after you graduate. Complete 2019-2020 FAFSA also if you will be attending school the summer after you graduate.
5. Complete the questions for the student section of the FAFSA. Indicate what schools you would like your information sent to.
6. When you get to the section that is asking for your parent's information, click on Save and then Exit.
7. If your parents are not here, save, exit and bring this paper home to them so they can complete their section. If your parents are here, please continue below.
8. Have your parents create an FSA ID at fsaid.ed.gov. Record username & password above and/or store in your phone.
9. Have your parents enter their information. Link to the IRS Data Retrieval Tool if possible or enter your 2018 tax information by hand. (Using the IRS Data Retrieval Tool will keep you from doing additional paperwork in the future).
10. Finish the FAFSA and make sure you BOTH sign using the student and parent FSA ID. **If you have any problems or questions, make an appointment to see Ms. Roberts.
www.calendly.com/kristina-roberts or Kristina.roberts@ocps.net