



Creating an FSA ID and Completing your FAFSA

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

Save Key: _____

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

Student Section

1. Go to FAFSA.GOV and select create account.
2. Follow prompts to create an FSA ID. Write your username and password above and also store in your phone (you will need this every year).
3. Return to FAFSA.gov and sign in using your FSA ID username and password.
4. Create a Save Key and write it above.
5. Choose 2021-2022 FAFSA if you are interested in starting school the fall after you graduate. Complete 2020-2021 FAFSA also if you will be attending school the summer after you graduate.
6. Complete the questions for the student section of the FAFSA.
7. Select the schools you may attend & would like your information sent to (up to 10).
8. 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.
9. Select "yes" to question if you would like to be considered for work study.
10. If your parents are not with you, save, exit and bring this paper home to them so they can complete their section. If your parents are with you, please continue below.

Parents Section

11. Have your parents create an FSA ID at fsaid.ed.gov, unless they already have one. Record username & password above and/or store in your phone.
12. Complete parent demographic section. List parent(s) you live with. If parent is divorced and remarried, include step-parent. Only list biological parent, step-parent or legal guardian.
13. Link to the IRS Data Retrieval Tool if possible or enter your 2019 tax information by hand. Be sure to type name/ address exactly as it is listed on the taxes. Using the IRS Data Retrieval Tool will keep you from doing additional paperwork in the future.
14. Finish the FAFSA and make sure you BOTH sign using the student and parent FSA ID.
15. Approximately two days after submitting the FAFSA, you should receive an email stating that your FAFSA was processed successfully. Please forward this email to Ms. Roberts.
16. Check your eligibility by logging in to your account and viewing your Student Aid Report (SAR).
17. If you have any problems or questions, make an appointment to see Ms. Roberts.
www.calendly.com/kristina-roberts or Kristina.roberts@ocps.net