

How to create an FSA ID

The FSA ID — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nsls.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.



Step 1

When logging in to one of the websites listed above, click the link to create an FSA ID.

Tip: Important: Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

Step 2

Create a username and password, and enter your e-mail address.

Step 3

Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

Step 4

If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

Step 5

Review your information, and read and accept the terms and conditions.

Step 6

Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid:

FAFSA Checklist

2023-2024

To Apply Online: **FAFSA.GOV**

800-4-FEDAID

To apply for federal student aid, such as federal Pell grants, loan funds, and work-study, you will need to complete the Free Application for Federal Student Aid (FAFSA). The application for the 2023-2024 academic year opens **October 1, 2022**

What you will need to start the FAFSA:

- FSA ID (www.fsaid.ed.gov) for Student
- FSA ID (www.fsaid.ed.gov) for Parent (if student is dependent)
- Social Security Number for Student
- Social Security Number for Parent (if student is dependent)
- 2021 Tax Return for Student
- 2021 Tax Return for Parent (if student is dependent)
- 2021 W2s for Student
- 2021 W2s for Parent(s) (if student is dependent)
- Records of untaxed income
- **Cowley's school code is: 001902**

How long will it take?



Initial Application:
45 minutes

Renewal Application:
20 minutes

FAFSA Correction:
10 minutes

Visit fafsa.gov to get started

Using the IRS Data Retrieval Tool

For the 2023-2024 FAFSA, you will use 2021 income and tax information. Using the IRS Data Retrieval Tool allows you to transfer your tax information directly into the FAFSA. However, some people are ineligible and must request a tax transcript from the IRS.

Are you eligible for the Data Retrieval Tool?

Do any of these apply to the student or parent(s)?

- Tax filing status is Married Filing Separately
- Tax filing status is Head of Household and student/parents are married/remarried
- Filing an amended tax return
- Filing a foreign tax return

If so, the student/parent information will be manually updated, using a copy of the completed 2021 tax return and any supporting documents. If the student's FAFSA is selected for verification, a tax return transcript will need to be submitted to the Financial Aid Office. A transcript can be obtained by calling 800.908.9946 or by visiting [irs.gov/Individuals/Get-Transcript](https://www.irs.gov/Individuals/Get-Transcript).

For more information about the FAFSA, visit <https://www.cowley.edu/finaid/index.html>.

