Creating Your Florida Financial Aid Application (FFAA) Account

1. Go to https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home

2. Under First-Time Applicant click "Create A Student Account"

3. Complete the Profile (all boxes with an asterisk are required fields)
   - **Demographic Information**
     - ❖ **SSN:** Please input your social security number if you have one
     - ❖ **FLE ID (Florida Educator Identifier)**: is the numbers 4 9 0 followed by your seven-digit student ID number for school

   4 _ 9 _ 0 ___ ___ ___ ___ ___ ___ ___

     - ❖ **First Name**
     - ❖ **Last Name**
       - o You must use your full, legal name as it appears on your birth certificate.
     - ❖ **Date of Birth**
     - ❖ **HS Graduation Date: <mark>MM/DD/YYYY</mark>**
     - ❖ **Gender**
     - ❖ **Ethnicity**
     - ❖ **Race** (select the one you most identify with)
   - **Contact Information**
     - ❖ Home Address
     - ❖ Phone Number
     - ❖ Personal Email Address (do not use the school-provided email)
   - Click "Submit"

4. A blue screen will pop up with your User ID and Password. Take a picture of this to save it with your phone and store it. *YOU ONLY HAVE 115 SECONDS before it redirects you from this page.*
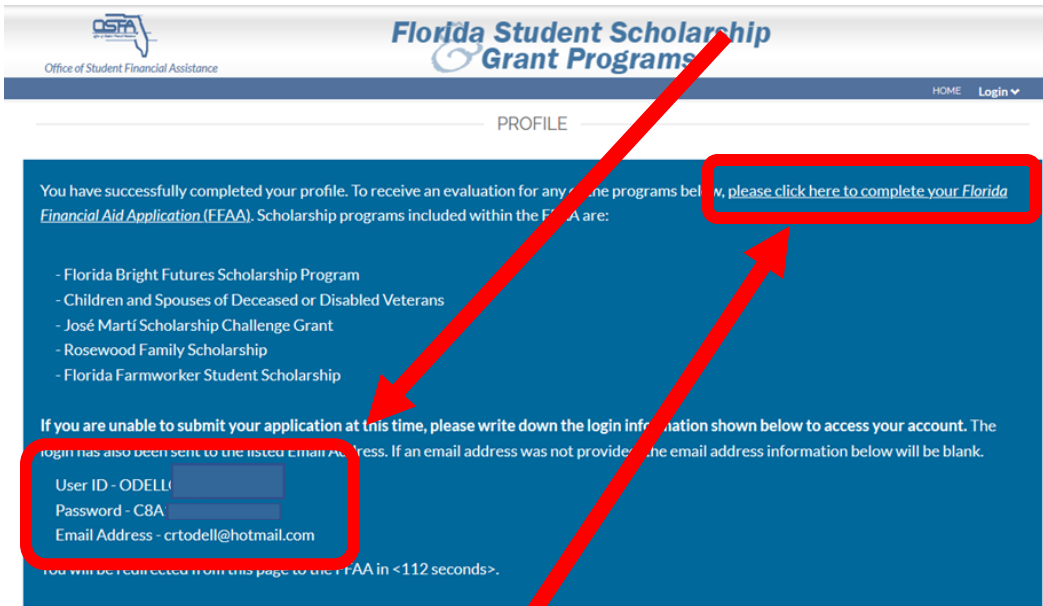
5. You will be redirected back to the profile page, but there are additional parts to complete below your Contact Information.
    - Other Information: Answer these questions honestly as it can qualify you for other scholarships
    - Click "Next"

6. It will take you to the Academic Background- High School Enrollment section
    - Will you graduate or have you graduated from a FL high school, Home Education program, or with a GED? Select **YES** as you will graduate from high school this year
    - Select "Public" for your high school graduation option if you are graduating from one of the following schools: Celebration High School, Gateway High School, Harmony High School, Liberty High School, Osceola High School, Osceola County School For The Arts, Osceola Virtual School, Neo City Academy, Professional and Technical High School, Poinciana High School, St. Cloud High School, Tohopekaliga High School, or Zenith Accelerated.
    - Select "Osceola" from your district where you will graduate from (which then auto populates the next answer box options)
    - Select your high school
    -

7. Next you will complete the Academic Background- Postsecondary Plans

- Select "NO" as none of you will complete a bachelor's degree (baccalaureate) before August.
- EVERYONE select "Freshman (First Time in College)" even if you have completed any dual enrollment coursework
- Select if the school you plan to attend is in-state or out-of-state. Then, select the school
- Select up to four schools for your FFAA to be sent to, even if you do not plan to attend them. Include at least 1 public, 4-year school (like the University of Central Florida).
- Click "Next"

8. The final part is submitting your Application. Click "Submit"

9. Next you should have a pop-up that says "Success".
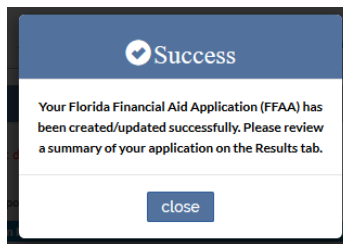
10. Click close and you have completed your Florida Bright Futures Application!

11. If you have any errors, you will need to reach out directly to Bright Futures office toll free at **1-888-827-2004.**

Please keep in mind that the school district will submit your transcript information from Focus directly to the state three times a year (fall, spring, and summer). However, it is your responsibility to check any discrepancies directly with Bright Futures.