FAFSA Step-by-Step

STEP 1: Create an FSA ID

Go to https://fsaid.ed.gov/ and create an FSA ID

- student must have one and one parent must have their OWN FSA ID. The parent FSA ID has to be created with a *different* email address from the student's email address.

Student FSA ID

Email address _____

FSA ID _____

Password _____

Security questions/answers:

1. _____
2. _____
3. _____
4. _____

Parent FSA ID

Email address _____

FSA ID _____

Password _____

Security questions/answers:

1. _____
2. _____
3. _____
4. _____

- ***At the end, it will send a "secure code" to your email address. You will have to go to your email, get the code and enter it into the FSA website. This is the last step in creating your FSA ID.***

STEP 2: Fill out the FAFSA

Go to www.fafsa.ed.gov

Click "Start a new FAFSA"

- Two options:
  - **2021-2022 FAFSA** for students starting college **SUMMER 2022**

    - students starting in summer must do ***BOTH*** the 2021-2022 and 2022-2023 FAFSA
  - **2022-2023 FAFSA** for students going to college in Fall/August 2022

Save key: _____

STUDENT DEMOGRAPHIC INFORMATION
- If you select male, you MUST select "yes" to register with the selective service
- What will your grade level be when you begin the 2022-2023 school year?
  - *ANSWER: Never attended college/1st. Yr.*

SCHOOL SELECTION
- Choose up to 10 schools. You will be able to add schools/change your selections at a later date if you need to by logging back in and choosing "add a school"

DEPENDENCY STATUS
Determines whether or not the student will need to report parent information
- If the student is DEPENDENT = WILL have to report parent information
- If the student is INDEPENDENT = will NOT have to report parent information

Which parent(s) tax information should be reported:

Parents' marital status:	Provide information for:
Never Married	The parent that you lived with most during the last 12 months. If you did not live with one parent more than the other, provide information about the parent who provided more financial support during the last 12 months, or during the most recent year that you actually received support from a parent.
Unmarried and both parents living together	Both of your parents
Married	Both of your parents
Remarried (after being widowed or divorced)	Parent and stepparent
Divorced or Separated	The parent that you lived with most during the last 12 months. If you did not live with one parent more than the other, provide information about the parent who provided more financial support during the last 12 months, or during the most recent year that you actually received support from a parent.
Widowed	Your parent

PARENT FINANCIAL INFORMATION
Linking to the IRS Data Retrieval Tool:
- Use the ***PARENT FSA ID*** to link to their taxes
- Make sure "filing status" and the address match up EXACTLY as they were reported on the taxes in order for it to transfer successfully
  - If you cannot link to the IRS Data Retrieval tool, use **2020 tax return** (form 1040, 1040A, or 1040EZ) to complete this section

STUDENT FINANCIAL INFORMATION
- If student did not file taxes in 2020, answer "not going to file" from the drop-down menu
- For any question, if the answer is "0," answer "0"

Sign & Submit!
- You will receive an email when it has processed successfully. Look at your ***Student Aid Report (SAR)*** to see what federal aid you are eligible for!
- Contact FAFSA at **800-433-3243** if you DO NOT receive email with SAR Report!

Additional FAFSA help

- https://studentaid.gov/apply-for-aid/fafsa/filling-out/help

Helpful Videos

- FAFSA Walkthrough video
- Create an FSA ID
- Troubleshooting FSA ID
- FAFSA live