![Ozarka College logo] **Ozarka College**
Providing life-changing experiences through education.

FAFSA Step-by-Step

FAFSA: Free Application for Federal Student Aid (Pell grants, Federal work study, etc.)

FSA ID: The Federal Student Aid ID (FSAID) is the username and password all students (and parents of dependent students) must set up to log into federal student aid websites such as fafsa.gov and studentloans.gov. Please note: the dependent student and a parent must <u>EACH</u> have an e-mail address and <u>EACH</u> set up FSA ID user names and passwords.

1) **<u>STEPS TO CREATE YOUR FSA ID's:</u> (You can only have one, so you will have to remember this ID and password for years to come)**

<u>Please note that the FAFSA is a federal requirement for student financial aid. All information has to be entered accurately or the FAFSA will not be accepted. The process for SUCCESSFULLY COMPLETING your FAFSA IS TIME CONSUMING. IT IS VERY IMPORTANT THAT ALL STEPS ARE FOLLOWED COMPLETELY AND CORRECTLY.</u>

1a. ___ Navigate to the Federal Student Aid login page: https://studentaid.gov/fsa-id/create-account/launch

1b. ___ On the 'Create an FSAID" tab, ___ On the 'Create an FSAID" tab,
- enter a username
- enter a password (include numbers, letters, characters)
- enter your PERMANENT email address (NOT your high school email)
- Click on **CONTINUE**

1c. ___ Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

1d. ___ Review your information, and read and accept the terms and conditions.

1e. ___ Confirm your email address and your cell phone number (recommended). A secure code will be sent to the email address (and/or one will be sent to the cell #) you entered when you created your FSA ID. Once you verify your email address and/or cell phone #, you can use it instead of your username to log in to the FAFSA website.

1f. ___ **RECORD YOUR ID's and email used below, and keep this document with your College application/financial aid records**
- **<u>Student FSA ID</u>**
  - o Email used:_____
  - o Username:_____
  - o Password_____

- **<u>Parent FSA ID</u>**
  - o Email used:_____
  - o Username:_____
  - o Password_____

2) <u>STEPS TO FILL OUT THE FAFSA</u>

2a. With **your FSA ID's, log in to the FAFSA website to START A NEW FAFSA**
FAFSA Website: https://studentaid.gov/h/apply-for-aid/fafsa
   - ___Click on "START HERE>" and follow the on-screen instructions
   - ___Once logged in, **BE SURE TO SELECT THE <u>CORRECT SCHOOL YEAR FAFSA</u>.**
      - **Starting college in Summer II, Fall, Spring, or Summer I of 2023-2024? Complete the 2023-2024 FAFSA application and use <u>2021</u> tax information (2 years prior).**
      - **Starting college in Summer II, Fall, Spring, or Summer I of 2024-2025? Complete the 2024-2025 FAFSA application and use <u>2022</u> tax information (2 years prior).**
   - ___**Enter a SAVE KEY for your 2024-2025 FAFSA application (any 4-5 digit # you can recall.)**
   - ___**Fill in the demographic, parent, and school information requested.**
   - ___ Fill in the financial information for <u>**self**</u> (if any) and <u>**parents**</u> (if you are a dependent student)
      - If you have filed a tax return for your 2022 income, you will be given an option to "Link to the IRS." **Parents will need to enter their FS AID on the dependent student's FAFSA at this point to allow the student to link the parent's tax return**)
         1. *To successfully LINK your 2022 tax return to your FAFSA (the quickest, easiest, and smoothest way to complete your FAFSA and lessen your chances of being selected for verification), YOU SHOULD HAVE YOUR 2022 Federal and STATE Tax returns handy.*
         2. *If you elect to LINK taxes, select that option. On the information screen that will appear, enter your name, address, and filing status <u>**EXACTLY**</u> as it appears on your return. If successful, you will avoid having to key financial information into your FAFSA.*
         3. *If you are unable to LINK your taxes, refer to your 2021 printed copy of your tax return to key the income data into your FAFSA.*

2b. <u>HELPFUL FAFSA TIPS TO AVOID MAKING COMMON ERRORS</u>:
   - Periodically hit the **"SAVE"** button at the top of the screen
   - Read all questions **<u>CAREFULLY</u>** and answer accurately
      - LEVEL in college: If you have never attended college, **your level will be "First-year, never attended,"** EVEN IF YOU HAVE COMPLETED CONCURRENT HIGH SCHOOL COURSES FOR COLLEGE CREDIT (Do NOT select GRAD/PROF as your level. GRAD/PROFESSIONAL= Master's degree and doctoral degrees)
      - Have you completed your first bachelors?" Always answer "NO" (unless you <u>have</u> completed a 4-year COLLEGE degree already)

3) <u>ELECTRONICALLY SIGN YOUR FAFSA</u>

4) <u>SUBMIT YOUR FAFSA</u>

5) <u>PRINT or SAVE the CONFIRMATION of your SUBMITTED FAFSA</u>

Common Questions About the FAFSA® Process

(Note: The information listed below is copied directly from https://studentaid.gov/apply-for-aid/fafsa/filling-out/help)

➢ What will I need to fill out the FAFSA?

To complete the *Free Application for Federal Student Aid* (FAFSA®), you will need:

- Your Social Security Number
- Your Alien Registration Number (if you are not a U.S. citizen)
- Your federal income tax returns, W-2s, and other records of money earned. (**Note:** You may be able to transfer your federal tax return information into your FAFSA using the IRS Data Retrieval Tool.)
- Bank statements and records of investments (if applicable)
- Records of untaxed income (if applicable)
- An FSA ID to sign electronically.

If you are a dependent student, then you will also need most of the above information for your parent(s).

➢ Will I need my parents' information?

If you can answer "**Yes**" to **any** of the following questions, you are considered an independent student on the 2022–23 *Free Application for Federal Student Aid* (FAFSA®) form, and you generally **won't** need to provide your parents' information:

- Were you born before Jan. 1, 1999?
- As of today, are you married?
- At the beginning of the 2023–24 school year, will you be working on a master's or doctorate program (such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D., graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. armed forces for purposes other than training?
- Are you a veteran of the U.S. armed forces?
- Do you now have or will you have children who will receive more than half of their support from you between July 1, 2022, and June 30, 2023 [during the award year]?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you now and through June 30, 2023?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
    - If you are not sure if you were in foster care, check with your state child welfare agency.
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2021, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2021, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2021, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

However, if you can answer "**No**" to all of the above questions, you're considered a dependent student and generally your parents **must** provide parental information on your FAFSA form.

➢ **What if I forgot my FSA ID username and password?**

If you have an FSA ID but do not remember your username, select Forgot Username.

Note: If you verified your email address or mobile phone number during account creation, you can enter your email address or mobile phone number instead of your username.

If you have an FSA ID but do not remember your password, select Forgot Password.

Your password must be between 8 and 30 characters in length, and it must contain at least one uppercase letter, one lowercase letter, and one number. Special characters are not required, but the following characters may be included as part of your password: ! # $ % & ( ) * + - . : ; < = > ? @ [ ] ^ _ { } ~

Remember, your password is case-sensitive.

➢ **Can my parent and I share the same FSA ID?**

No. You and your parent cannot share the same FSA ID. You must apply for an FSA ID and your parent must apply for an FSA ID. An FSA ID serves as part of a person's identification, as well as their electronic signature, and should only be used by that individual.

If you or your parent do not already have an FSA ID, you can create an FSA ID.

➢ **What if my parents have more than one child in college at the same time?**

If your parents have another child in school, they can transfer much of their information from your *Free Application for Federal Student Aid* (FAFSA®) form into a new FAFSA form for your sibling(s).

The link to transfer information appears on the "Confirmation" page after you and your parent sign and submit your FAFSA form. **The link is only available from the "Confirmation" page**. Look for it as soon as you've submitted your FAFSA form; you can't return to the "Confirmation" page later to access the link.

➢ **How do I unlock my FSA ID?**

There are up to three ways to unlock your FSA ID. You can use your email or mobile phone, or answer some of your challenge questions.

To unlock your FSA ID, follow these steps:

1. Log in to your account. You should see a message that says "Your FSA ID is locked."
2. At that page, if you have a verified mobile phone number and/or verified email address, you will have the option to request that we send you a secure code to your verified mobile phone number or email address, or you can answer your challenge questions.
3. Select one of the methods available to you, provide the month and day of your birth, and then select the "Continue" button.

If you requested a secure code be sent to your verified mobile phone number or email address, enter the secure code and reset your password. If you answered your challenge questions, reset your password. Note: When you reset your password using your challenge questions, for security purposes, there is a 30-minute delay before you can log in to your account.

> ## I received an error that my name, date of birth, and Social Security number listed on the FAFSA form do not match my FSA ID. What does that mean?

The name, date of birth (DOB), and Social Security Number (SSN) you list on the *Free Application for Federal Student Aid* (FAFSA®) form must match what you listed when you registered for your FSA ID **exactly**.

If you're getting this error, it means that your name, date of birth, or SSN from your FSA ID and FAFSA form don't match. This error often occurs when you put the student's or parent's FSA ID information in the wrong field. Make sure you added the student's or parent's FSA ID information to the correct role first. This is one reason why it's very important that you don't use anyone's FSA ID but your own.

If switching student and parent is not the problem, you can check to see if your FAFSA form and FSA ID information match up by following these steps:

- Check Your **FSA ID** Information

Log in to your account.

1. Go to the "Personal Information" page under Settings.
2. Check your name, date of birth, and SSN listed, and verify that all three match what appears on your Social Security card exactly. If your information matches, proceed to the next step of checking your FAFSA information. If your information doesn't match, correct and save it (**Note:** If you edit your FSA ID information, you may need to wait up to 3 days for that information to process before you can use your FSA ID to log in to your FAFSA form.

- Check Your **FAFSA** Information

1. Go to fafsa.gov and select ""Log-in"" button.
2. If you're the student, enter your FSA ID username and password on the left. If you're the parent, use the "I am a parent, preparer, or student from a Freely Associated State" option on the right.
3. Enter the Save Key, if asked.
4. Verify that your name, date of birth, and SSN match what was in your FSA ID account information.

If you checked, your information does match, and you're still getting an error, the FSA ID owner can call the Federal Student Aid Information Center at 1-800-433-3243 for FSA ID assistance.