

**Student Financial Services**

**FSA ID and FAFSA Worksheet**

# STEP ONE

**Create a Student FSA ID and Parent FSA ID -** [studentaid.gov/fsa-id/create-account](http://studentaid.gov/fsa-id/create-account)

Do not create an FSA ID for anyone but yourself. Do not use anyone else’s FSA ID or personal information as your own.

**Student’s personal email address (do not use school email): Parent’s email address:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Answers to security questions: Answers to security questions:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make sure you enter the security codes into the website to verify both your email and phone number before leaving the website.

# STEP TWO

File the FAFSA beginning October 1 each year. Note the following important points while completing the FAFSA - [fafsa.gov](https://fafsa.gov/) or MyStudent Aid app available on iOS or Android.

* Click Start Here or Log In
	+ If you are the **student:** click I am a Student and enter your FSA ID and password
	+ If you are a **parent:** click I am a Parent to begin a FAFSA on the student’s behalf
* Choose the academic year for which you plan to use financial aid
* Create a Save Key (we suggest using your zip code) - a temporary password to allow you to return to this transaction where you left off, should you need to leave and return later. Record your Save Key here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Note the banner in the upper left corner of each screen indicating whose information the FAFSA is requested on that page
* In Parent Financials and Student Financials sections, use the Proceed to IRS button to quickly, accurately, and securely use the Data Retrieval Tool to upload relevant tax information onto the FAFSA, if applicable.
* Provide electronic signatures to complete and submit the FAFSA.

# STEP THREE

**Review Your Student Aid Report (SAR).** Within 3-5 days of submitting the FAFSA, the student will receive an email notification indicating the SAR is available to view on fafsa.gov. It contains all the answers provided to FAFSA and should be reviewed immediately. If there are any errors, login to fafsa.gov or use the MyStudentAid app, make the necessary corrections, and resubmit the FAFSA. Now that the FAFSA is processed, students are able to create their MiSSG student portal with the State of Michigan to access state aid applications.

**Receive Your Financial AId Offers.** Beginning in December, schools will start sending comprehensive award letters to students. Review the letter carefully and contact the financial aid office at that school with any questions. Visit our website, oakland.edu/financialevents and click on the Award Letter Evaluation tab to download the Award Letter Evaluation Worksheet and participate in workshops to help you evaluate financial aid offers from every school.

**Respond to Financial Aid Requirements.** Beginning in December, check all college/university accounts on a weekly basis at minimum and complete any requirements within the designated time period requested. Make sure your financial aid offer has been confirmed by completing all requirements at every school you’re considering. Once you have decided where you will go to school, notify all financial aid offices at the other institutions you will not attend so they can cancel your aid.

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[**oakland.edu/financialevents**](http://oakland.edu/financialevents)

**(248-370-2550**