



# Information needed to be done prior to the ACHS FAFSA Workshop

ACHS FAFSA WORKSHOP  
FEBRUARY 1, 2024 @6:00 PM  
ACHS – ROOM C120

# All parents/students: Please have the following **prior** to the FAFSA Workshop 2/1/24 .

- FSA ID and Password (for the student and at least one parent) **at least ONE WEEK PRIOR to starting the FAFSA**. Create their User ID and Password by going to <https://studentaid.gov/fsa-id/sign-in/landing> and create the two ID's. Attached is a flyer detailing how to obtain an FSA ID and Password for those that may not know.
- Copy of all 2022 Federal Income Tax Returns and W-2 forms for student (if applicable) and parent(s).
- Social Security numbers for parent and student or if the student is not a U.S. Citizen, Alien Registration number or documentation as U.S. Permanent Residents or U.S. Citizens.
- Records of balances in checking and savings – for student and parent(s).
- Marital Status of parent(s) and date of marital status (for example, the date of marriage).
- Student Driver's License # (if applicable).



# 8 STEPS TO APPLY FOR FEDERAL & STATE STUDENT AID



# HOW TO CREATE YOUR FSA ID ACCOUNT

### STEP 1 - RECEIVE FREE HELP!

Free information and help available from: Your School Counselor, college, or career school  
HESAA – [www.hesaa.org/Pages/FAFSA.aspx](http://www.hesaa.org/Pages/FAFSA.aspx) or 609-584-4480  
US Department of Education – [www.ed.gov](http://www.ed.gov) or 1-800-4-Fed-Aid (1-800-433-3243)  
Free help is available any time during the application process!  
Please Note: You should never have to pay for help.

### STEP 2 - KNOW YOUR 2024-2025 DEADLINES!

New Jersey State Deadlines  
First-time NJ State Grant Applicants  
Fall/Spring Applicants – September 15, 2024  
Spring Only – February 15, 2025  
Renewal Tuition Aid Grant Recipients  
April 15, 2025  
Federal Deadlines  
Complete the FAFSA® between December 2023 and June 30, 2025 of the following year (no exceptions to either date) BUT apply as soon as possible. To meet deadlines apply online at [www.studentaid.gov](http://www.studentaid.gov)

Your college may have deadlines too.

### STEP 3 - CREATE A FEDERAL STUDENT AID (FSA) LOGIN

Create your user ID and Password by going to [www.studentaid.gov/fsa-id/sign-in/landing](http://www.studentaid.gov/fsa-id/sign-in/landing) and create an FSA ID Account. The student and all information contributors\* will need to create their own FSA ID Account at this website.  
Note: in many cases, required information contributors will be the parent(s) of a dependent student. All parties will use their login to access the FAFSA® at [www.studentaid.gov](http://www.studentaid.gov), and connect to their Federal Tax Information (FTI) and sign the FAFSA®.

### STEP 4 - COMPLETE YOUR FAFSA

To start your FAFSA® go to [www.studentaid.gov](http://www.studentaid.gov). The student will login with their FSA ID Account. Provide consent for the IRS to use their Federal Tax Information (FTI) to complete the FAFSA®! If you are unable to use FTI, you will need to collect your 2022 tax returns and other records of income and complete a paper FAFSA. NJ Dreamers must complete the NJ Alternative Application only. Go to [www.hesaa.org/Pages/NJAlternativeApplication.aspx](http://www.hesaa.org/Pages/NJAlternativeApplication.aspx) to complete your application.

### STEP 5 - YOUR FAFSA RESULTS!

The U.S. Department of Education will display your FAFSA® Submission Summary (FSS) – the result of processing your FAFSA®. Review your FSS. If required, you can submit corrections online at [www.studentaid.gov](http://www.studentaid.gov). Your complete FSS will contain your Student Aid Index (SAI) which determines your federal student aid eligibility.

### STEP 6 - YOUR NJ STATE AID RESULTS!

HESAA will send an email to the email address listed on the FAFSA® which will contain your NJ State/HESAA ID. You will be instructed to create a NJFAMS User ID and password to log into your NJFAMS Student Portal. You can find your "To Do List" and "Award and Eligibility" information as well as other functions to assist you with your state aid process.

### STEP 7 - VERIFY YOUR ANSWERS!

If you are selected for federal verification, your school's financial aid office will ask you to submit tax returns and other documents, as appropriate. Be sure to meet the school's deadlines. (To request an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) - it's free) The State of New Jersey may also request documents to verify information reported on the FAFSA®. HESAA will ask you to submit a tax return transcript and other documents as appropriate. To request an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) - it's free

### STEP 8 - GET AWARD QUESTIONS ANSWERED!

All Students: Go to your college financial aid portal about the aid being offered.  
First-Time Applicants: Review award letters from schools to compare amounts and types of aid being offered. Decide which school to attend based on a combination of (a) how well the school fits your needs and (b) its affordability after all aid is taken into account.



The FSA ID Account is a username and password for students and parent information contributors\* including undocumented parents to sign the Free Application for Federal Student Aid (FAFSA®). Note: in many cases, required information contributors will be the parent(s) of a dependent student. The FSA ID Account is your legal signature and shouldn't be created or used by anyone other than you - not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID Account every year you fill out a Free Application for Federal Student Aid FAFSA® form and for the lifetime of your federal student loans.

### HOW TO GET STARTED

You will need to create your FSA ID Account at least one week prior to starting the FAFSA® Go to [www.studentaid.gov/fsa-id/sign-in/landing](http://www.studentaid.gov/fsa-id/sign-in/landing) Click the "Create Your FSA ID Account Now" button

### CREATE YOUR FSA ID ACCOUNT (USERNAME AND PASSWORD)

Email: A verified email address is required for each information contributor\* to establish their account. An email address can be associated with only one FSA ID Account (student and contributor\* cannot have the same email address). You must have access to this email account.  
Username: Don't include personal info such as date of birth or name. If you see a message "The username you entered is already in use," then someone has already used that username.

### PROVIDE PERSONAL IDENTIFICATION INFORMATION

Enter your name, date of birth, Social Security number (SSN), or Individual Tax Identification Number (ITIN), contact information, and challenge questions and answers. Make sure your Social Security or ITIN number, date of birth, and name match what's on your Social Security card or ITIN. Identity match is required for each contributor\* to verify FSA ID Account.

A Knowledge Based Identity Verification Process will be performed for those without a Social Security number or ITIN

number. Users without a SSN or ITIN who enter all zeros, will complete a knowledge-based identity verification process. Continue with contact information and complete the challenge questions and answers.

If an individual cannot verify identity through the Knowledge-based identity verification process, contact Federal Student Aid and submit documentation to verify identity. If neither process works, the student and contributor\*(s) must complete and submit a paper FAFSA®.

### PROVIDE PROFILE INFORMATION

Confirm information you entered previously and provide additional information. Make sure your information is correct; any errors could result in a delay or problem in your receiving financial aid (or in the repayment of your federal student loans).

### YOUR FSA ID ACCOUNT IS CREATED!

Your FSA ID Account was created. You'll receive a confirmation email and a one-time back up code. (Keep your back up code in a secure place, used when two step verification fails at log in).



\* Contributor: any individual required to provide signature and consent on the FAFSA® form, including the student; the student's spouse; a biological or adoptive parent; or the parent's spouse (stepparent).