Step Sheet – Completing Financial Aid Applications

Step 1: Apply for FSA ID (If student is dependent: BOTH student and one parent must apply for a FSA ID. You may not use the same E-mail, username, or personal information for both)

Visit:	https://fsaid.ed.gov
Click:	"Create an FSA ID"
Enter:	Your personal information
Select:	Your own challenge questions and answers (NOTE: You cannot repeat answers and cannot use your birth date as your significant date)
Review:	The information entered and then click on "Accept the terms and conditions"

If you forgot your username or password, click on "Edit my FSA ID"

If you don't remember your username or password click on *"forgot my username" or "forgot my password"*:
You can retrieve your username or password with either an email secure code or challenge question.
NOTE: IF YOU RESET YOUR PASSWORD USING THE CHALLENGE QUESTION OPTION, YOU WILL NOT BE ABLE TO USE YOUR NEW PASSWORD FOR 30 MINUTES

Step 2: Complete your FAFSA (Free Application for Federal Student Aid)

Visit:	www.fafsa.ed.gov
Click:	"Start A New Fafsa"
Click:	"Enter your (the student's) FSA ID" and log in.
Click:	Start 2016-2017 FAFSA, and/or Start 2017-2018 FAFSA
Enter:	A save key (Anything you want from 4-8 characters)
Enter:	The required information on the application*
Click:	"Agree", "Sign", and "Submit" after you enter all the information
Click:	"Start your state application" on the confirmation page to do your TAP application**

Our Federal School Code is: 002697

* If you and/or your parents filed a 2015 tax return, you can link to the IRS when you reach the financial information section. Click on "Link to IRS" ** and use the IRS Data Retrieval option. You will use the 2015 tax return for both the 2016-2017 FAFSA and 2017-2018 FAFSA.

** If you do not click the TAP link to complete the application immediately after you finish the FAFSA, you must wait until the FAFSA is processed (3-5 business days)

Step 3: Complete your New York State TAP Application
(Assuming you clicked the link, otherwise go on www.hesc.ny.gov)

Create:	A Username and Pin Number
Click:	"The 2016-2017, and/or 2017-2018 application" and enter the information
Review:	Review your information on the final page then click "Submit"

Our TAP School Code is: 1407