



The 3-Step FAFSA

Step 1: *Student*, have you created a username/password for FAFSA? If not, go to studentaid.gov, click **create account**, click **get started**, and complete the 7-step process to create your username/password.

Step 2: *Parent*, have you created a username/password for FAFSA? If not, go to studentaid.gov, click **create account**, click **get started**, and complete the 7-step process to create your username/password.

Step 3: Download the **myStudentAid** app or go to fafsa.gov, click login, select **I am a student...**, click **log in to continue**, enter the student's username/password, click **continue**, click **accept**, and click **start 2022-23 FAFSA Form**. Enter and reenter a four-digit number (e.g. 1234) as a **save key**. Key questions within each section...

[Section 1 \(student demographics\)](#) – click section for video

*What college degree or certificate will you be working on...? **1st bachelor's degree***

*What will your college grade level be when you begin...? **Never attended college/1st year***

[Section 2 \(school selection\)](#) – click section for video; sections 2 & 3 are covered in the same video

After entering your high school, you'll search for and add colleges to which you wish to send your FAFSA. If you forget to add a specific college, it can always be added to the FAFSA later.

[Section 3 \(dependency status\)](#) – click section for video; sections 2 & 3 are covered in the same video

*Most students will answer **no** to all questions but read each carefully and answer accordingly.*

[Section 4 \(parent demographics\)](#) – click section for video

*Parents' marital status question; if you live with a single parent, select accordingly among **never married, divorced or separated, or widowed**. If you live with two parents (e.g. Mom + Dad, Mom + Step-Dad, Dad + Step-Mom), select **married or remarried**.*

[Section 5 \(parent financials\)](#) – click section for video

*Parent(s), did you work and/or file taxes in 2020? Yes, then use the IRS Data Retrieval Tool if prompted. For two-parent households (e.g. Mom + Dad, Mom + Step-Dad, Dad + Step-Mom) that use the tool, you must still manually enter the following: **parent 1's income earned from work** (box 1 from W2 and/or line 3 from Schedule 1) and **parent 2's income earned from work** (box 1 from W2 and/or line 3 from Schedule 1).*

[Section 6 \(student financials\)](#) – click section for video; sections 6 & 7 are covered in the same video

*Student, did you work and/or file taxes in 2020? Answer accordingly but if neither, select **not going to file** and report \$0 for how much you earned from working in 2020.*

[Section 7 \(sign & submit\)](#) – click section for video; sections 6 & 7 are covered in the same video

*Review your summary; follow prompts, provide student signature (student's username/password); provide parent signature (parent's username/password), and finally, click **submit my FAFSA form now**.*

During the holiday break, please call 800-433-3243 for FSA ID and FAFSA support.