Financial Aid Check List

❌ You will need the following information:

- **PERSONAL DATA INFORMATION**
  - Your name, address, phone and citizenship
  - Your social security number and birthdate
  - Your driver’s license number if you have one
  - Household size (how many people will be supported in your household)
  - Number in college

- **INCOME INFORMATION**
  - 2018 federal tax returns (if filed)
  - W2 and 1099 forms

- **UNTAXED INCOME INFORMATION**
  - untaxed IRA distributions and pensions
  - child support received or child support paid
  - Veterans non-educational benefits

- **ASSET INFORMATION**
  - Balance of cash, checking and savings
  - Net worth of investments
  - Business and Investment farm net worth

*This information will be needed for yourself and spouse if married and filed a separate return or parents if you are a dependent student under age 24 (If you are under age 24 and can’t provide parent information, please contact a financial aid advisor)*

❌ FSA Username and Password (See next page for helpful tips and how to recover your FSA ID)

1. Go to fafsa.gov or the myStudentAid mobile app
2. Start a new FAFSA
3. Enter your FSA ID OR
4. Create an FSA ID

**Go through the process again for a parent if you are a dependent student.**

❌ Once you have submitted the FAFSA you will receive a SAR (student aid report). This is a summary of the information that you have provided on your FAFSA. If you need to make any corrections please contact the Financial Aid office.

❌ The school will receive an electronic copy of your SAR within 2-3 business days after you do and will then contact you requesting any further information.

❌ When the financial aid is complete you can view your FINANCIAL AID OFFER on your eServices which will include the amount of any grants, loans and work study that you qualify for.

*If you have any questions please contact your Financial Aid office at 218-749-7755 or financialaid@mesabirange.edu.*
Recovering Your Username

Select the “Forgot My Username” (or similar) link on the site you want to log in to, and select one of the following options:

Option 1: Text a secure code to my mobile phone (your mobile phone must be verified to use this option).

- Enter your mobile phone number and the month and day of your birthday.
- Enter the secure code from your mobile phone.
- Your username is shown on the screen.

Option 2: Email a secure code.

- Enter your email address and the month and day of your birthday.
- Enter the secure code from your email.
- Your username is shown on screen.

Option 3: Answer my challenge questions.

- Enter your SSN, last name, and date of birth.
- Answer your challenge questions correctly.
- Your username is shown on screen.

Recovering Your Password

Select the “Forgot My Password” (or similar) link on the site you want to log in to, and select one of the following options:

Option 1: Use my username or verified email address.

- Enter your username or verified email address and the month and day of your birthday.
- Select the one of the three options for recovery:
  - Text a secure code to my mobile phone.
  - Email a secure code.
  - Answer my challenge questions.*
- Create a new password.

Option 2: Use my verified mobile phone number

- Enter your verified mobile phone number and the month and day of your birthday.
- Select the one of the three options for recovery:
  - Text a secure code to my mobile phone.
  - Email a secure code.
  - Answer my challenge questions.*
- Create a new password.

*Please note: If you use the challenge question option to reset your password, there’s a 30-minute delay before you can use your FSA ID.
Why can’t I use my mobile phone or email address to retrieve my username or reset my password?

If you didn’t verify your mobile phone or email address when you registered for your FSA ID, you will not be able to use them to retrieve your username, reset your password, or unlock your account. You will need to answer your challenge questions.

You can verify your mobile phone number or email address after creating an account by going to the "Manage My FSA ID" tab on the FSA ID site. At the site, enter your username and password. In the “Contact Information” box, click on the “Register” link to register your mobile phone number or the “Email me a secure code” link. If you are registering your mobile phone number, you will be asked to agree to register by clicking “yes” and to confirm your mobile phone number. If you are verifying your email address, you should receive an email with your secure code. On the following page, you will see a box to enter your secure code.

What do I do if I get a message saying my FSA ID is locked?

An FSA ID is locked after three unsuccessful authentication attempts. You will be taken to a screen that says “Unlock Your FSA ID.” At that page, if you have a verified mobile phone number and/or verified email address, you can request that we send you a secure code to your verified mobile phone number or email address. If you didn’t verify or provide this information, you can use your challenge questions.

On the “Unlock Your FSA ID” page, you can unlock your FSA ID by following these steps:

1. Enter the month and day of your birth
2. Select one of the options for unlocking your account:
   a. Text and Email
      i. Click "Text a secure code to my mobile phone" or "Email a secure code."
      ii. A secure code will be sent to your mobile phone or email address.
      iii. Enter the code within 20 minutes in the "Secure Code" box.
      iv. Click "Submit."
      v. **Once your FSA ID is unlocked, you will need to reset the password for your FSA ID.**
   b. "Answer my challenge questions."
      i. Answer your challenge questions.
      ii. **Once your FSA ID is unlocked, you will need to reset the password for your FSA ID.**

What if my FSA ID can’t be retrieved because I no longer have that email address?

Contact the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) if you are concerned that your FSA ID has been misused.

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