Steps to Apply for Financial Aid

   • Create an FSA ID. See the second page for FSA ID Instructions. If you are required to report parent information, one parent will also need to create an FSA ID.
   • IMPORTANT: Be sure to list Leeward CC’s school code number: 004549

2. Review your Student Aid Report (SAR).
   • You will receive your SAR once your FAFSA has been processed by the government.
   • If any corrections need to be made, please make corrections to your FAFSA online, or if you completed and submitted a paper application, make corrections to your SAR and mail back to the Federal Processor.

3. Check your MyUH portal for any outstanding requirements.
   • Your FAFSA application will be considered incomplete until your outstanding requirements are received.
   • Applications will be reviewed chronologically, based on date of completion (when all required documents are received).

   • Apply for financial aid for every academic year.
   • Keep copies of all financial aid documents for your own records.
   • Contact our office if you have any questions. Phone: 808-455-0606. Email: lccfao@hawaii.edu.
How to create an FSA ID

The FSA ID — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nslds.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.

**Tip:** Important: Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

**Step 1** When logging in to one of the websites listed above, click the link to create an FSA ID.

**Step 2** Create a username and password, and enter your e-mail address.

**Step 3** Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

**Step 4** If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

**Step 5** Review your information, and read and accept the terms and conditions.

**Step 6** Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid.