

PARENT DO NOW

Please complete the following while you wait.

CREATE A FAFSA 4-DIGIT PIN

1. Go to **pin.ed.gov**
2. Click **apply for a pin**, then click **next**
3. Fill out the personal information requested (SSN, Name, DOB, Address)
 - a. Select a challenge question you will remember! (City born in is easiest)
 - b. Choose a 4-digit PIN you will remember!
4. Select **next**
5. Select **I Agree**
6. **Submit**

Record in the "Parent Information" section of the FAFSA NIGHT DATA SHEET.

CREATE AN IRS TRANSCRIPT LOGIN (Only if you file taxes)

1. Go to **www.irs.gov/Individuals/Get-Transcript** (If url doesn't work, google "irs tax transcript" to find the webpage)
2. Select **get transcript ONLINE**
3. Under "Create a login" click **Get Started**
4. Step 1: Enter your name and email address, click **send confirmation code**
5. Open another tab (or use phone) to check your email for the 8-digit code
 - a. Do not close the IRS page while you do this
6. Step 2: Enter the code on the IRS website, click **continue**
7. Step 3: Enter your personal information, filing status, address, etc.
 - a. At the bottom, select **Create a User ID and Password**
8. Step 4: Answer personal identifying information (if this information is entered incorrectly, you will need to begin again)
9. Step 5: Create User ID and password, site phrase, select a site image, select 4 challenge questions/answers (**Record your User ID and Password now**), select **continue**
10. Final page should say "User Profile Successfully Created"
 - a. No need to select continue. Close tab.

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