## Purpose

This guide highlights the steps to create a Student User Account. This process includes creating both a Login.gov and an ArmyIgnitED account. The Student will need their CAC and a device that can read their CAC (i.e. laptop or desktop) to complete this registration.

- If you **do not** have a Login.gov account proceed to Step 1.

- If you **have an existing** Login.gov account but need to update it to with your .mil address, sign in to your login.gov account and proceed to Step 15:

- If you **have an existing** Login.gov account, and it is already setup with your .mil account, proceed to Step 20:

Steps to Create a Student User Account

1. Go to www.ArmyIgnitED.com and click **Get Started**.
2. Click **Create an account** to start the process of creating your Login.gov account.
3. Enter the **.mil email address** that you want associated with the account then click **Submit**.
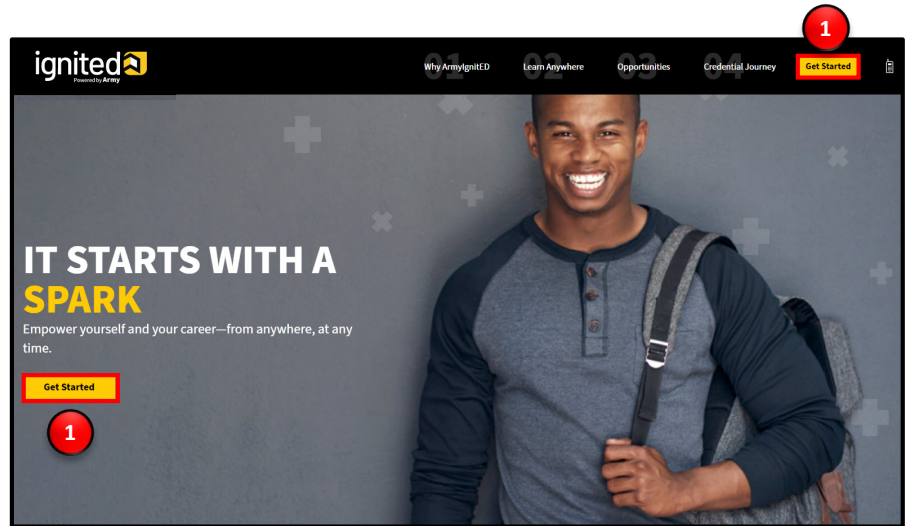
Note: You can only associate your CAC card with one Login.gov account.

Check your email

We sent an email to JohnDoe@mail.mil with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? Resend
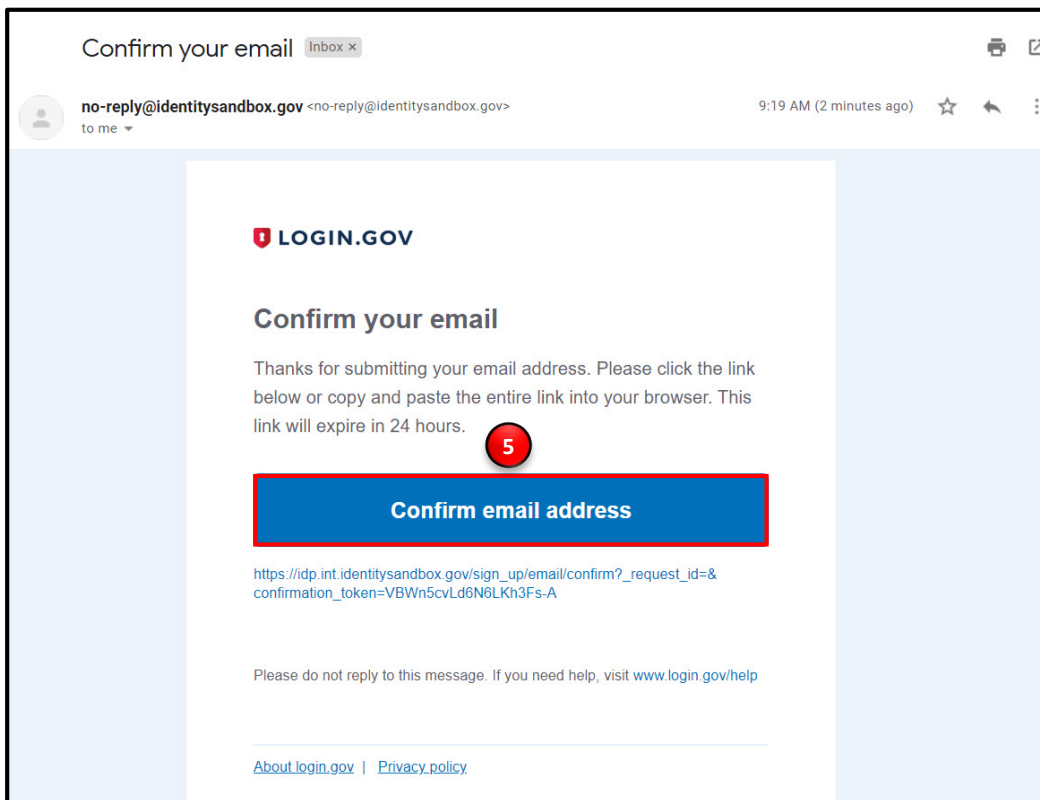
Or, use a different email address

You can close this window if you're done.

Steps to Create a Student User Account

Note: You will be presented with a completion screen informing you that a confirmation link has been sent to the .mil email address you entered in the previous step.

Clicking **Resend** will resend the confirmation link to the .mil email address you listed.

Clicking **use a different email address** will return to the previous page and allow you to re-enter a different email address if needed.

Confirm your email   Inbox ×

no-reply@identitysandbox.gov <no-reply@identitysandbox.gov>
to me

9:19 AM (2 minutes ago)

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

⑤

Confirm email address

https://idp.int.identitysandbox.gov/sign_up/email/confirm?_request_id=&
confirmation_token=VBWn5cvLd6N6LKh3Fs-A

Please do not reply to this message. If you need help, visit www.login.gov/help

About login.gov | Privacy policy

4. Log in to the .mil email account you requested the confirmation code to be sent to and find your confirmation email.
5. Click **Confirm email address** and you will be automatically redirected back to the Login.gov account creation process.

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Steps to Create a Student User Account

6.   Create a strong password and click **continue.**

Password Safety Tips: The longer and more unusual the password, the harder it is to guess. Avoid using common phrases and repeating passwords from other online accounts (banks, email address, social media, etc.).

Note: Clicking **Show Password** will allow you to view the characters in the password entry field instead of asterisks. Please be cautious and use good judgement when using this feature as it takes away a level of privacy when creating the password.

You will now need to select a second layer of security so only you can sign into your account.

Note: Soldiers and other government employees should select the Government Employee ID option and non-government employees should select the phone option.

7.   Select **Government employee ID**.
8.   Click **Continue.**

Authentication method setup
Add a second layer of security so only you can sign in to your account.

Select an option to secure your account:

○ **Authentication application**
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

MORE SECURE

○ **Security key**
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

MORE SECURE

○ **Phone**
Get security codes by text message (SMS) or phone call

SECURE

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○ **Government employee ID**
Insert your government or military PIV or CAC card and enter your PIN

SECURE

○ **Backup codes**
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

LESS SECURE

8   **Continue**

You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

☐ Show password

Password

••••••••••••••••••••

Password strength: **Great!**

6   **Continue**

Note: Each authentication method will have its own setup instructions which will be presented after clicking **continue.** Follow the instructions to complete the creation of the account.

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Steps to Create a Student User Account

9.   Set up your PIV/CAC as a two-factor authorization method so that you can use it to sign in.
- Give the PIV/CAC a nickname so if you add more than one, you'll know which one is which.
- Insert your PIV/CAC into your card reader.
- Add Your PIV/CAC. You'll need to choose a certificate (the right one likely has your name in it) and enter your PIN (your PIN was created when you set up your PIV/CAC).

10.   Click **Add PIV/CAC Card.**
11.   Select the certificate that corresponds with your PIV/CAC.

Note: There are typically 3 certificates that you are able to choose from: Authentication, ID, and Signature. All of these certificates will work in the system, however, choosing Authentication is preferred.

12.   Click **OK.**
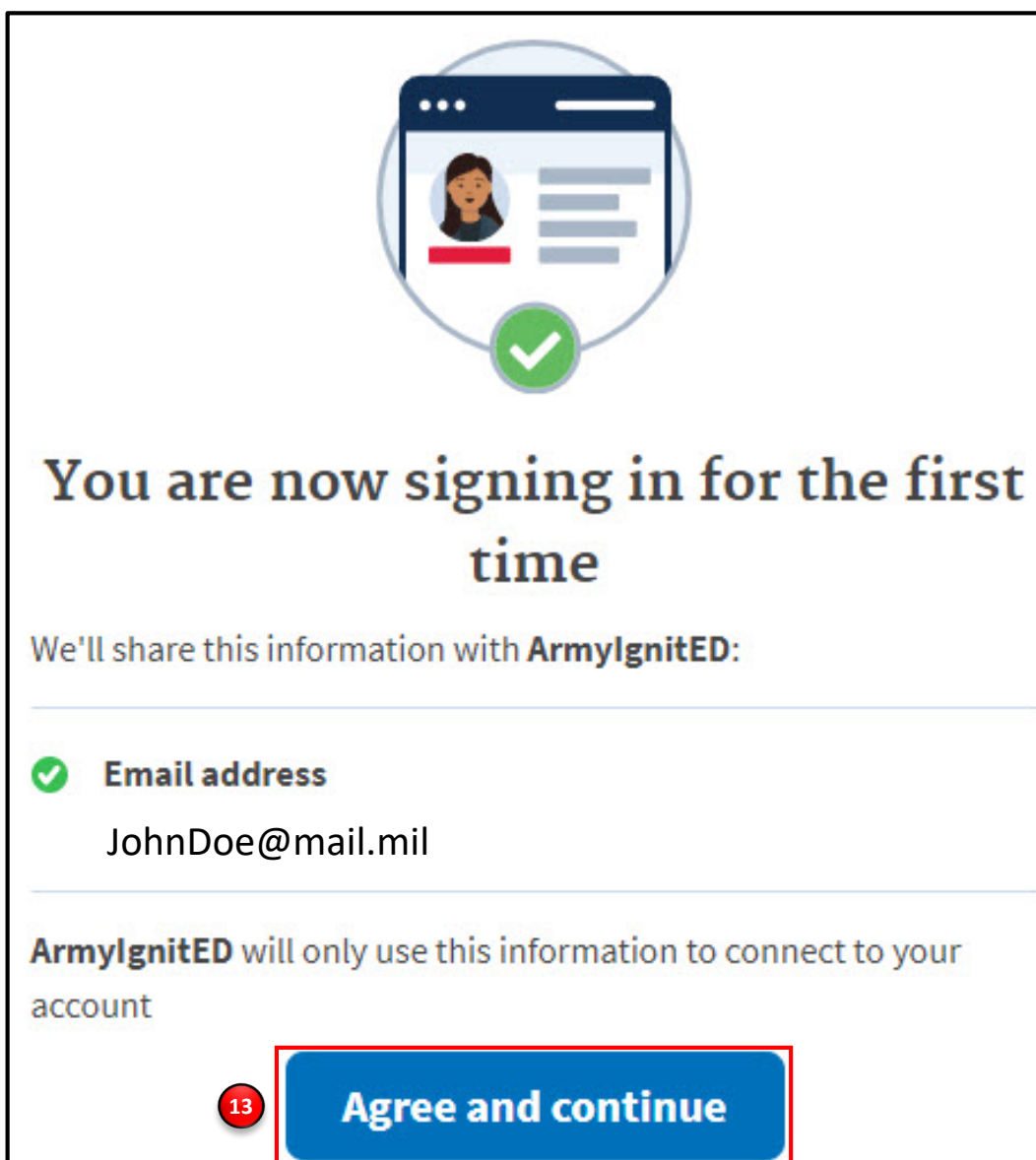
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Steps to Create a Student User Account

To finalize the creation of your Login.gov account you must agree to share your Login.gov information with ArmyIgnitED.

13.   Click **Agree and continue** to complete the process of creating a Login.gov account.
14.   **Skip to Step 20** to request your Student User account.

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Steps to Complete a Login.gov Account (continued)

15. This is your Login.gov Account. You now have access to:
    Your Account
    - Add Email Address
    - Edit Password
    - Delete Account

    Two-Factor Authentication
    - Phone Numbers
    - Authentication Apps
    - Security Key
    - PIV CAC Cards
    - Backup Codes

    Your Connected Accounts

    History
    - A log of the changes made in your account including the action/change, IP address associated with the device that conducted the change, and date and time that the change was made

    Customer Support
    - Redirects you to the Login.gov FAQ and Help Center page

If you have already added your .mil email address to your login.gov account, skip to Step 19.

16. If your .mil email address is not listed in your login.gov account, please add your .mil email address to your account.

    Click **+Add email.**

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Steps to Complete a Login.gov Account (continued)

17.   Enter your **.mil email address**.
18.   Click **Submit.**

      Note: You have now completed setting up your login.gov account!

19.   **Log out of login.gov** and move to the next step.

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Steps to Create a Student User Account

You have successfully created your Login.gov account and now have access to ArmyIgnitED.

20.   Return to www.ArmyIgnitED.com then, click **Get Started** to complete the ArmyIgnitED account creation process.
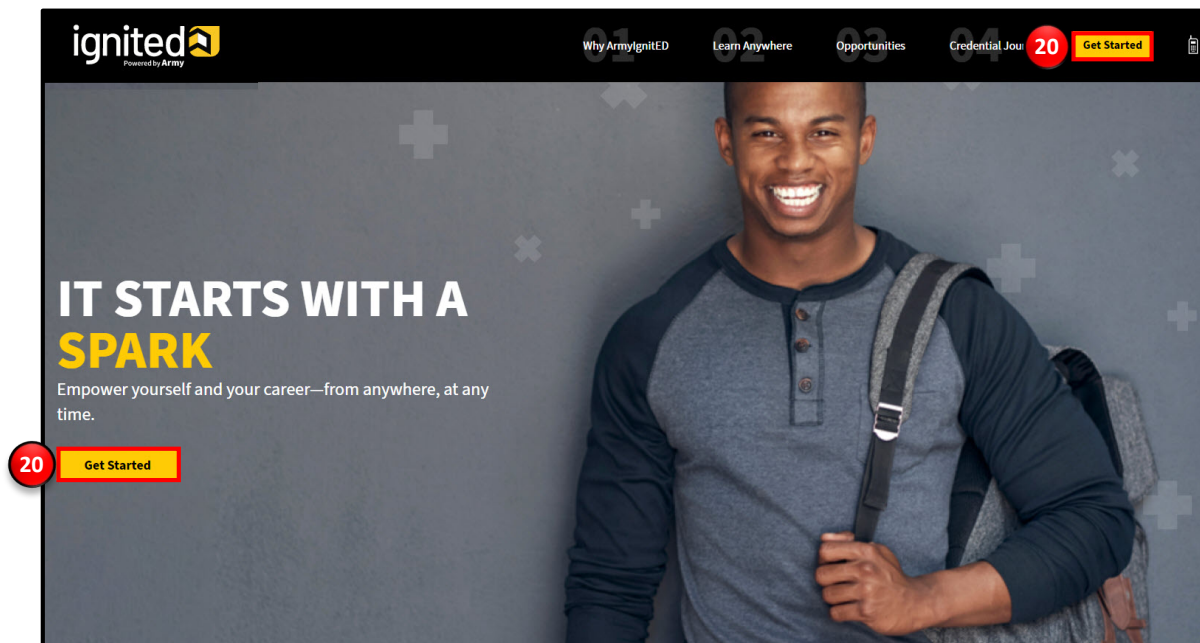

21.   Click **Sign in with your government employee ID** to sign in to ArmyIgnitED.

Note: If you chose another authentication method, enter the email address and password associated with your Login.gov account, click **Sign In,** and use your preferred authentication method to continue logging in to ArmyIgnitED.

22.   Click **Insert your PIV/CAC.**

23.   Select the certificate you wish to use then, click **OK.**
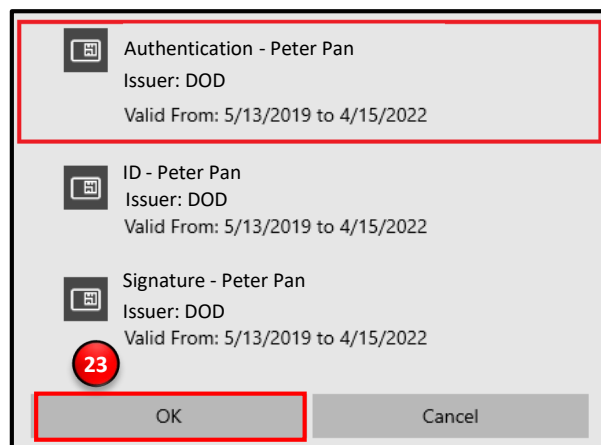
Note: There are typically 3 certificates that you are able to choose from: Authentication, ID, and Signature. All of these certificates will work in the system, however, choosing **Authentication** is preferred.
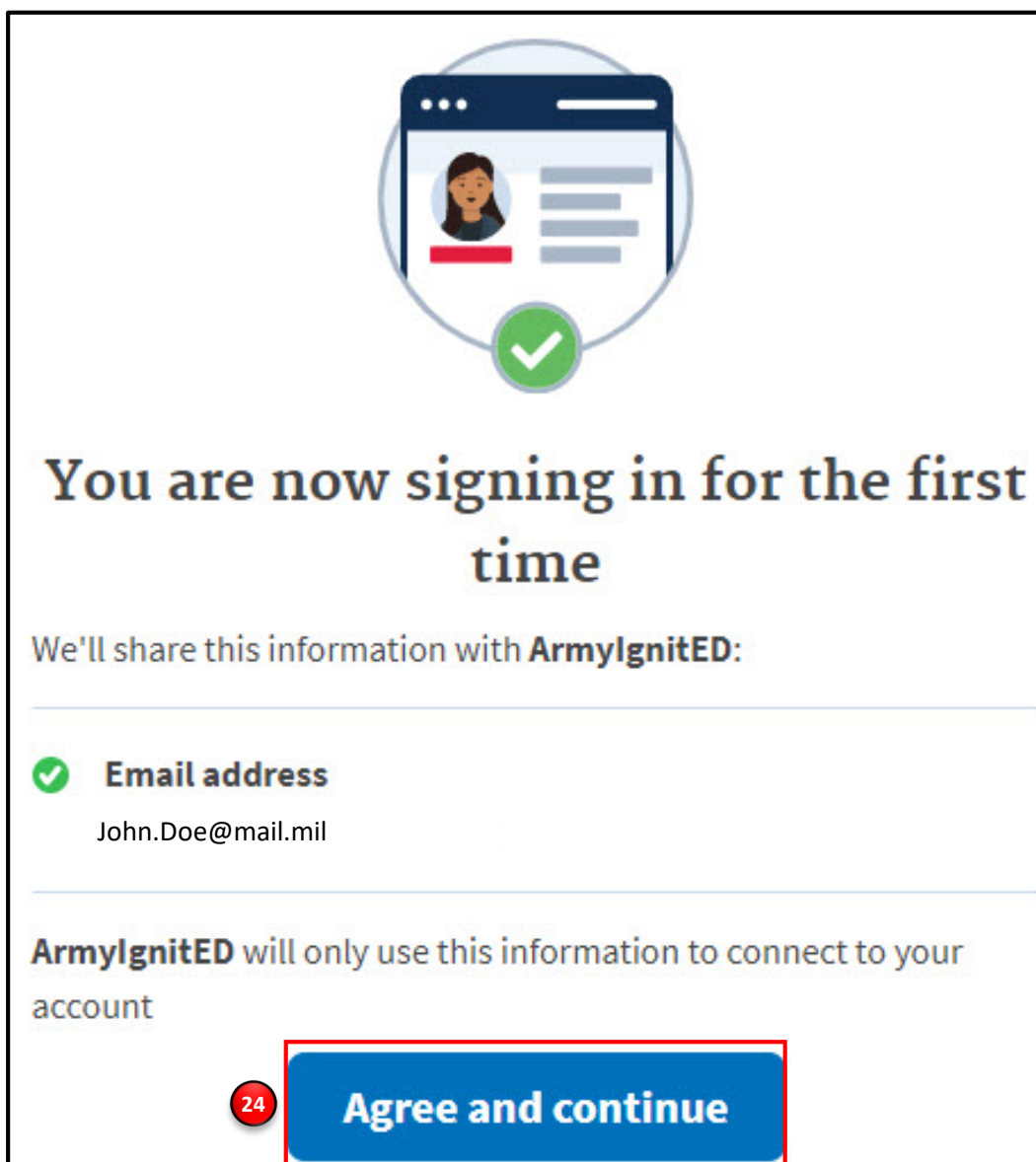
Steps to Complete a Login.gov Account (continued)

24. Click **Agree and continue** to complete the process of creating a Login.gov account.

    Note: By clicking Agree and continue, you have linked your login.gov account to ArmyIgnitED.

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Steps to Create a Student User Account

25. Confirm your personal information:
    - First Name
    - Last Name
    - Middle Name
    - Date of Birth
    - Last 4 of SSN
    - Rank
    - MOS
26. Click **continue**.
27. Confirm your Home of Record Address and add an optional mailing address.
28. Click **continue.**
29. Confirm or Edit your email address and phone number(s):
    - Military Email Address
    - Other Email Address
    - Home Phone Number
    - Duty Phone Number
    - Cell Phone Number
30. Click **continue**.

Note: Clicking the **Previous** arrow will return you to the previous page
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Note: Clicking **Is incorrect information being displayed?** will provide a point of contact from the offices below:
- For Active Duty contact your S1/PAC office
- For Army National Guard, contact your Readiness NCO
- For United States Army Reserve, contact your Unit Administrator (UA)

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Steps to Create a Student User Account

31.   Select your preferred email address, mailing address, and phone number.
32.   Click **continue.**
33.   Confirm your education information:
- Graduation Date
- Previous Educational Institute
- Previous Education Level
- Additional Education Information

34.   Click **Finish**.

Note: Clicking **Is incorrect information being displayed?** will provide a point of contact from the offices below:
- For Active Duty contact your S1/PAC office
- For Army National Guard, contact your Readiness NCO
- For United States Army Reserve, contact your Unit Administrator (UA)

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Select your preferred contact method

Choose your preferred email address
- ● agathachristie@mail.mil
- ○ agathachristie@mail.mil

Choose your preferred mailing address
- ● 1567 Madison Avenue. . Tallahassee, FL 32303 US1

Choose your preferred phone number
- ○ +1 305-123-4567

Is incorrect information being displayed? ❶ 32

Previous | Continue

Create Account 33

Confirm your education information

Highest Level of Education:

N/A

Education Institution:

The Florida State University

Graduation Date:

Dec 13, 2015   34

Finish

Is incorrect information being displayed? ❶

Previous

Note: Clicking the **Previous** arrow will return you to the previous page.

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