

How To Guide

Create a Student User Account (1 of 11)

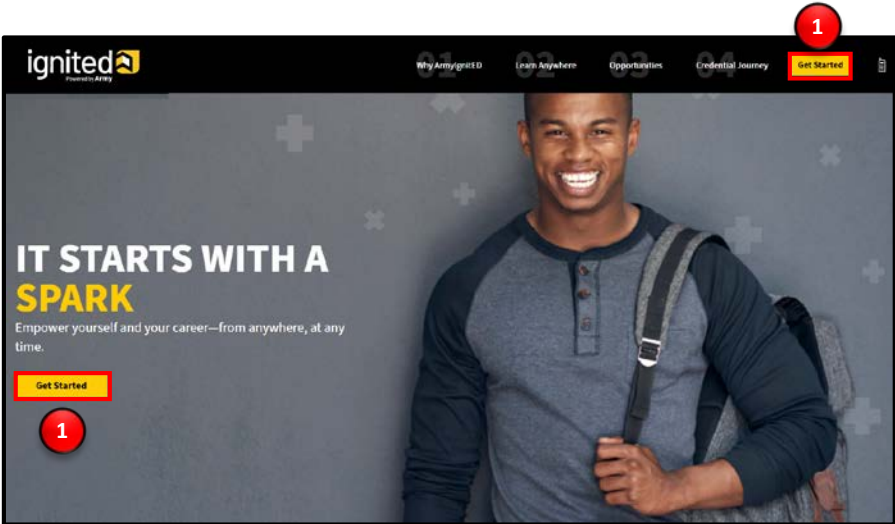
Purpose

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 either their mobile phone or Government ID 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 an 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**.



ArmyIgnitED is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password

☐ Show password

Sign in

2 [Create an account](#)

Enter your email address

Email address

Submit **3**

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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](#)

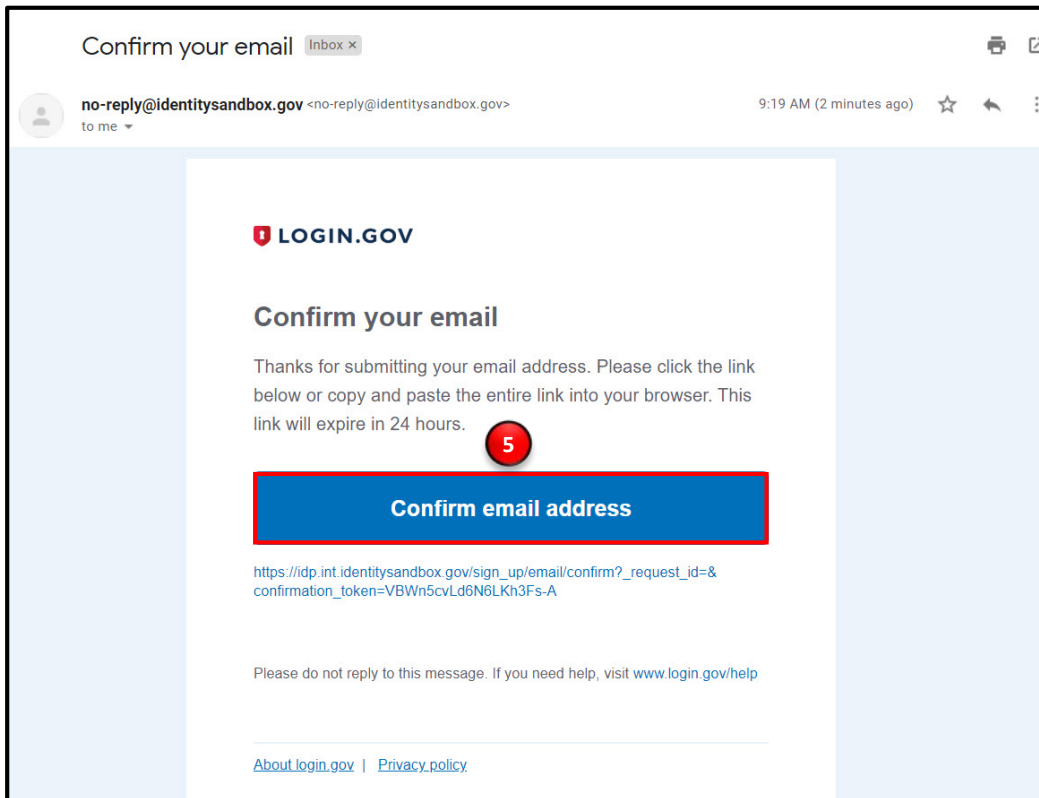
You can close this window if you're done.

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.



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 in to your account.

Note: 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

☐ **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

7

Continue

8

✓ 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!

Password

☐ Show 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 it a nickname. If you add more than one PIV/CAC, you'll know which one's 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. Either of these certificates will work in the system, however, choosing Authentication is preferred.

12. Click **OK**.

Add your PIV or CAC 9

Set up your PIV or CAC as a two-factor authentication method so you can use it to sign in.

- Give it a nickname**

If you add more than one PIV/CAC, you'll know which one's 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 **Add PIV/CAC card**

11

Authentication - Peter Pan
 Issuer: DOD
 Valid From: 5/13/2019 to 4/15/2022

ID - Peter Pan
 Issuer: DOD
 Valid From: 5/13/2019 to 4/15/2022

Signature - Peter Pan
 Issuer: DOD
 Valid From: 5/13/2019 to 4/15/2022

12

OK

Cancel


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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.



You are now signing in for the first time

We'll share this information with **ArmyIgnitED**:

✓ **Email address**

JohnDoe@mail.mil

ArmyIgnitED will only use this information to connect to your account

13 **Agree and continue**

How To Guide

Create a Student User Account (6 of 11)

Steps to Complete a Login.gov Account

15. This is your Login.gov Account. You now have access to:
- Login Information
 - Email Address
 - Password
 - Two-Factor Authentication
 - Phone Numbers
 - Authentication Apps
 - Security Key
 - PIV CAC Cards
 - Backup Codes
 - Devices
 - A list of the devices that have been used to access your account
 - Remembered Browsers
 - Account 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
 - Account Management
 - Here, you have the ability to delete your account

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**.

LOGIN.GOV

Welcome robertsrare@gmail.com | [Sign out](#)

Your account

LOGIN INFORMATION

Email addresses

JohnDoe@mail.mil

Password

[Edit](#)

TWO-FACTOR AUTHENTICATION

Phone numbers

[+ Add phone](#)

Authentication apps

[+ Add](#)

Security key

[+ Add security key](#)

PIV CAC Cards

[+ Add](#)

Claire's CAC

Backup Codes

not generated

[+ Get codes](#)

APPLICATIONS

DEVICES

Chrome 80 on Windows 10

From 167.219.88.140 (IP address potentially located in Washington, DC)

April 16, 2020 at 11:53 AM

[Events](#)

IE 11 on Windows 10

From 167.219.88.140 (IP address potentially located in Washington, DC)

April 16, 2020 at 11:44 AM

[Events](#)

REMEMBERED BROWSERS

Use this to disconnect all remembered browsers from your login.gov account

[Forget all browsers](#)

ACCOUNT HISTORY

Phone confirmed

From 167.219.88.140 (IP address potentially located in Washington, DC)

April 16, 2020 at 11:53 AM

Account created

From 167.219.88.140 (IP address potentially located in Washington, DC)

April 16, 2020 at 11:44 AM

ACCOUNT MANAGEMENT

[Delete](#)

Delete your account

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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.

Add a new email address

Email address

17

18

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

Steps to Create a Student User Account

20. Log in to **www.ArmyIgnitED.com**.
21. Click **Get Started**.
22. Enter the **.mil Email address** and **Password** associated with your Login.gov account then click **Sign in**.



ArmyIgnitED is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password

22

☐ Show password

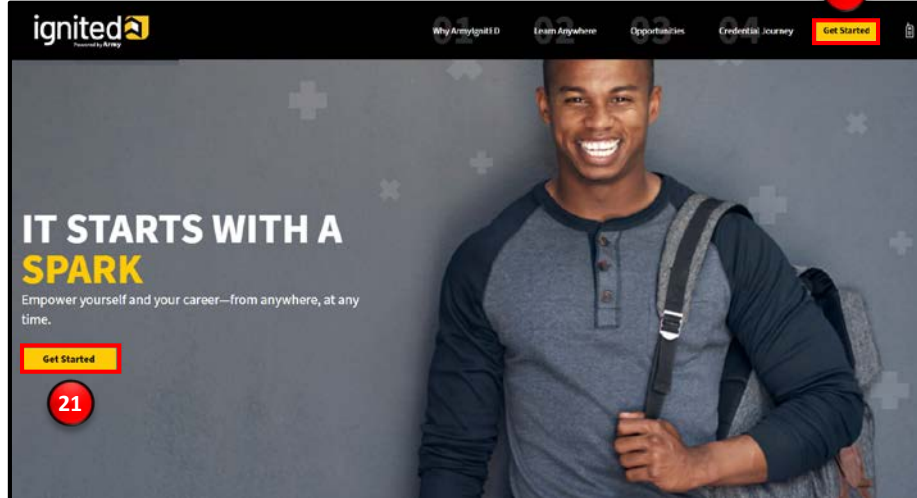
Sign in

[Create an account](#)

[Sign in with your government employee ID](#)

[Back to ArmyIgnitED](#)

21



21

How To Guide

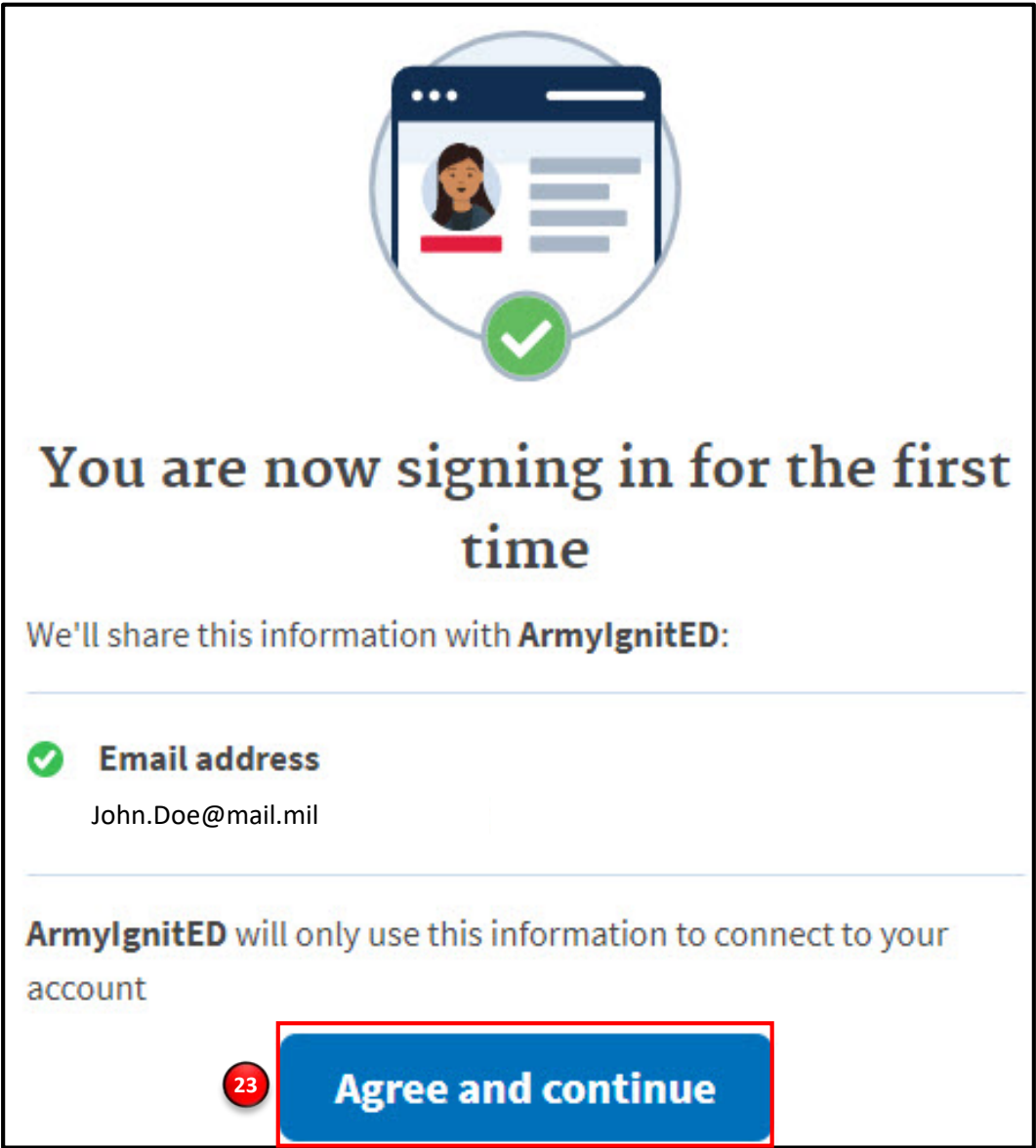
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Steps to Complete a Login.gov Account (continued)

23. 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.

24. Skip to Step 29.



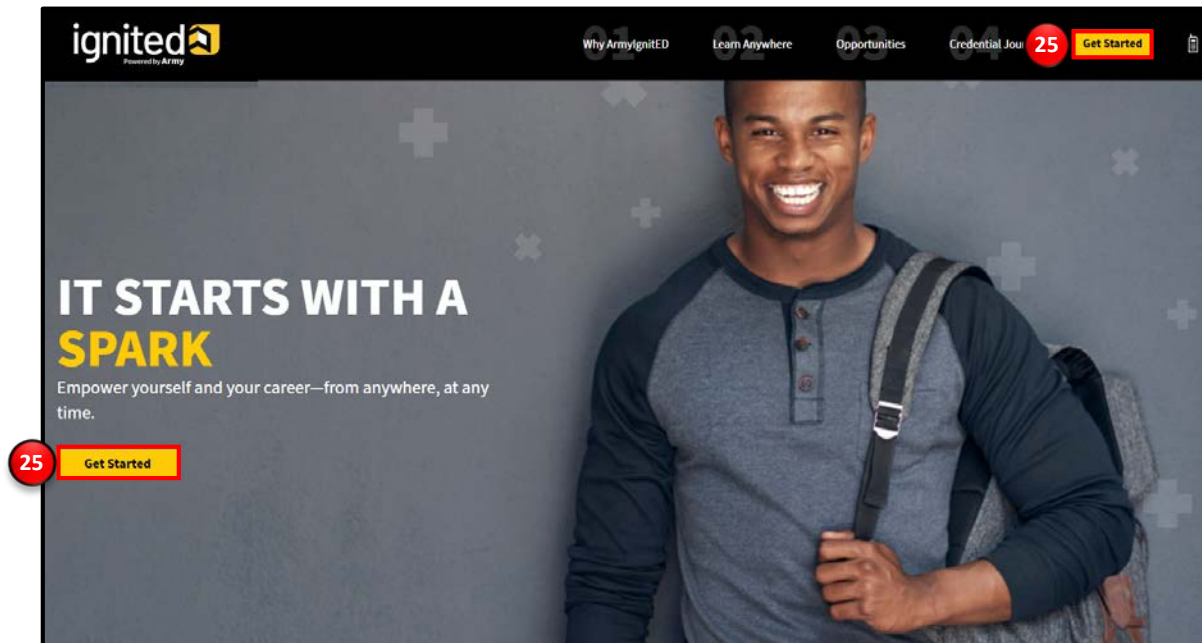
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Steps to Create a Student User Account

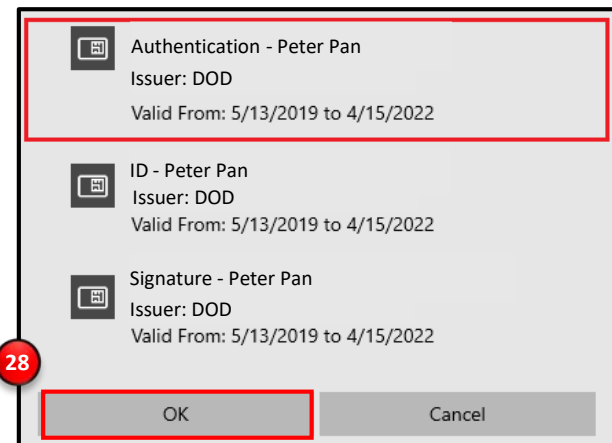
You have successfully created your Login.gov account and now have access to ArmyIgnitED.

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



26. 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.



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

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

28. Select the certificate you wish to use then, click **OK**.

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ignited

29

✓

2

3

4

5

6

Create Account

Confirm your personal information

First Name: Nikola

Last Name: Tesla

Middle Name:

Date of Birth: May 31, 1991

Last 4 of SSN: XXX-XX-0000

Rank: PVT

MOS: L8

Is incorrect information being displayed? ⓘ

30



Previous

Continue



ignited

31

✓

✓

3

4

5

6

Create Account

Confirm your mailing address

Home of Record Address:

1567 Madison Avenue Tallahassee, FL 32303

Mailing Address: optional

Add mailing address

Is incorrect information being displayed? ⓘ

32



Previous

Continue



ignited

33

✓

✓

✓

4

5

6

Create Account

Confirm your email address

Military: nikolatesla@mail.mil

Other: nikolatesla@mail.mil

Confirm your phone numbers

Home: 5558675309

Duty: 3215559876

Cell: +44 (123) 456-7899

Is incorrect information being displayed? ⓘ

34



Previous

Continue



Steps to Create a Student User Account

29. Confirm your personal information:
 - First Name
 - Last Name
 - Middle Name
 - Date of Birth
 - Last 4 of SSN
 - Rank
 - MOS
30. Click **continue**.
31. Confirm your mailing address.
32. Click **continue**.
33. Confirm your email address and phone numbers:
 - Military Email Address
 - Other Email Address
 - Home Phone Number
 - Duty Phone Number
 - Cell Phone Number
34. Click **continue**.

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

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)

ignited

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Steps to Create a Student User Account

35. Select your preferred email address, mailing address, and phone number.
36. Click **continue**.
37. Confirm your education information:
 - Graduation Date
 - Previous Educational Institute
 - Previous Education Level
 - Additional Education Information
38. 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)

ignited

✓ ✓ ✓ ✓ 5 6

Create Account

Select your preferred contact method

Choose your preferred email address

- nikolatesla@mail.mil
- nikolatesla@mail.mil

Choose your preferred mailing address

- 1567 Madison Avenue. Tallahassee, FL 32303 US

Choose your preferred phone number

- 5558675309
- 3215559876

Is incorrect information being displayed? ⓘ

Previous Continue

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

ignited

✓ ✓ ✓ ✓ ✓ 6

Create Account

Confirm your education information

Graduation Date:

Dec 13, 2015

Previous Educational Institute:

The University

Previous Education Level:

Additional Education Information:

Is incorrect information being displayed? ⓘ

Previous Finish