

Quick Sheet: Creating a Login.gov Account

Audience: Grant Recipients

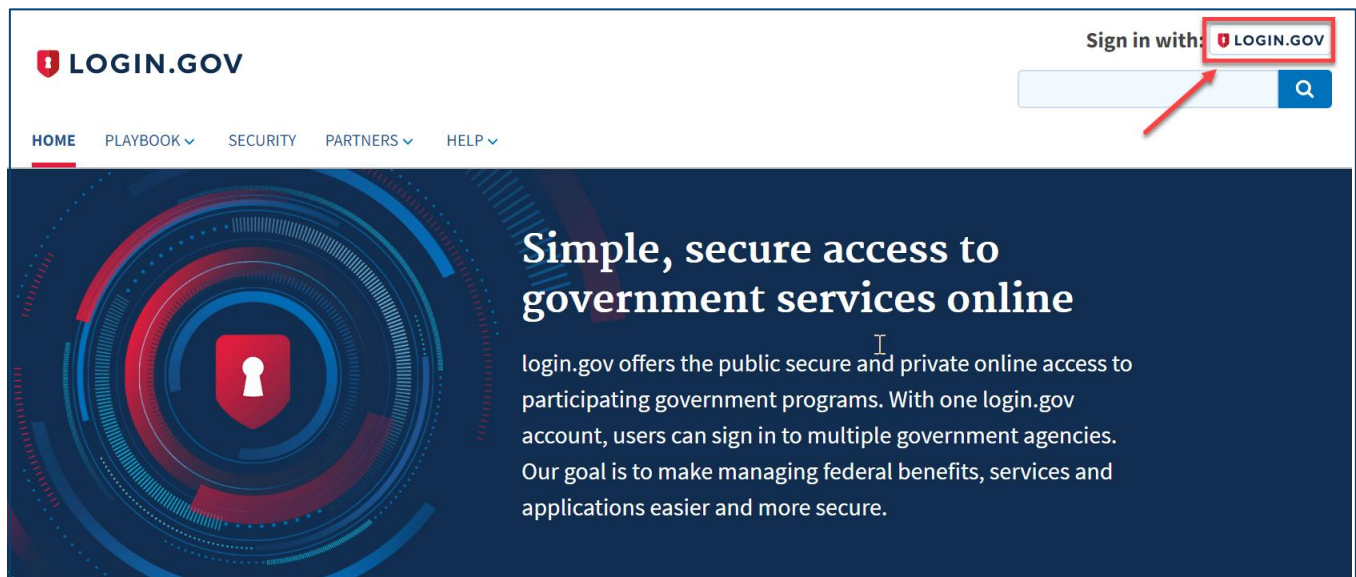
PURPOSE:

Functionality for Grant Recipient users to login into GrantSolutions through Login.gov is now available. Login.gov enables recipients to have one username and password for Federal systems, such as SAM.gov, Grants.gov, and GrantSolutions.

Grant Recipient users should create a Login.gov account prior to attempting to log in through Login.gov.

CREATING A LOGIN.GOV ACCOUNT

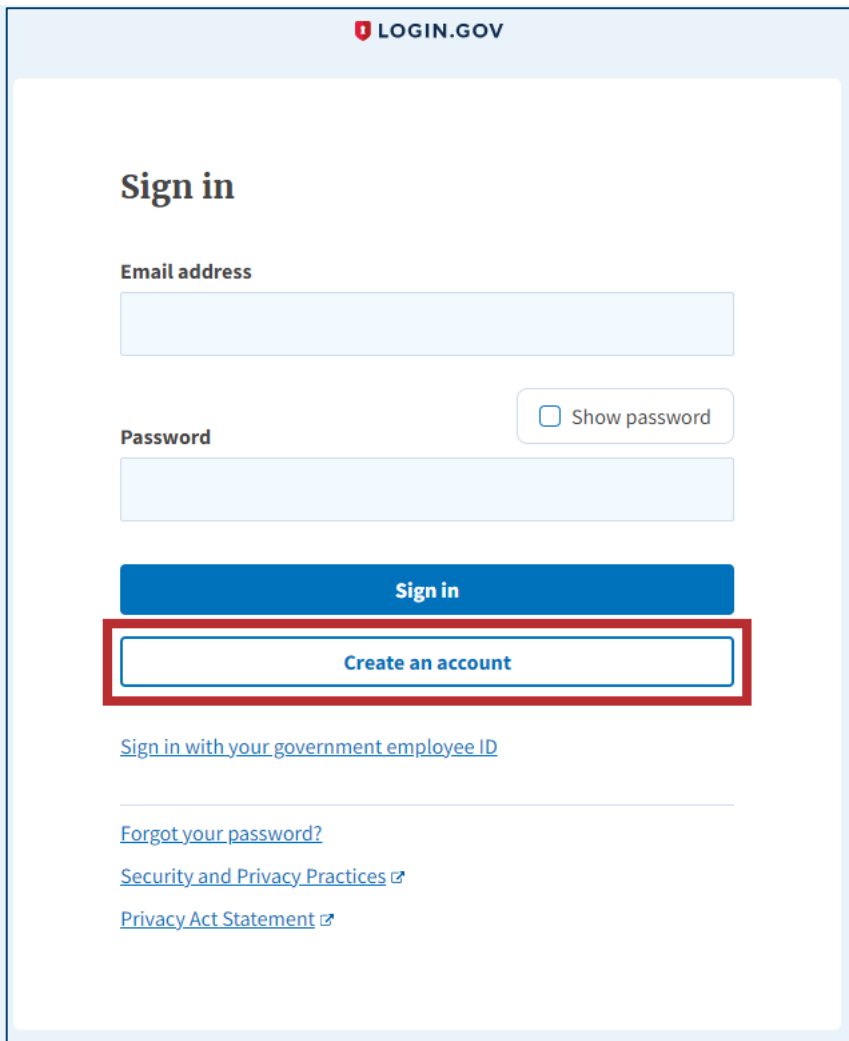
Grant Recipient users can log into GrantSolutions through Login.gov. From a browser such as Mozilla Firefox or Google Chrome, navigate to www.login.gov and click the **Login.gov** button in the top right corner.



The Login.gov "Sign in" screen appears.

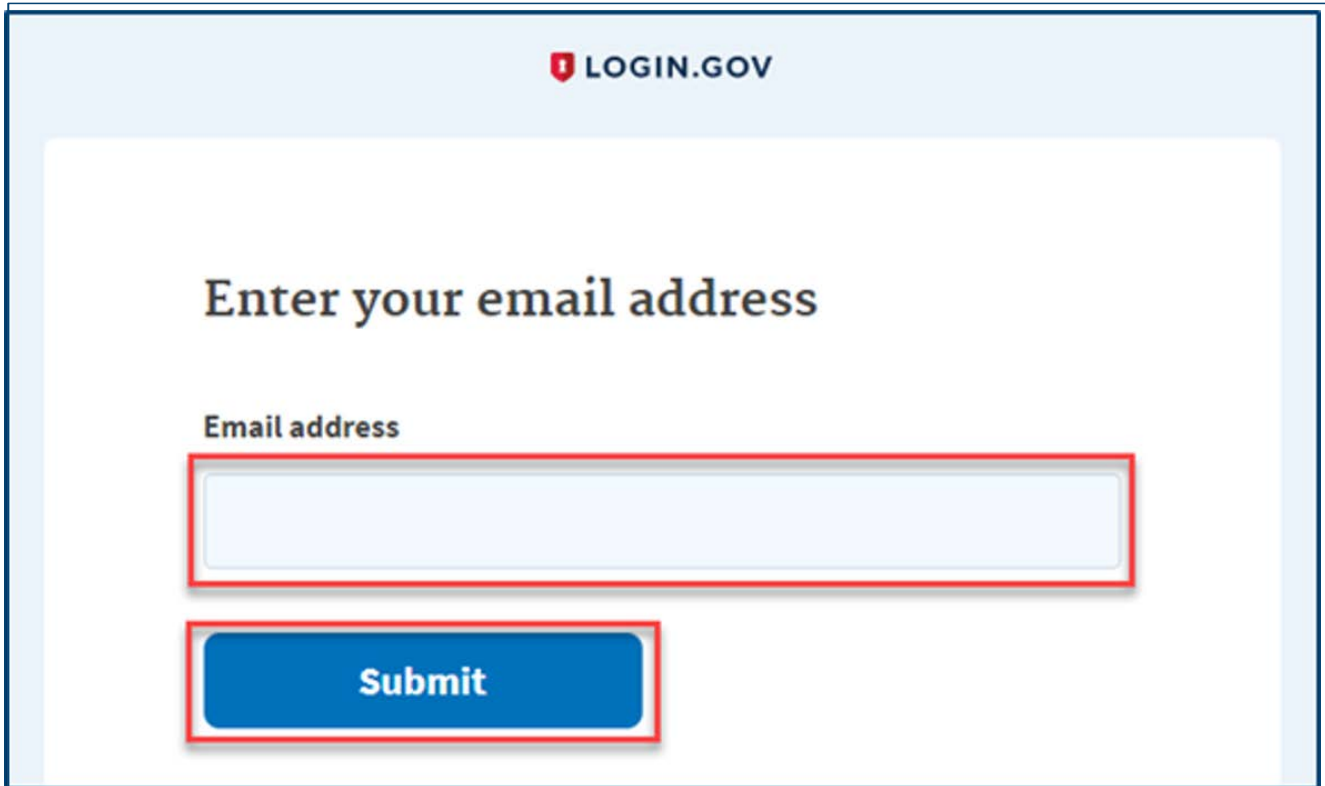
Create a Login.gov Account

1. If the user does not have a Login.gov account, click the **Create an account** button at the bottom of the Login.gov “Sign in” screen to create a Login.gov account using the email address associated with a GrantSolutions account.



The screenshot shows the Login.gov "Sign in" interface. At the top, the "LOGIN.GOV" logo is visible. Below it, the heading "Sign in" is displayed. There are two input fields: "Email address" and "Password". To the right of the password field is a "Show password" toggle button. Below the input fields are two buttons: a blue "Sign in" button and a white "Create an account" button with a blue border. The "Create an account" button is highlighted with a red rectangular box. Below the buttons, there are several links: "Sign in with your government employee ID", "Forgot your password?", "Security and Privacy Practices", and "Privacy Act Statement".

2. Enter the email address associated with your GrantSolutions account and click "Submit".



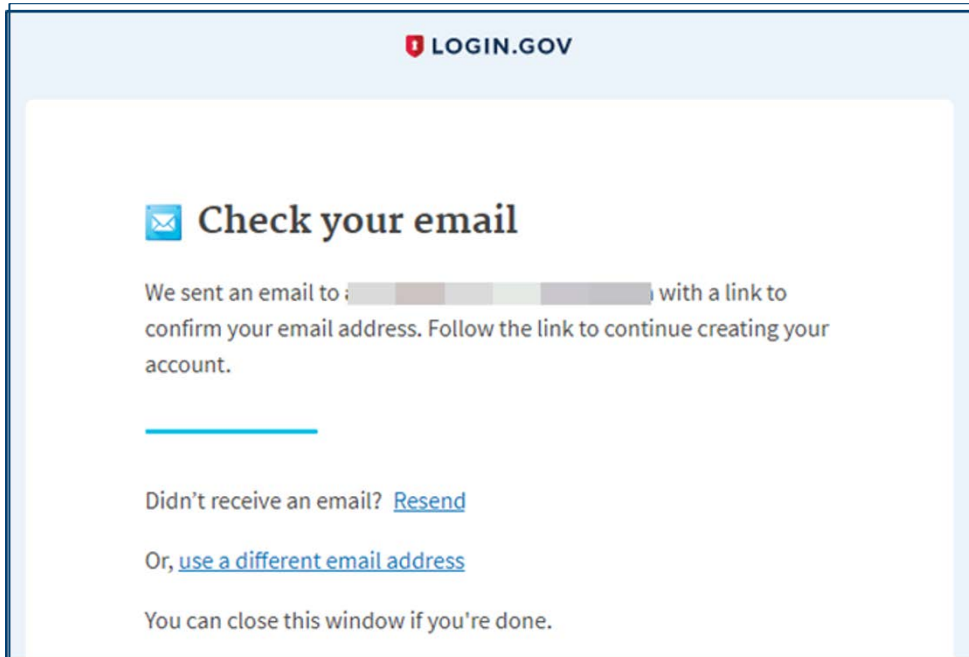
LOGIN.GOV

Enter your email address

Email address

Submit

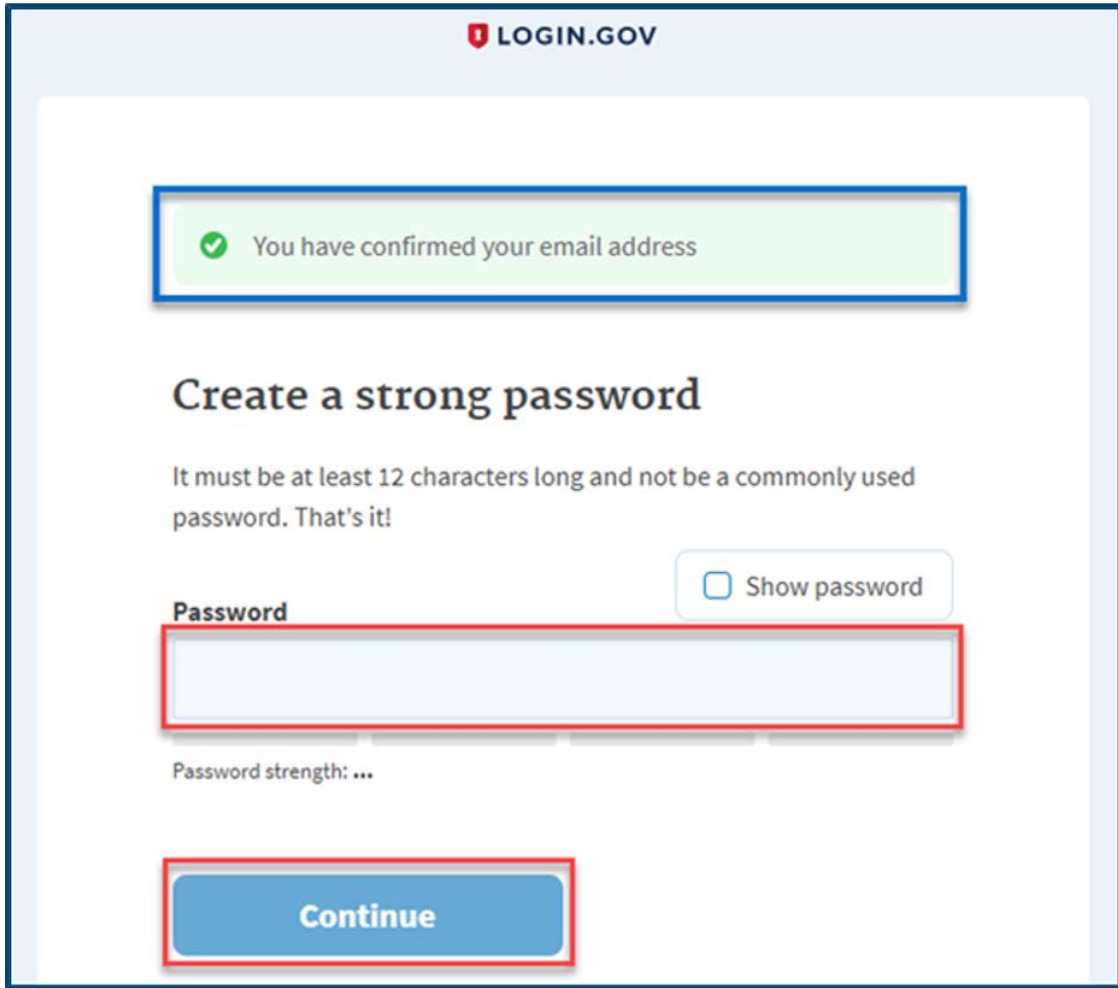
3. A verification email will be sent to the email address entered in Step 2.



4. Click on the "Confirm email address" button in the verification email.



5. Create a strong password that is at least 12 characters long and not commonly used, and then click on "Continue".



The screenshot shows the Login.gov account creation interface. At the top, the "LOGIN.GOV" logo is visible. A green confirmation message states "You have confirmed your email address". Below this, the heading "Create a strong password" is displayed, followed by the instruction: "It must be at least 12 characters long and not be a commonly used password. That's it!". A "Show password" checkbox is present. A "Password" input field is highlighted with a red border. Below the input field, the text "Password strength: ..." is visible. At the bottom, a blue "Continue" button is highlighted with a red border.

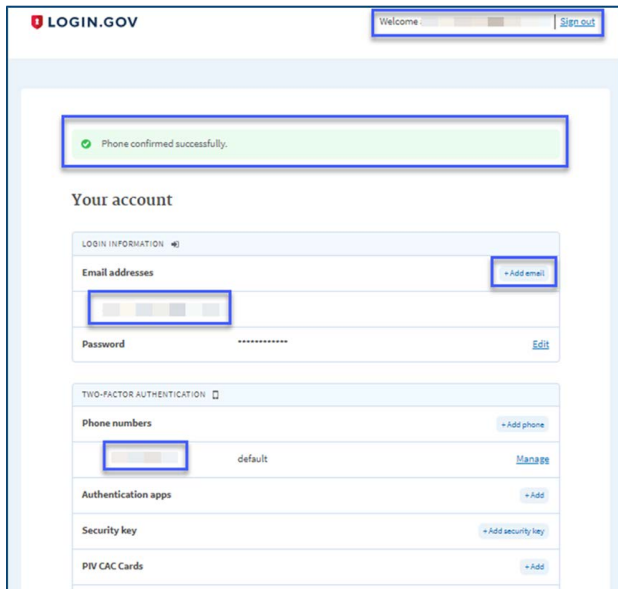
6. Choose a two-factor authentication method and click on "Continue".

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**

Continue

7. You will now see confirmation of your Login.gov account details, and can verify your information is correct.



8. You can now log in to GrantSolutions through Login.gov using your email address and password.

