

How To Guide

Create a Student User Account (1 of 11)

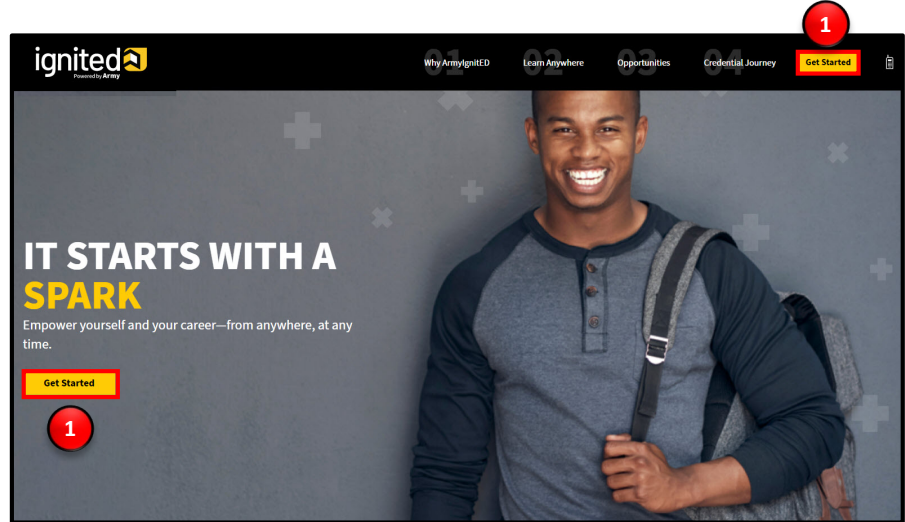
Purpose

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 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**.



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

JohnDoe@mail.mil

Submit

3

Note: You can only associate your CAC card with one Login.gov account.

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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](#)

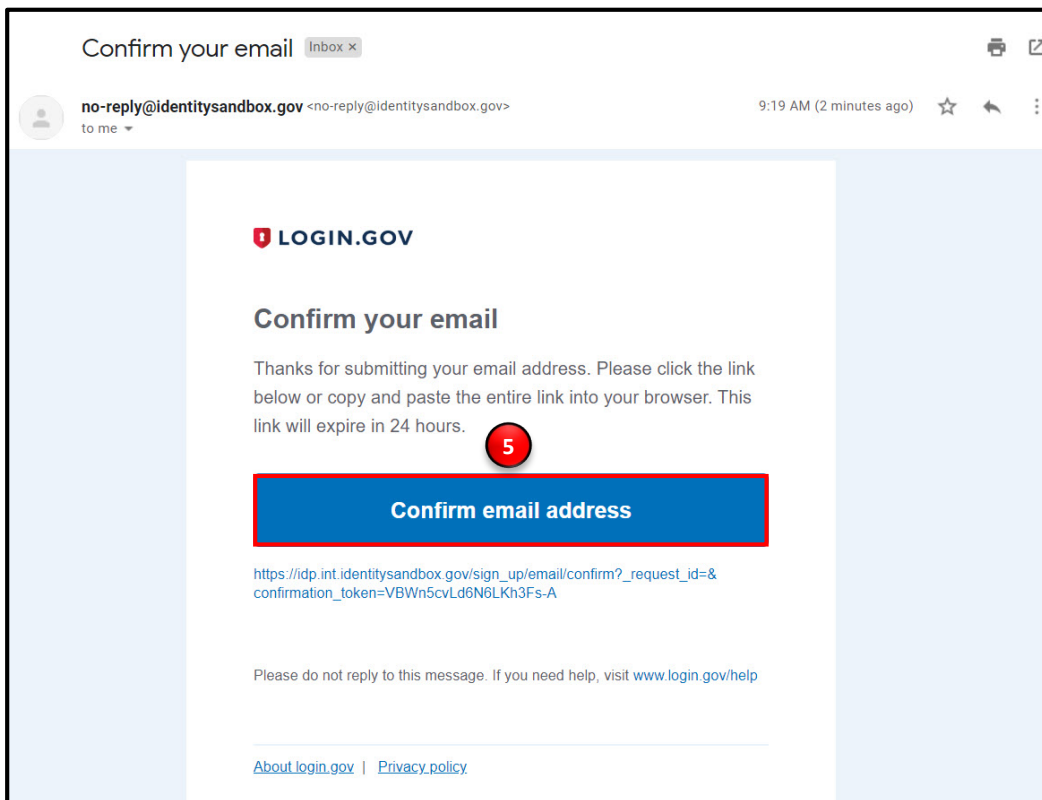
You can close this window if you're done.

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 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

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

✔ 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!**

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**.

Add your PIV or CAC 9

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

- 1 Give it a nickname**

If you add more than one PIV/CAC, you'll know which one's which.

CAC123
- 2 Insert your PIV/CAC into your card reader**
- 3 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

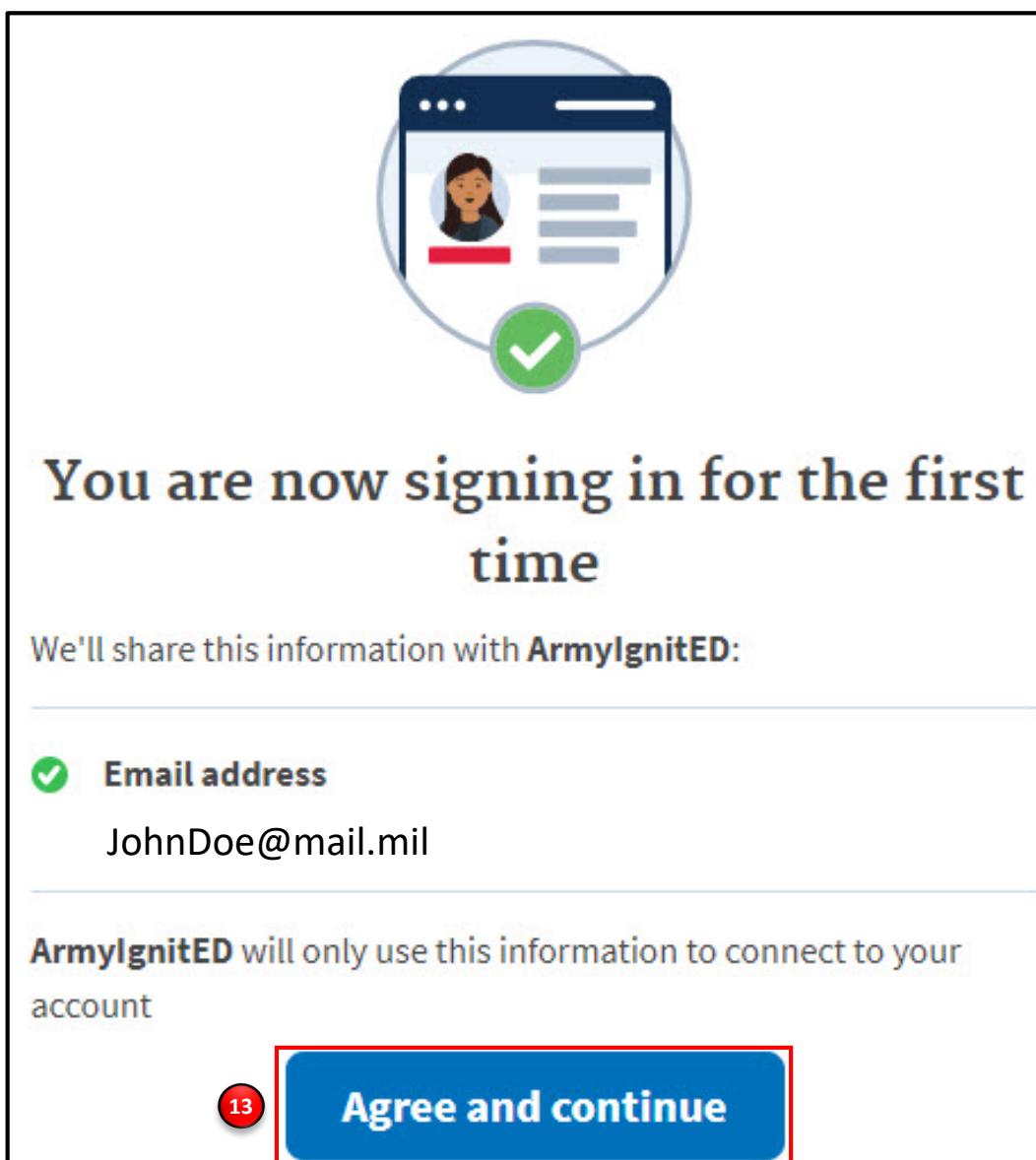
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Steps to Create a Student User Account

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**

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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

LOGIN.GOV | Welcome JohnDoe@mail.mil | [Sign out](#)

✓ PIV/CAC card linked successfully. **15**

Access your government benefits and services from your login.gov account. [Learn more about login.gov](#)

Your account Unphishable

Your Account

- Add email address
- Edit password
- Delete account

Two-factor authentication

- Add phone number
- Add authentication apps
- Add security key
- Add Federal Employee ID
- Get backup codes

Your connected accounts

History

- Forget all browsers

Customer support

Email addresses **16** + Add email

JohnDoe@mail.mil

Password Edit

Phone numbers + Add phone

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.

Add a new email address

Email address

17

18

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

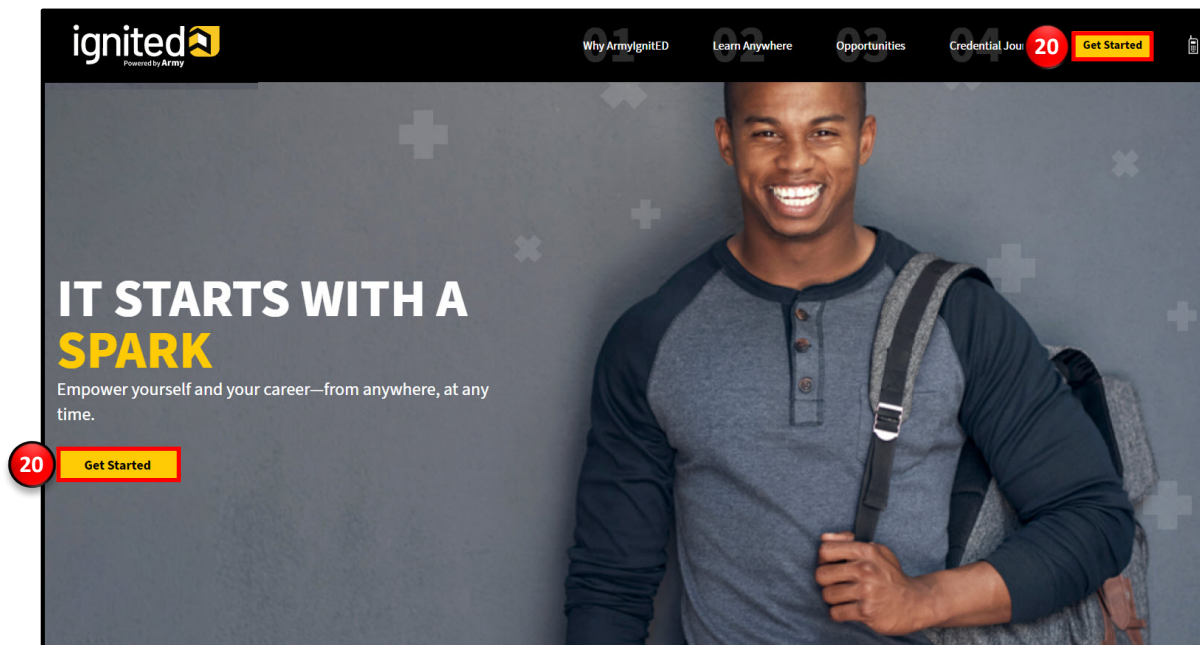
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Steps to Create a Student User Account

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.

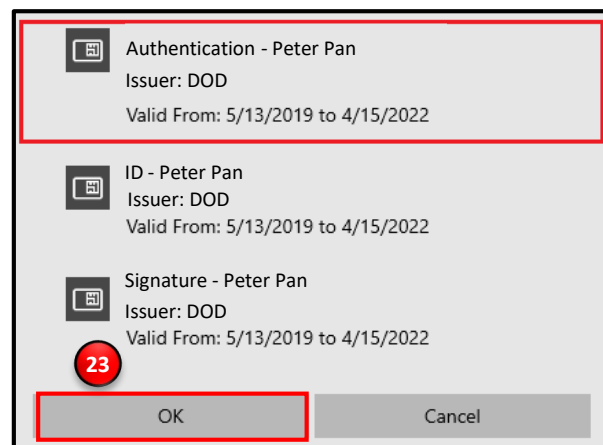


21. Click **Sign in with your government employee ID** to sign in to ArmyIgnitED.

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.

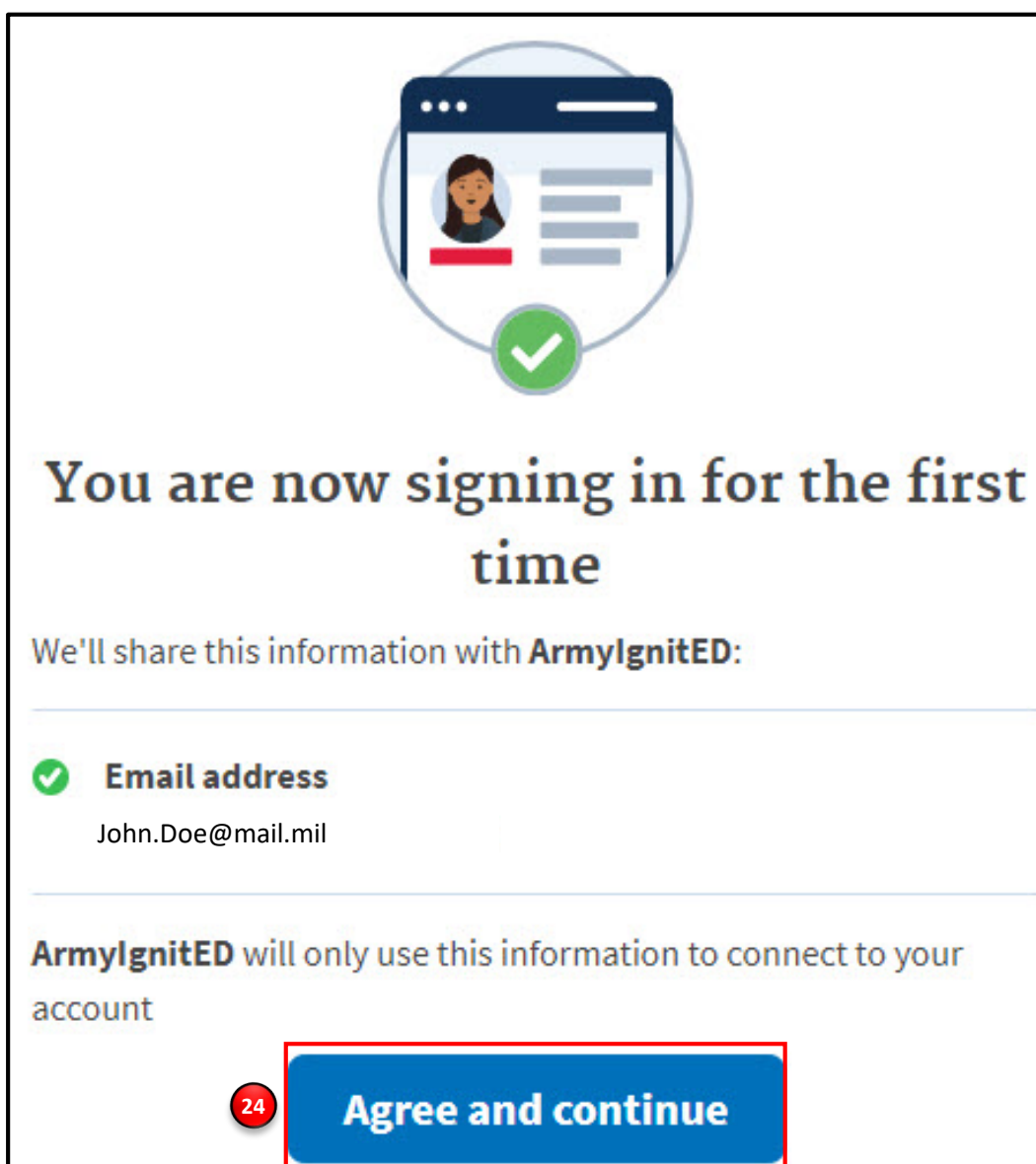
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Steps to Complete a Login.gov Account (continued)

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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Create Account 25

Confirm your personal information

First Name: Agatha
Last Name: Christie
Middle Name:
Date of Birth: May 31, 1991
Last 4 of SSN: XXX-XX-0000
Rank: PVT
MOS: 1E

[Is incorrect information being displayed?](#) ⓘ 26

Previous Continue

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**.

Create Account 27

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?](#) ⓘ 28

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Create Account 29

Confirm your email address

Military: agathachristie@mail.mil
Other: Agatha21@mail.com

Confirm your phone numbers

Home: +1 407-123-4567
Duty: +1 813-123-4567
Cell: +1 305-123-4567

[Is incorrect information being displayed?](#) ⓘ 30

Previous Continue

Note: Clicking the **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)

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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)

✓ ✓ ✓ ✓ 5 6

Create Account 31

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? ⓘ 32

Previous Continue

✓ ✓ ✓ ✓ ✓ 6

Create Account 33

Confirm your education information

Highest Level of Education:
N/A

Education Institution:
The Florida State University

Graduation Date:
Dec 13, 2015

Finish

Is incorrect information being displayed? ⓘ 34

Previous

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