How To Guide

Create a Student User Account (1 of 11)

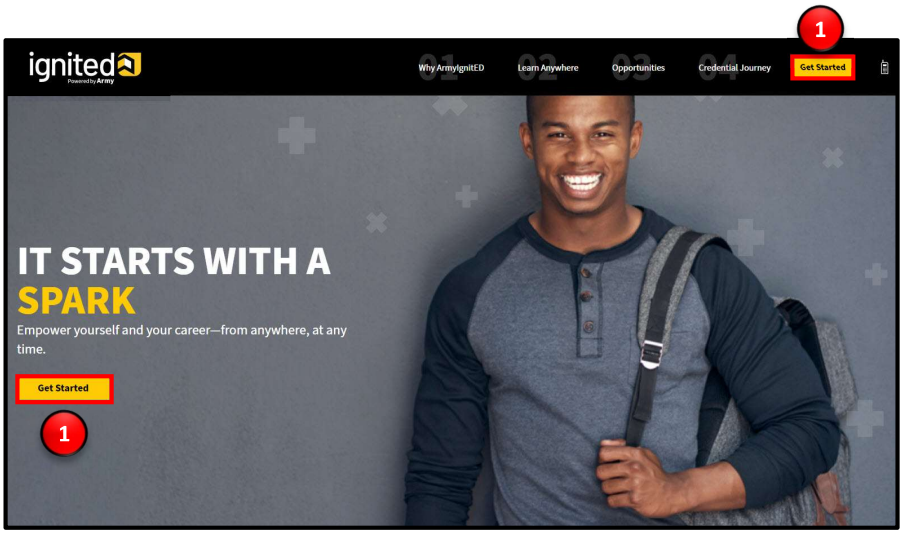
Purpose

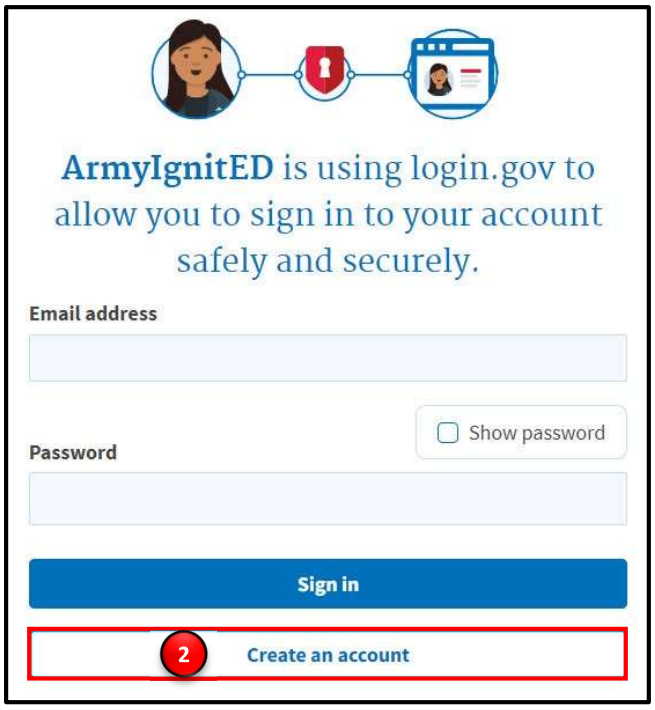
This guide highlights the steps to create a Student User Account. This process includes creating both a Login.gov and an ArmyIgnitED account. The Student will need their CAC and a device that can read their CAC (i.e. laptop or desktop) to complete this registration.

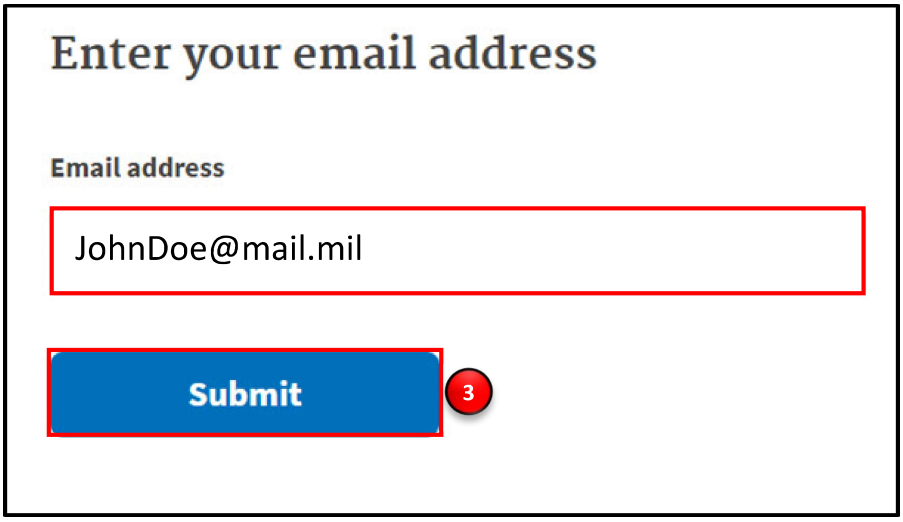
- If you **do not** have a Login.gov account proceed to Step 1.
- If you **have an existing** Login.gov account but need to update it to with your .mil address, sign in to your login.gov account and proceed to Step 15:
- If you **have an existing** Login.gov account, and it is already setup with your .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**.



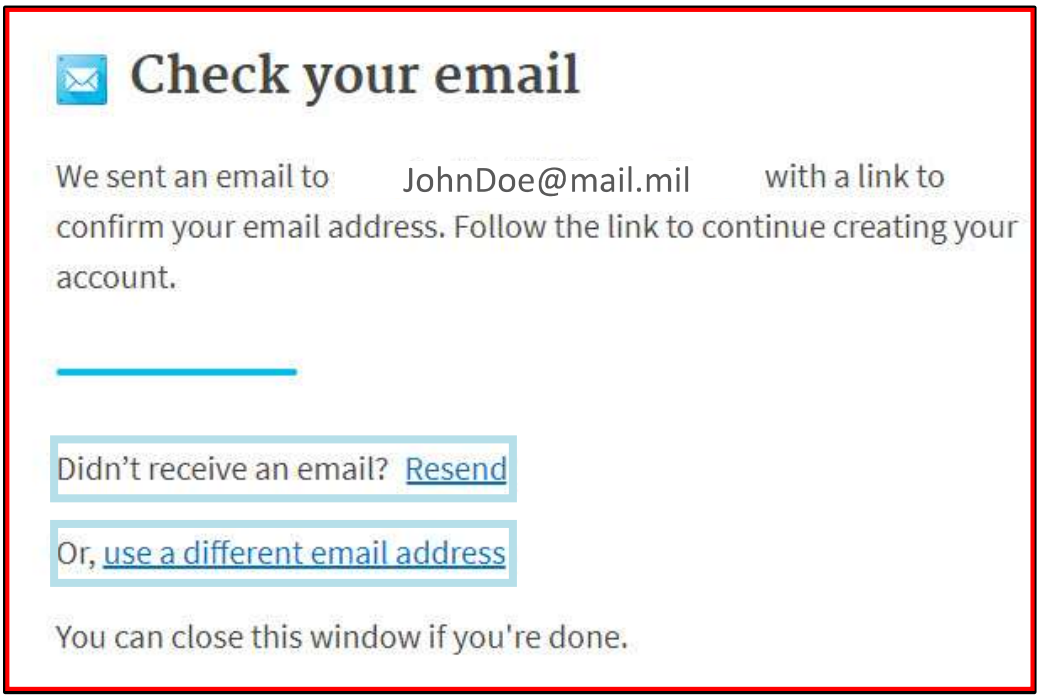




Note: You can only associate your CAC card with one Login.gov account.

How To Guide

Create a Student User Account (2 of 11)

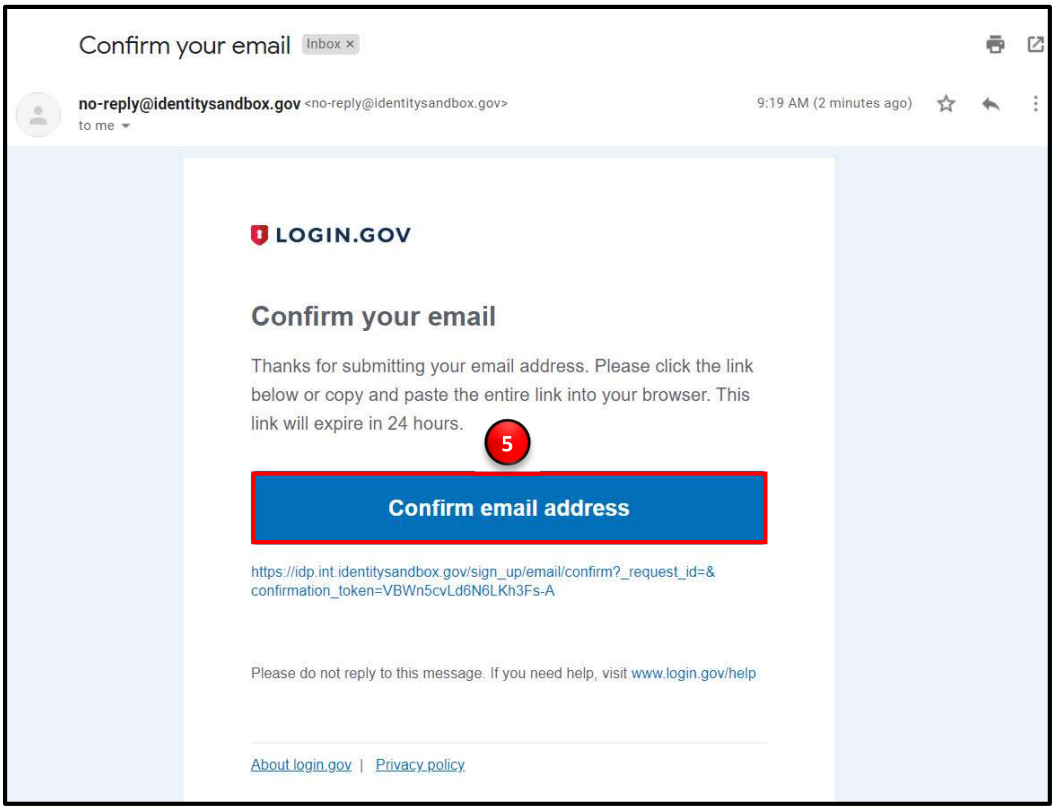


Steps to Create a Student User Account

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.

How To Guide

Create a Student User Account (3 of 11)

Steps to Create a Student User Account

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

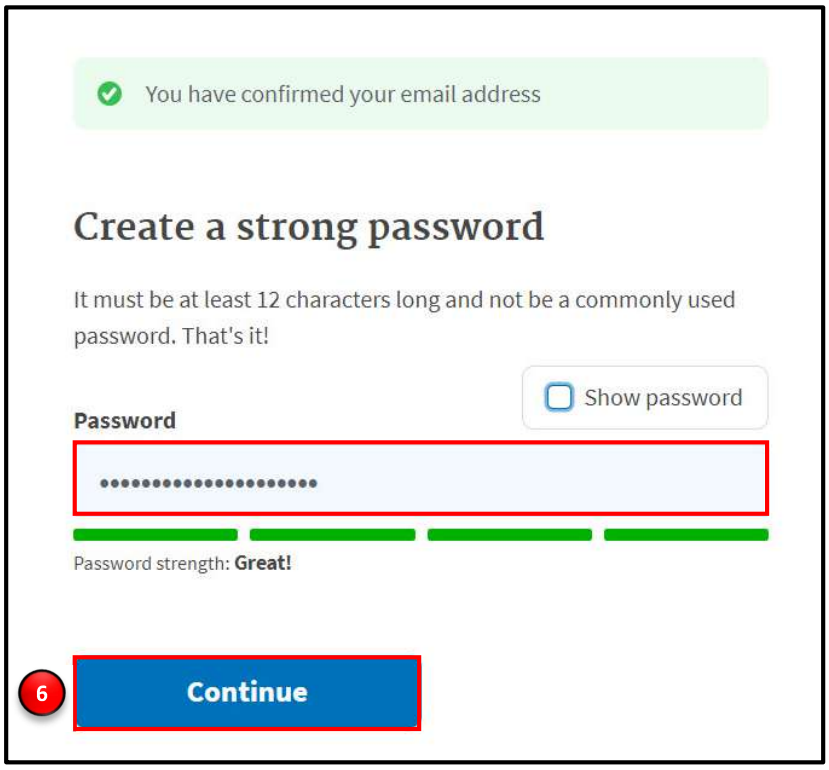
Password Safety Tips: The longer and more unusual the password, the harder it is to guess. Avoid using common phrases and repeating passwords from other online accounts (banks, email address, social media, etc.).

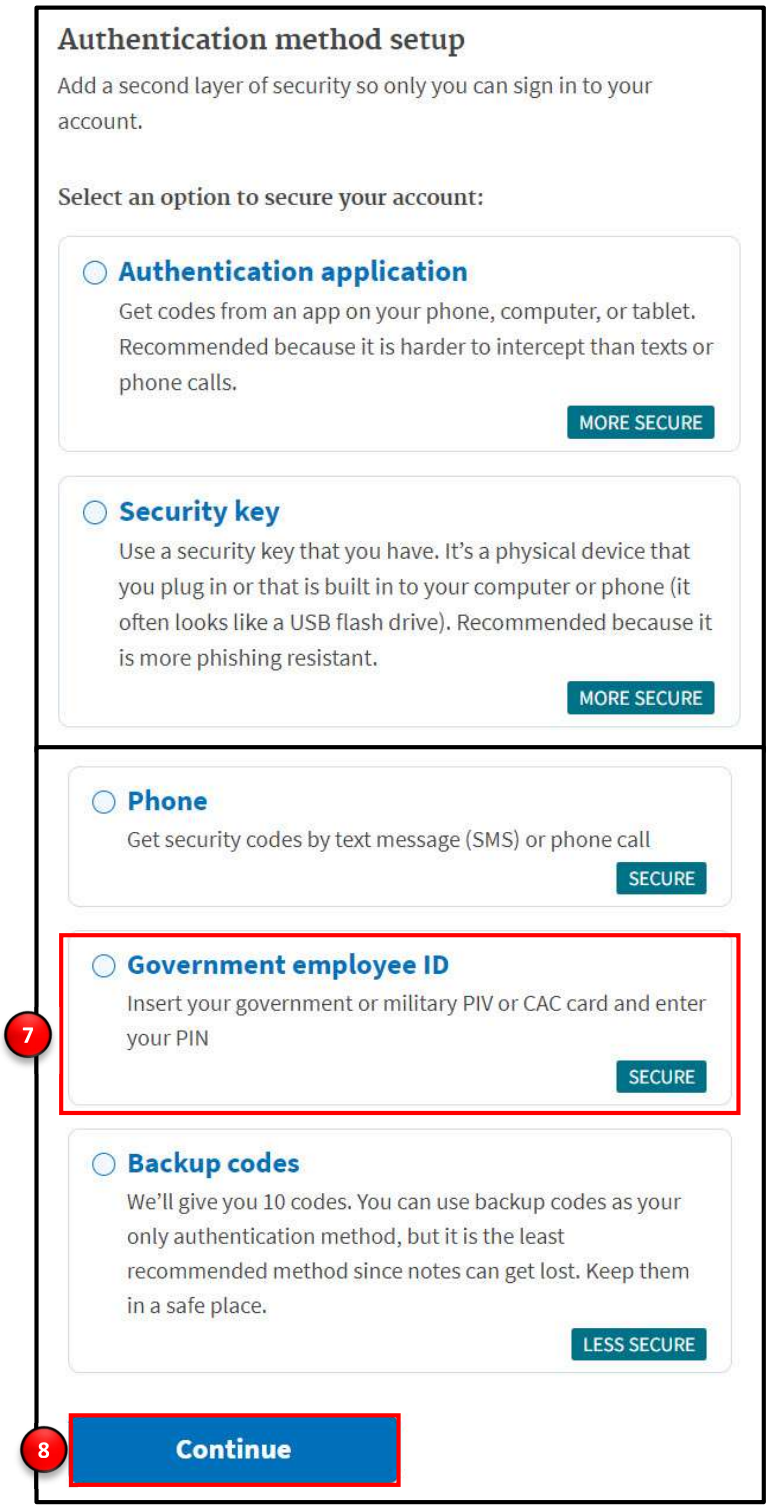
Note: Clicking **Show Password** will allow you to view the characters in the password entry field instead of asterisks. Please be cautious and use good judgement when using this feature as it takes away a level of privacy when creating the password.

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.**





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.

How To Guide

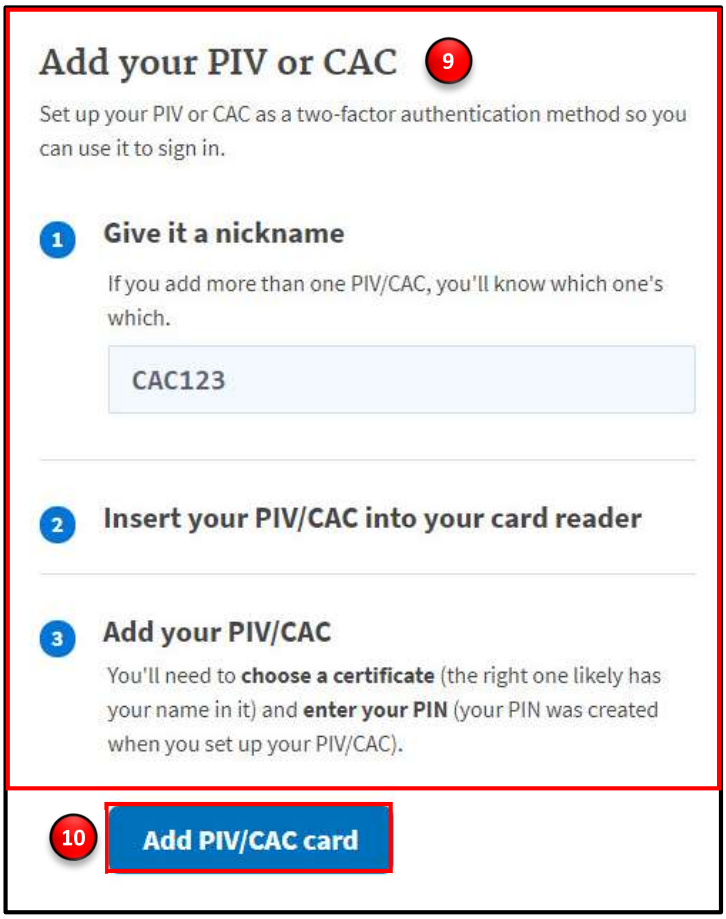
Create a Student User Account (4 of 11)

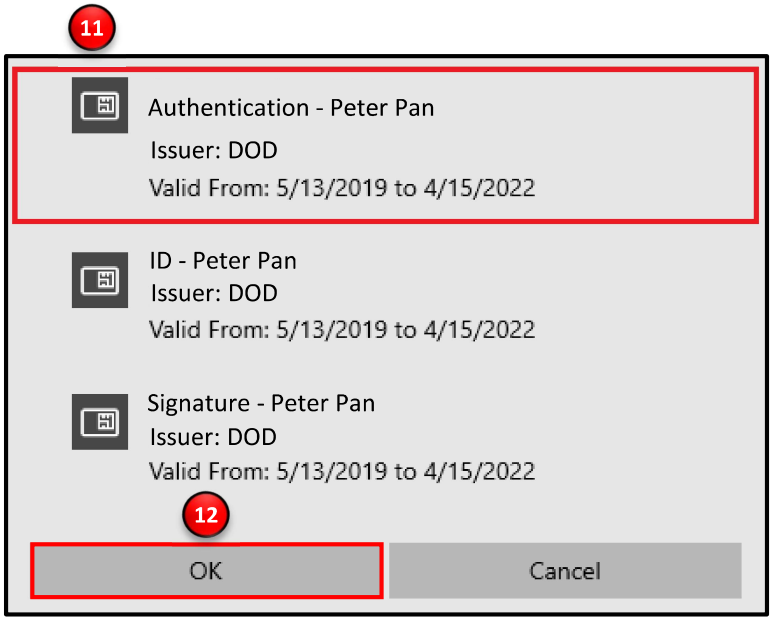
Steps to Create a Student User Account

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.**





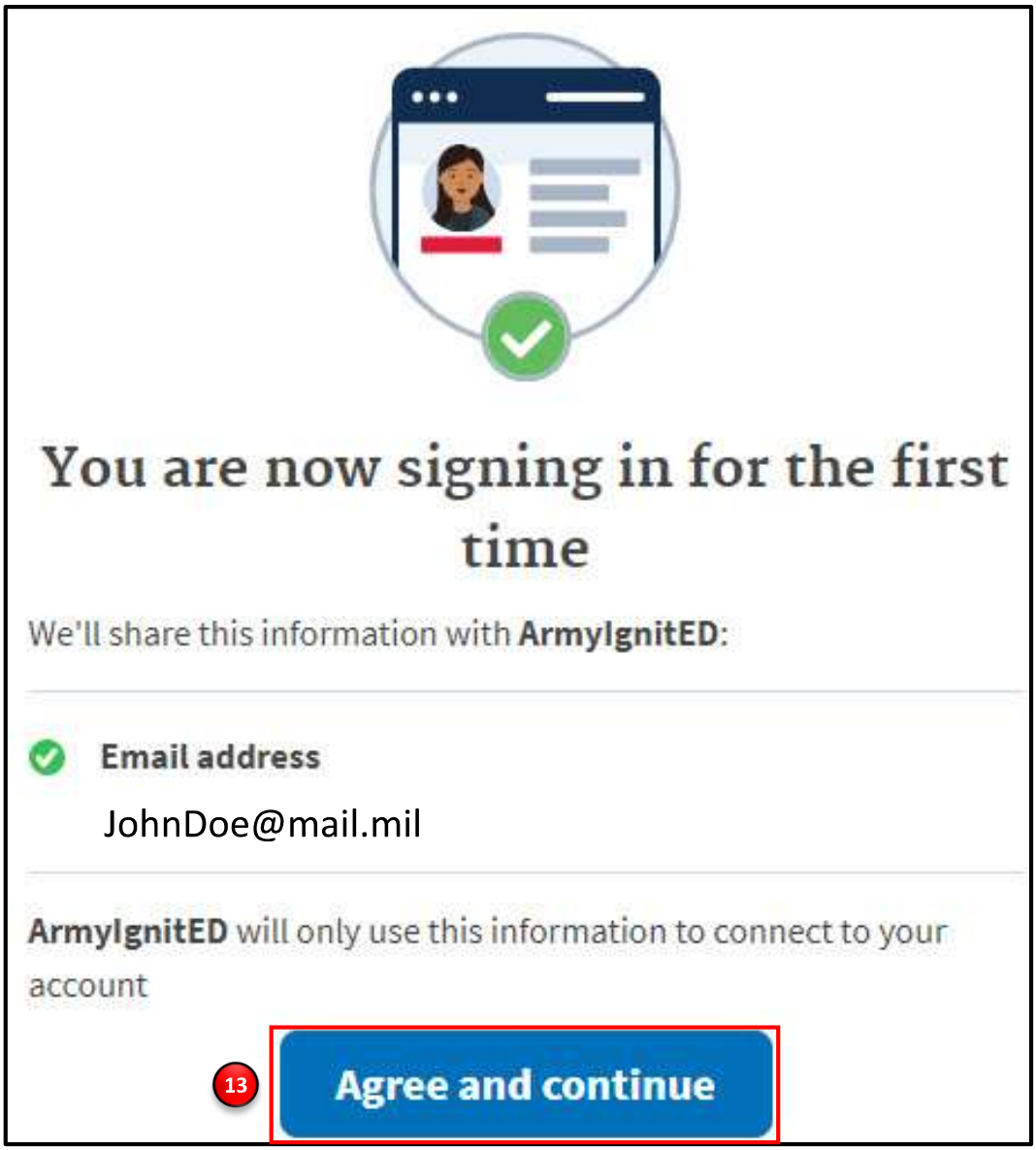
How To Guide

Create a Student User Account (5 of 11)

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.



How To Guide

Create a Student User Account (6 of 11)

Steps to Complete a Login.gov Account (continued)

15. This is your Login.gov Account. You now have access to:

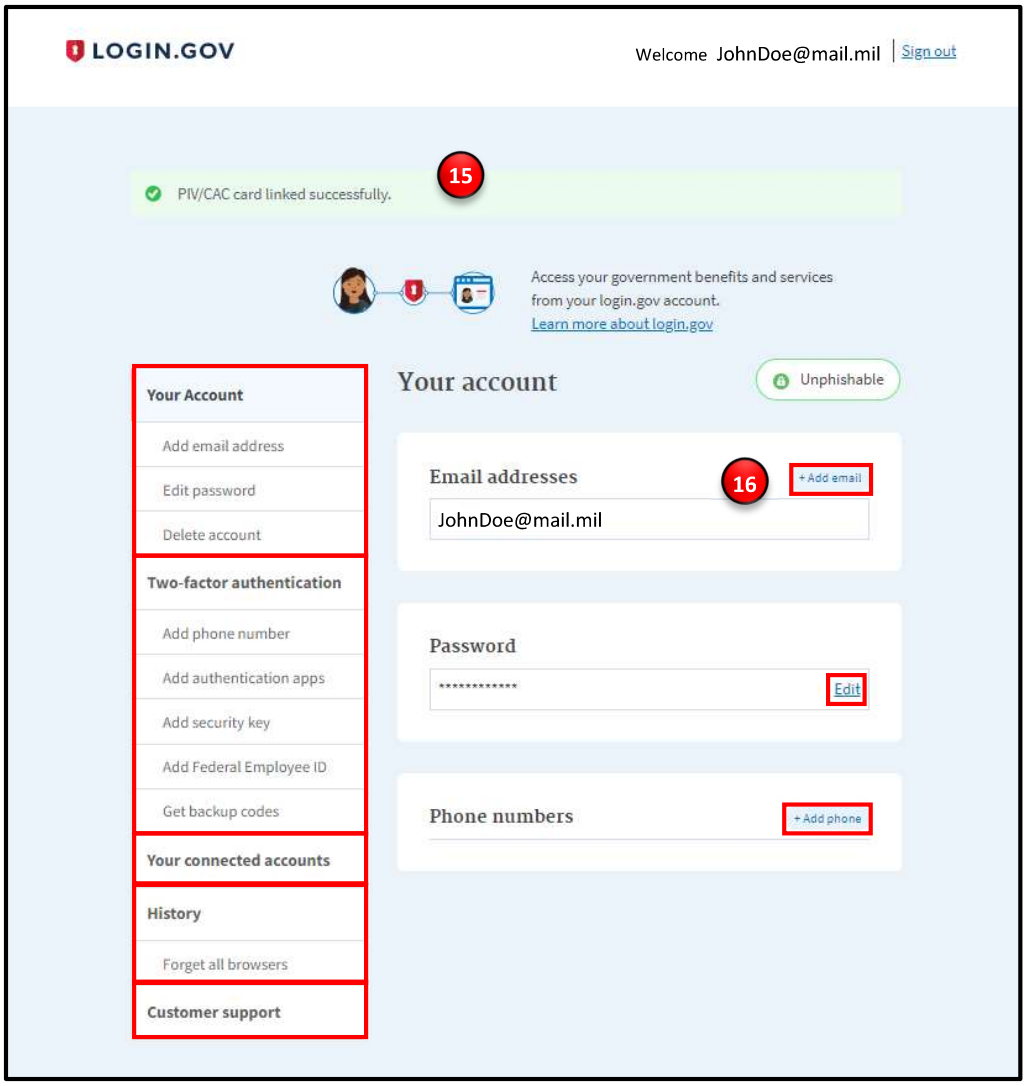
Your Account
- Add Email Address
- Edit Password
- Delete Account

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.**

How To Guide

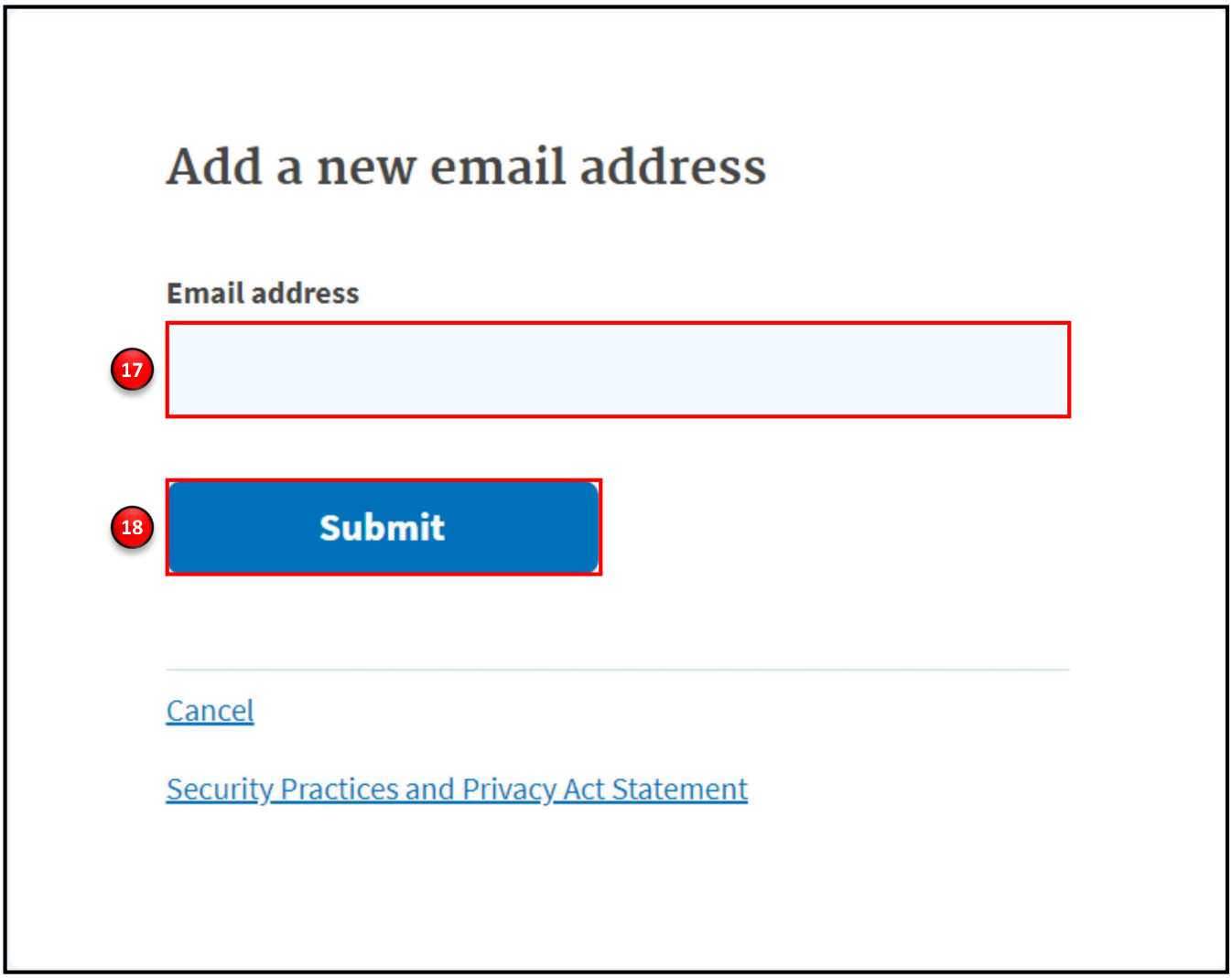
Create a Student User Account (7 of 11)

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.



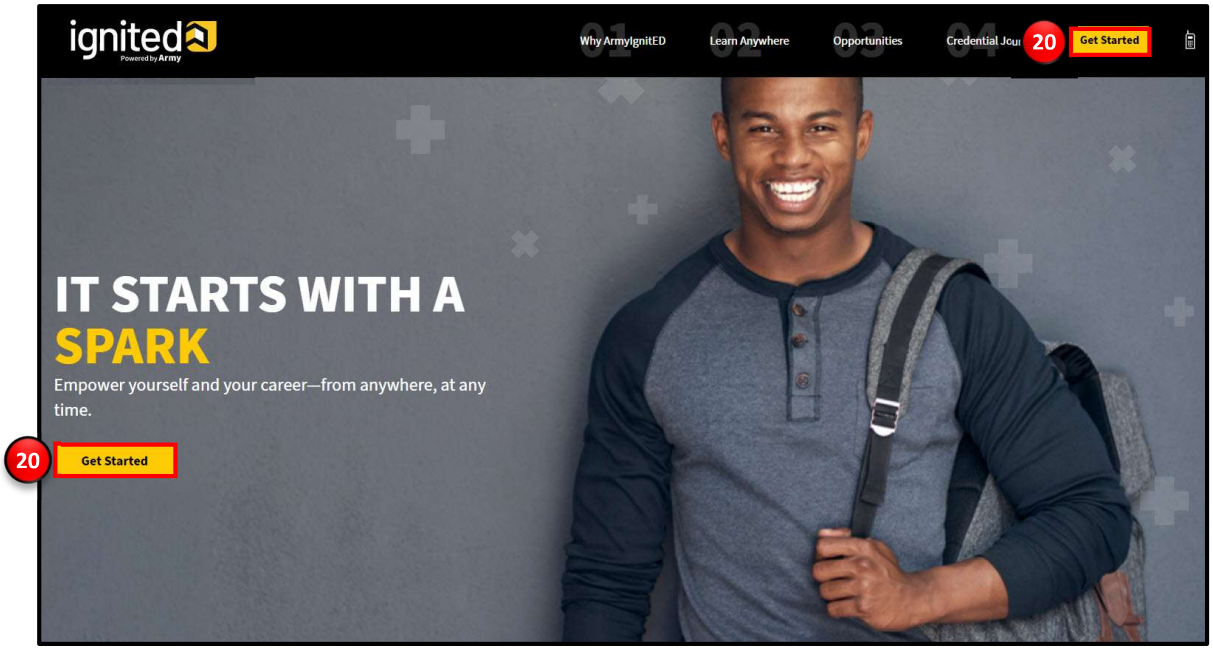
How To Guide

Create a Student User Account (9 of 11)

Steps to Create a Student User Account

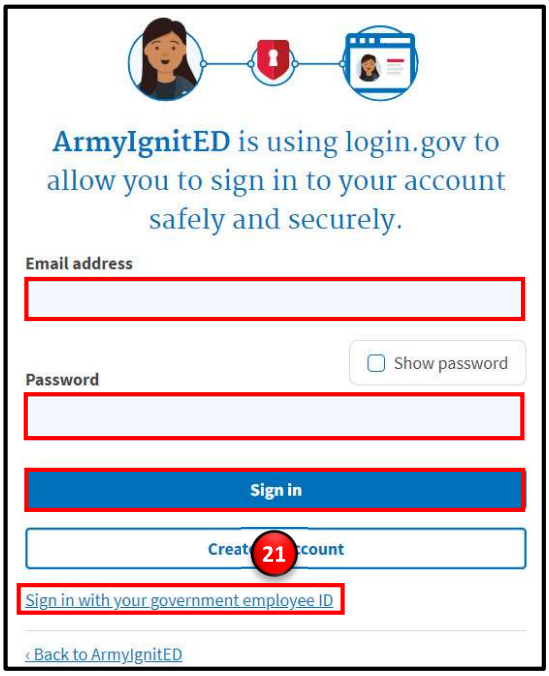
You have successfully created your Login.gov account and now have access to ArmyIgnitED.

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

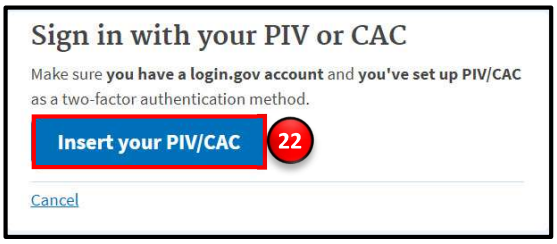


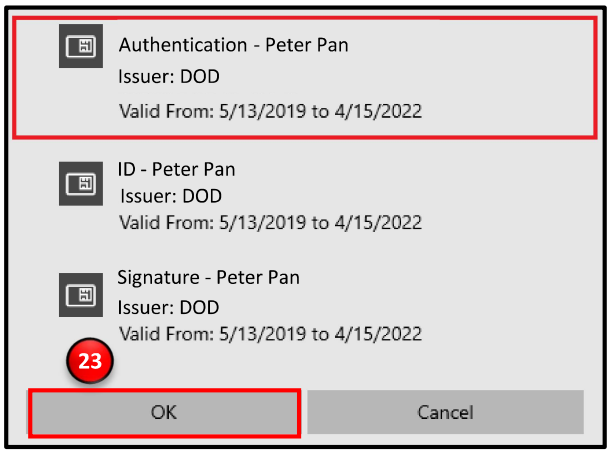
21. Click **Sign in with your government employee ID** to sign in to ArmyIgnitED.

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.**



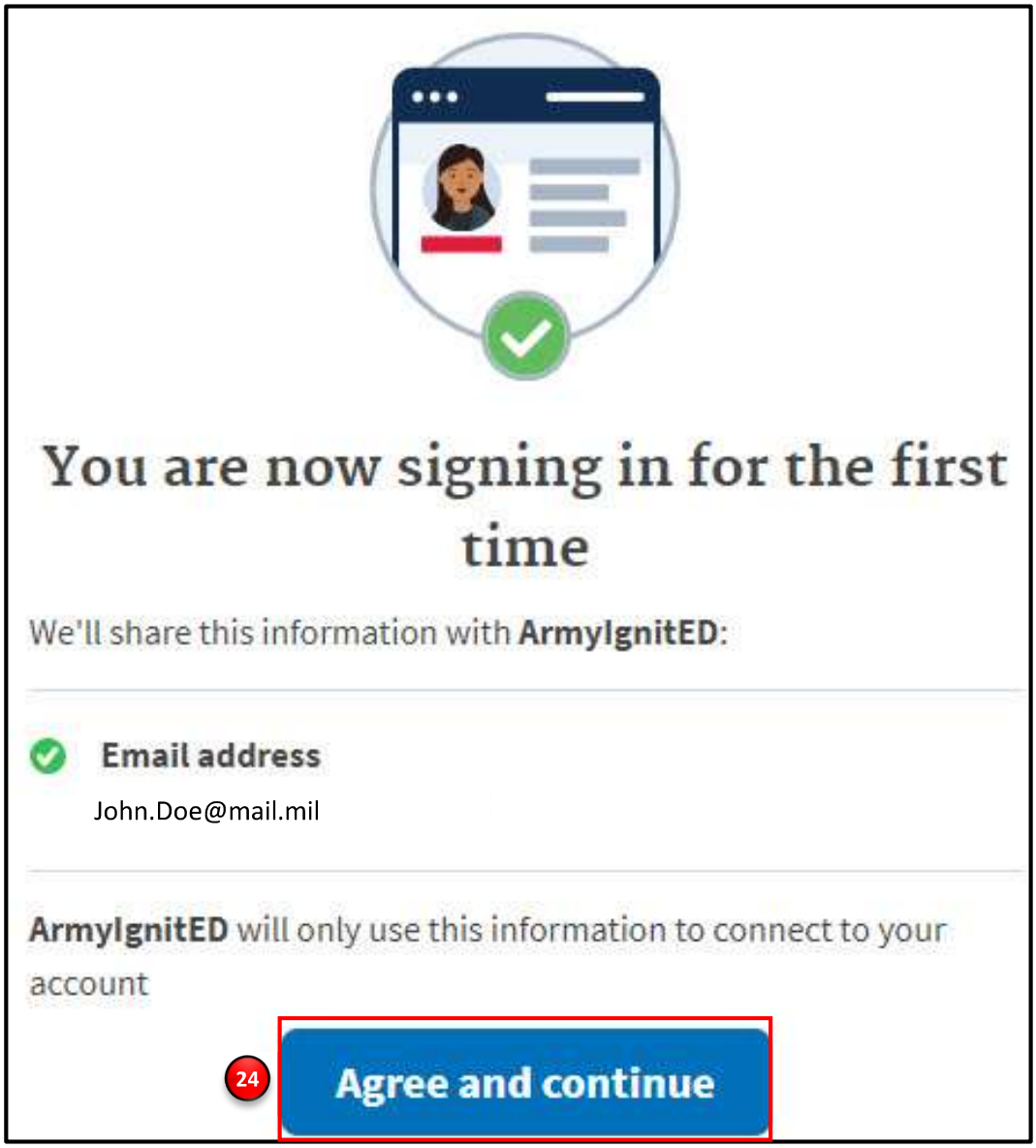


Note: There are typically 3 certificates that you are able to choose from: Authentication, ID, and Signature. All of these certificates will work in the system, however, choosing **Authentication** is preferred.

Steps to Complete a Login.gov Account (continued)

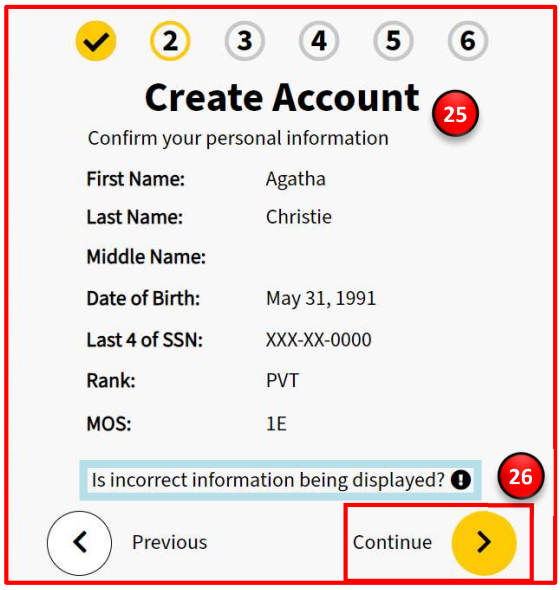
24. Click **Agree and continue** to complete the process of creating a Login.gov account.

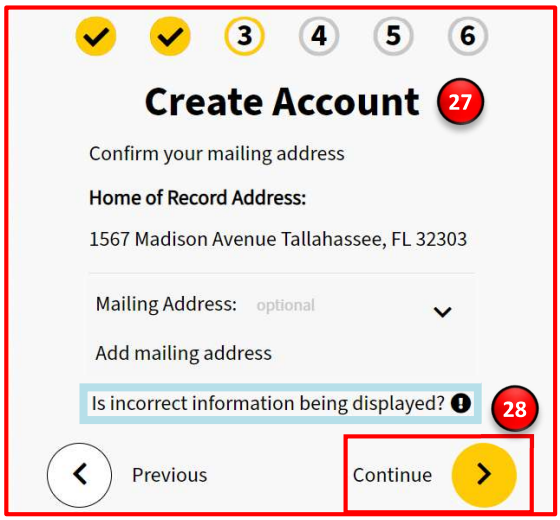
Note: By clicking Agree and continue, you have linked your login.gov account to ArmyIgnitED.

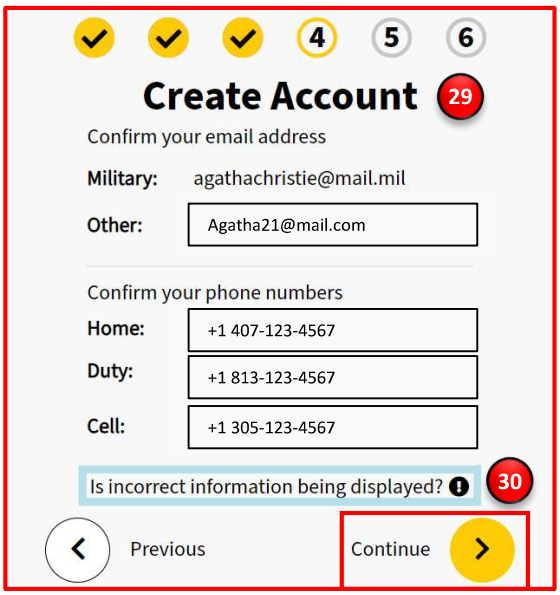


How To Guide

Create a Student User Account (10 of 11)







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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How To Guide

Create a Student User Account (11 of 11)

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:

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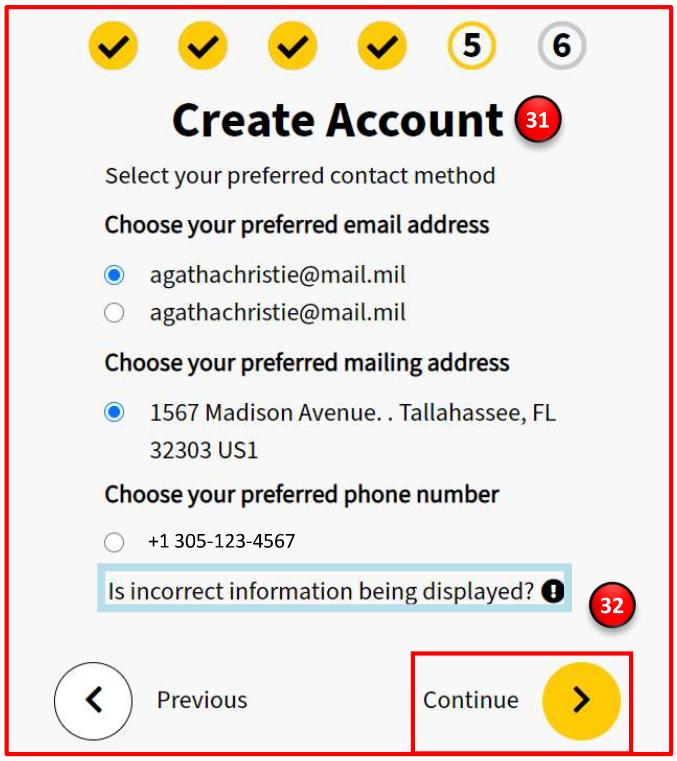

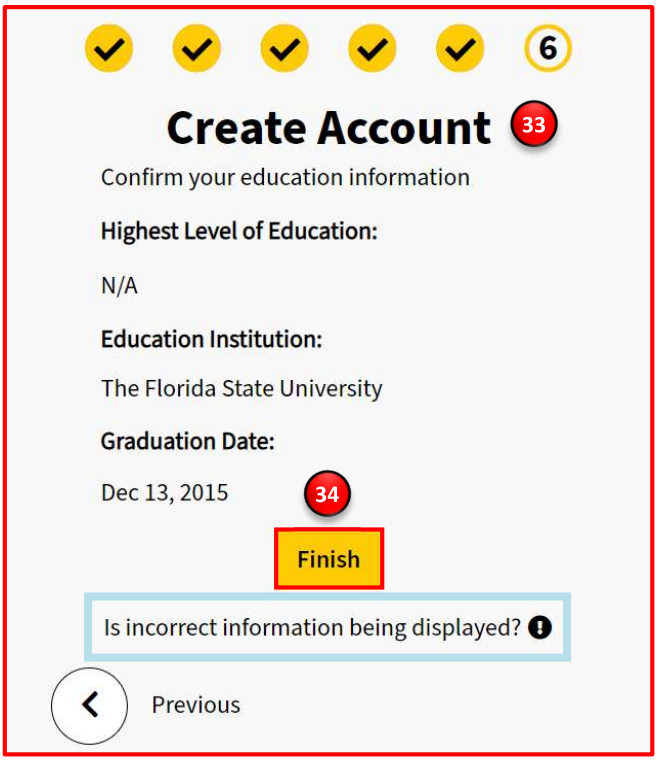

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