

# How To Guide

## Create a Student User Account (1 of 11)

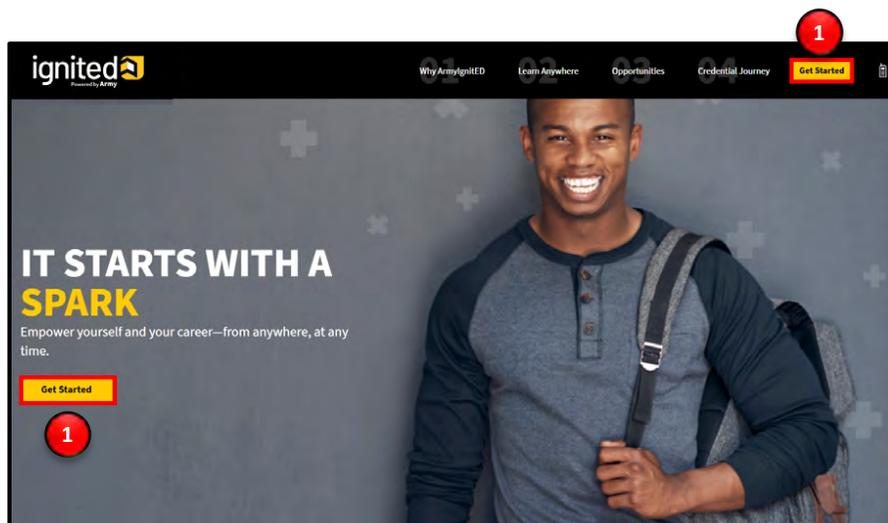
### Purpose

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](http://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.

# How To Guide

## Create a Student User Account (2 of 11)

### 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](#)

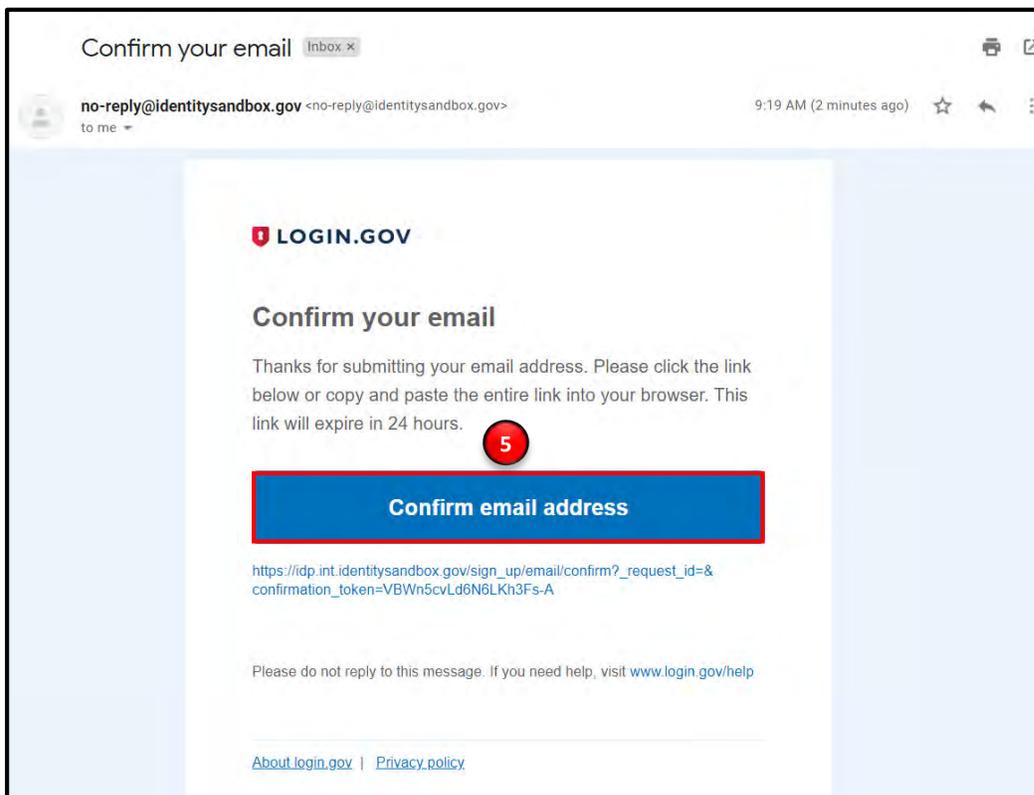
You can close this window if you're done.

### 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.

# 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**.

#### 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

**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.

✔ 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**

# 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**.

### 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.

- 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

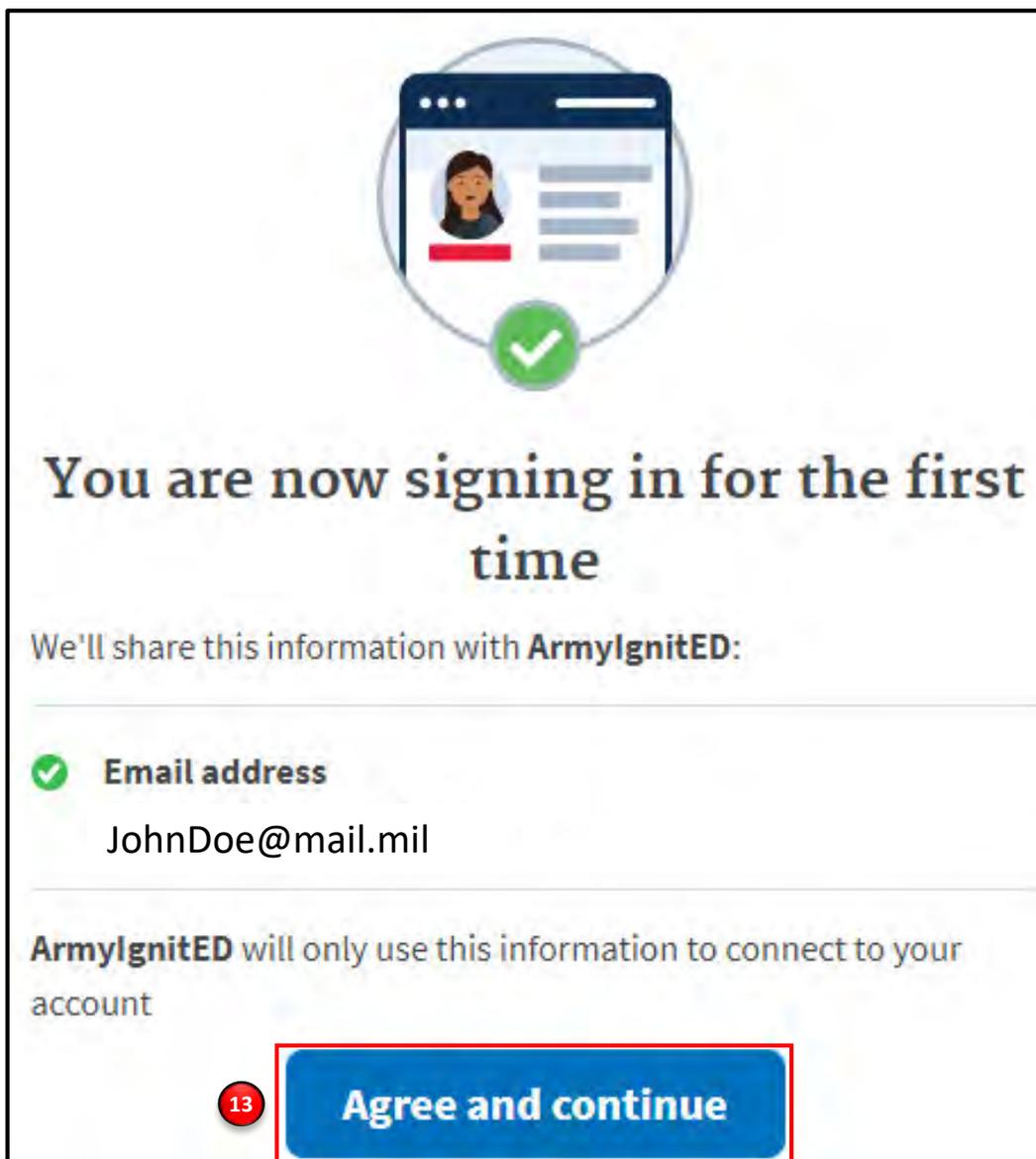
# How To Guide

## 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

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**.

# 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.

### Add a new email address

Email address

17

18

**Submit**

---

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

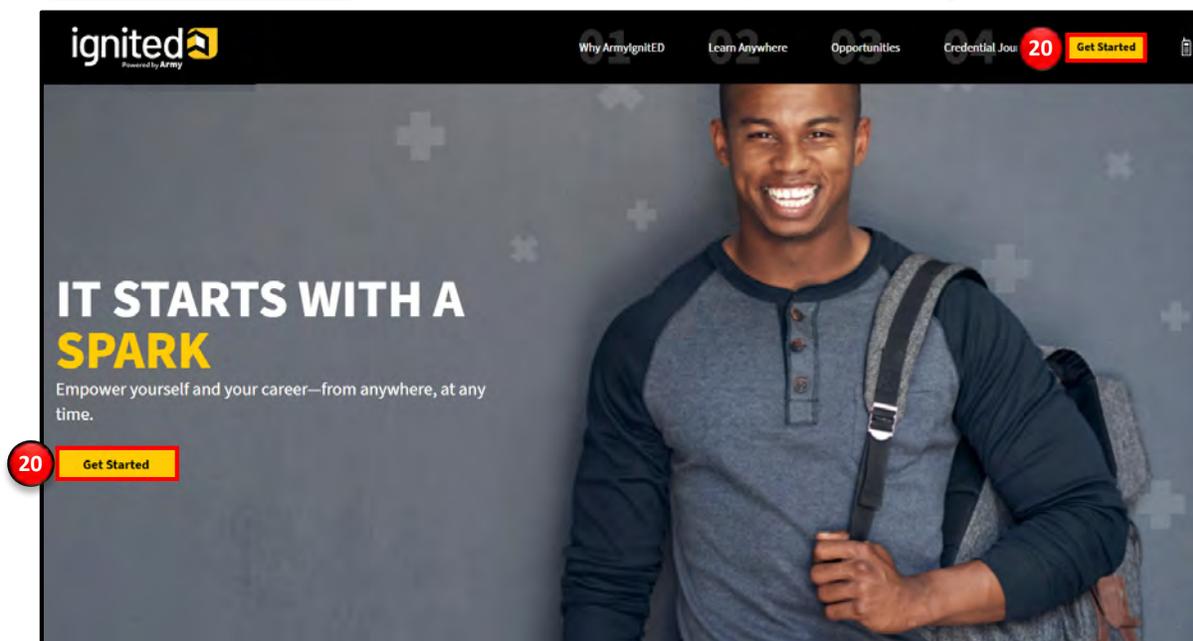
# How To Guide

## 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](http://www.ArmyIgnitED.com) then, click **Get Started** to complete the ArmyIgnitED account creation process.

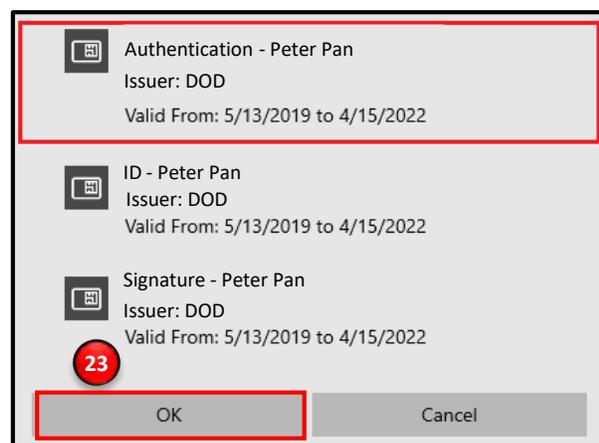


21. Click **Sign in with your government employee ID** to sign in to ArmyIgnitED.

**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.

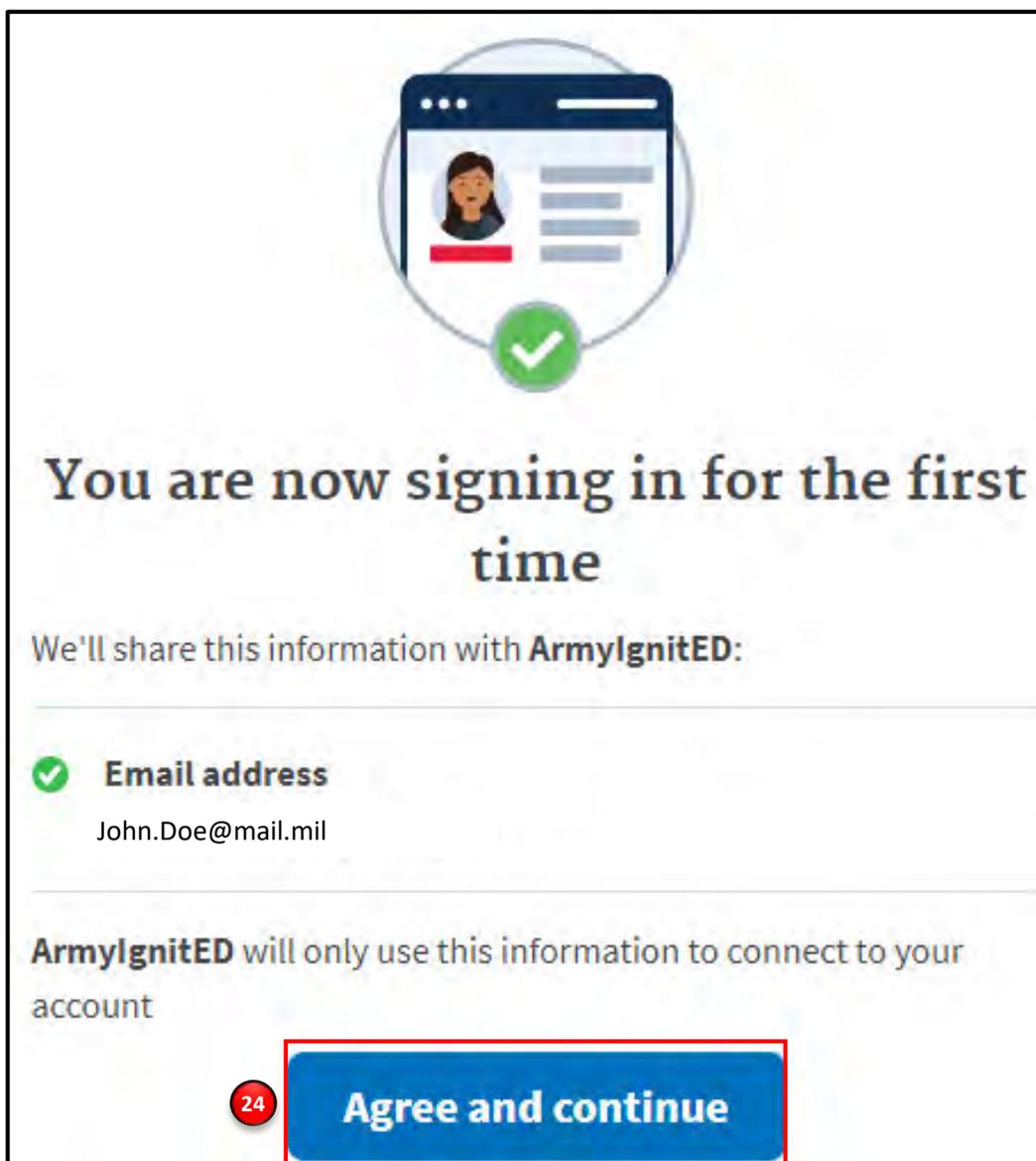
# How To Guide

## Create a Student User Account (8 of 11)

### 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)

**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

**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

Previous Continue

**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

### 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

**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)

# 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:

- 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  
 **32**

**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 **34**

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