How To Guide
Create a Student User Account (1 of 8)

Purpose
This guide highlights the steps to creating a student user profile in ArmyIgnitED. The user will first need to create a Login.gov account to be paired with ArmyIgnitED then create their ArmyIgnitED by confirming personal, contact, and education information. The user will need either their mobile phone or Government ID to complete the process.

Steps to Create a Student User Account
2. Click Create an Account to start the process of creating your Login.gov account.
3. Enter the email address that you want associated with the account then, click Submit.

Note: Choose Create an account with the Email address and Password fields not populated.
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 email address you entered in the previous step.

Clicking Resend will resend the confirmation link to the 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 email account you requested the confirmation email 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 8)

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.

- **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.

- **Phone**
  Get security codes by text message (SMS) or phone call

- **Government employee ID**
  Insert your government or military PIV or CAC card and enter your PIN

- **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.

**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 an Student User Account (4 of 8)

Steps to Create a Student User Account

9. Set up your PIV/CAC as a two-factor authorization 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. Click Add PIV/CAC Card.

11. Select the certificate that corresponds with your PIV/CAC.
12. Click OK.

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.
Steps to Create a Login.gov Account

13. Your Login.gov account has been successfully created. 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 including the device’s internet browser, IP address, geographic location, and date and time that the account was accessed.
   - Remembered Browsers
     - Used to disconnect all remembered browsers from your login.gov account.
   - 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.
How To Guide
Create a Student User Account (6 of 8)

Steps to Create a Student User Account
You have successfully created your Login.gov account and now have access to ArmyIgnitED.

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

16. 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.

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

18. 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. Either of these certificates will work in the system, however, choosing **Authentication** is preferred.
Steps to Creating a Student Account

18. Confirm your personal information:
   • First Name
   • Last Name
   • Middle Name
   • Date of Birth
   • Last 4 of SSN
   • Rank
   • MOS

19. Click continue.

20. Confirm your mailing address.

21. Click continue.

22. Confirm your email address and phone numbers:
   • Military Email Address
   • Other Email Address
   • Home Phone Number
   • Duty Phone Number
   • Cell Phone Number

23. Click continue.

Note: Clicking the white “Previous” arrow will return you to the previous page.
Steps to Creating a Student Account

24. Select your preferred email address, mailing address, and phone number.
25. Click continue.
26. Confirm your education information:
   • Graduation Date
   • Previous Educational Institute
   • Previous Education Level
   • Additional Education Information
27. Click Finish.

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