



Impact Aid Grant System

Login.gov for School
District and State Users

On August 29, 2023
the way you log in
to the Impact Aid
Grant System will
change.

- ▶ You must use a Login.gov account credential to access the Impact Aid Grant System after August 29, 2023.
- ▶ By making this change, you will make your account more secure from phishing and other cybercriminal acts.
- ▶ This change is a direct response to memorandums sent by the [White House](#) (M-22-17 and M-22-09) that require the use of an additional levels of security for all users.

What is Login.gov?

- ▶ Login.gov securely verifies, stores, and manages user's digital identity using verified credentials and multi-factor authentication.
- ▶ This means multiple layers to your identity are verified when you log in to ensure the person logging into your account is indeed you!
- ▶ Several levels of security are needed to qualify as an official identity provider (IdP) for a government agency, and Login.gov meets these requirements.

How does Login.gov work?

- ▶ Think of Login.gov as a directory where external users' identities can all be housed and managed. The Department of Education allows transferring that identity (after being verified) from Login.gov to the Department's network.
- ▶ There are three steps to the transfer:
 1. External users set up and use their Login.gov account
 2. Login.gov verifies a user's identity through a vetted process
 3. The Department of Education's Identity, Credential, and Access Management (ICAM) system allows users to access the Department of Education by using their Login.gov credentials

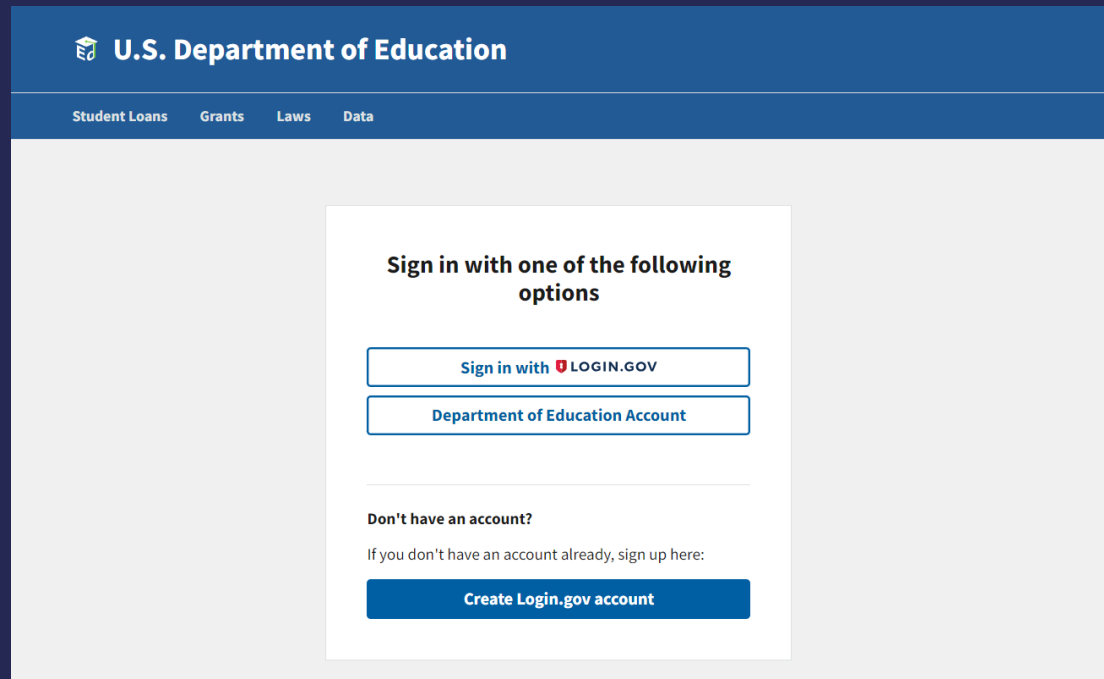
Can I use the Login.gov account I already have to access IAGS?

- ▶ You can!
 - ▶ You must add the email address (username) that you use to access IAGS to your Login.gov profile if the email address you use for Login.gov is different.
 - ▶ Instructions for adding an email address to your Login.gov account are here: <https://www.login.gov/help/manage-your-account/change-your-email-address/> .
- ▶ For example, if your Login.gov account email is John.Smith@1234.com, but you were using John.Smith@schooldistrict.edu to log in to IAGS, then you must add John.Smith@schooldistrict.edu to your Login.gov profile as an additional, alternate email address.

What do I do if I have problems with the Login.gov account set up, authentication, or identity verification process?

- ▶ **Impact Aid Program staff will not be able to assist you.**
- ▶ Go to <https://www.login.gov/help/> for Login.gov assistance.

Creating an Account



The screenshot shows the U.S. Department of Education website header with navigation links for Student Loans, Grants, Laws, and Data. The main content area features a sign-in prompt: "Sign in with one of the following options". Below this are two buttons: "Sign in with LOGIN.GOV" (highlighted in blue) and "Department of Education Account". A link for "Don't have an account?" is followed by the text "If you don't have an account already, sign up here:" and a blue button labeled "Create Login.gov account".

This is the screen you will see when going to <https://impactaid.ed.gov> and clicking the Log In button to access IAGS.

- ▶ If you have not created a Login.gov account, choose the blue button.
- ▶ If you have already created a Login.gov account, choose the Sign in with Login.gov button and enter your Login.gov username, password, and authentication method. It's likely that you will be prompted to start identity verification (go to page 12).

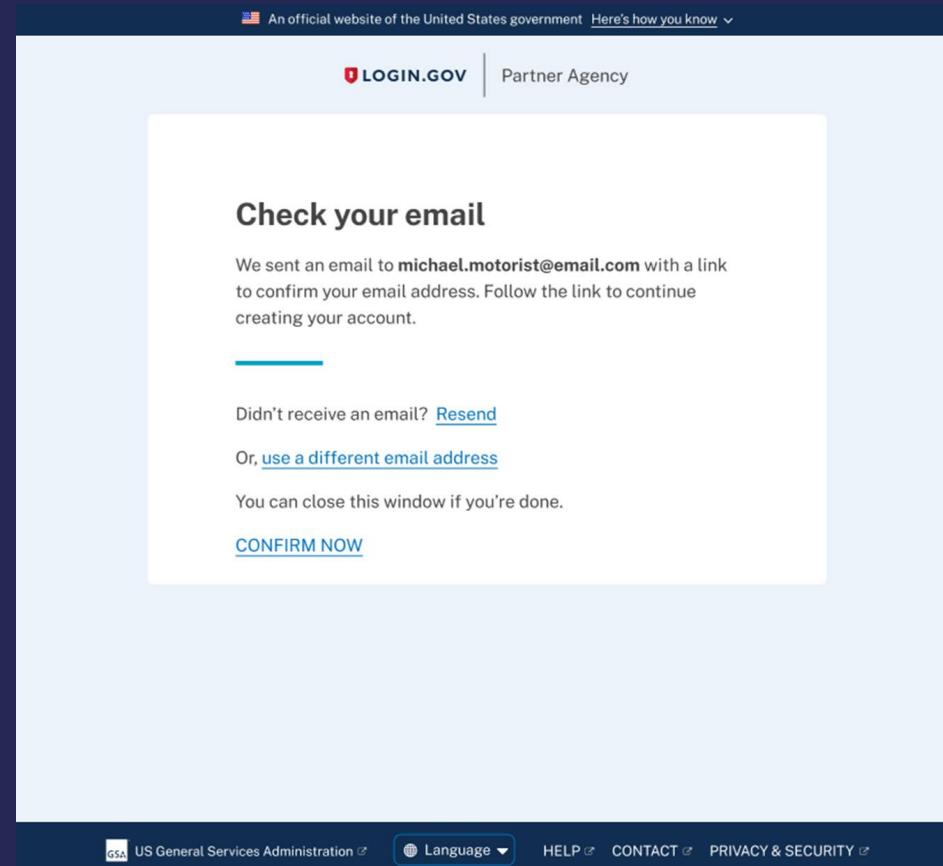
Start the Process

The screenshot shows the LOGIN.GOV website interface. At the top, there is a dark blue header with the text "An official website of the United States government" and a link "Here's how you know" with a dropdown arrow. Below the header is the LOGIN.GOV logo. The main content area is white and contains two buttons: "Sign in" and "Create an account". Below the buttons is the heading "Create an account for new users". Underneath is a form section titled "Enter your email address" with a text input field. Below that is a section titled "Select your email language preference" with the text "Login.gov allows you to receive your email communication in English, Spanish or French." and a radio button selection for "English (default)".

- ▶ In the text box **Enter your email address**, enter the email address that you use as your Impact Aid Grant System username. This is typically your work email address.
- ▶ Select your preferred language.
- ▶ Select the checkbox next to the statement **I read and accept the Login.gov Rules of Use**.
- ▶ Select **Submit**.

Confirm Your Email Address

- ▶ Check the inbox of the email account used in Step 2 for a verification email. The verification email will have the subject: “Confirm your email” and be sent from noreply@Login.gov.
 - ▶ If you are not seeing an email come through, check your spam folder.
- ▶ Open the email and select the Confirm your email address button. This will bring you back to the login.gov Create an Account page where you can finish creating your account.



Create A Password

- ▶ You will then be prompted to create a strong password.
- ▶ Note: Login.gov requires your password be at least 12 characters long. Alphabet characters, special characters, and even spaces are allowed. Make sure this password is unique and not used with any other applications or websites.

The screenshot shows the 'Create a strong password' step of the Login.gov account creation process. At the top, there is a green confirmation message: 'You have confirmed your email address'. Below this, the heading 'Create a strong password' is followed by instructions: 'It must be at least 12 characters long and not be a commonly used password. That's it!'. A 'Password' input field is highlighted with a red border. Below the input field is a 'Show password' checkbox. A 'Password strength: ...' indicator is present. A blue 'Continue' button is also highlighted with a red border. At the bottom of the form, there is a 'Password safety tips' link with a plus icon and a 'Cancel account creation' link.

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✔ 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: ...

Continue

[Password safety tips](#) +

[Cancel account creation](#)

US General Services Administration | Language | [HELP](#) | [CONTACT](#) | [PRIVACY & SECURITY](#)

Set Up Secondary Authentication






- ▶ Next, you will need to set up your [secondary authentication method](#). The Department of Education recommends using at least one of the options listed below.
 - ▶ Authentication application
 - ▶ The Department of Education recommends the Microsoft Authenticator app.
 - ▶ Security Key
- ▶ Click continue.
- ▶ Follow the instructions for the method you chose.

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Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

-  **Security key**
A physical device, often shaped like a USB drive, that you plug into your device.
-  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
-  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
-  **Text or voice message**
Receive a secure code by (SMS) text or phone call.
-  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

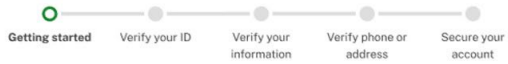
Continue

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Start Identity Verification

- ▶ Unless you have verified your identity before to access another system, the first time you access IAGS with Login.gov, you will be prompted to complete the identity verification step.
- ▶ You will only need to complete identity verification once.
- ▶ Make sure you have the following:
 - ▶ A state-issued ID
 - ▶ Social Security number
 - ▶ Phone number or home address
- ▶ Select Continue on the “Get started verifying your identity” screen.

The screenshot shows the 'Get started verifying your identity' screen on the Login.gov Partner Agency website. At the top, there is a progress bar with five steps: 'Getting started' (active), 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. Below the progress bar, the heading 'Get started verifying your identity' is followed by the text: 'Partner Agency needs to make sure you are you – not someone pretending to be you.' Underneath, it says 'You will need your:' followed by three numbered requirements: 1. State-issued ID (Your ID cannot be expired.), 2. Social Security number (You will not need the card with you.), and 3. Phone number OR home address (with sub-points for 'Verify by phone' and 'Verify by mail'). A blue 'Continue' button is highlighted with a red box. Below the button, there is a section 'Are you missing one of these items?' with three links: 'See a list of accepted state-issued IDs', 'Learn more about verifying by phone or mail', and 'Get help at Partner Agency'. At the bottom, there is a section 'Our privacy and security standards' with a link 'Learn more about our privacy and security measures' and a 'Cancel' link.



How verifying your identity works

Identity verification happens in two parts:

Verify your identity

We'll ask for your personal information to verify your identity against public records.

Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

Continue

[Cancel](#)

- ▶ You will be presented with an explanation of how the process will work. Check the box to agree for Login.gov to keep your personal information and select Continue.

Add Your ID

- ▶ The first piece of your identity needed is your state-issued ID. You can upload this from your computer or select the option to use your phone to take photos of the front and back of your ID.
- ▶ If you chose the phone option, you will need to provide your phone number and select send link. You will then click the link texted to you on your phone and take pictures of the front and back of your ID with your phone camera.
- ▶ If you would like to upload photos of the front and back of your ID from your computer, select Upload photos.

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Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

Send link

Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

Upload photos

[Cancel](#)

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Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

Add your state-issued ID

For best results:

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID
Must be a JPG or PNG

FRONT

Drag file here or [choose from folder](#)

Back of your ID
Must be a JPG or PNG

BACK

Drag file here or [choose from folder](#)

Submit

Having trouble? Here's what you can do:

[More tips for adding photos of your ID](#) >

[See a list of accepted state-issued IDs](#) >

[Get help at Partner Agency](#) >

[Cancel](#)

- ▶ Add images of the front and back of your ID through your selected method using the blanks for the two images.
- ▶ Click Submit once you have finished uploading your photographs.
- ▶ Once you have added and submitted your photos you will see the processing screen.
- ▶ Once your photos are fully processed, you will be moved on to the social security number verification. If your drivers license was not clear or there was a different issue, the processing could fail and ask you to re-submit your photographs.

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LOGIN.GOV | Partner Agency

Getting started | Verify your ID | **Verify your information** | Verify phone or address | Secure your account

We verified your ID

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#) ↗

Social Security number
Example: 123-45-6789

Show Social Security number

Continue

[Cancel](#)

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Add Your Social Security Number

To add your Social Security Number, type the number into the provided field and select Continue.

Verify Your Information

- ▶ Login.gov will then pull the information it has associated with your Social Security Number.
- ▶ Review the information and select Continue if it is correct.
- ▶ If your information is not correct, update the information using the Update links and select Continue once it is updated.

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Getting started Verify your ID **Verify your information** Verify phone or address Secure your account

Verify your information

First name: MICHAEL
Last name: MOTORIST
Date of birth: 04/09/1970

Address: 2345 ANYWHERE ST [Update](#)
Address line 2: ALWAYS SHOWN/BLANK
City: YOUR CITY
State: NY
Zip Code: 12345

Social Security Number: [Update](#)
1**-**-****1

Show Social Security number

Continue

[Cancel](#)

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Verify Your Phone Number

- ▶ It is time to verify your phone number. Enter your phone number in the designated field.
- ▶ Choose whether you would rather have a text message or phone call deliver a verification code to your phone. Ensure your phone is handy to receive the code for the next step.
- ▶ Once ready, select Send code.

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LOGIN.GOV Partner Agency

Getting started Verify your ID Verify your information **Verify phone or address** Secure your account

We verified your information

Verify your phone number

We'll check this number with records and send you a one-time code. This is to help verify your identity.

Enter a phone number that is:

- Based in the United States (including U.S. territories)
- Your primary number (the one you use the most often)

[Learn more about what phone number to use](#)

Phone number

How should we send a code?

If you entered a landline above, please select "Phone call" below.

Text message (SMS) Phone call

Having trouble? Here's what you can do:

[Verify your address by mail instead](#)

[Cancel](#)

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LOGIN.GOV | Partner Agency

Getting started | Verify your ID | Verify your information | **Verify phone or address** | Secure your account

Enter your one-time code

We sent a one-time code to +1 555-123-4568. This code will expire in 10 minutes.

One-time code

Submit

[Send another code](#)

Entered the wrong phone number?
[Use another phone number](#)

[Cancel](#)

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- ▶ Enter the code you received on your phone and select Submit.

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LOGIN.GOV | Partner Agency

Getting started | Verify your ID | Verify your information | Verify phone or address | **Secure your account**

✔ We verified your phone number

Enter your password

Login.gov will encrypt your account with your password. This means that your verified information is secure and only you will be able to access or change it.

Password

Show password [Forgot password?](#)

Continue

[Cancel](#)

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- ▶ Enter your existing account password in the designated field and click Continue.
- ▶ This will lock in all the verification information you input into your account.

Save Your Personal Key

- ▶ Copy, download, and/or print your personal security key that shows up on the screen. This is important in case you get locked out of your account.
- ▶ Once you save your personal key in a safe place, check the box next to “I saved my personal key in a safe place” and select Continue.

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LOGIN.GOV | Partner Agency

Getting started | Verify your ID | Verify your information | Verify phone or address | Secure your account

✓ We secured your verified information

Save your personal key

G3X6 - QWX9 - PXSX - 4ZQS

Your personal key was generated on **March 1, 2021**

[Copy](#) [Download \(text file\)](#) [Print](#)

What is a personal key? +

You need your personal key if you forget your password.
Keep it safe and don't share it with anyone.

If you reset your password without your personal key, you'll need to verify your identity again.


I saved my personal key in a safe place.

Continue

US General Services Administration | Language | HELP | CONTACT | PRIVACY & SECURITY

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LOGIN.GOV | Partner Agency



Connect your verified information to Partner Agency

Partner Agency needs to know who you are to connect your account. We'll share this information with Partner Agency:

- ✓ Full name
MICHAEL MOTORIST
- ✓ Mailing address
2345 ANYWHERE, YOUR CITY, NY 12345
- ✓ Phone number
+1 555-123-4568
- ✓ Email address
michael.motorist@email.com
- ✓ Date of birth
April 09, 1970
- ✓ Social Security number
1**-**-****
- ✓ Updated on
March 01, 2021 at 4:53 PM

[Agree and continue](#)

[Cancel](#)

US General Services Administration | [Language](#) | [HELP](#) | [CONTACT](#) | [PRIVACY & SECURITY](#)

Connect with the Department of Education

- ▶ The final step is to allow your application to use your verified information to ensure your account is accessed by only you.
- ▶ Select Agree and continue.



Impact Aid Grant System

Connections for Federally Connected LEAs

Congratulations!

You are now logged in to the Impact Aid Grant System.

The next time you log in, you will need to enter your Login.gov username, password, and second authentication method only.

What if I get an Error 401 - Unauthorized message?

- ▶ Verify that at least one of the email addresses on your Login.gov profile is same as the email address (username) that you were using to access IAGS.
- ▶ If not, you can find instructions to add the email address (username) that you were using to access IAGS to your Login.gov profile here:
<https://www.login.gov/help/manage-your-account/change-your-email-address/>
- ▶ If your Login.gov email address matches your IAGS username and you continue to experience the 401 error, please contact the Impact Aid Grant System help desk at <https://impactaid.ed.gov/contact/>.

Error 401 - Unauthorized

Sorry, your request could not be processed.

[Return](#)