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

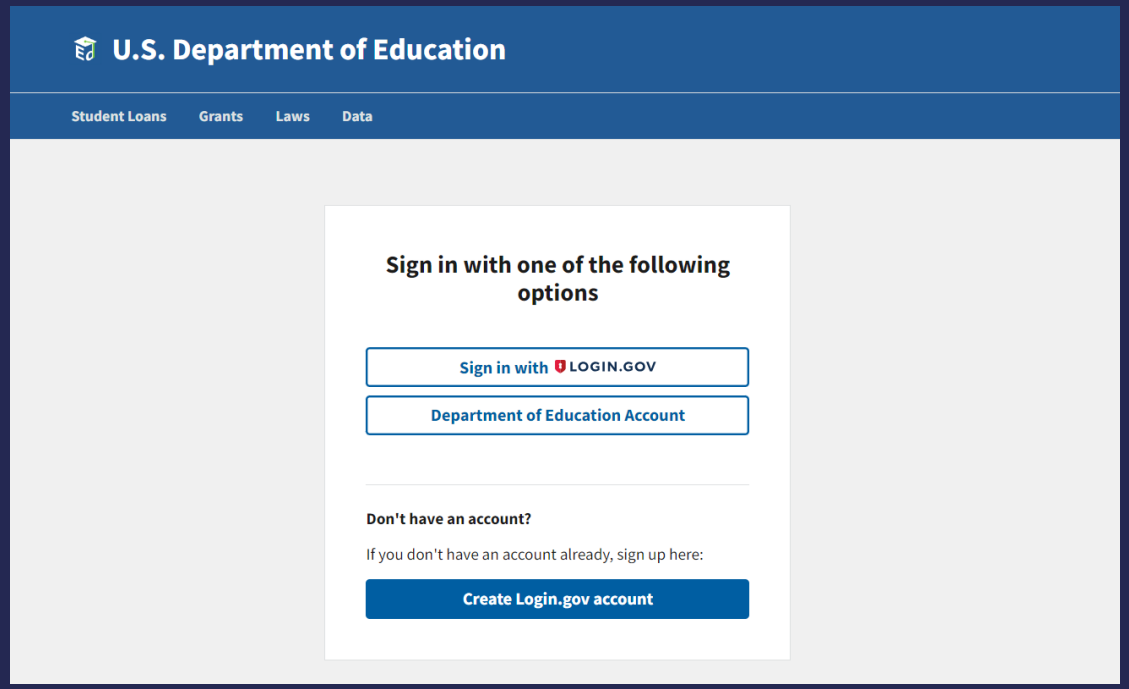
Can I use the Login.gov account I already have to access IAGS?

- 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.

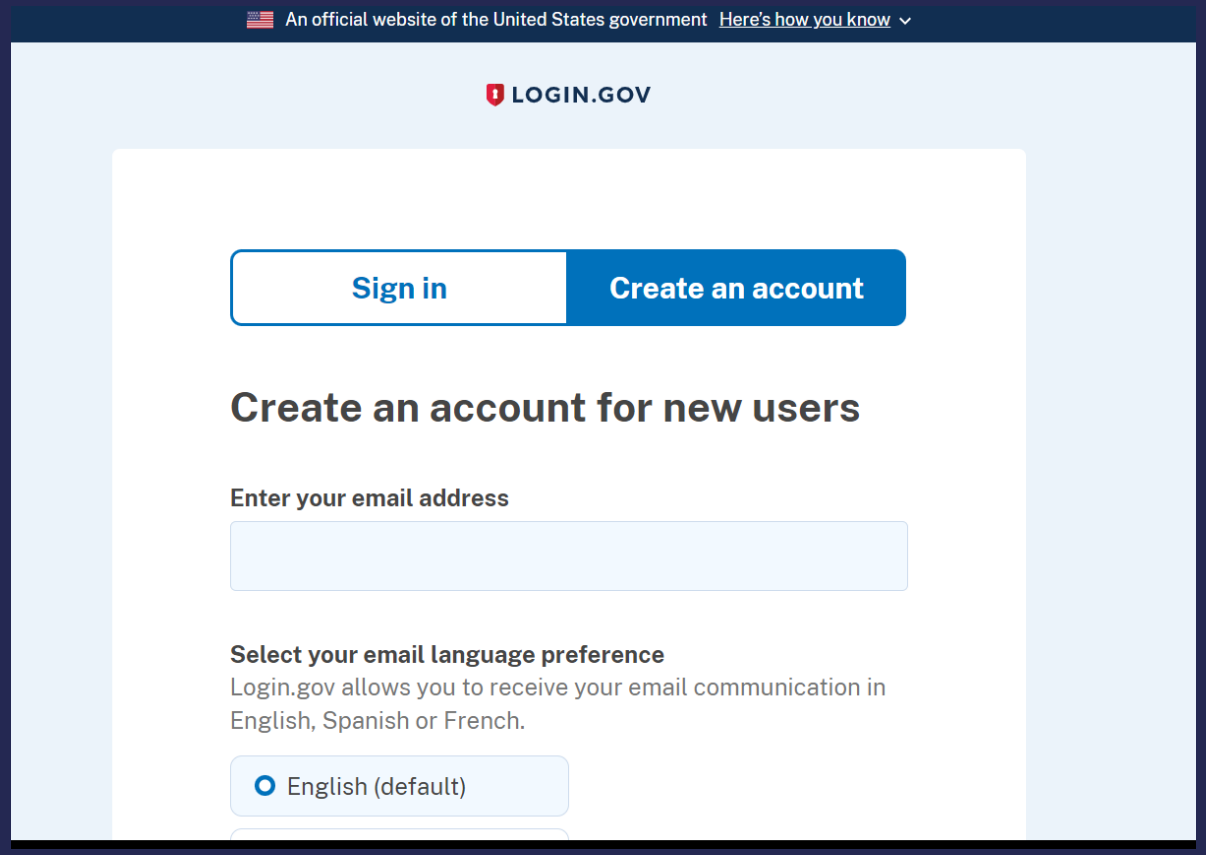
Creating an Account



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).

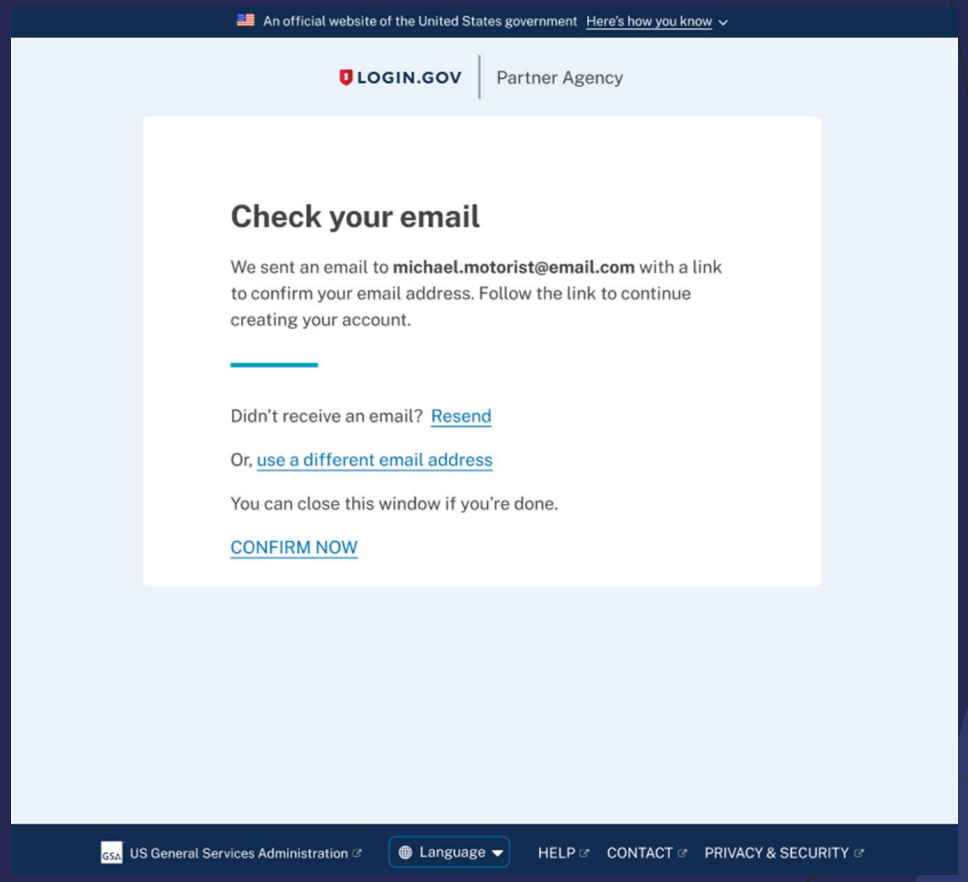
Start the Process



- 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.**

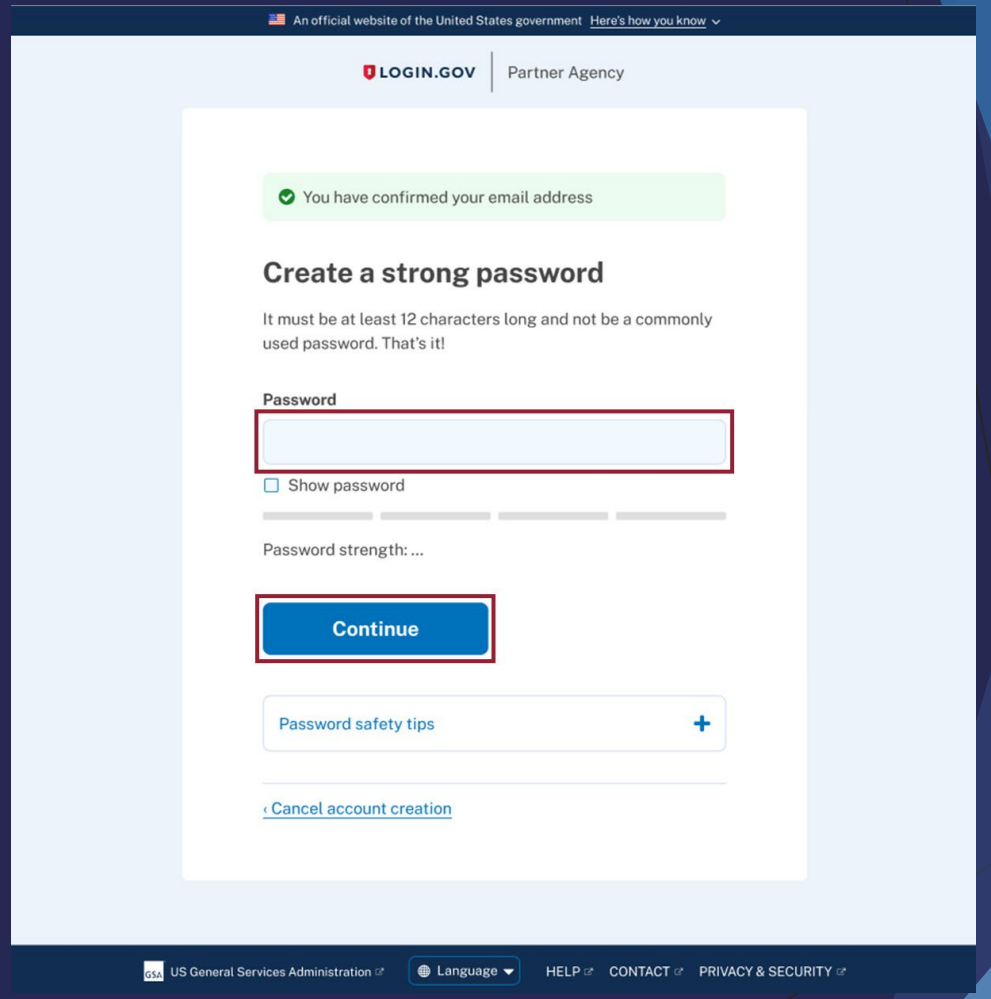
Confirm Your Email Address

- 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.



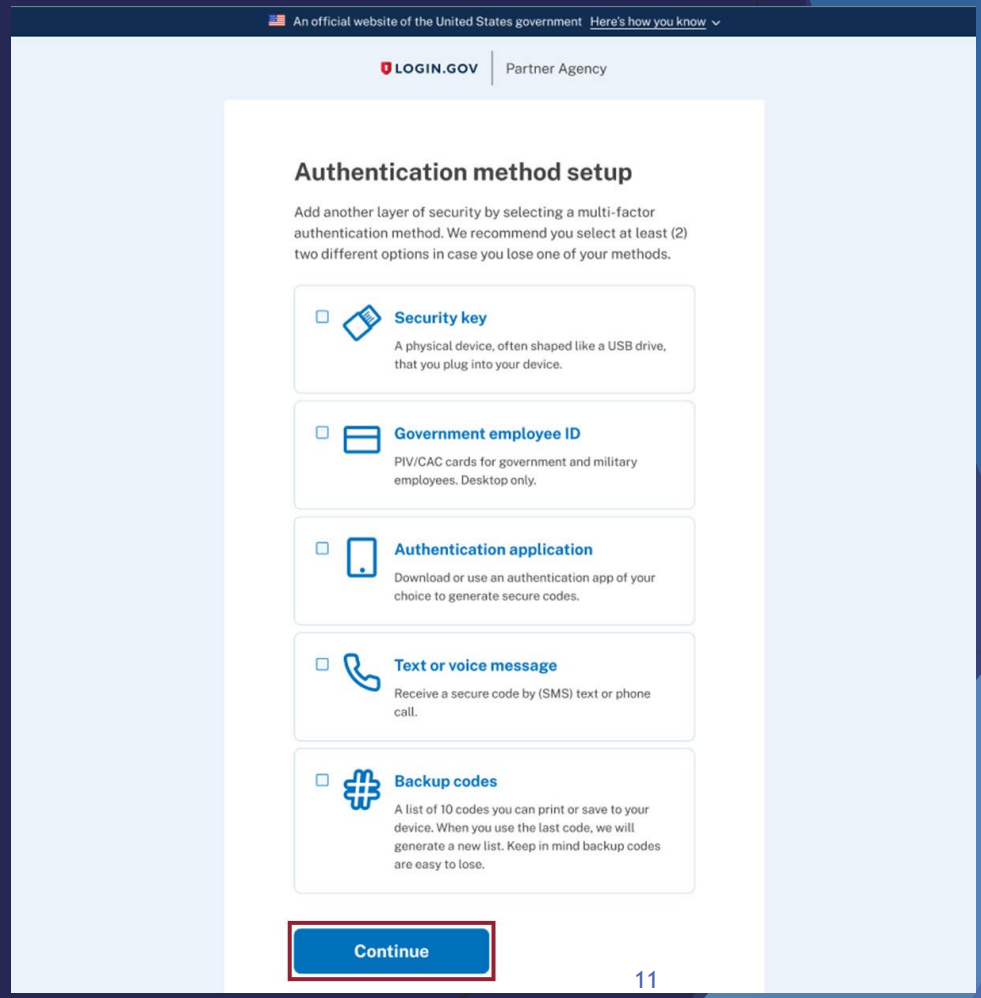
Create A Password

- 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.



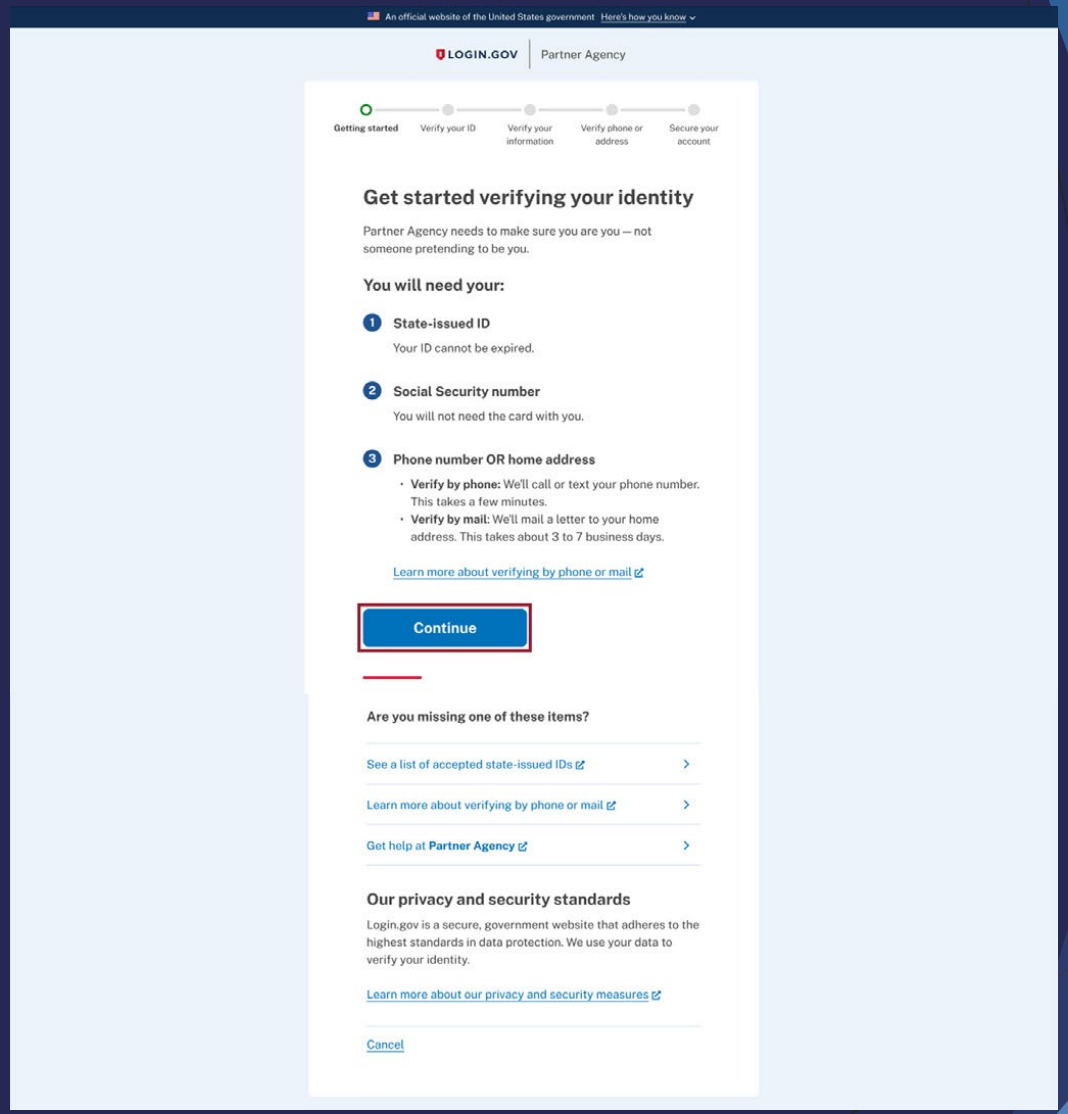
Set Up Secondary Authentication

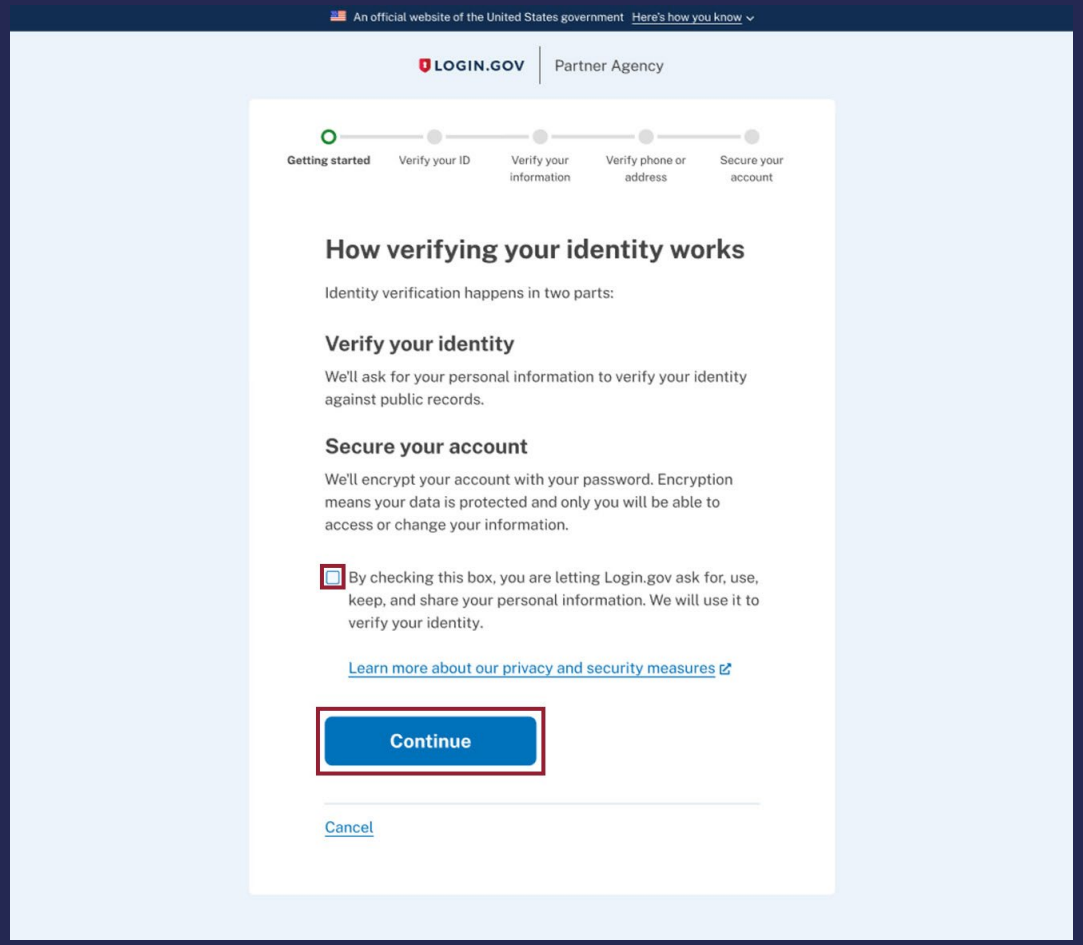
- Next, you will need to set up your secondary authentication method. The Department of Education recommends using at least one of the options listed below.
  - Authentication application
    - The Department of Education recommends the Microsoft Authenticator app.
  - Security Key
- Click continue.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



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.

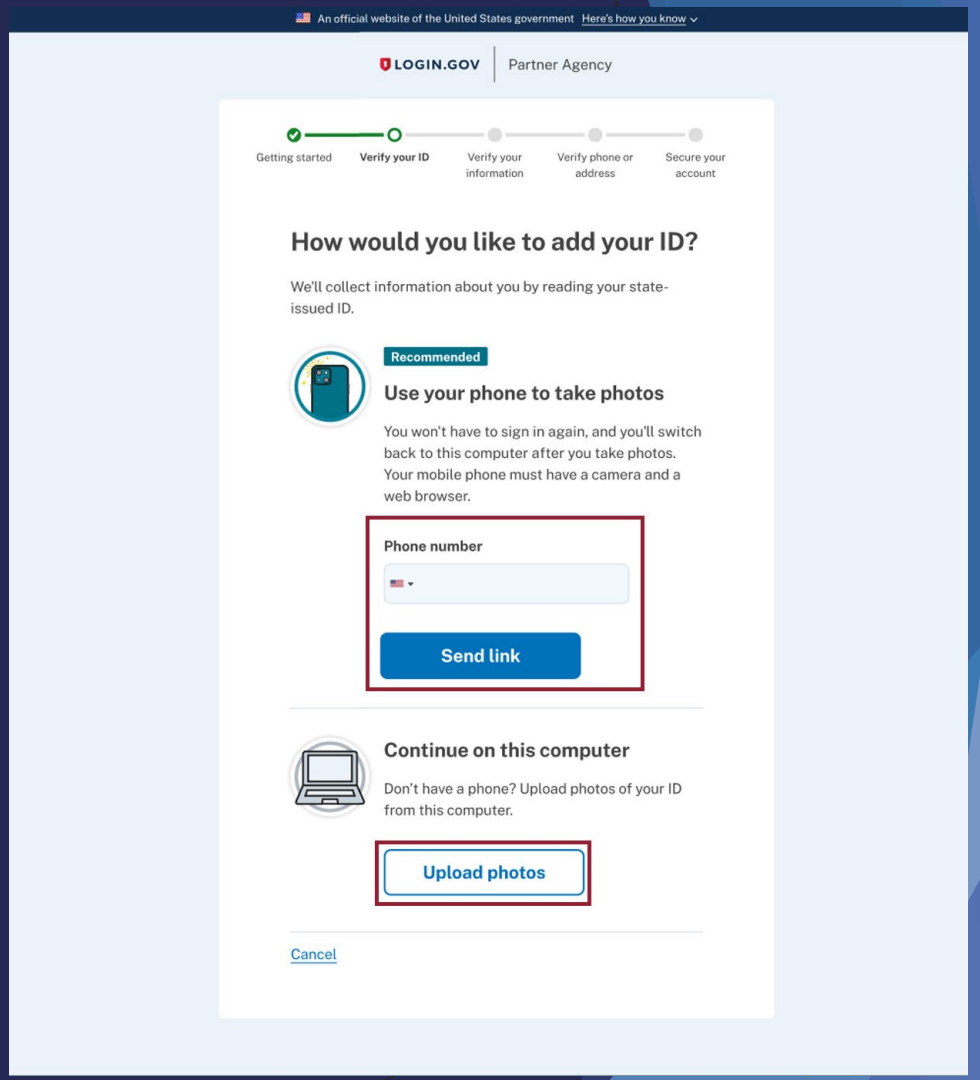


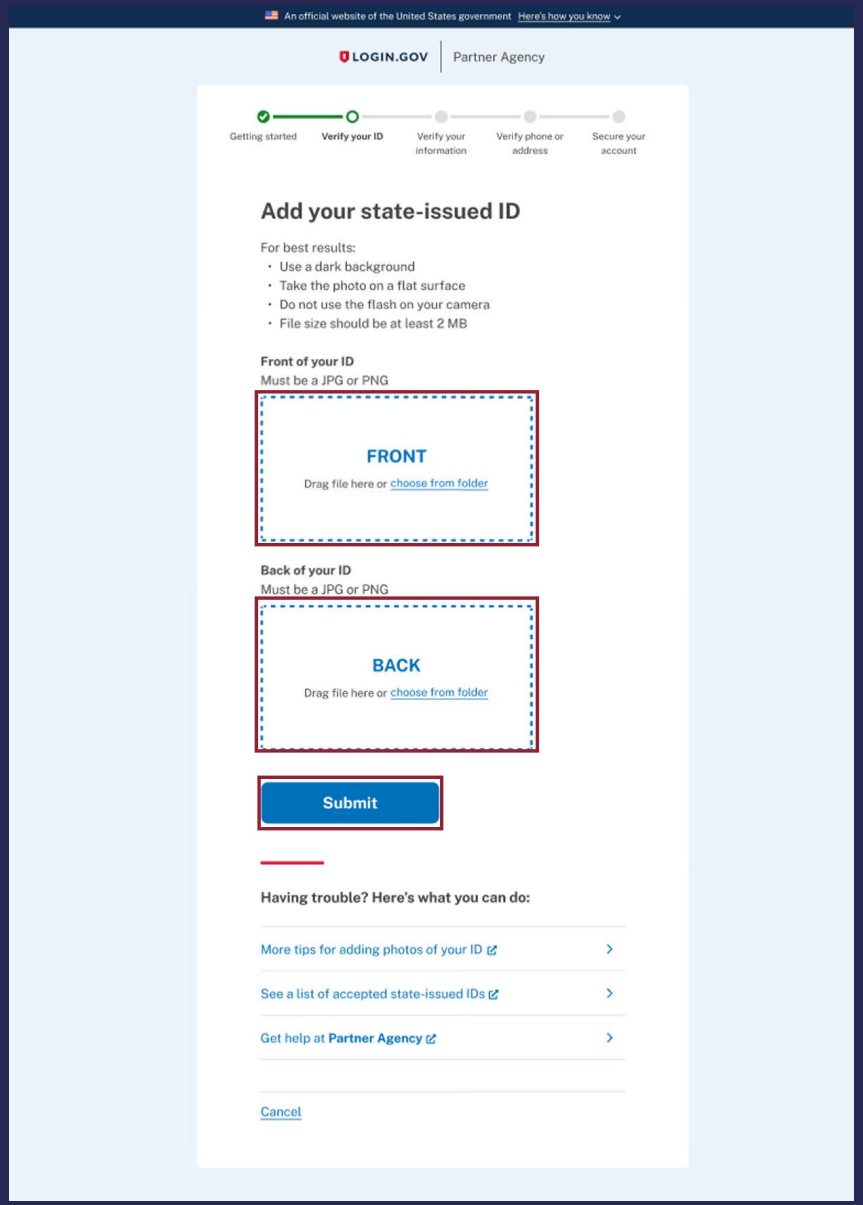


- You will be presented with an explanation of how the process will work. Check the box to agree for Login.gov to keep your personal information and select Continue.

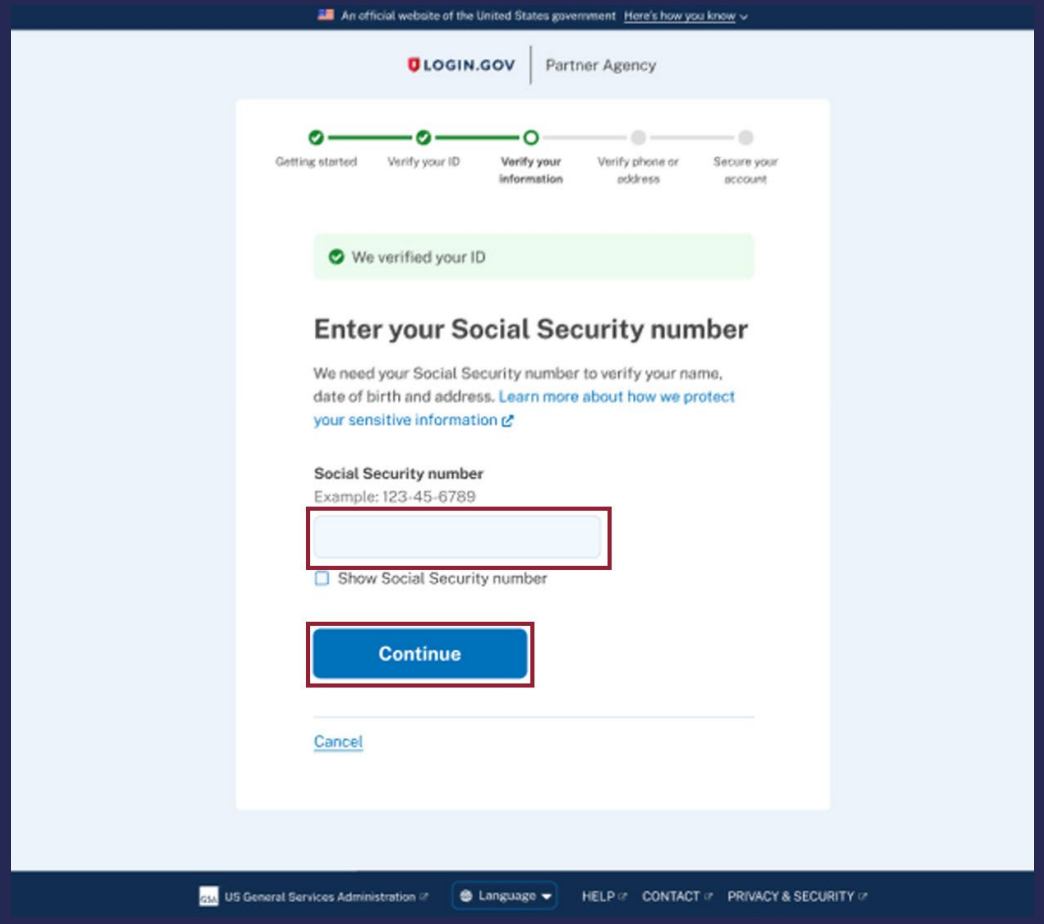
Add Your ID

- 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.





- 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.

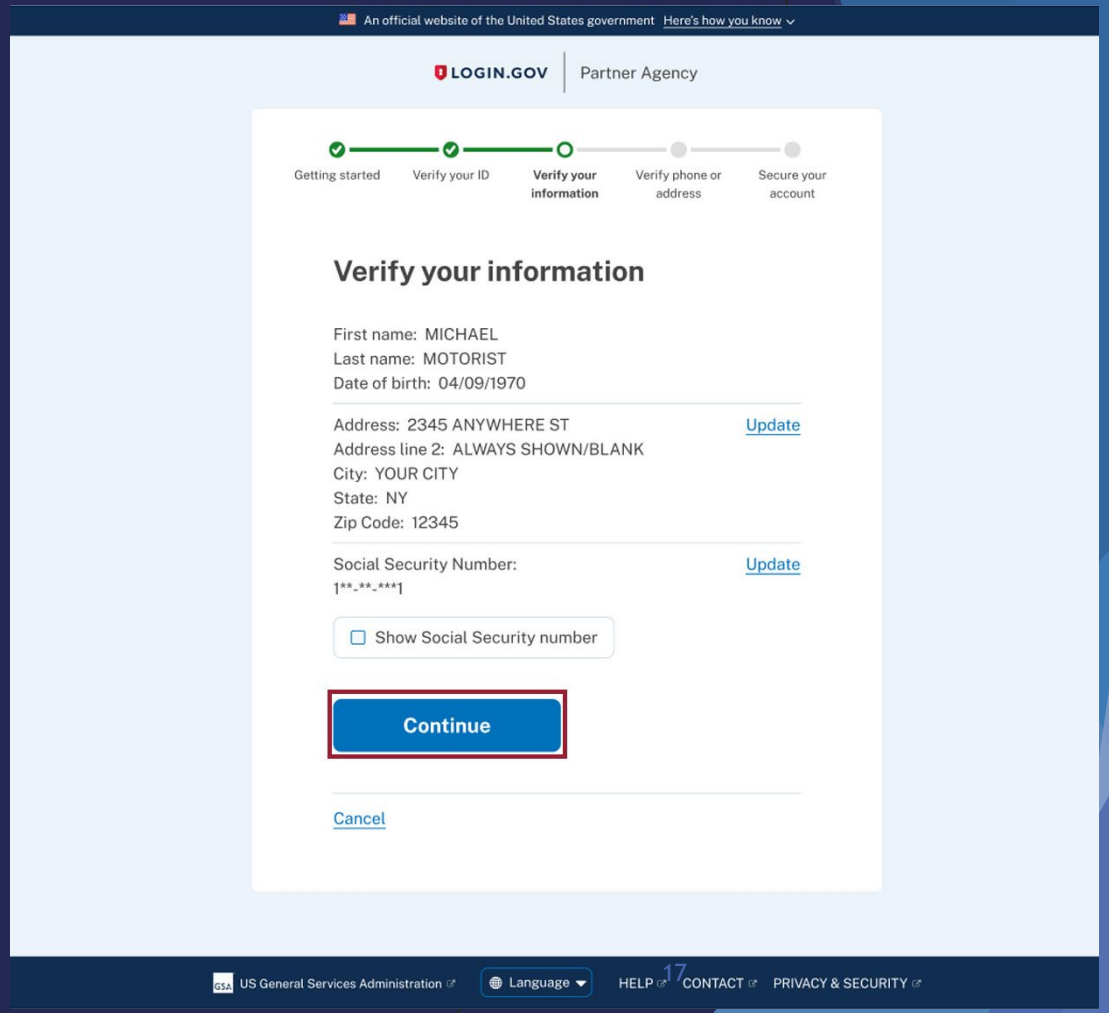


Add Your Social Security Number

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

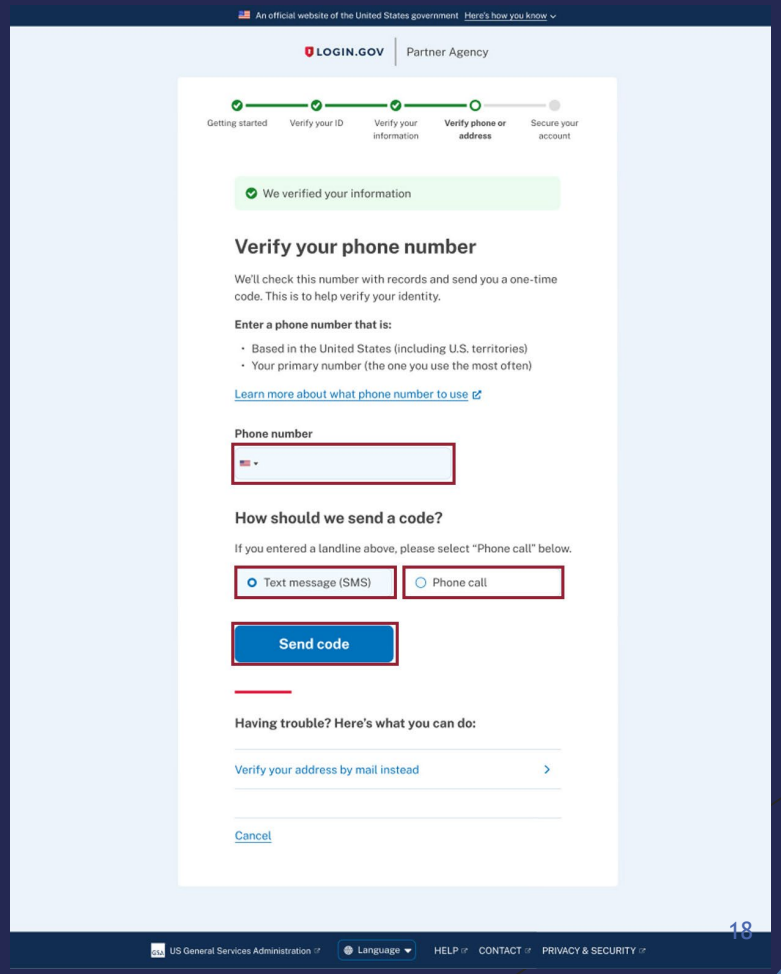
Verify Your Information

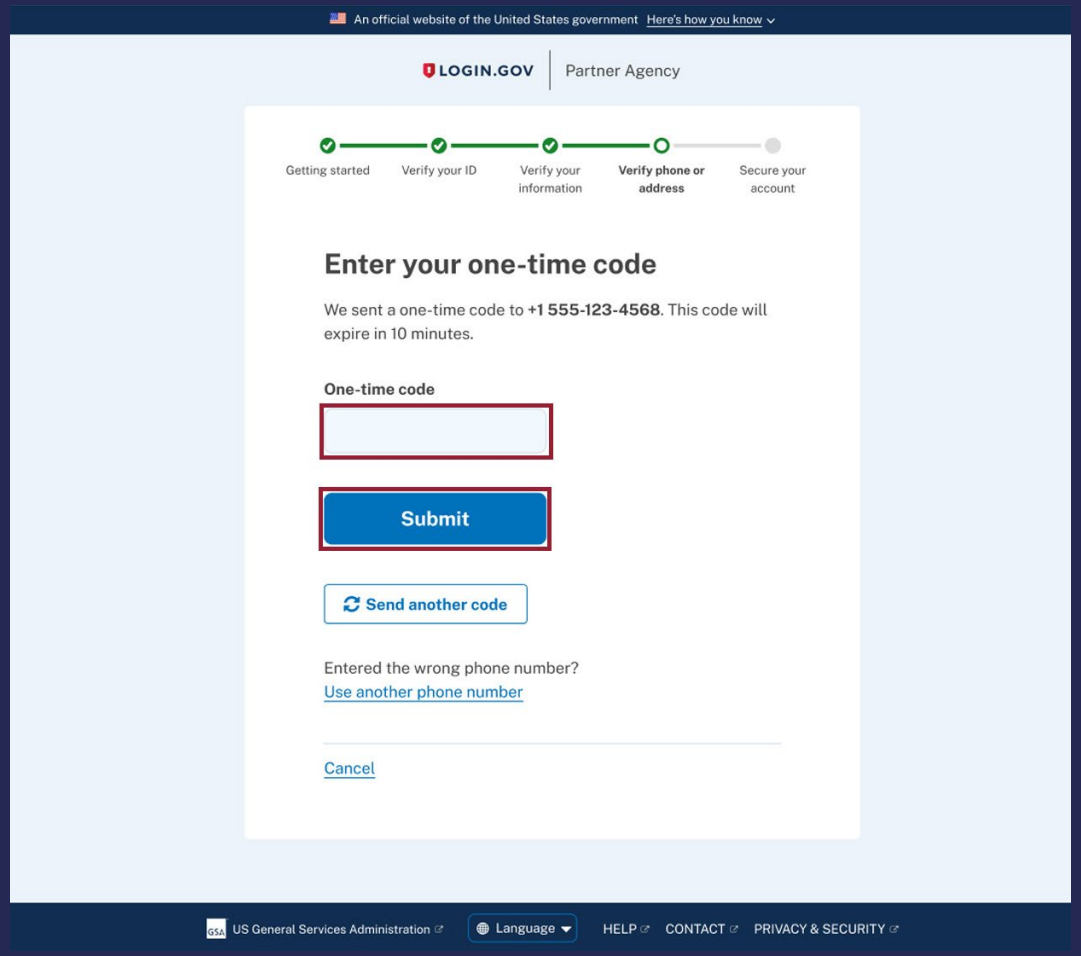
- Login.gov will then pull the information it has associated with your Social Security Number.
- Review the information and select Continue if it is correct.
- If your information is not correct, update the information using the Update links and select Continue once it is updated.



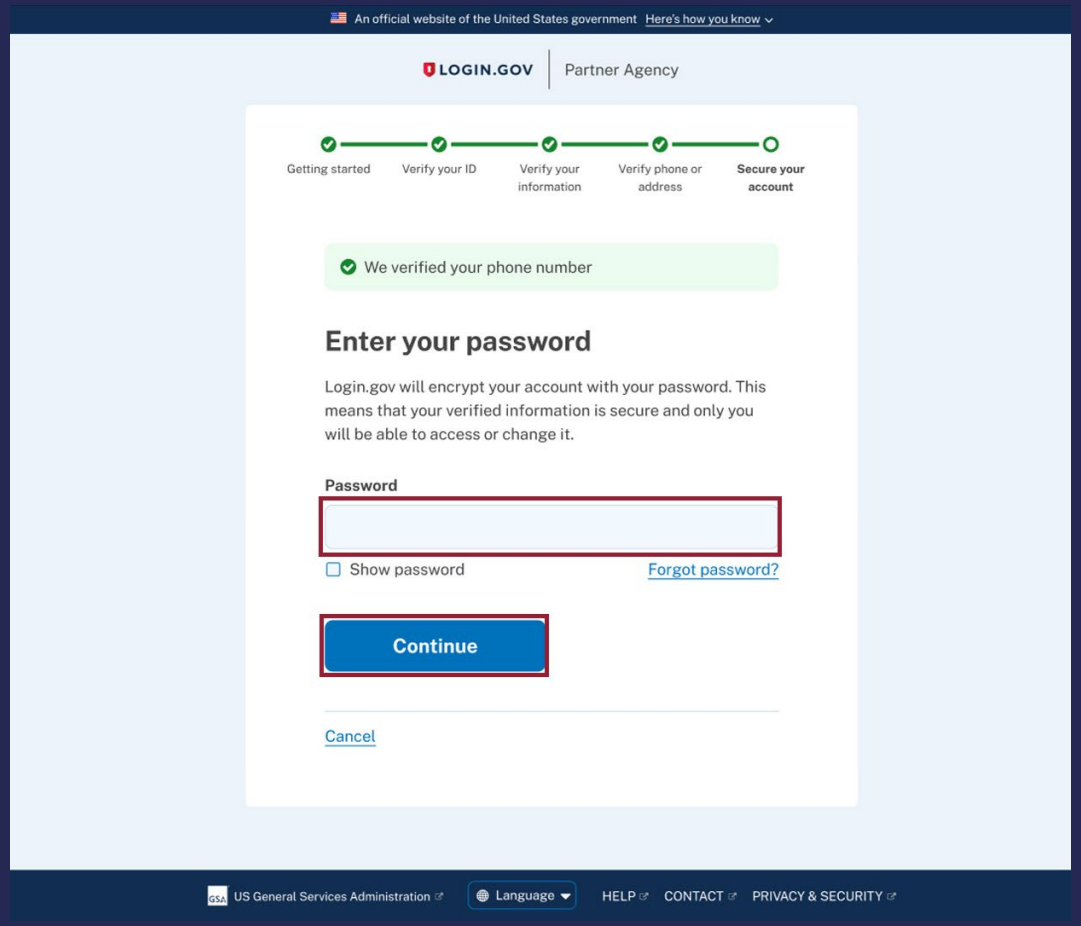
Verify Your Phone Number

- 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.





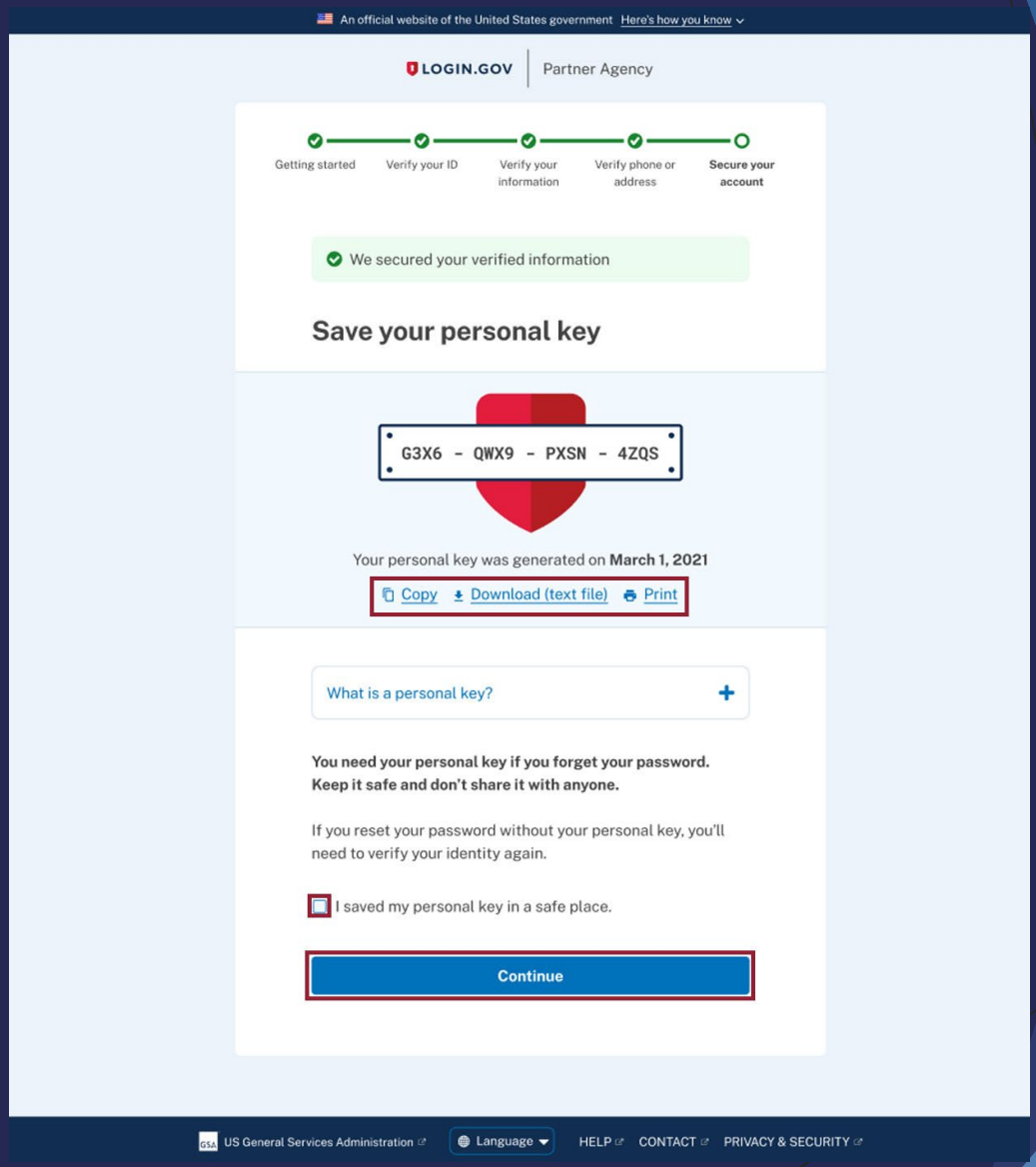
- Enter the code you received on your phone and select Submit.

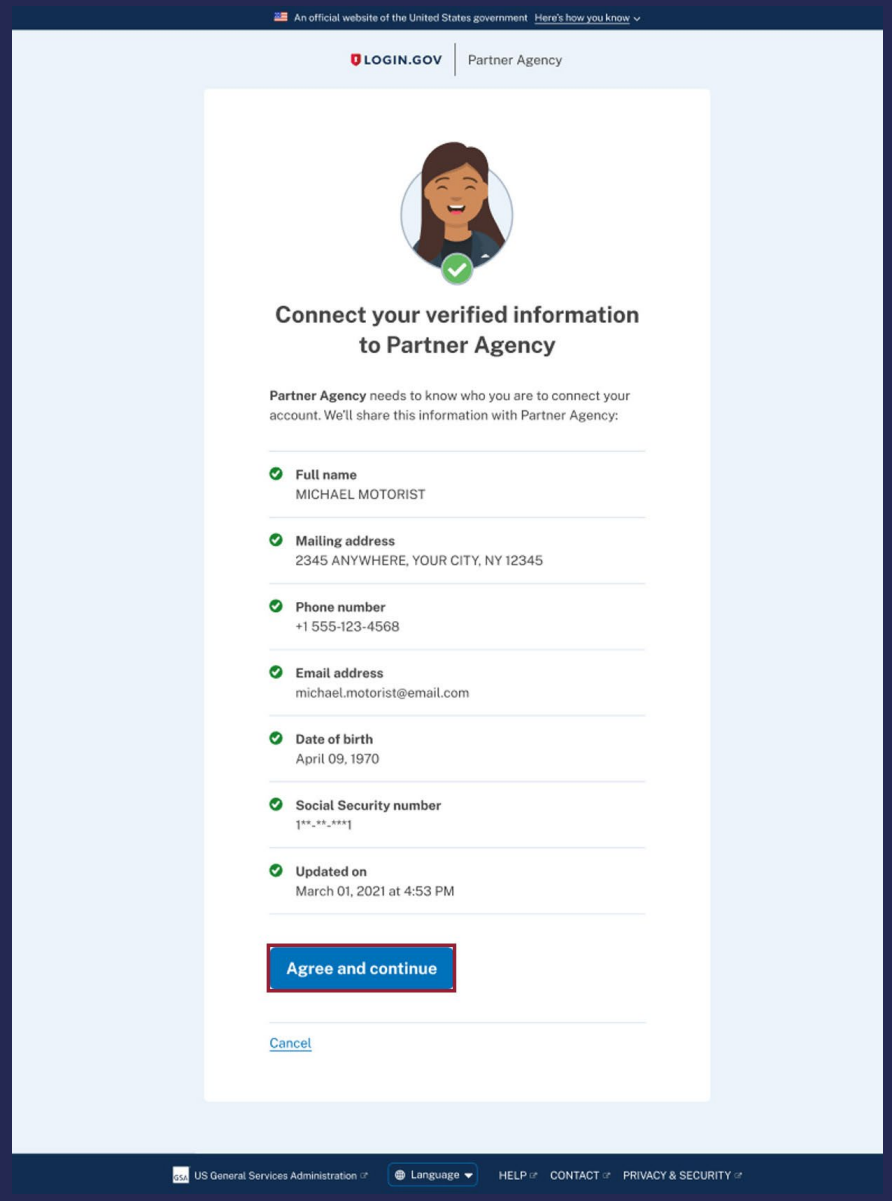


- Enter your existing account password in the designated field and click Continue.
- This will lock in all the verification information you input into your account.

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.





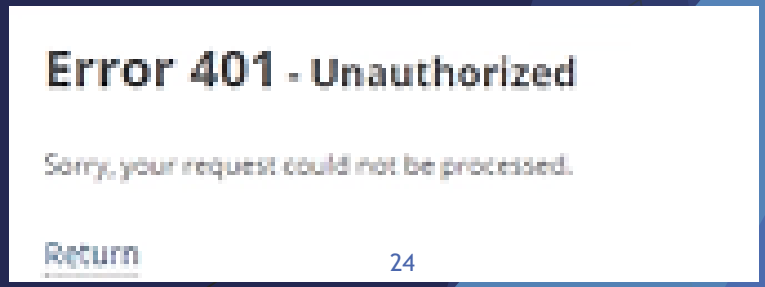
Connect with the Department of Education

- 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.

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/.