



# GrantSolutions

Grant Recipient Process: Login.gov Pilot

Release Date: June 18, 2020

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## Overview

Prior to this release, Grant Recipient users logged into GrantSolutions using a GrantSolutions username and password on the GrantSolutions “Login” screen. No alternative form of log in was available.

With this release, an alternative option is added. Grant Recipients may log into GrantSolutions and other participating grants systems (e.g., SAM.gov and Grants.gov) using Login.gov credentials, reducing the burden of managing multiple usernames and passwords.

### PILOT IMPLEMENTATION

This release is implemented as a pilot. Grant Recipient users may elect to use the new functionality by following an opt-in process to participate in the pilot. This release includes the following components:

- **Opt-In Process**
- **Create Login.gov Account or Add Email Address**
- **Log Into GrantSolutions Using the Login.gov Pilot Button**

### USER ELIGIBILITY AND SETTINGS

**Eligible Users:** The new log in option is available to a Grant Recipient user if the user email address is associated with only one GrantSolutions user account. A user with an email address associated with more than one user account must continue to log in using the traditional GrantSolutions username and password fields on the GrantSolutions “Login” screen.

**2-Factor Authentication:** Because Login.gov has its own 2-Factor Authentication (2FA) process, it is recommended that a Grant Recipient user disable 2FA in GrantSolutions settings before logging into GrantSolutions using Login.gov.

**Browser Compatibility:** The new log in functionality is not compatible with the Google Chrome browser. A user must use an alternative browser such as Mozilla Firefox or Internet Explorer to log into GrantSolutions using Login.gov credentials.

## Opt-In Process

### OPT-IN OVERVIEW

Users may opt-in to use the new log in functionality by navigating to the GrantSolutions “Login” screen. The opt-in process includes user validation and a confirmation email. To log into GrantSolutions using Login.gov, register by following the opt-in process.

**Note:** A user with an email address associated with more than one user account must continue to log in using the traditional GrantSolutions username and password fields on the GrantSolutions “Login” screen.

### OPT-IN VALIDATION AND REGISTRATION

To complete the opt-in validation and registration process, perform the following steps:

1. From a browser such as Mozilla Firefox or Internet Explorer, navigate to [www.grantsolutions.gov](http://www.grantsolutions.gov) and click the **Login** button.

**Note:** The new log in functionality is not compatible with the Google Chrome browser.

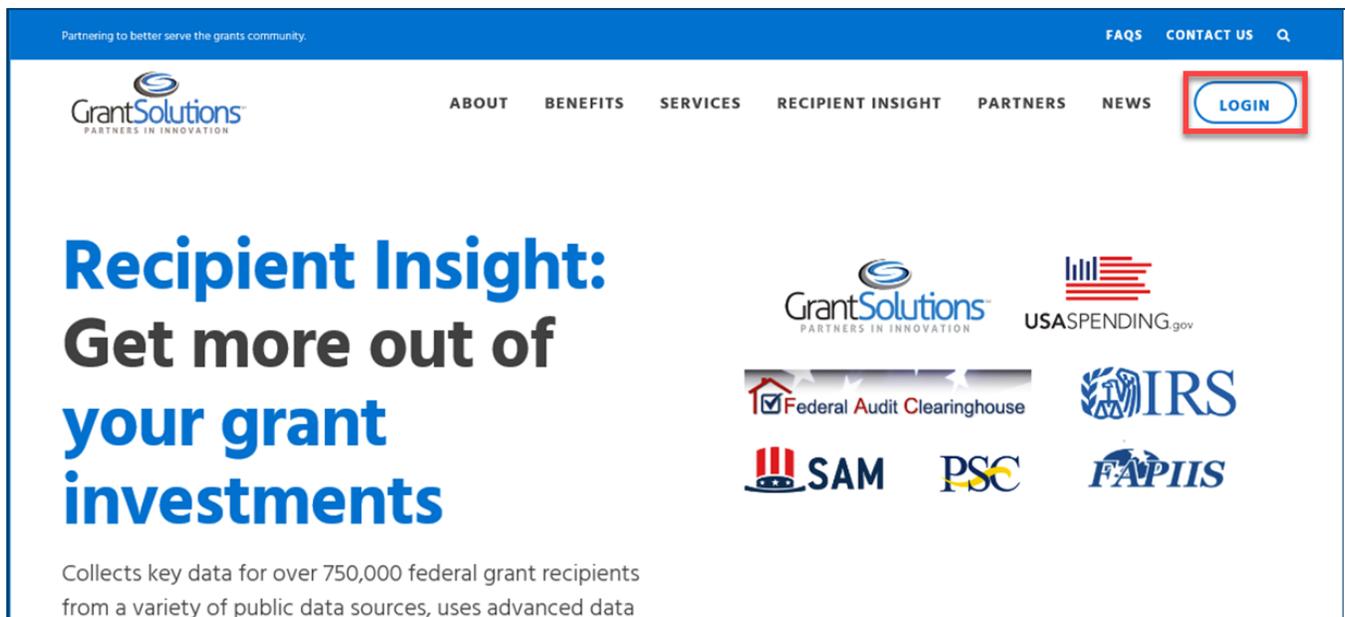


Figure 1: GrantSolutions Public Website with Login button

- With this release, an opt-in message and **here** link appear at the top of the GrantSolutions “Login” screen prior to the appearance of a **Login.gov Pilot** button that appears thereafter. The message and **here** link are visible to all users.

Click the **here** link to verify eligibility.

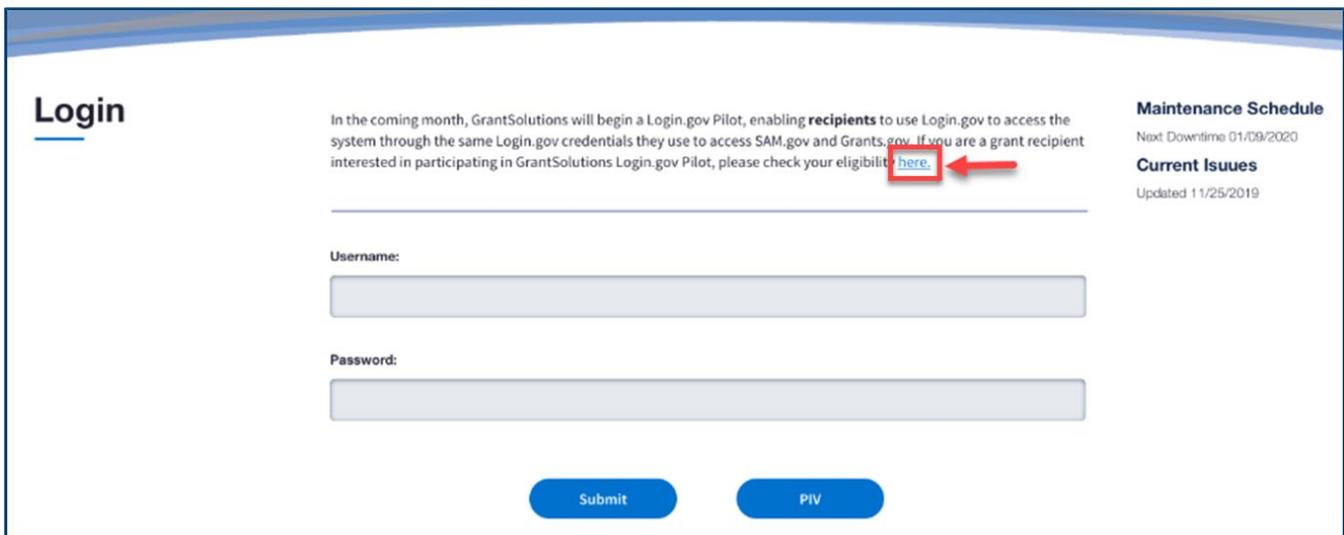


Figure 2: GrantSolutions Login screen with opt-in message and here link

**Note:** Alternatively, after the **Login.gov Pilot** button is deployed, locate the opt-in message and **here** link at the bottom of the screen. Users must opt-in and register to use the new button.

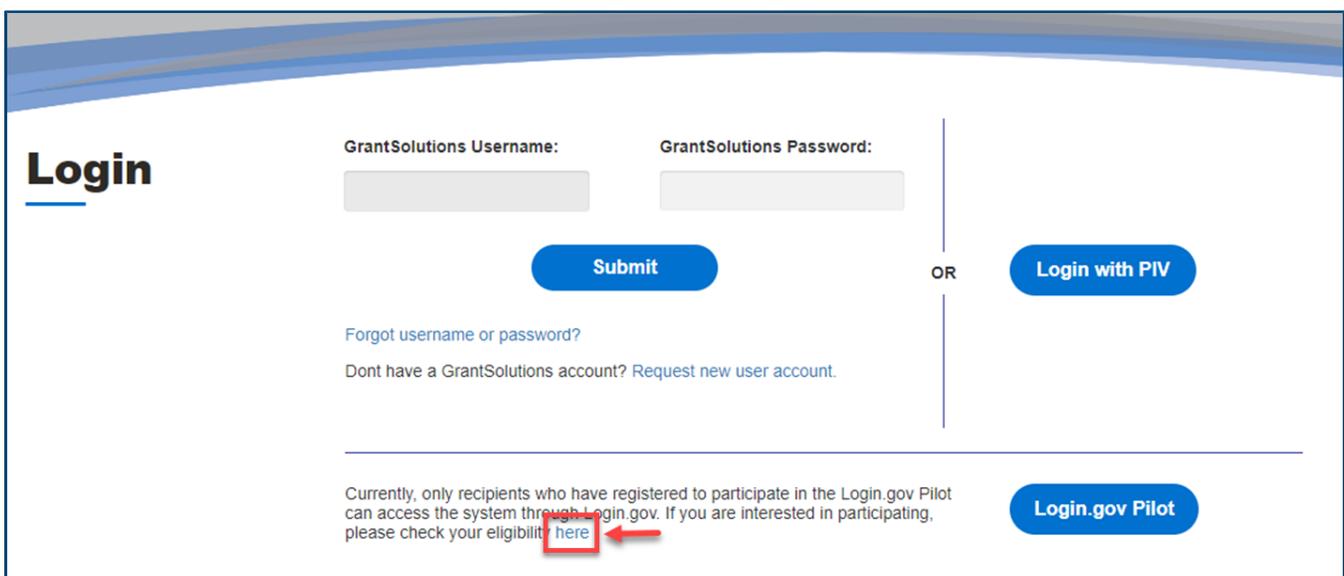


Figure 3: Updated GrantSolutions Login screen with relocated opt-in message and here link

3. The “Login.gov Pilot User Validation” screen appears. Enter the email address associated with the GrantSolutions account in the **Email address** field and click the **Validate** button.

### Login.Gov Pilot

If you are a grant recipient interested in participating in the Login.gov Pilot, please enter your email address associated with your GrantSolutions account below, and then press the Validate button.

You will receive an email from GrantSolutions letting you know if you are eligible to participate in this pilot. If you are eligible you will need to register to participate in the pilot. The registration link will be provided in the eligibility email you receive.

Only grant recipients who are **registered** to participate in the Login.gov Pilot will be able to access the system through Login.gov.

**Email address:**

protected by reCAPTCHA  
Privacy - Terms

**Validate**

Figure 4: Login.gov Pilot User Validation screen with Email address field and Validate button

4. If prompted, the “reCAPTCHA Security Validation” screen appears. Follow the instructions to complete validation and click the **Verify** button.

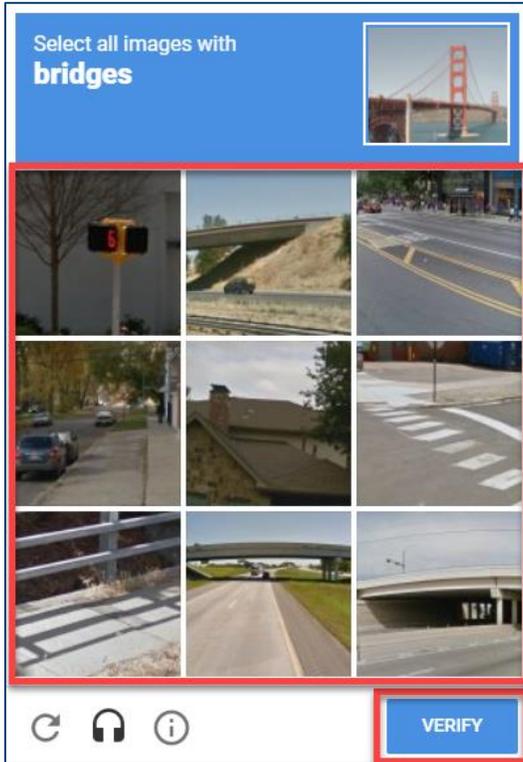


Figure 5: reCAPTCHA Security Validation screen with Verify button

5. The screen refreshes and a message appears with instructions to check the email inbox associated with the validation for eligibility results.

**Note:** If the email is not received, click the **click here to resend** link to request another.

### Login.gov Pilot

You will receive an email from GrantSolutions letting you know if you are eligible to participate in this pilot. If you are eligible you will need to register to participate in the pilot. The registration link will be provided in the eligibility email you receive.

Only grant recipients who have **registered** to participate in the Login.gov Pilot will be able to access the system through Login.gov.

If you did not receive an email, please [click here to resend.](#)

Figure 6: Validation screen with instructions

6. If validation passes, the user receives an email with the message, “You are eligible for the Login.gov Pilot.” Click the **Register** button in the email to activate the new log in functionality.

**Note:** The **Register** button becomes unusable after 24 hours. Click the **Register** button again to receive a new registration email.

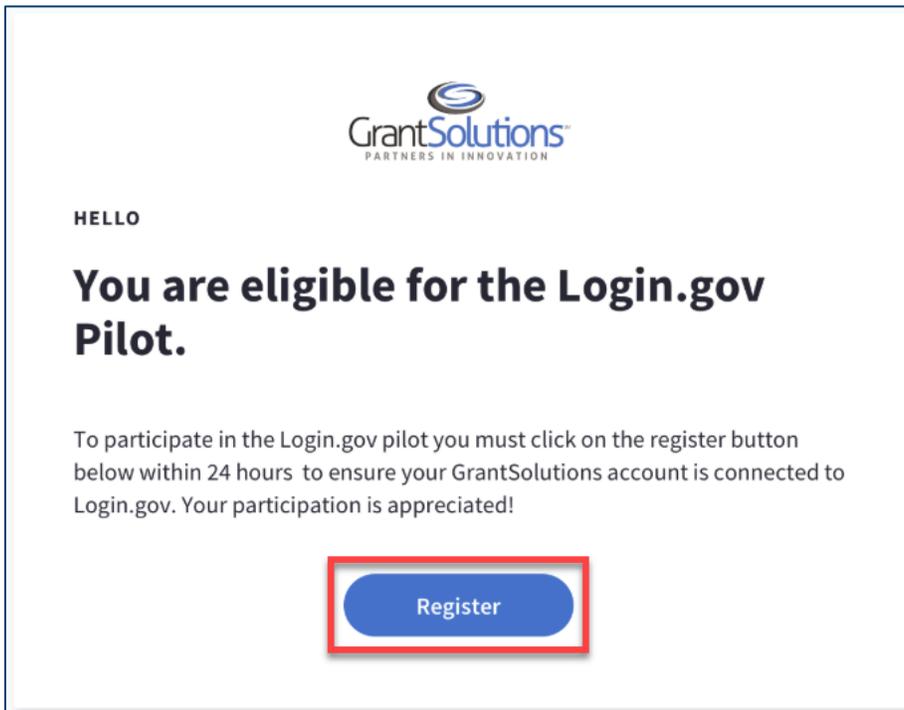


Figure 7: Login.gov Pilot eligibility confirmation email with Register button

7. A new screen appears with the message, “Success! You are now part of the Login.gov Pilot. You will be able to use the Login.gov Pilot button as soon as the new login page is released.”

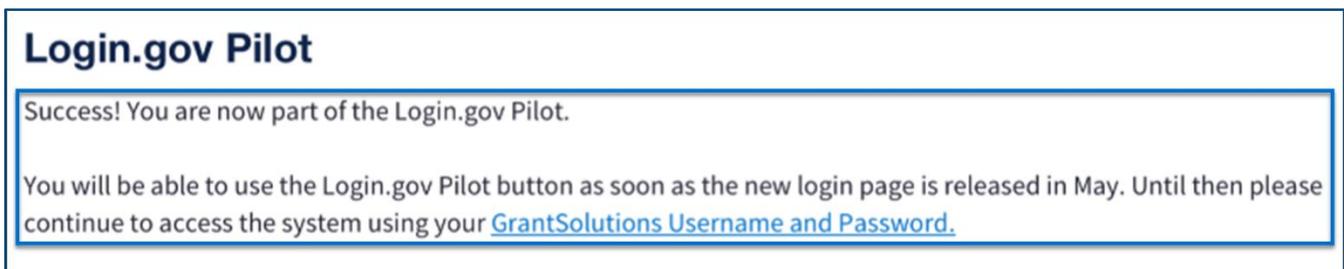


Figure 8: Login.gov Pilot registration success screen

8. An email confirmation with the message, “Success! You are now part of the Login.gov Pilot” is sent to the email inbox. The opt-in process is complete.

Click the **Account at Login.gov** link to add the email address associated with the GrantSolutions account to an existing Login.gov account. If the user does not have a Login.gov account, click the **Create a Login.gov Account** link to create one using the email address associated with the GrantSolutions account.

**Note:** Alternatively, navigate to [www.login.gov](http://www.login.gov) directly to create or manage a Login.gov account (see [Create Login.gov Account or Update Email Address](#) section).



Figure 9: Login.gov Pilot registration email confirmation

## Create Login.gov Account or Update Email Address

To log into GrantSolutions through the Login.gov Pilot, a Grant Recipient user must associate a GrantSolutions email address with a Login.gov account. If the user does not have a Login.gov account, create one using the email address associated with the GrantSolutions account. If the user has an existing Login.gov account, add the email address associated with the GrantSolutions account to the Login.gov account.

### CREATE A LOGIN.GOV ACCOUNT

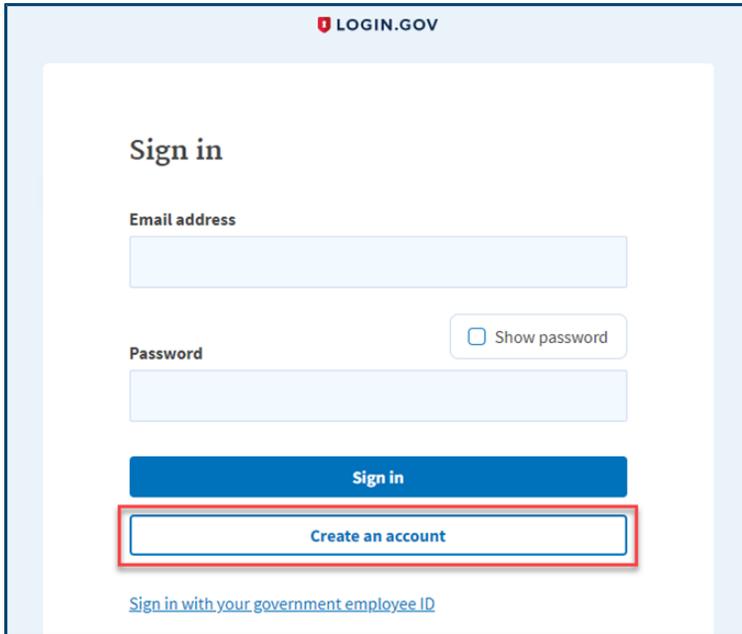
If the user does not have a Login.gov account, perform the following steps to create an account:

1. From a browser such as Mozilla Firefox or Internet Explorer, navigate to [www.login.gov](http://www.login.gov) and click the **Login.gov** button in the top right corner.



Figure 10: Login.gov Home screen with Login.gov button

2. The Login.gov “Sign in” screen appears. Click the **Create an account** button.



LOGIN.GOV

### Sign in

Email address

Password  Show password

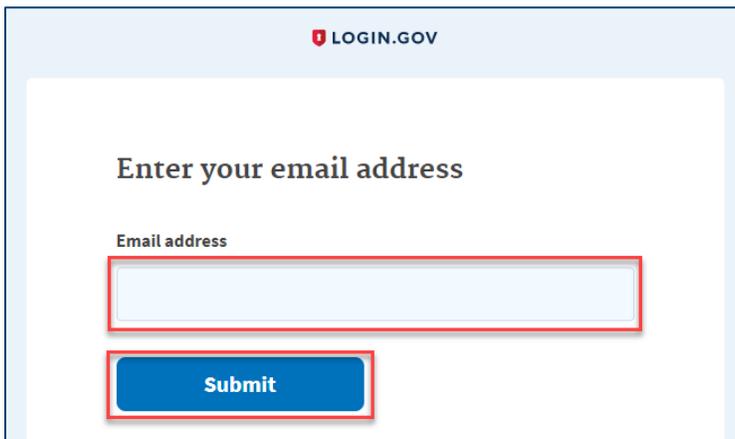
**Sign in**

**Create an account**

[Sign in with your government employee ID](#)

Figure 11: Sign in screen with Create an account button

3. The “Enter your email address” screen appears. Enter the email address associated with the GrantSolutions account in the **Email address** field and click the **Submit** button.



LOGIN.GOV

### Enter your email address

Email address

**Submit**

Figure 12: Enter your email address screen with Email address field and Submit button

- The “Check your email” screen appears with a message that an email is sent to the user email inbox with a link to confirm the email address.

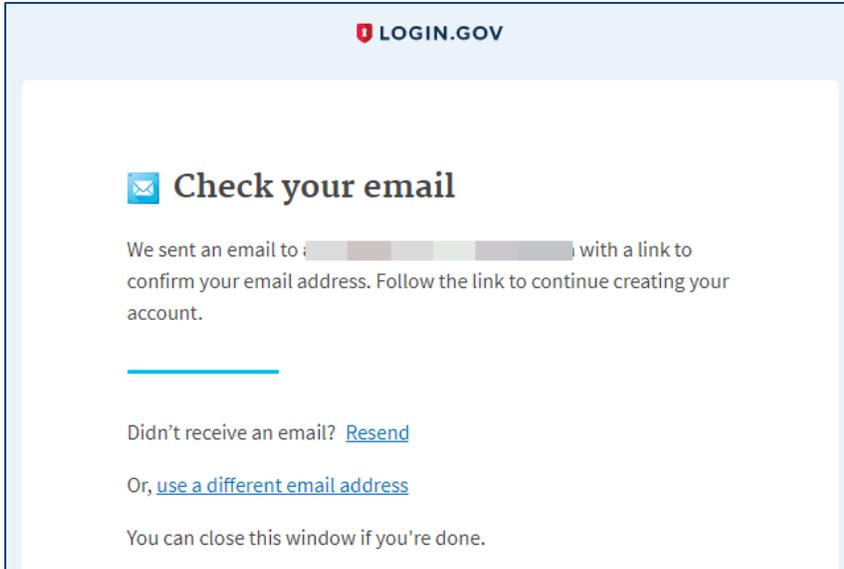


Figure 13: Check your email screen

- The user receives an email from [no-reply@login.gov](mailto:no-reply@login.gov) with the subject “Confirm your email.” In the email, click the **Confirm email address** button or copy and paste the link below it into a browser.

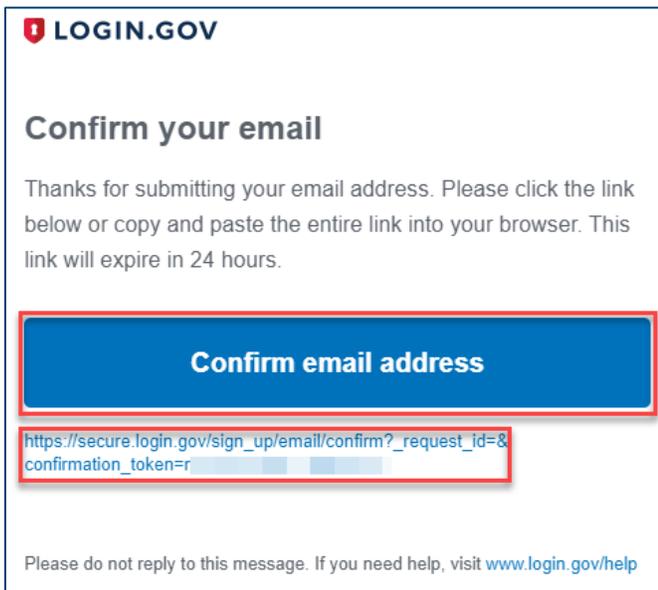
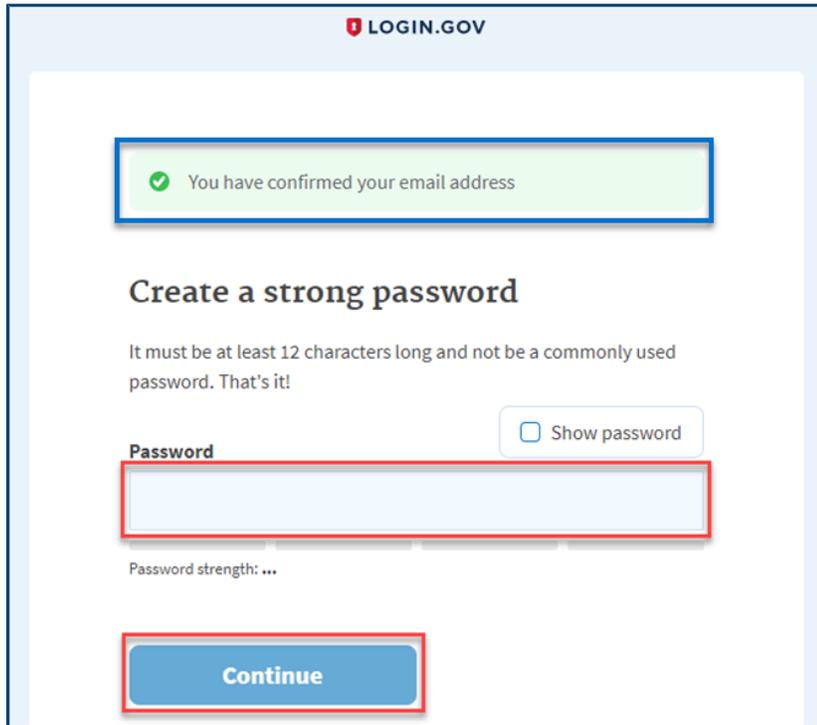


Figure 14: Confirm your email message with Confirm email address button and link

- The Login.gov interface opens and the “Create a strong password” screen appears with the message, “You have confirmed your email address.” Enter a desired password in the **Password** field and click the **Continue** button.



LOGIN.GOV

✓ 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!

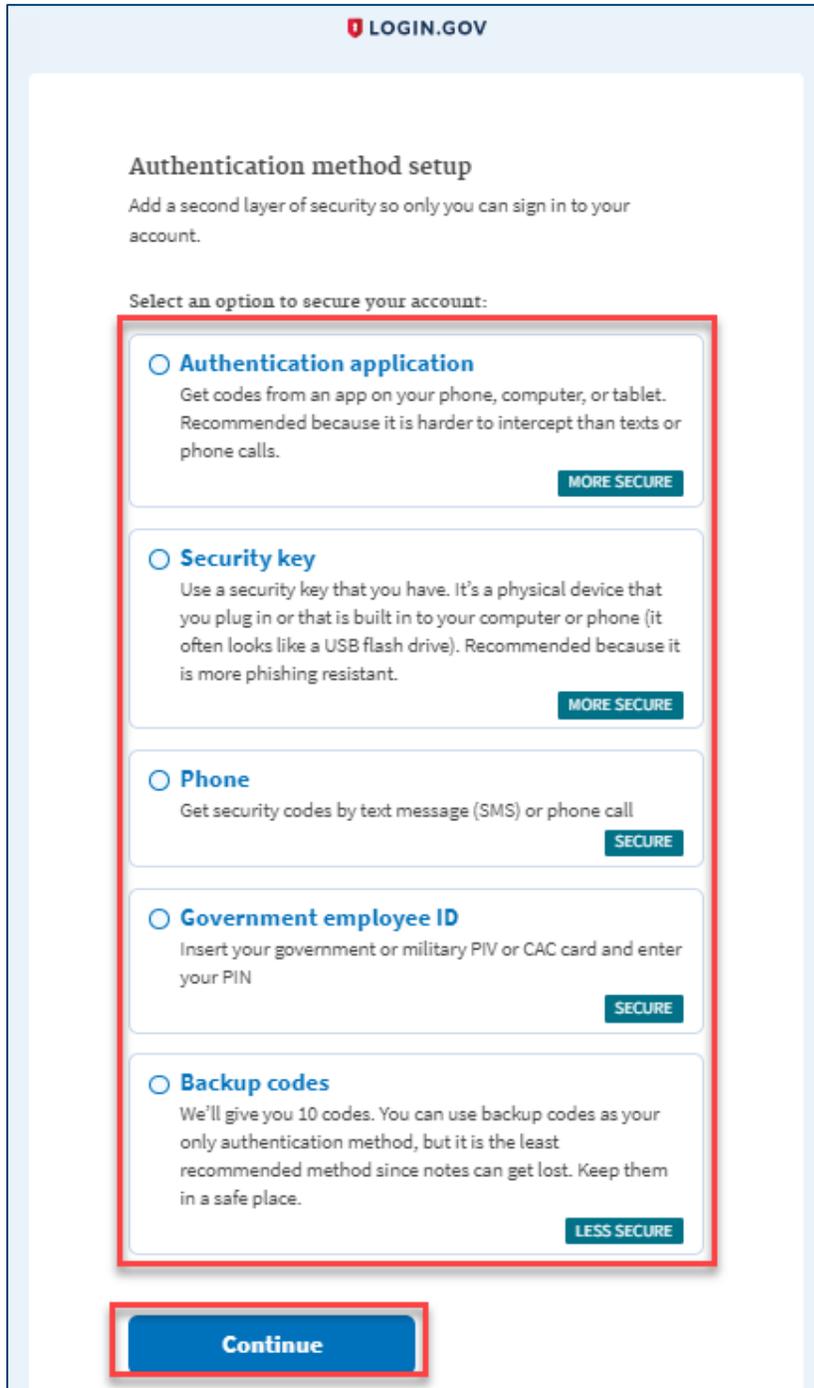
**Password**  Show password

Password strength: ...

**Continue**

Figure 15: Create a strong password screen with Password field and Continue button

7. The “Authentication method setup” screen appears. Click the **radio button** next to the desired authentication method for Login.gov and click the **Continue** button.



**LOGIN.GOV**

### 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**

**Continue**

Figure 16: Authentication method setup screen with authentication method options and Continue button

8. Depending on the authentication method chosen on the “Authentication method setup” screen, a specific authentication process screen appears. Follow instructions on each proceeding authentication screen to successfully complete authentication.
9. The Login.gov account is successfully created and the “Your account” screen appears with information specific to the user account. This screen includes the following key features:
  - *Welcome* greeting, username, and **Sign Out** link in the top right corner.
  - Message above the screen title confirming the authentication method is successfully set up.
  - *Login Information* section with *Email addresses* list and **+Add email** button.
  - *Two-factor Authentication* section with desired authentication method.

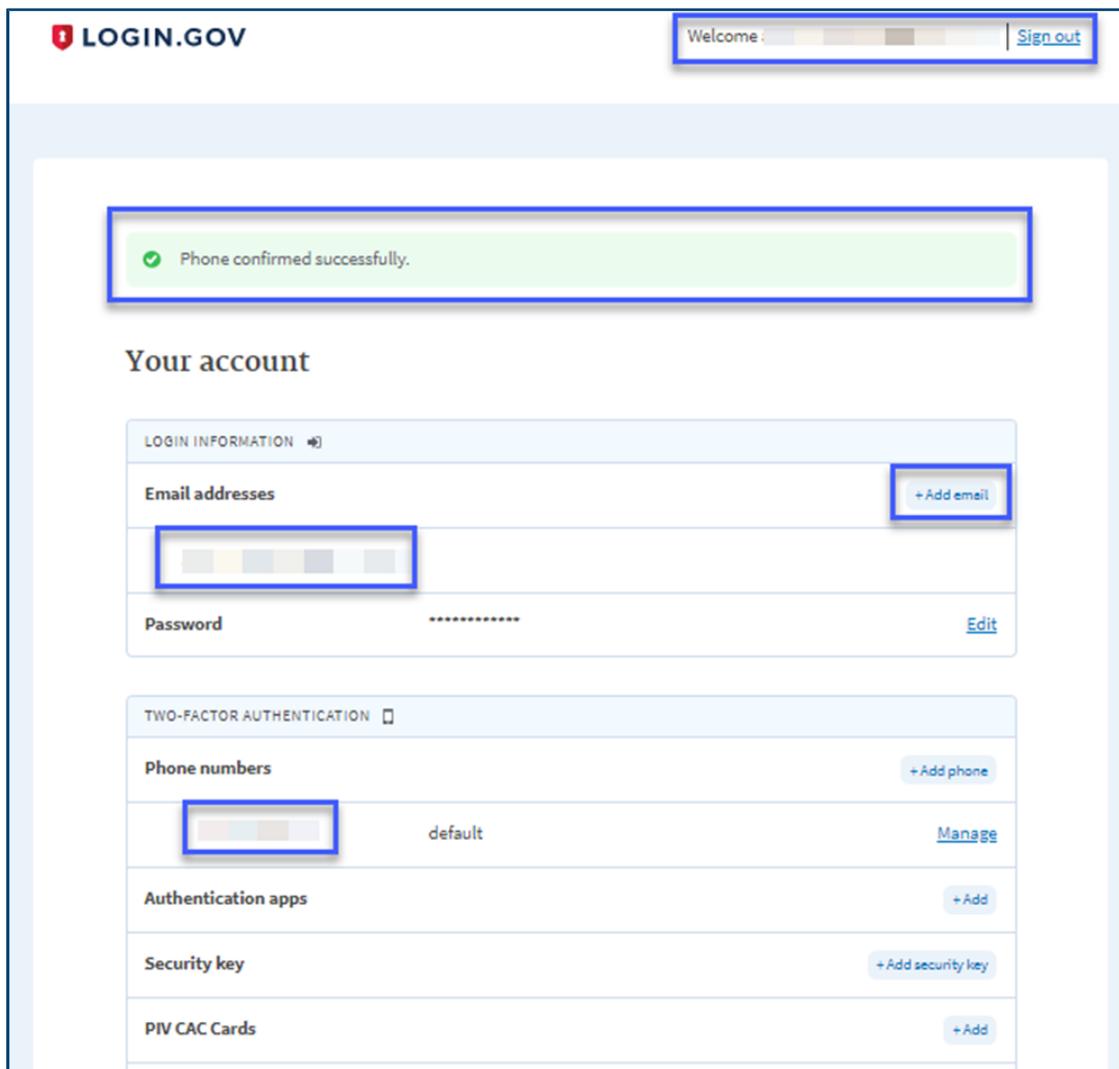


Figure 17: Your Account screen with welcome, confirmation message, Login Information section, and Two-Factor Authentication section

## ADD A GRANTSOLUTIONS EMAIL ADDRESS TO A LOGIN.GOV ACCOUNT

If the user has an existing Login.gov account, perform the following steps to add the email address associated with the GrantSolutions account to the Login.gov account:

1. From a browser such as Mozilla Firefox or Internet Explorer, navigate to [www.login.gov](http://www.login.gov) and click the **Login.gov** button in the top right corner.



Figure 18: Login.gov Home screen with Login.gov button

2. The “Sign in” screen appears. Enter the existing Login.gov **Email address** and **Password** and click the **Sign in** button to log into Login.gov.

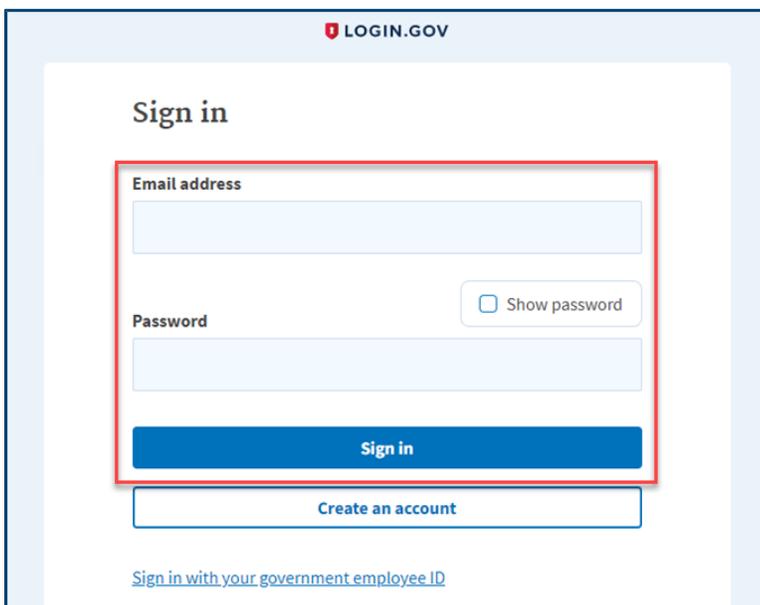


Figure 19: Login.gov Sign in screen

3. The “Your account” screen appears with the *Login Information* section under the screen title.

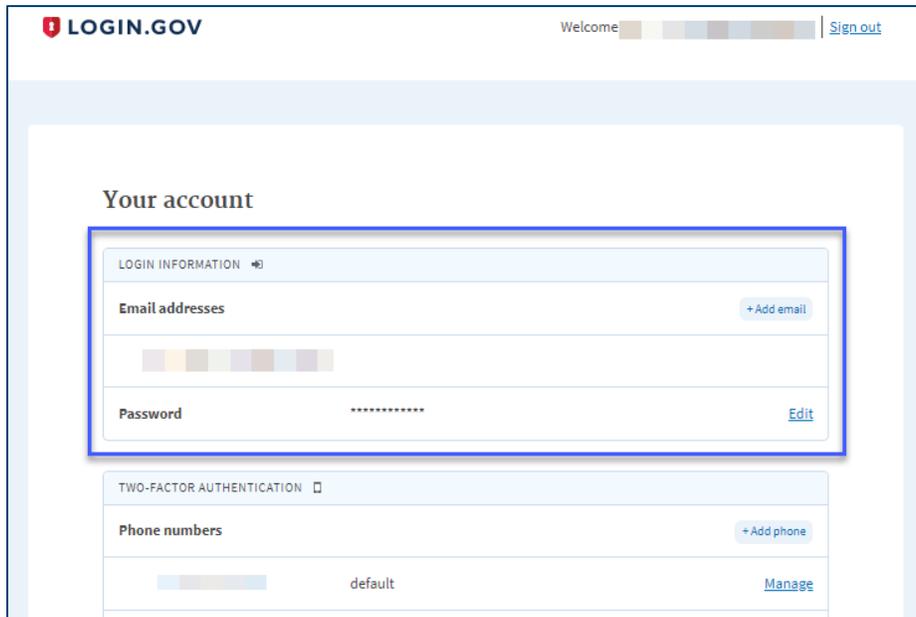


Figure 20: Your account screen with Login Information section

4. Email addresses currently associated with the Login.gov account appear in the *Email addresses* list of the *Login Information* section. Click the **+Add email** button on the right to add the email address associated with the GrantSolutions account to the Login.gov account.

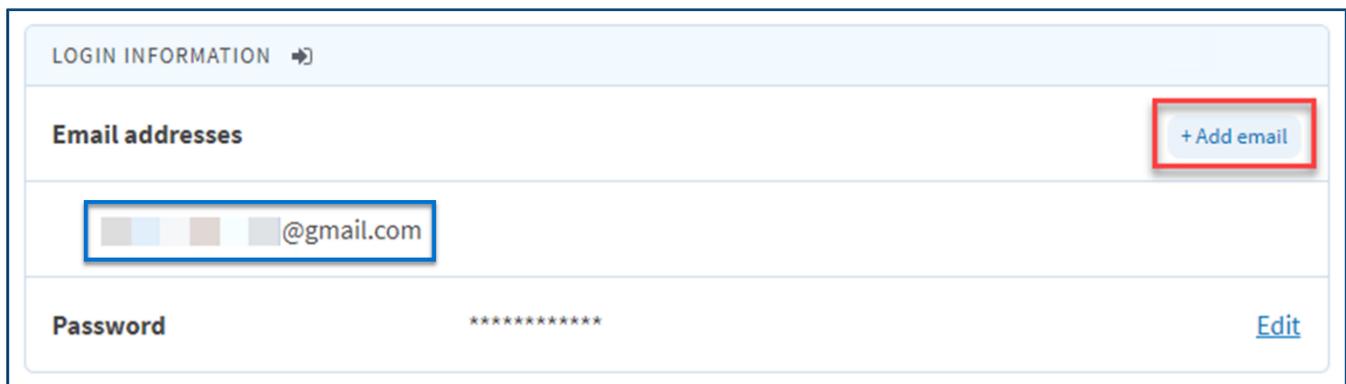


Figure 21: Login Information section with Email addresses list and +Add email button

5. The “Add a new email address” screen appears. Enter the email address associated with the GrantSolutions account in the **Email address** field and click the **Submit** button.

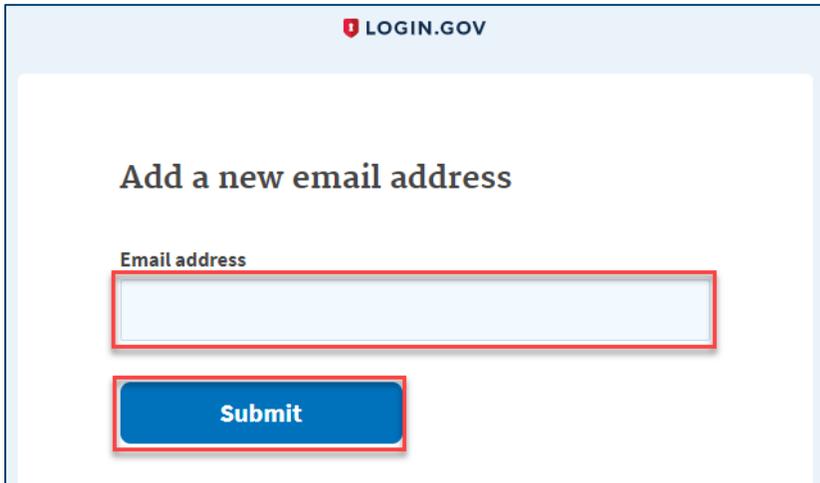


Figure 22: Add a new email address screen with Email address field and Submit button

6. The “Confirm your current password” screen appears. Enter the Login.gov password in the **Password** field and click the **Continue** button.

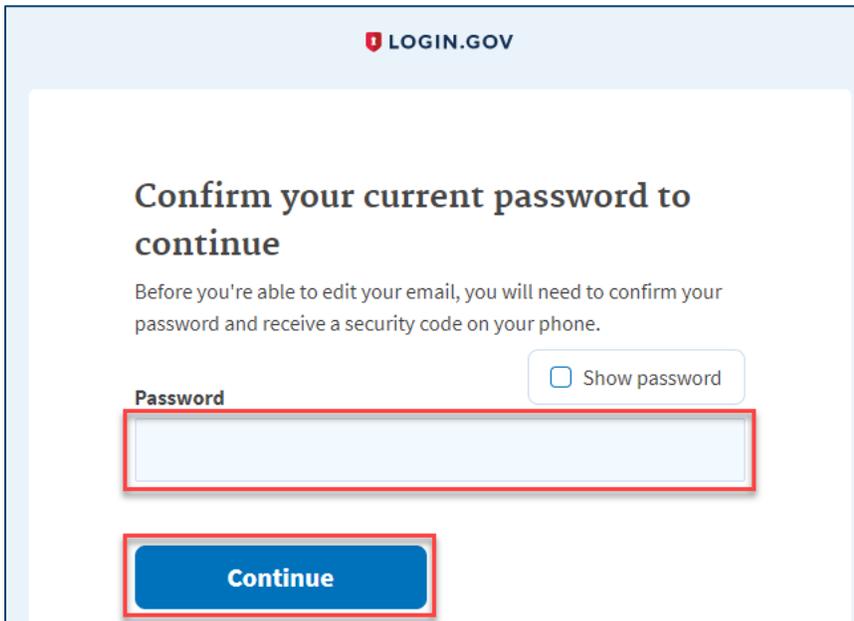


Figure 23: Confirm your current password screen with Password field and Continue button

7. The “Add new email address” screen reappears. Re-enter the email address associated with the GrantSolutions account in the **Email address** field and click the **Submit** button.

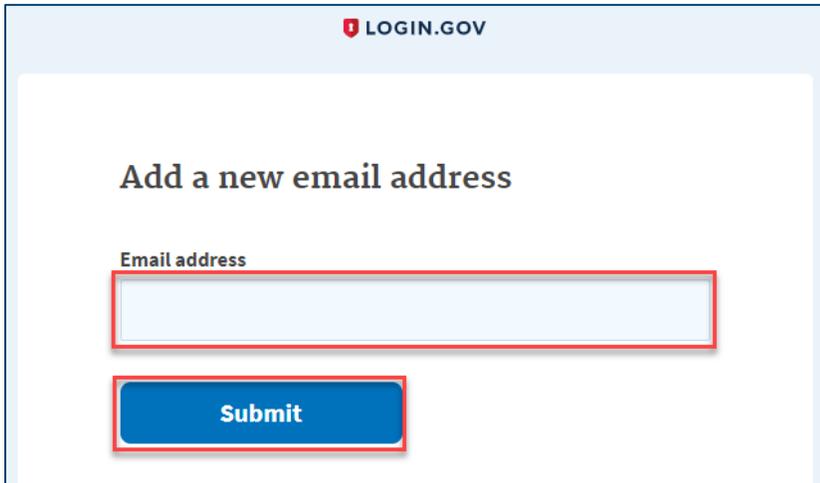


Figure 24: Add a new email address screen with Email address field and Submit button

8. The “Check your email” screen appears with a message that an email is sent to the email inbox with a link to confirm the email address.

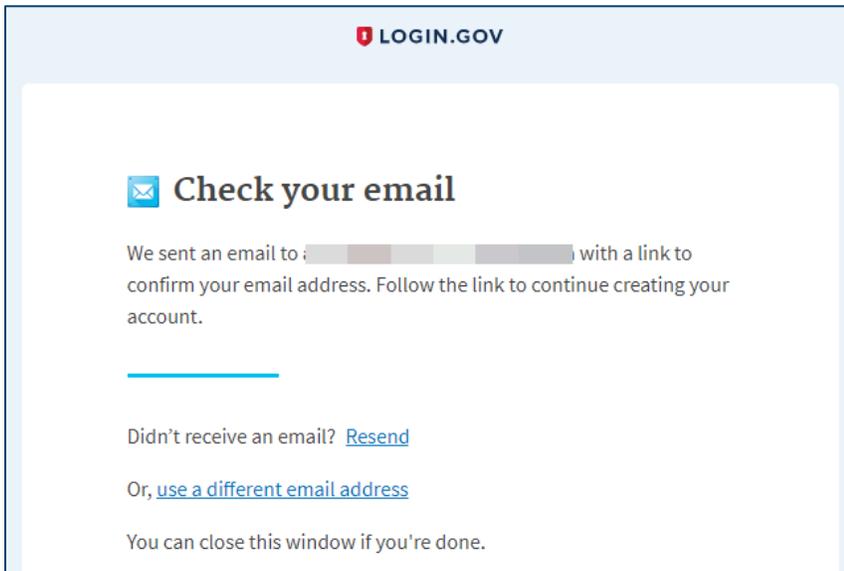


Figure 25: Check your email screen

9. The user receives an email from [no-reply@login.gov](mailto:no-reply@login.gov) with the subject “Confirm your email.” In the email, click the **Confirm email address** button or copy and paste the link below it into a browser.



Figure 26: Confirm your email message with Confirm email address button and link

10. The “Your Account” screen reappears with the message, “You have confirmed your email address.” The GrantSolutions email address is successfully added to the Login.gov account and appears in *Email addresses* list.

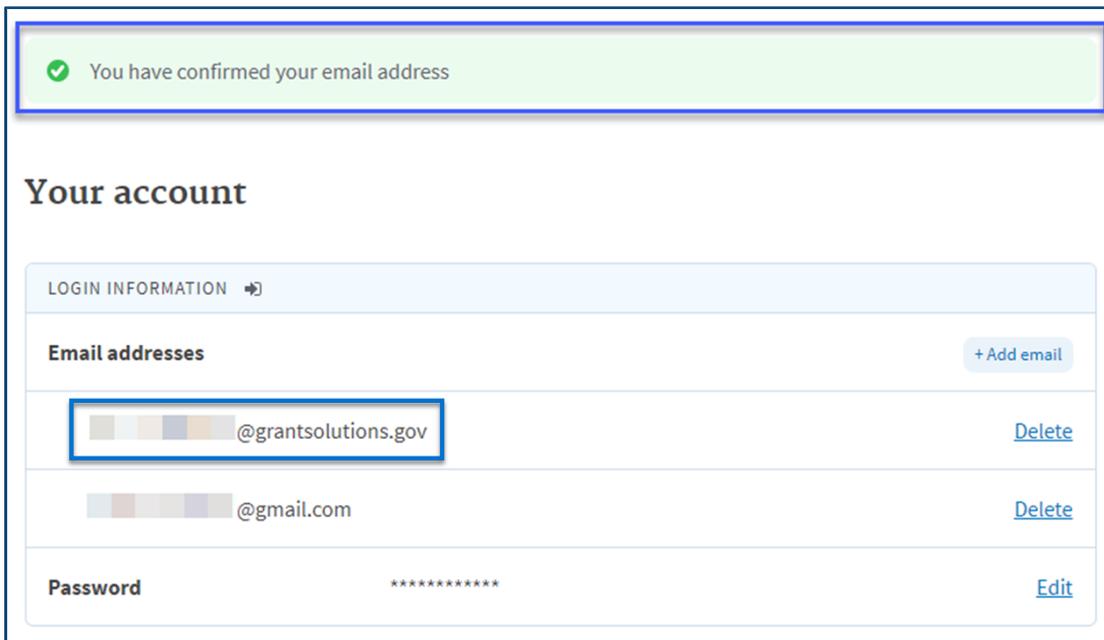


Figure 27: Your Account screen with confirmation message and Email addresses list

## Log Into GrantSolutions Using the Login.gov Pilot Button

Shortly after release, the Login.gov Pilot button appears on the GrantSolutions “Login” screen. To log into GrantSolutions using the Login.gov Pilot button, the user must complete the opt-in process. A Grant Recipient user email address associated with a Login.gov account may log into GrantSolutions using the Login.gov Pilot button.

**Note:** Because Login.gov has its own 2FA process, it is recommended that the Grant Recipient user disable 2FA in GrantSolutions settings before logging into GrantSolutions using Login.gov.

To log into GrantSolutions using the Login.gov Pilot button, perform the following steps:

1. From a browser such as Mozilla Firefox or Internet Explorer, navigate to [www.grantsolutions.gov](http://www.grantsolutions.gov) and click the **Login** button.

**Note:** The new log in functionality is not compatible with the Google Chrome browser.

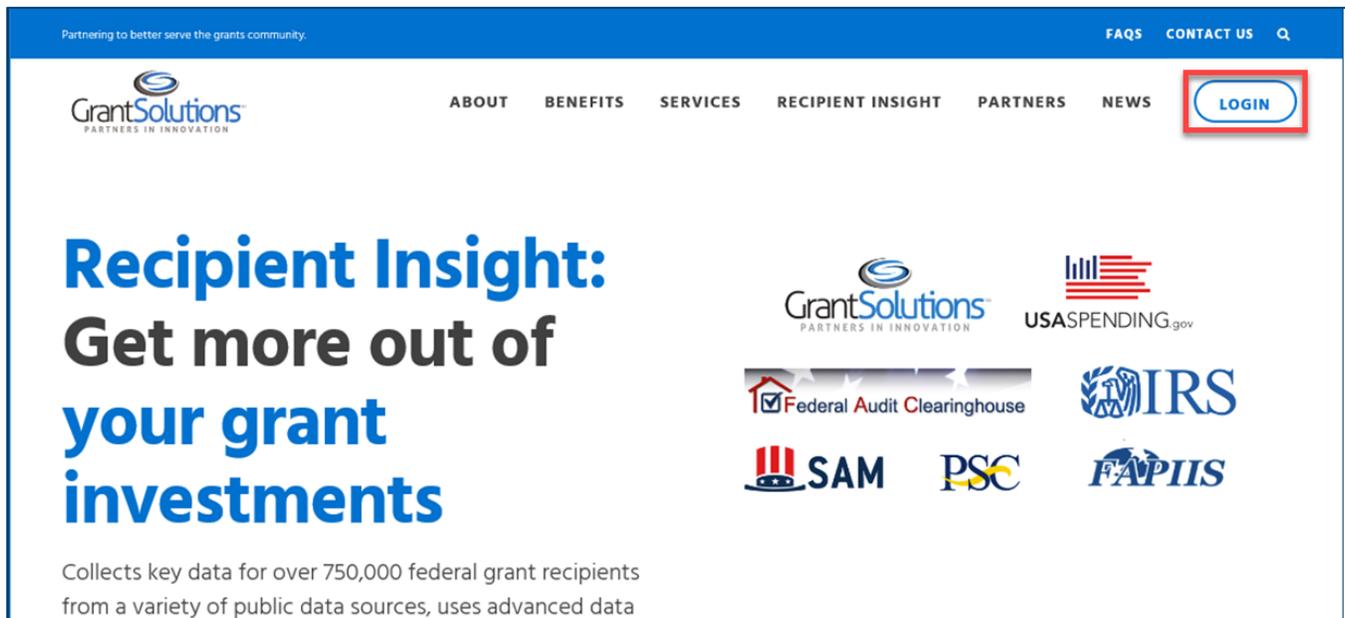
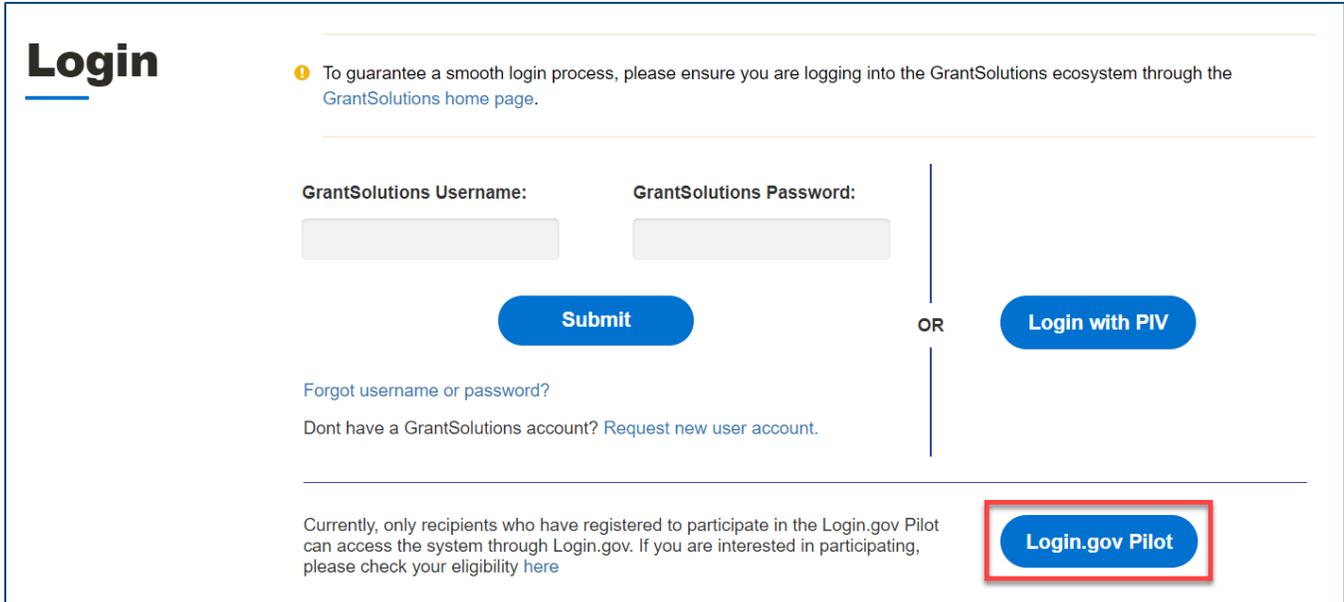


Figure 28: GrantSolutions Public Website with Login button

2. When the new GrantSolutions “Login” screen appears after release, click the **Login.gov Pilot** button.



**Login**

To guarantee a smooth login process, please ensure you are logging into the GrantSolutions ecosystem through the [GrantSolutions home page](#).

GrantSolutions Username:

GrantSolutions Password:

**Submit**

OR

**Login with PIV**

[Forgot username or password?](#)

Dont have a GrantSolutions account? [Request new user account](#).

Currently, only recipients who have registered to participate in the Login.gov Pilot can access the system through Login.gov. If you are interested in participating, please check your eligibility [here](#)

**Login.gov Pilot**

Figure 29: GrantSolutions Login screen with Login.gov Pilot button

3. The Login.gov “Sign in” screen appears.

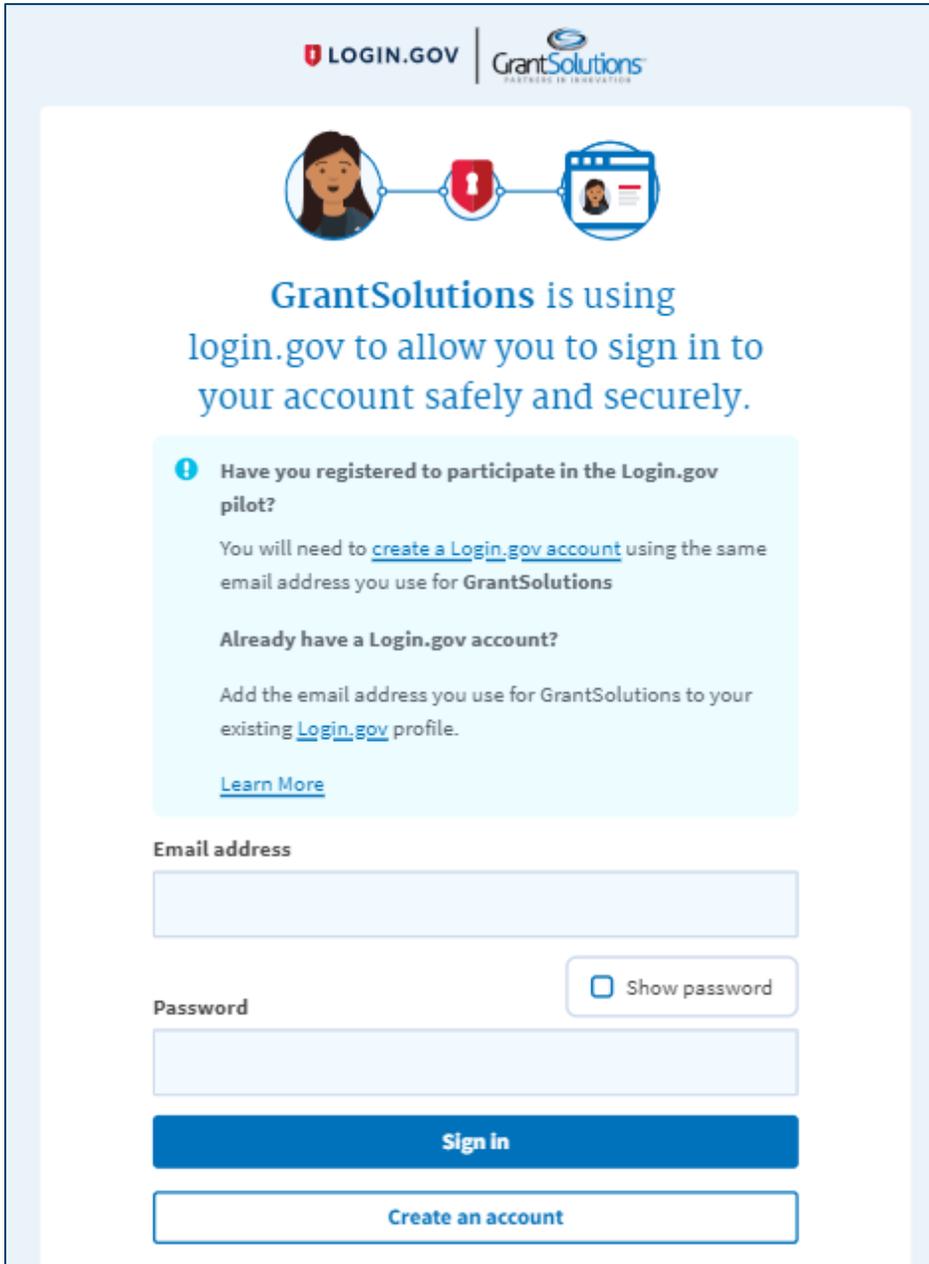
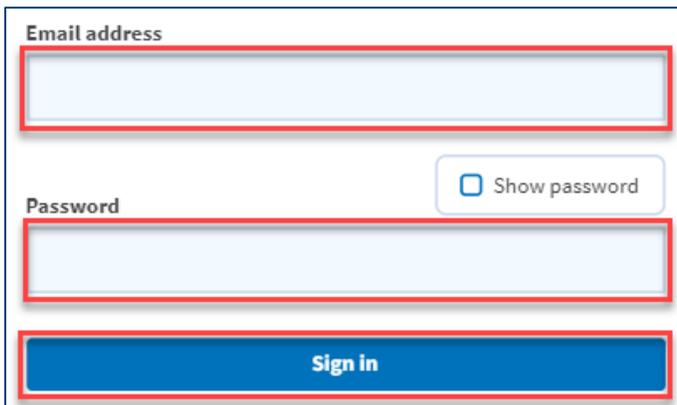


Figure 30: Login.gov Sign in screen

## LOG IN

On the Login.gov “Sign in” screen, an email address associated with the GrantSolutions account is necessary for the first log in only. Perform subsequent log ins using any email address associated with the Login.gov account.

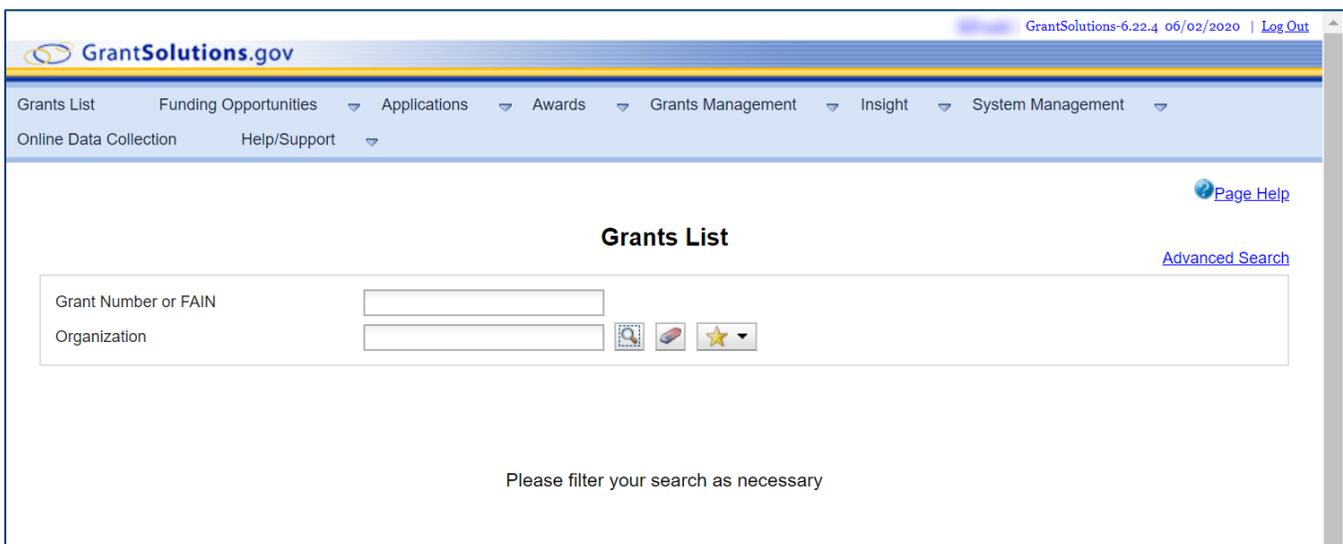
1. Enter the email address associated with the GrantSolutions account in the **Email address** field and enter the Login.gov password in the **Password** field. Click the **Sign in** button.



The screenshot shows the Login.gov sign-in interface. It features three main components: an 'Email address' input field at the top, a 'Password' input field below it, and a 'Sign in' button at the bottom. A 'Show password' checkbox is located to the right of the password field. All three components are highlighted with a red border.

Figure 31: Login.gov Sign in screen with Email address field, Password field, and Sign in button

2. If prompted, perform a second Login.gov authentication to complete the log in process.
3. The GrantSolutions “Grants List” screen appears upon successful log in.



The screenshot displays the GrantSolutions Grants List screen. At the top, there is a navigation bar with the GrantSolutions logo and the text 'GrantSolutions-6.22.4 06/02/2020 | Log Out'. Below the navigation bar, there are several menu items: 'Grants List', 'Funding Opportunities', 'Applications', 'Awards', 'Grants Management', 'Insight', and 'System Management'. There are also links for 'Online Data Collection' and 'Help/Support'. The main content area is titled 'Grants List' and includes a search form with two input fields: 'Grant Number or FAIN' and 'Organization'. There are also icons for search, edit, and favorite. A link for 'Advanced Search' is visible on the right. At the bottom, there is a message: 'Please filter your search as necessary'.

Figure 32: GrantSolutions Grants List screen

Alternatively, the GrantSolutions “Portal” screen appears if GrantSolutions settings are configured to display the “Portal” screen upon log in.

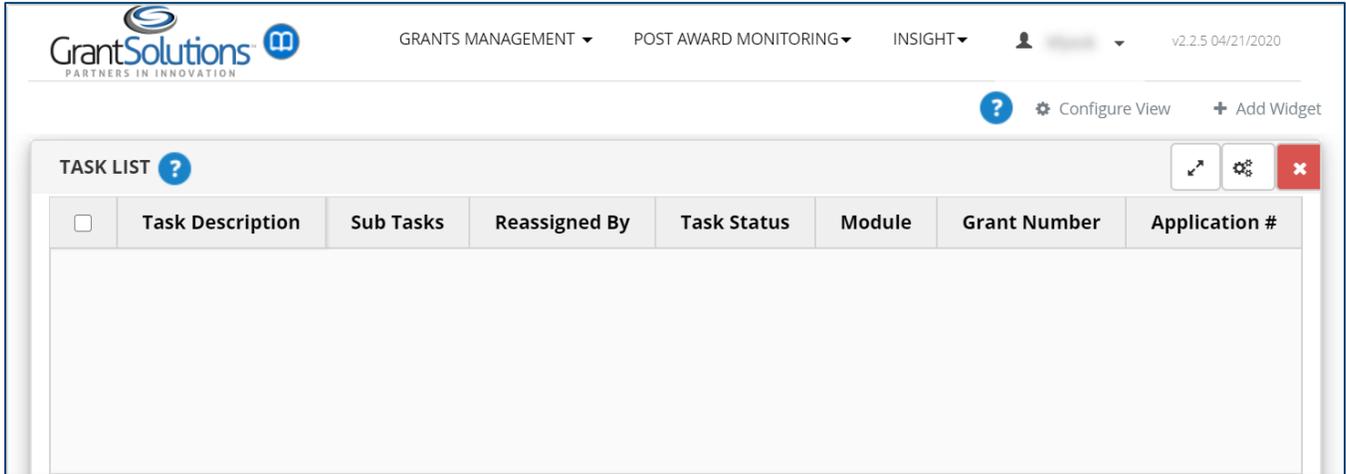
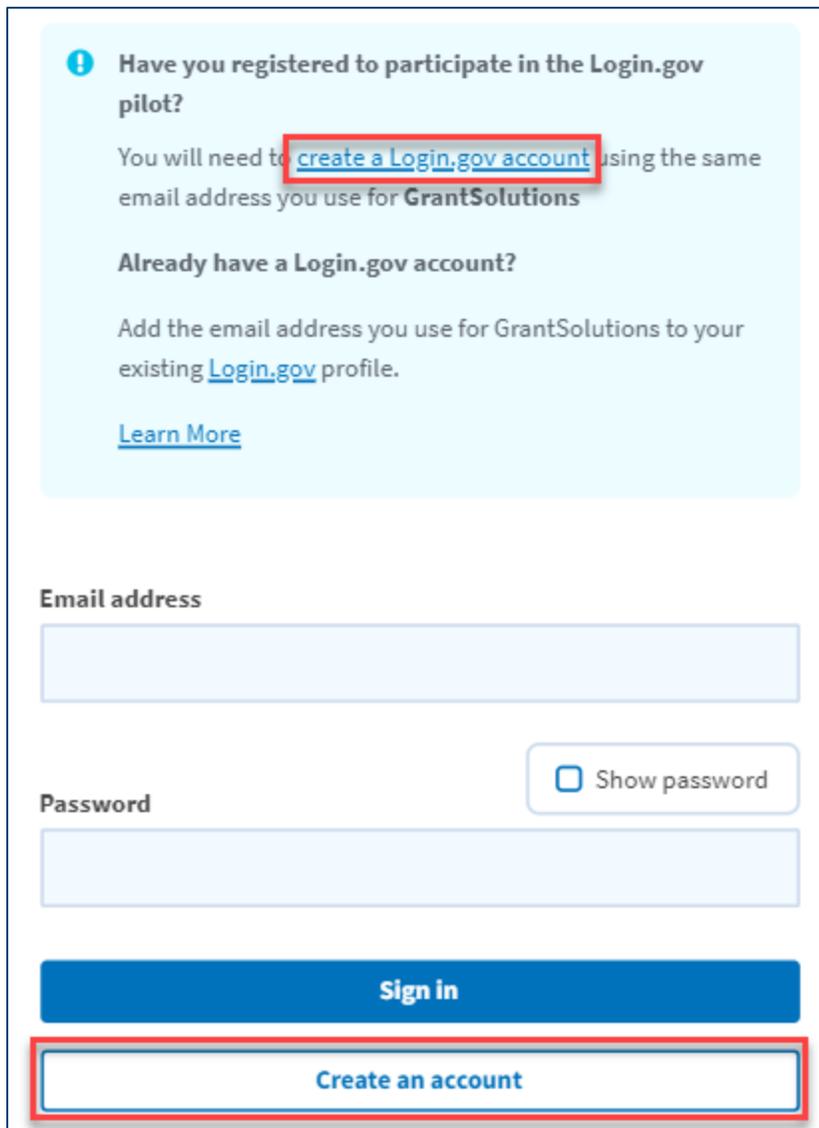


Figure 33: GrantSolutions Portal screen

## CREATE A LOGIN.GOV ACCOUNT

To create and automatically log into a Login.gov account from the Login.gov “Sign in” screen, perform the following steps:

1. Click the **create a Login.gov account** link in the middle of the screen, or the **Create an account** button at the bottom, to create a Login.gov account using the email address associated with the GrantSolutions account.



**!** Have you registered to participate in the Login.gov pilot?

You will need to [create a Login.gov account](#) using the same email address you use for GrantSolutions

**Already have a Login.gov account?**

Add the email address you use for GrantSolutions to your existing [Login.gov](#) profile.

[Learn More](#)

Email address

Password  Show password

**Sign in**

**Create an account**

Figure 34: Login.gov Sign in screen with create a Login.gov account link and Create an account button

- The “Enter your email address” screen appears. Enter the email address associated with the GrantSolutions account in the **Email address** field and click the **Submit** button.

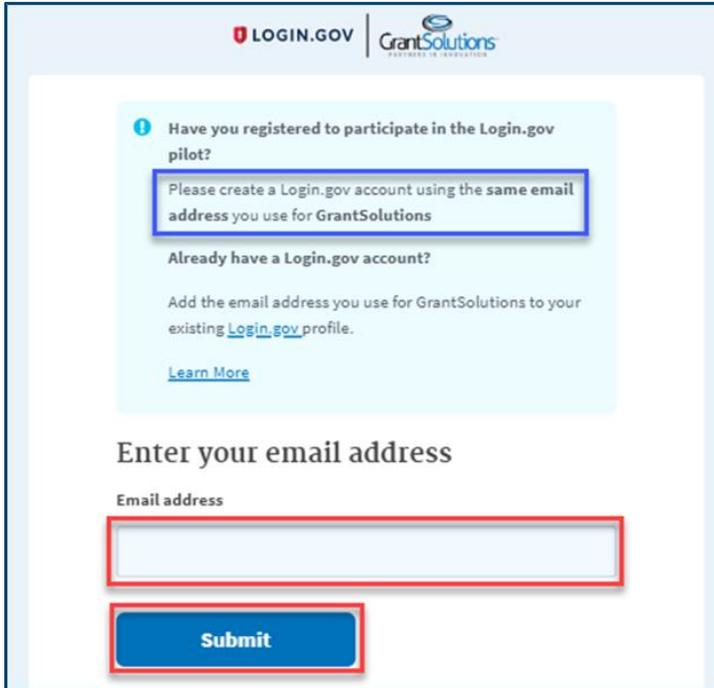


Figure 35: Enter your email address screen with Email address field and Submit button

- The “Check your email” screen appears with a message that an email is sent to the email inbox with a link to confirm the email address.

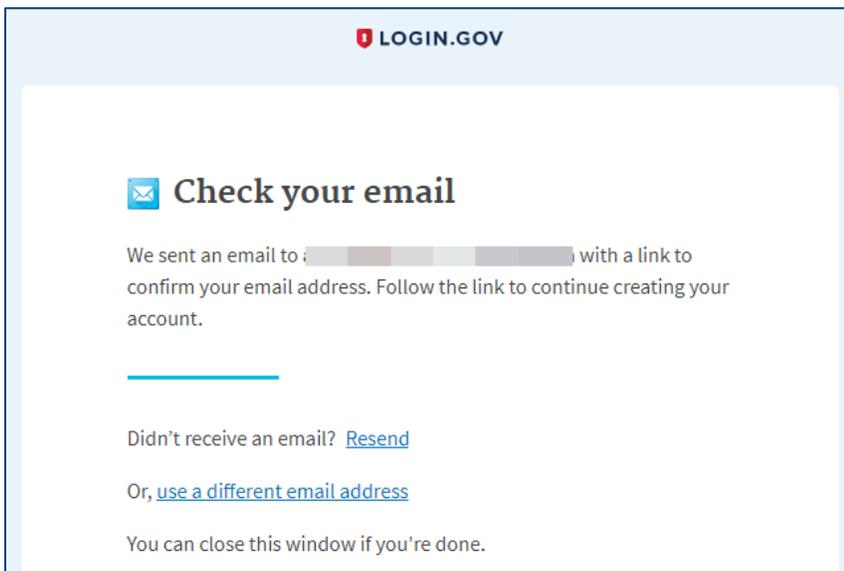


Figure 36: Check your email screen

- The user receives an email from [no-reply@login.gov](mailto:no-reply@login.gov) with the subject “Confirm your email.” In the email, click the **Confirm email address** button or copy and paste the link below it into a browser.

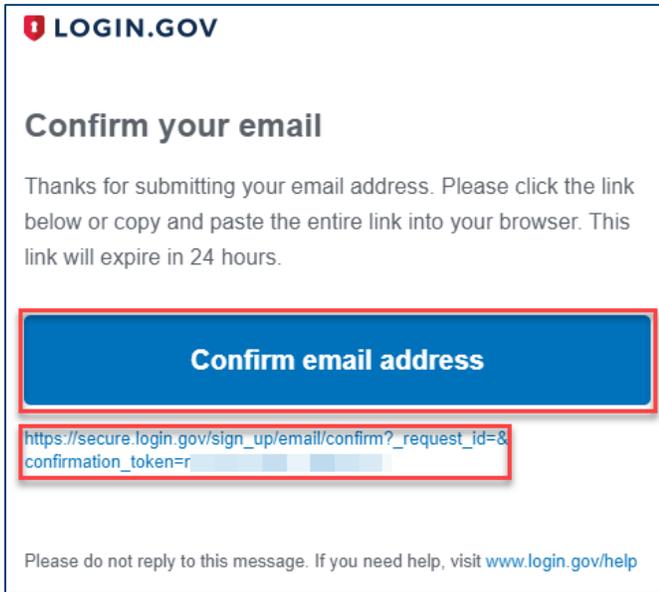
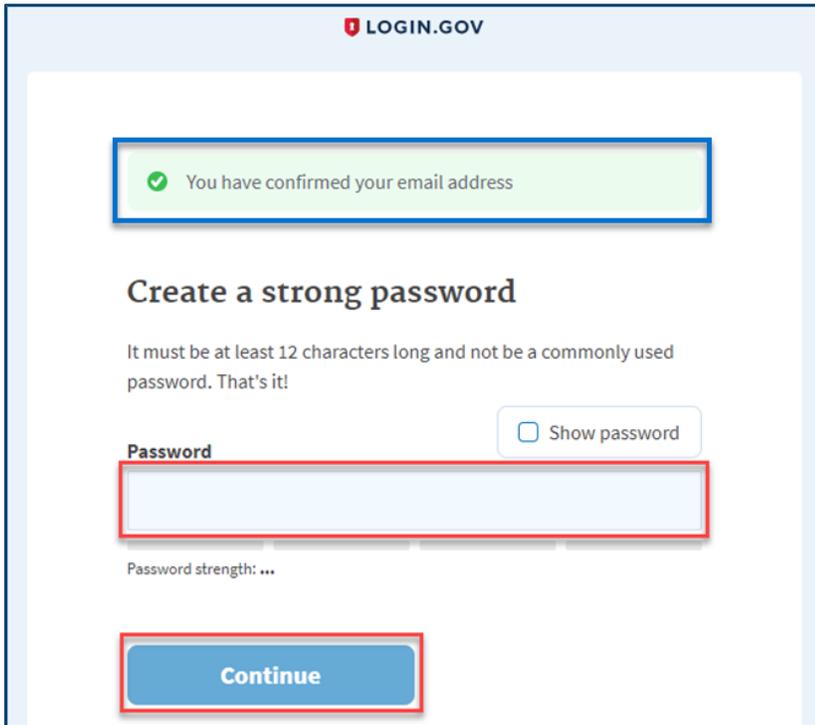


Figure 37: Confirm your email message with Confirm email address button and link

5. The Login.gov interface opens and the “Create a strong password” screen appears with the message, “You have confirmed your email address.” Enter a desired password in the **Password** field and click the **Continue** button.



LOGIN.GOV

✓ 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!

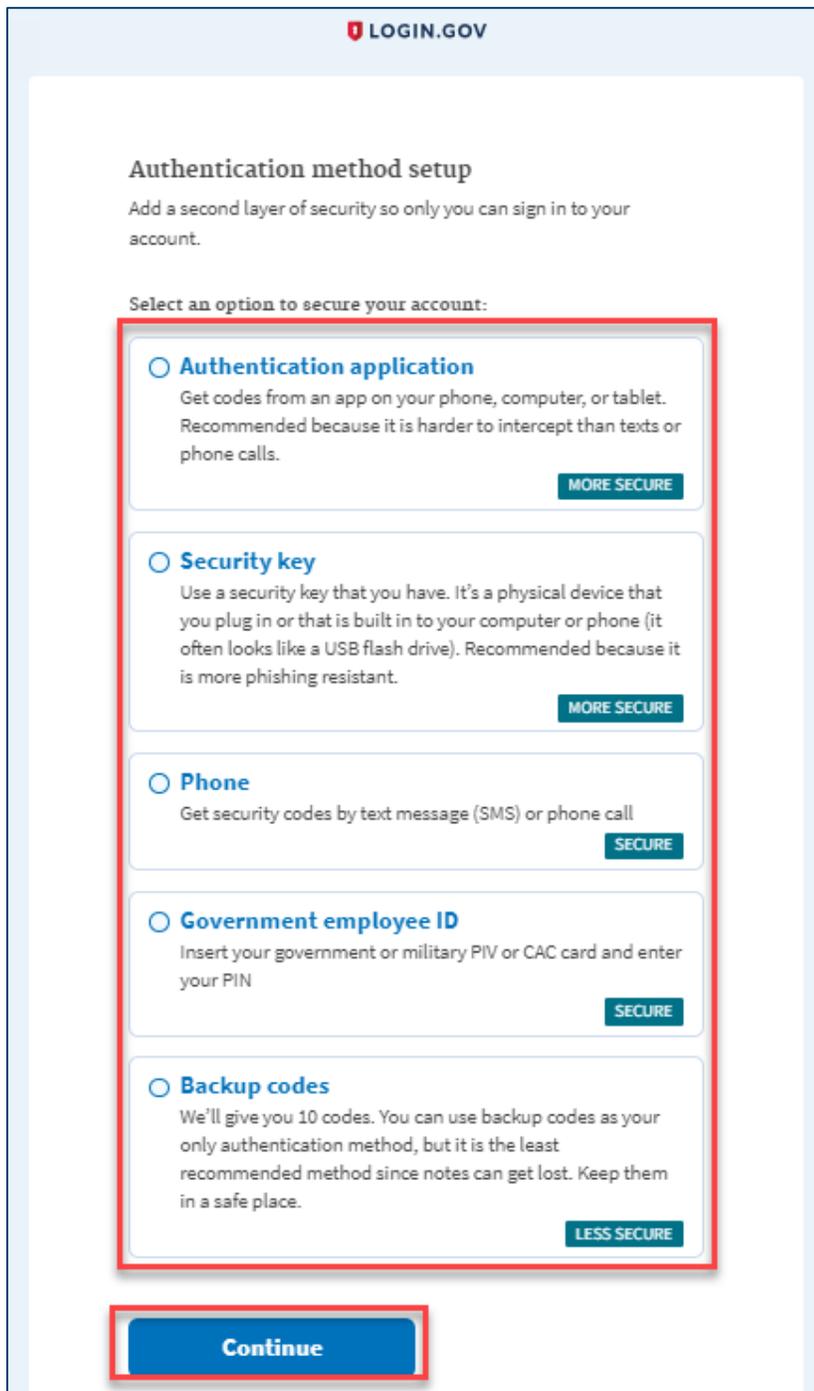
**Password**  Show password

Password strength: ...

**Continue**

Figure 38: Create a strong password screen with Password field and Continue button

- The “Authentication method setup” screen appears. Click the **radio button** next to the desired authentication method for Login.gov and click the **Continue** button.



**LOGIN.GOV**

### 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**

**Continue**

Figure 39: Authentication method setup screen with authentication method options and Continue button

- Depending on the authentication method chosen on the “Authentication method setup” screen, a specific authentication process screen appears. Follow instructions on each proceeding authentication screen to successfully complete authentication.
- A screen confirms successful authentication with the message, “You are now signing in for the first time.” Click the **Agree and continue** button at the bottom.

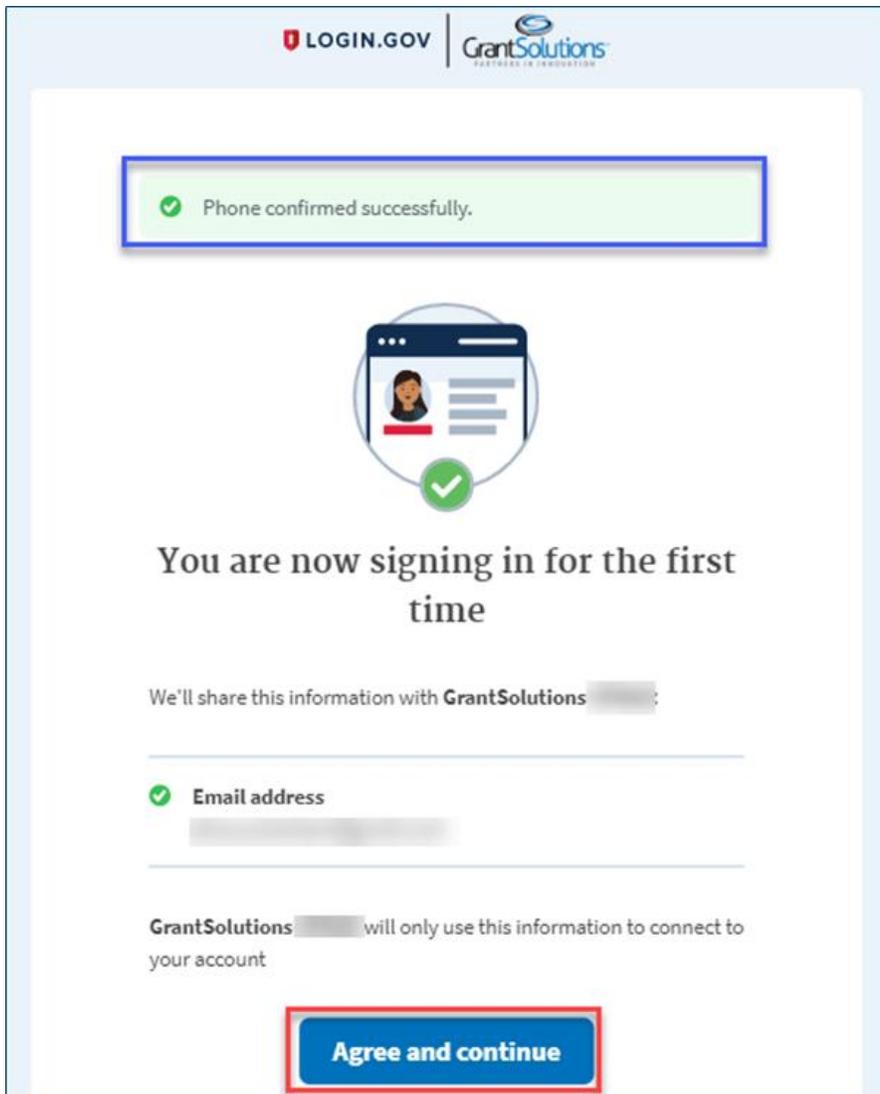


Figure 40: You are now signing in for the first time screen with Agree and continue button

- The GrantSolutions “Grants List” screen appears upon successful log in. Alternatively, the GrantSolutions “Portal” screen appears if GrantSolutions settings are configured to display the “Portal” screen upon log in.

## ADD A GRANTSOLUTIONS EMAIL ADDRESS TO A LOGIN.GOV ACCOUNT

To add the email address associated with the GrantSolutions account to a Login.gov account from the Login.gov “Sign in” screen, perform the following steps:

1. Click the **Login.gov** link in the middle of the screen.

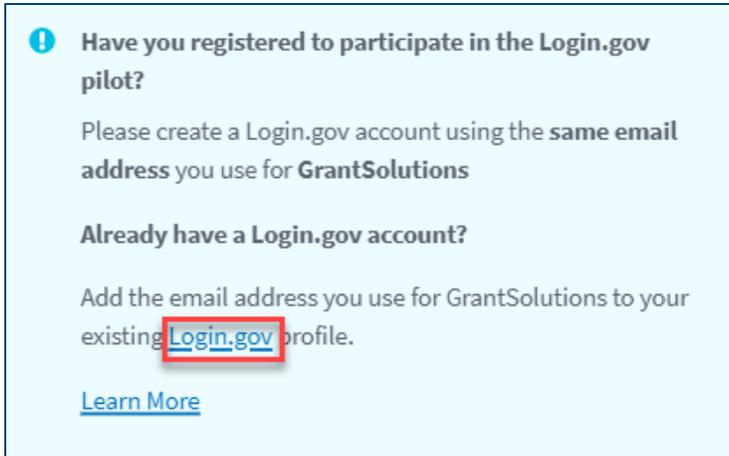


Figure 41: Login.gov Sign in screen with Login.gov link

2. The “Sign in” screen appears. Enter the existing Login.gov **Email address** and **Password** and click the **Sign in** button to log into Login.gov.

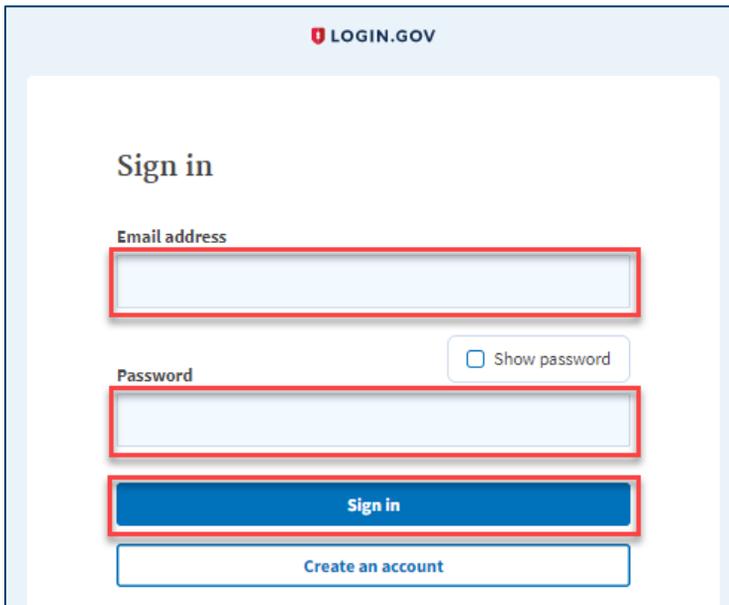


Figure 42: Login.gov Sign in screen

3. The “Your Account” screen appears. Add the email associated with the GrantSolutions account to the *Email addresses* list (see step 3 of [Add a GrantSolutions Email Address To a Login.gov Account](#) section).

## Additional Resources

For instructions from Login.gov with step-by-step screenshots, click [here](#).

For assistance with these instructions, please contact the GrantSolutions Help Desk by phone at 1-866-577-0771, or by email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov), Monday through Friday 7 a.m. – 8 p.m. ET (closed on Federal holidays).

For assistance with Login.gov technical issues, click [here](#) to contact Login.gov support. For Login.gov FAQs, click [here](#).