

Quick Sheet: Log Into GrantSolutions Through Login.gov

Audience: Grant Recipients

PURPOSE:

Functionality for Grant Recipient users to login into GrantSolutions through Login.gov is available. Grant Recipient users have the option to log into GrantSolutions through Login.gov using a Personal Identity Verification (PIV) ID. Grant Recipient users can also log into GrantSolutions through Login.gov using another authentication method.

Key points to remember include:

- If logging into GrantSolutions through Login.gov, Grant Recipient users can use a PIV ID or another authentication method.
- Grant Recipient users should create a Login.gov account prior to attempting to log in through Login.gov.

LOG IN USING PERSONAL IDENTITY VERIFICATION

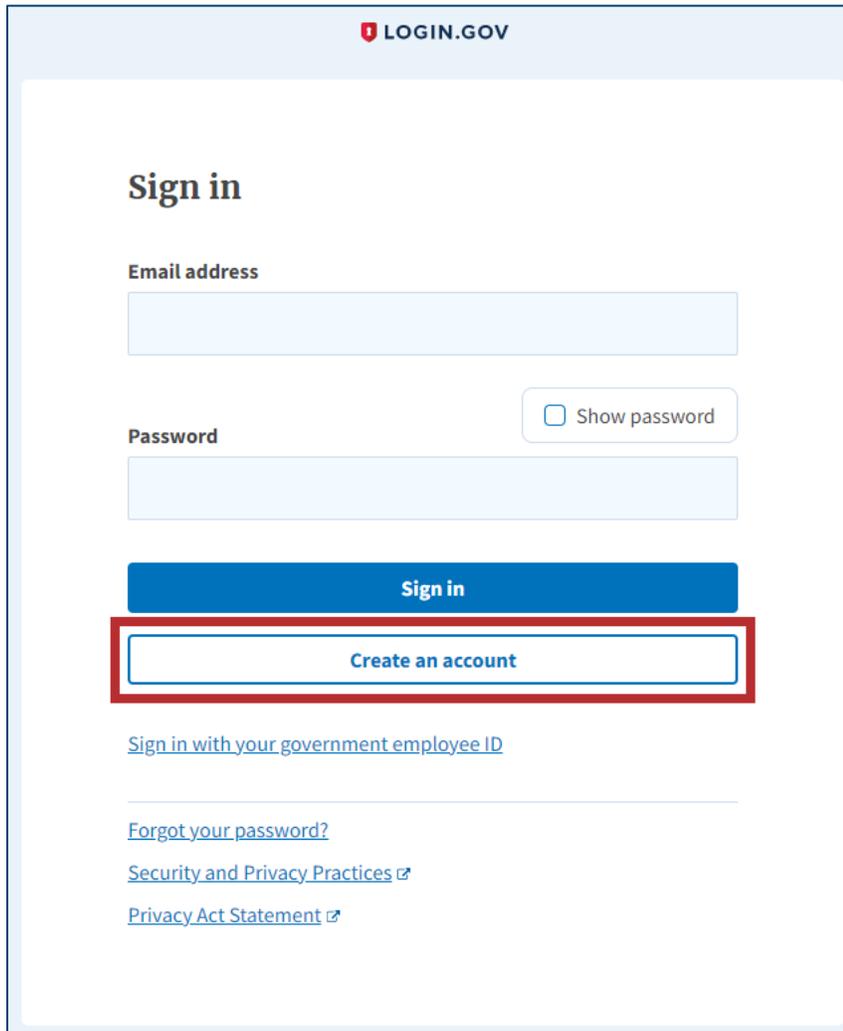
Grant Recipient users can log into GrantSolutions through Login.gov using a PIV ID. From a browser such as Mozilla Firefox or Internet Explorer, navigate to www.login.gov and click the **Login.gov** button in the top right corner.



The Login.gov "Sign in" screen appears.

Create a Login.gov Account

If the user does not have a Login.gov account, click the **Create an account** button at the bottom of the Login.gov “Sign in” screen to create a Login.gov account using the email address associated with a GrantSolutions account.

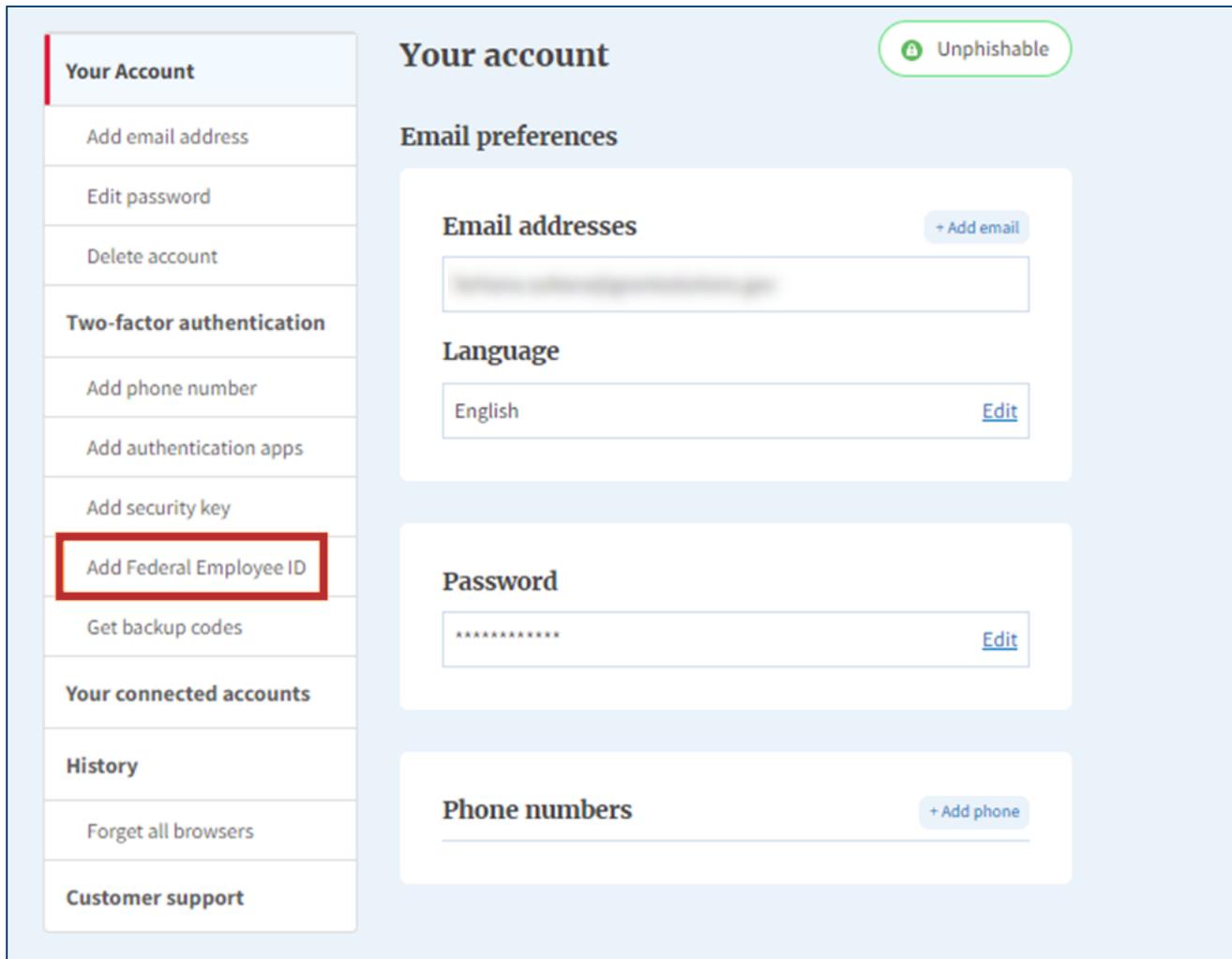


The screenshot shows the Login.gov "Sign in" interface. At the top, it says "LOGIN.GOV". Below that is the heading "Sign in". There are two input fields: "Email address" and "Password". To the right of the password field is a "Show password" checkbox. Below the input fields are two buttons: a blue "Sign in" button and a white "Create an account" button with a blue border. The "Create an account" button is highlighted with a red rectangular box. Below the buttons are several links: "Sign in with your government employee ID", "Forgot your password?", "Security and Privacy Practices", and "Privacy Act Statement".

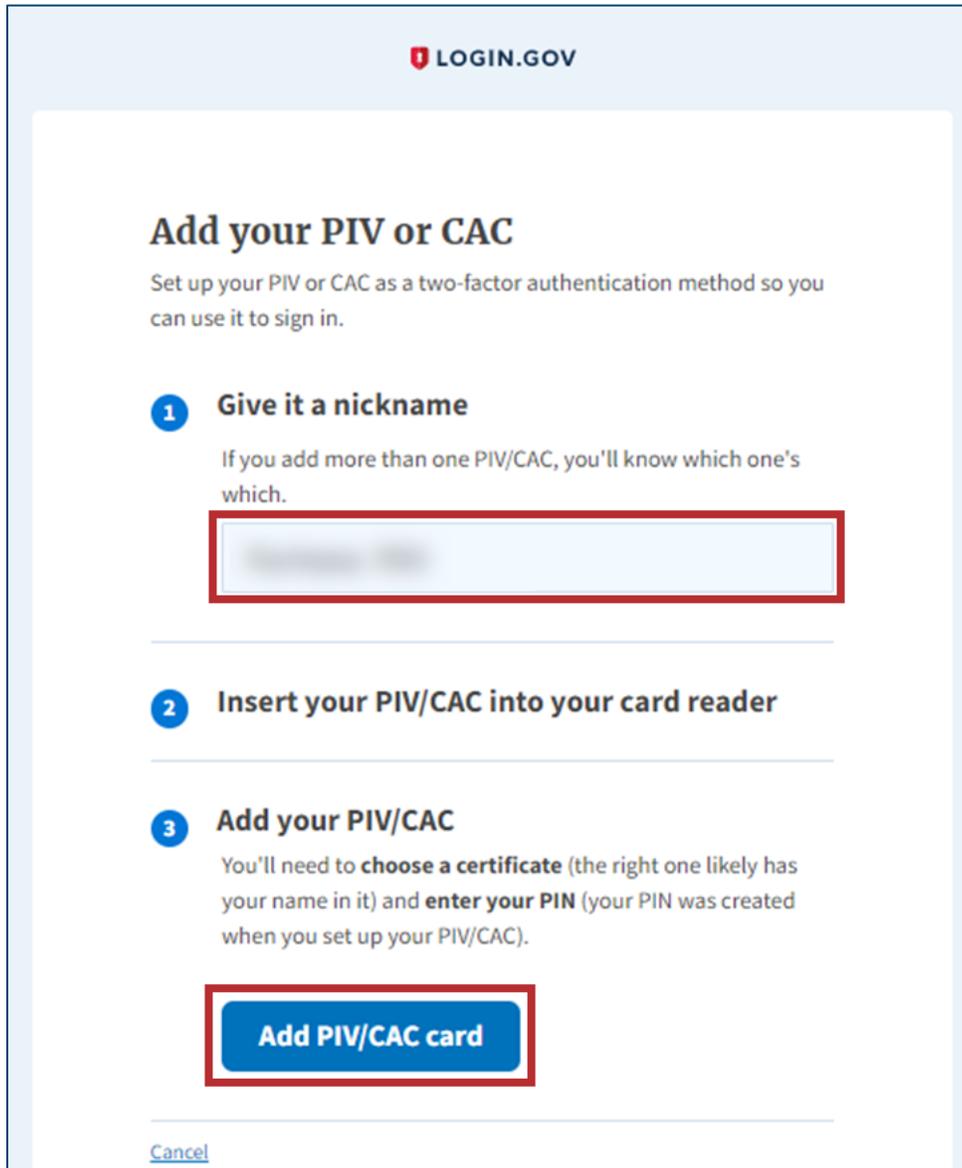
Add a Personal Identity Verification ID

Grant Recipient users with a Login.gov account can add a PIV ID to the account by performing the following:

1. Navigate to www.Login.gov and click the **Login.gov** button in the top right corner.
2. Log into Login.gov.
3. On the Login.gov “Your account” screen, click the **Add Federal Employee ID** button in the *Two-factor authentication* section of the left menu bar.



4. On the Login.gov “Add your PIV or CAC” screen, enter a nickname into the **Give it a nickname** text box, insert your PIV/CAC ID into a card reader, and click the **Add PIV/CAC card** button at the bottom.



LOGIN.GOV

Add your PIV or CAC

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**

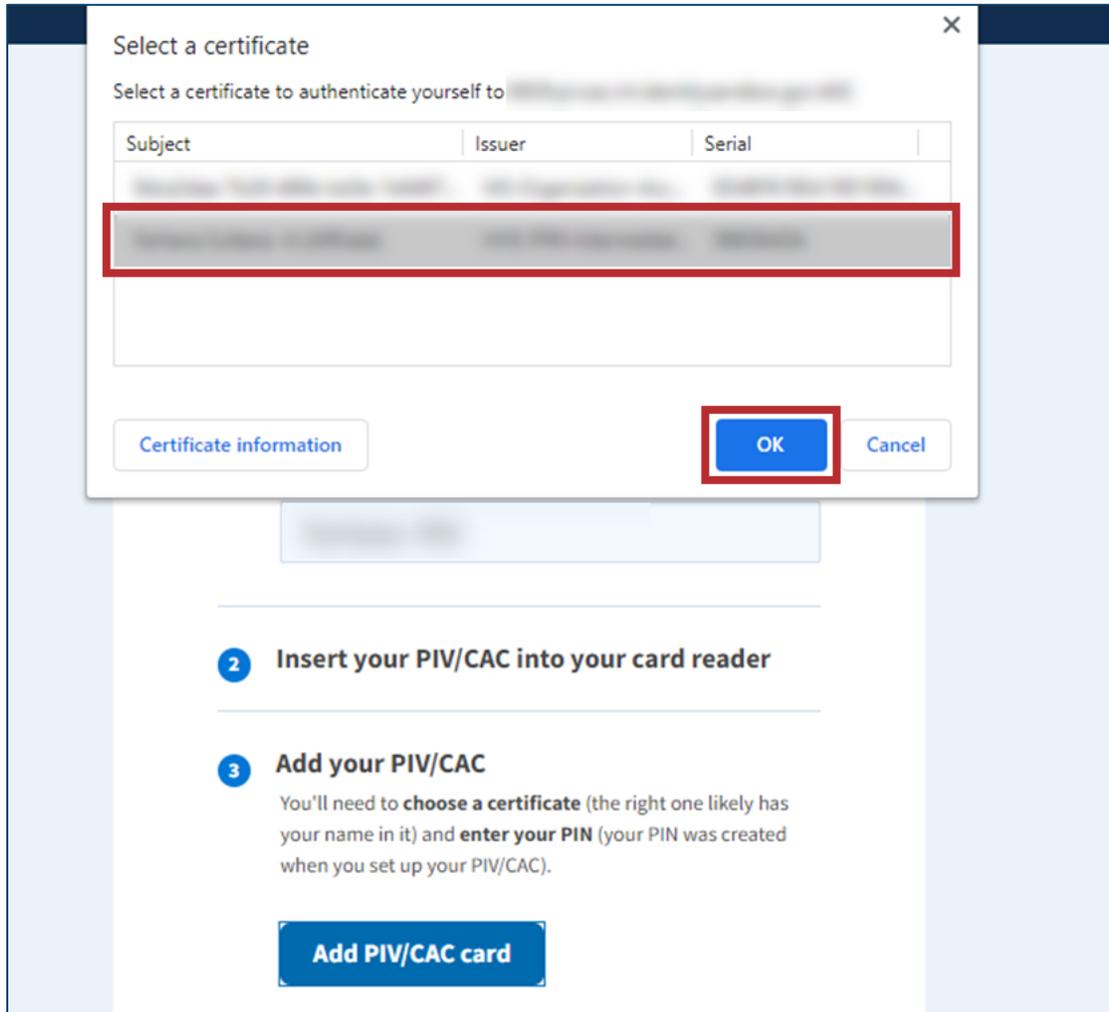
If you add more than one PIV/CAC, you'll know which one's which.
- 2 Insert your PIV/CAC into your card reader**
- 3 Add your PIV/CAC**

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).

Add PIV/CAC card

[Cancel](#)

5. In the browser window, select the correct **PIV certificate** and click the **OK** button in the browser.



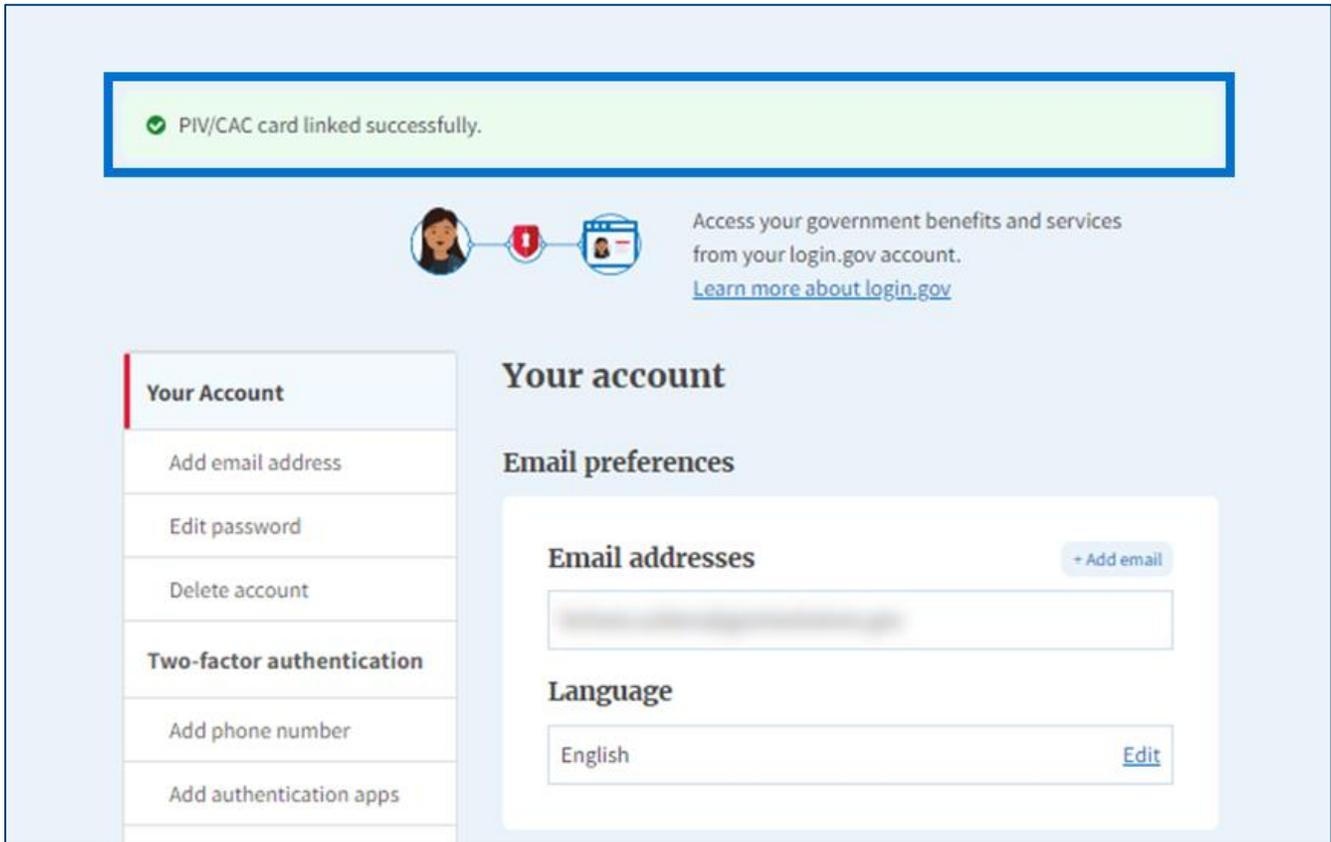
The image shows a browser window with a 'Select a certificate' dialog box open. The dialog box has a title bar with a close button (X) and the text 'Select a certificate'. Below the title bar, it says 'Select a certificate to authenticate yourself to' followed by a blurred URL. There is a table with three columns: 'Subject', 'Issuer', and 'Serial'. One row in the table is highlighted with a red border. At the bottom of the dialog box, there are three buttons: 'Certificate information', 'OK', and 'Cancel'. The 'OK' button is also highlighted with a red border.

Below the dialog box, the main page content is visible. It shows a step in a process:

- 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).

At the bottom of this section, there is a blue button labeled 'Add PIV/CAC card'.

6. The Login.gov “Your account” screen reappears with the message, “PIV/CAC card linked successfully”.



The screenshot displays the 'Your account' page on Login.gov. At the top, a green notification box with a checkmark icon contains the text: "PIV/CAC card linked successfully." Below this, there is a navigation area with icons for a person, a shield, and a computer, followed by the text: "Access your government benefits and services from your login.gov account." and a link: "[Learn more about login.gov](#)".

The main content area is divided into two columns. The left column is a sidebar menu with the following items:

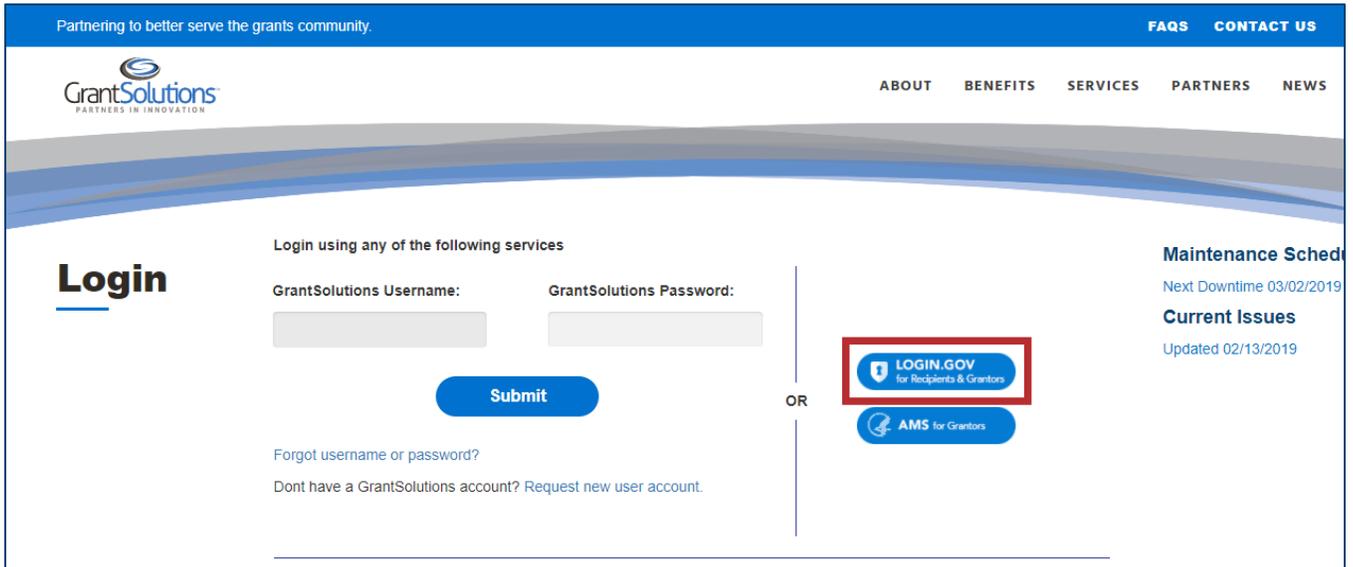
- Your Account**
 - Add email address
 - Edit password
 - Delete account
- Two-factor authentication**
 - Add phone number
 - Add authentication apps

The right column is titled "Your account" and contains "Email preferences". Under "Email addresses", there is a text input field with a blurred email address and a "+ Add email" button. Under "Language", there is a dropdown menu showing "English" and an "Edit" link.

Log Into GrantSolutions

To log into GrantSolutions through Login.gov using a PIV ID:

1. On the “GrantSolutions Login” screen, click the **Login.gov** button.



Partnering to better serve the grants community. [FAQS](#) [CONTACT US](#)

 [ABOUT](#) [BENEFITS](#) [SERVICES](#) [PARTNERS](#) [NEWS](#)

Login

Login using any of the following services

GrantSolutions Username: GrantSolutions Password:

Forgot username or password?
Don't have a GrantSolutions account? [Request new user account.](#)

OR

[LOGIN.GOV
for Recipients & Grantees](#)

[AMS for Grantees](#)

Maintenance Schedule
Next Downtime 03/02/2019

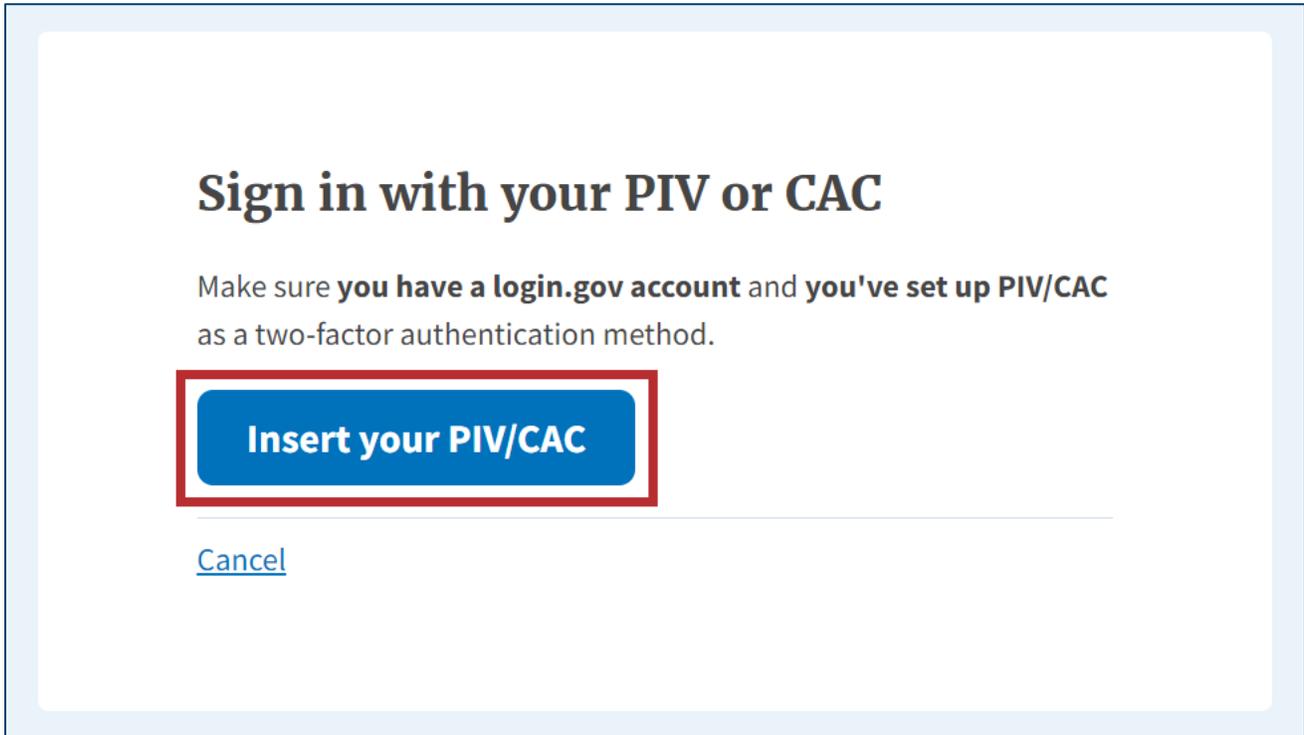
Current Issues
Updated 02/13/2019

2. On the Login.gov “Sign in” screen, click the **Sign in with your government employee ID** link.

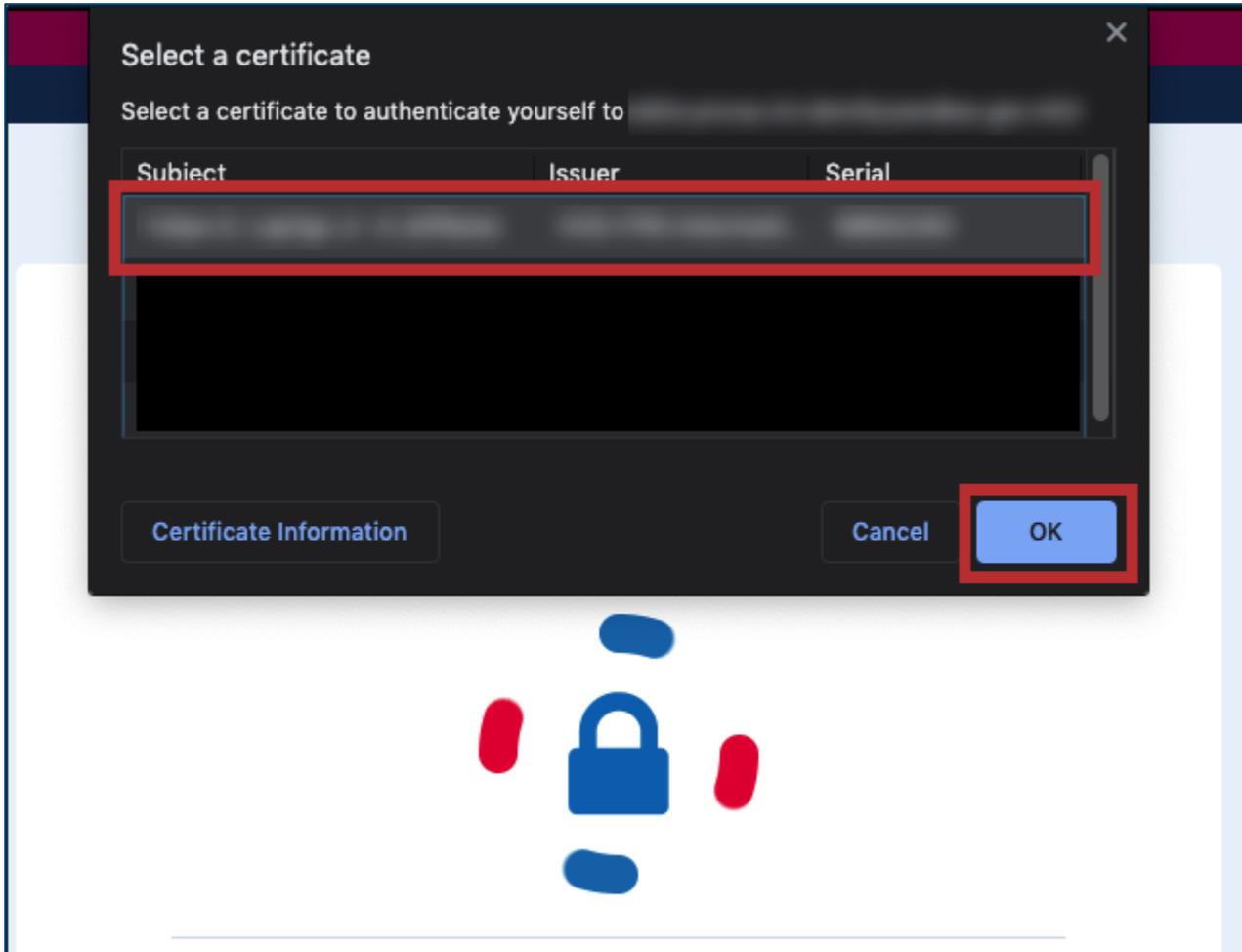


[Sign in with your government employee ID](#)

3. On the Login.gov “Sign in with your PIV or CAC” screen, click the **Insert your PIV/CAC** button.



4. In the browser window, select the correct **PIV certificate** and click the **OK** button in the browser.

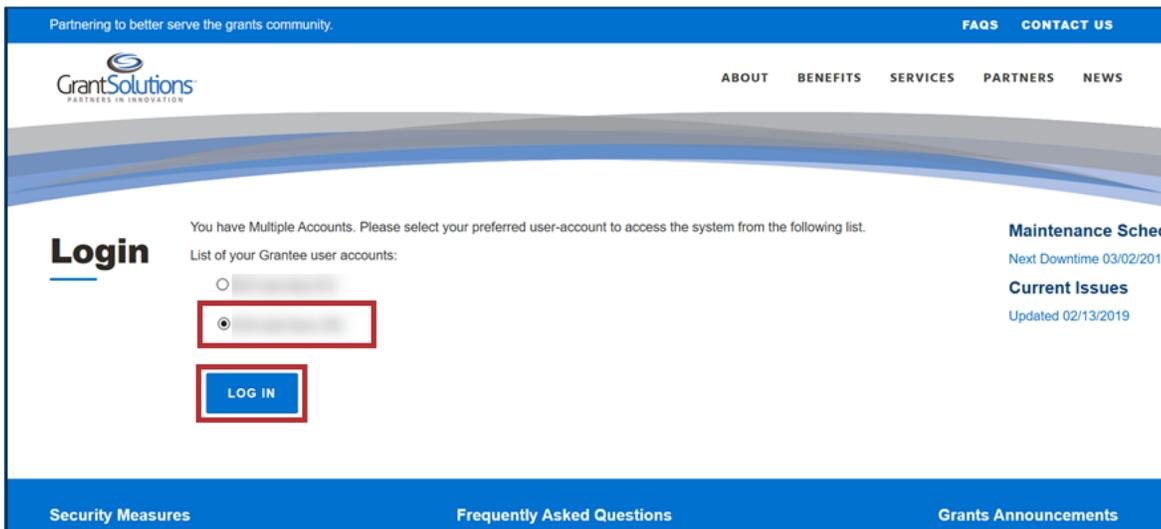


5. In the new browser window, enter the **PIV PIN** in the *PIN* field and click the **OK** button.



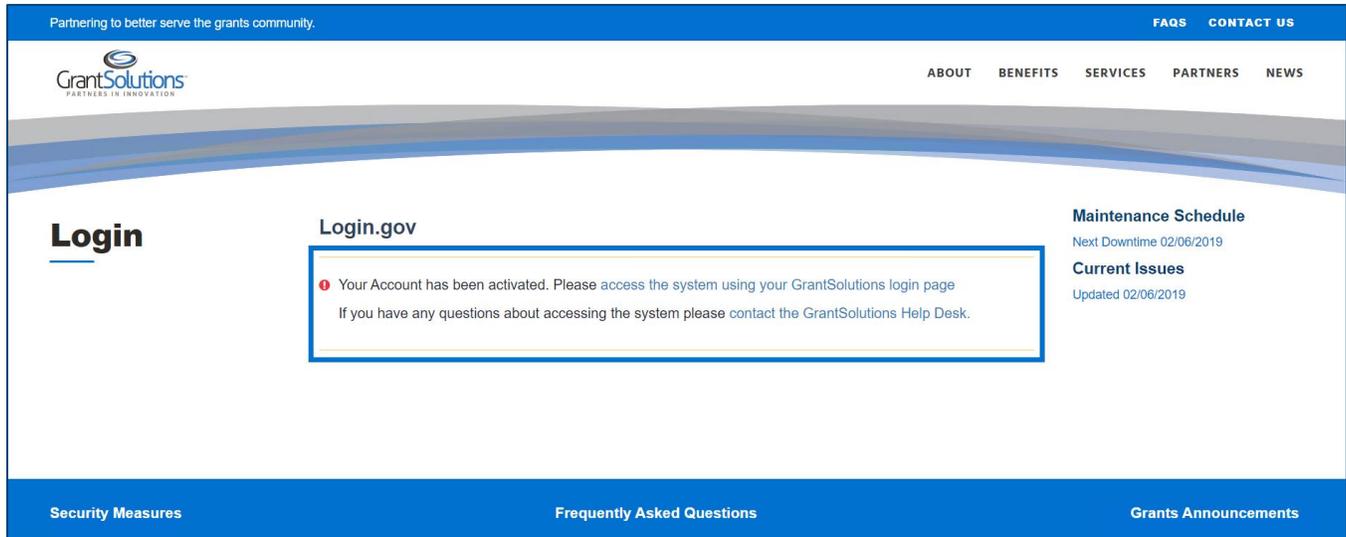
6. If the user has multiple accounts associated to the PIV ID, the “GrantSolutions Login” screen appears. Select the radio button for the **Recipient account** to log in with and click the **LOG IN** button.

Note: If the user has one account only, the user bypasses the “GrantSolutions Login” screen and is routed directly to GrantSolutions.



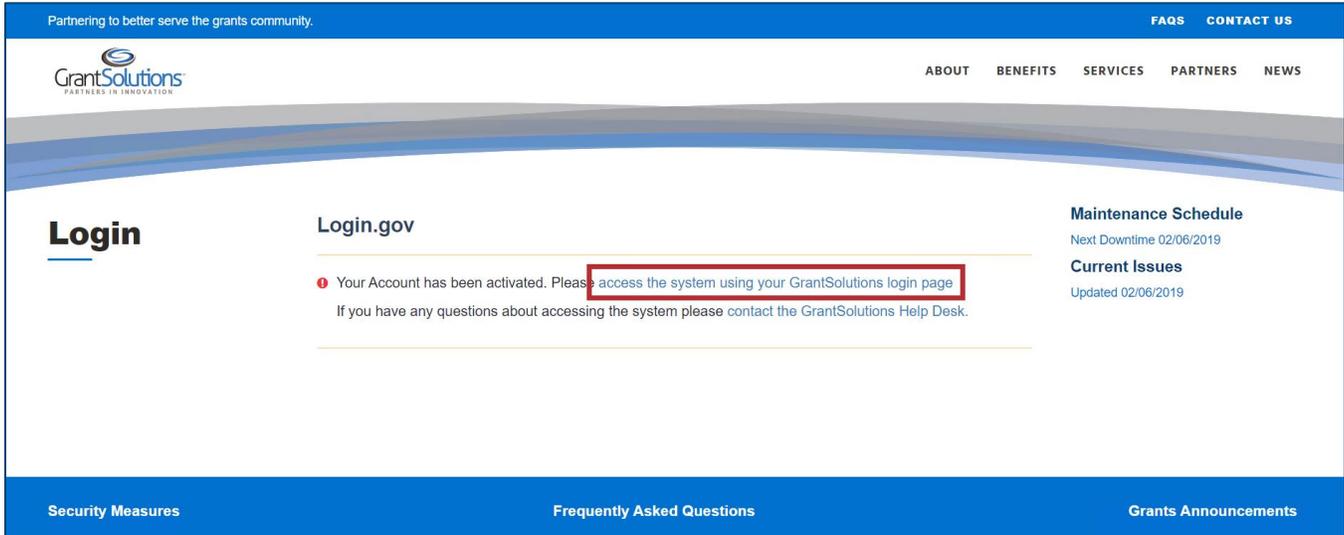
A message appears stating “Your Account has been activated. Please access the system using your GrantSolutions login page. If you have any questions about accessing the system please contact the GrantSolutions Help Desk.”

Note: This message only appears upon the first log in attempt. Each attempt after the account is activated results in successful log in.

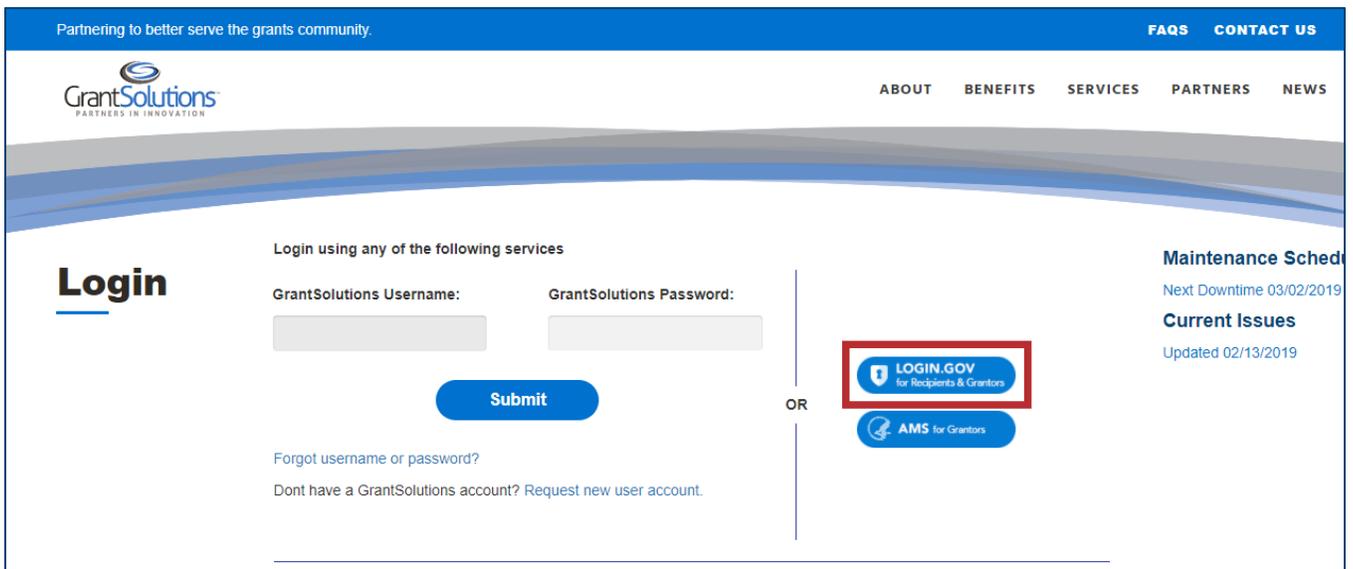


The screenshot shows the GrantSolutions website interface. At the top, there is a blue header with the text "Partnering to better serve the grants community." and navigation links for "FAQS" and "CONTACT US". Below the header is a white navigation bar with the GrantSolutions logo on the left and links for "ABOUT", "BENEFITS", "SERVICES", "PARTNERS", and "NEWS" on the right. The main content area features a "Login" section on the left, a "Login.gov" section in the center, and a "Maintenance Schedule" and "Current Issues" section on the right. A message box is highlighted in the "Login.gov" section, containing the text: "Your Account has been activated. Please access the system using your GrantSolutions login page. If you have any questions about accessing the system please contact the GrantSolutions Help Desk." The footer contains links for "Security Measures", "Frequently Asked Questions", and "Grants Announcements".

7. Click the **access the system using your GrantSolutions login page** link to navigate to the “GrantSolutions Login” screen.



8. On the “GrantSolutions Login” screen, click the **Login.gov** button.



9. On the Login.gov “Sign in” screen, repeat the steps in the [Log Into GrantSolutions](#) section to log in.

The Recipient user is successfully logged in and the “My Grants List” screen appears.

LOG IN USING ANOTHER AUTHENTICATION METHOD

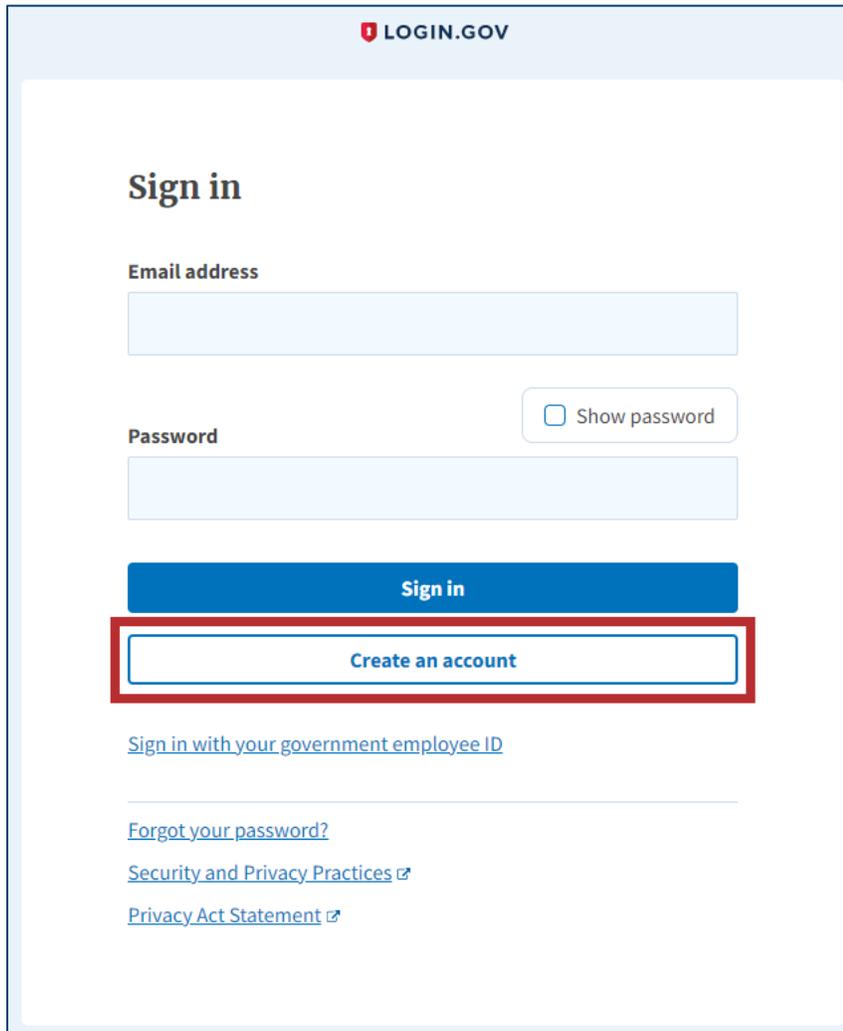
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The Login.gov "Sign in" screen appears.

Create a Login.gov Account

If the user does not have a Login.gov account, click the **Create an account** button at the bottom of the Login.gov “Sign in” screen to create a Login.gov account using the email address associated with a GrantSolutions account.

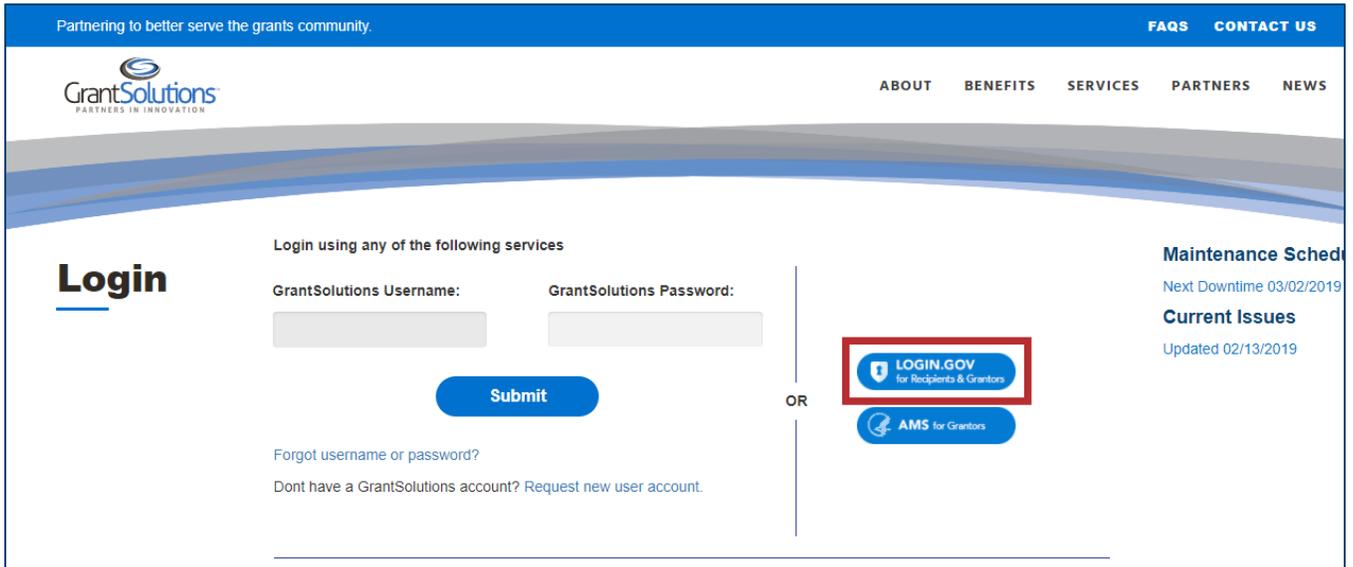


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Log Into GrantSolutions

To log into GrantSolutions through Login.gov using another authentication method:

1. On the “GrantSolutions Login” screen, click the **Login.gov** button.



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GrantSolutions
PARTNERS IN INNOVATION

[ABOUT](#) [BENEFITS](#) [SERVICES](#) [PARTNERS](#) [NEWS](#)

Login

Login using any of the following services

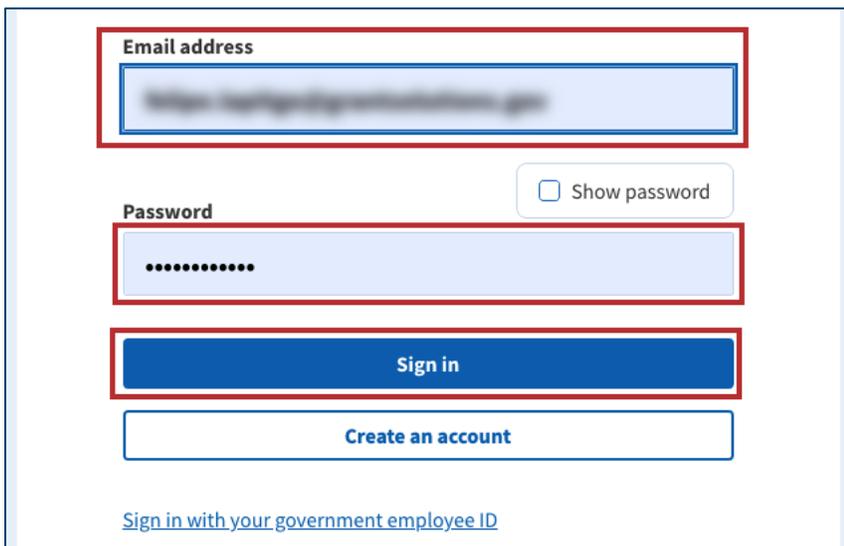
GrantSolutions Username: GrantSolutions Password:

Forgot username or password?
Dont have a GrantSolutions account? [Request new user account.](#)

OR

Maintenance Sched
Next Downtime 03/02/2019
Current Issues
Updated 02/13/2019

2. On the Login.gov “Sign in” screen, 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.



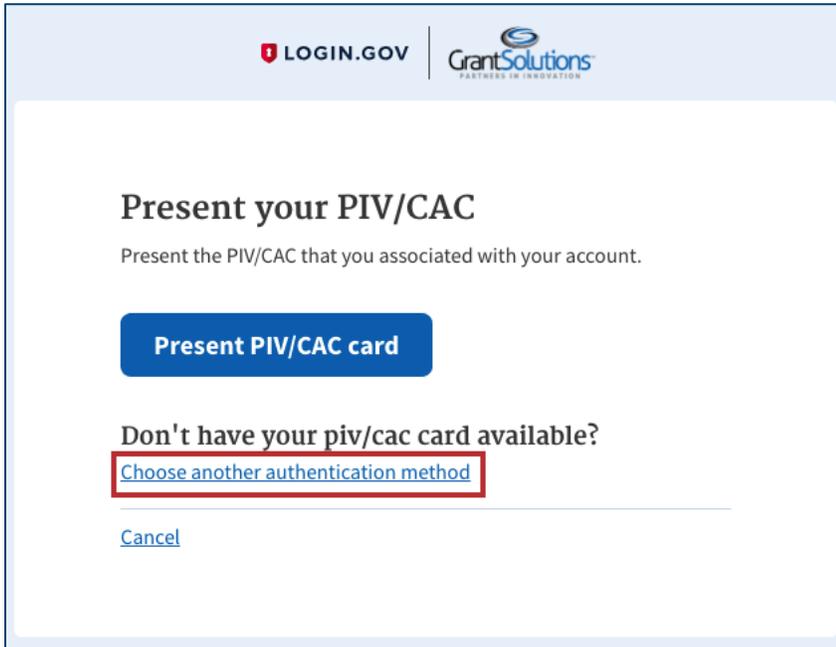
Email address

Show password

Password

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

3. On the Login.gov “Present your PIV/CAC” screen, click the **Choose another authentication method** link.



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Present your PIV/CAC

Present the PIV/CAC that you associated with your account.

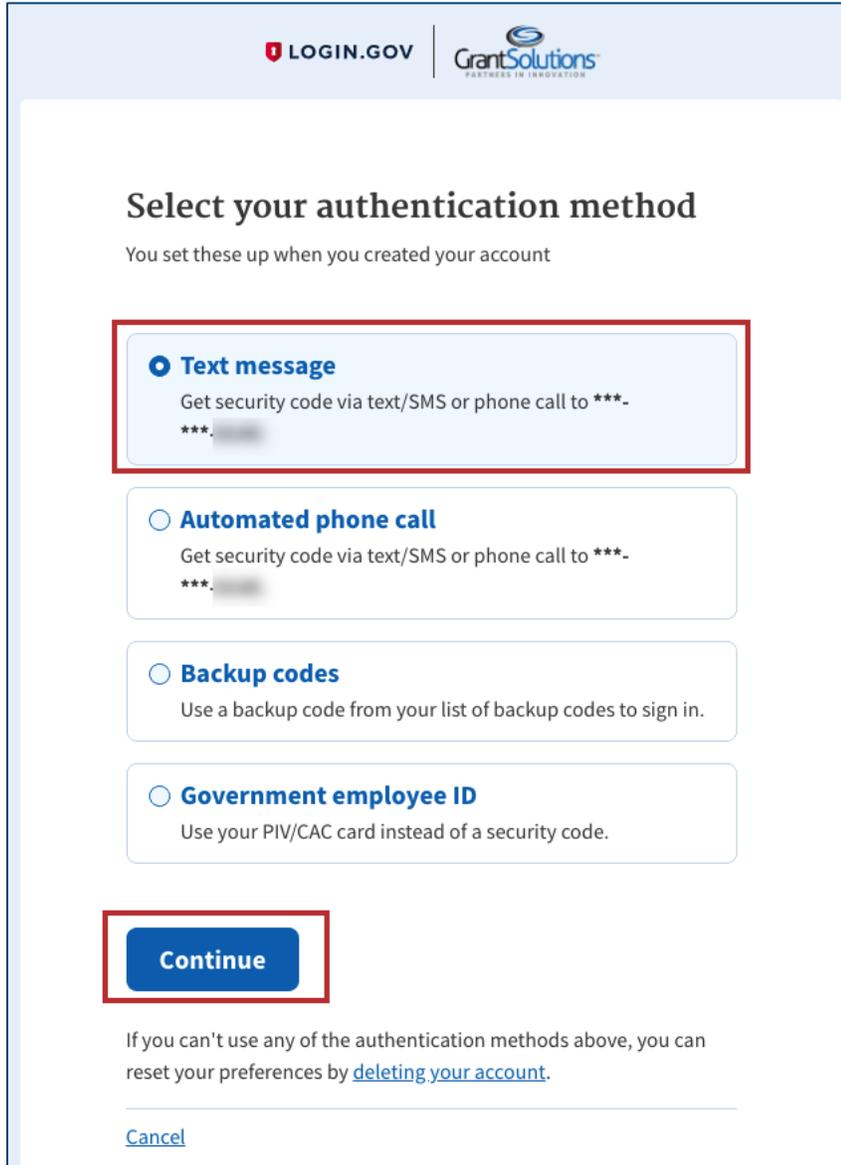
[Present PIV/CAC card](#)

Don't have your piv/cac card available?

[Choose another authentication method](#)

[Cancel](#)

4. On the Login.gov “Select your authentication method” screen, use the radio buttons to select an **authentication method** and click the **Continue** button at the bottom.



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Select your authentication method

You set these up when you created your account

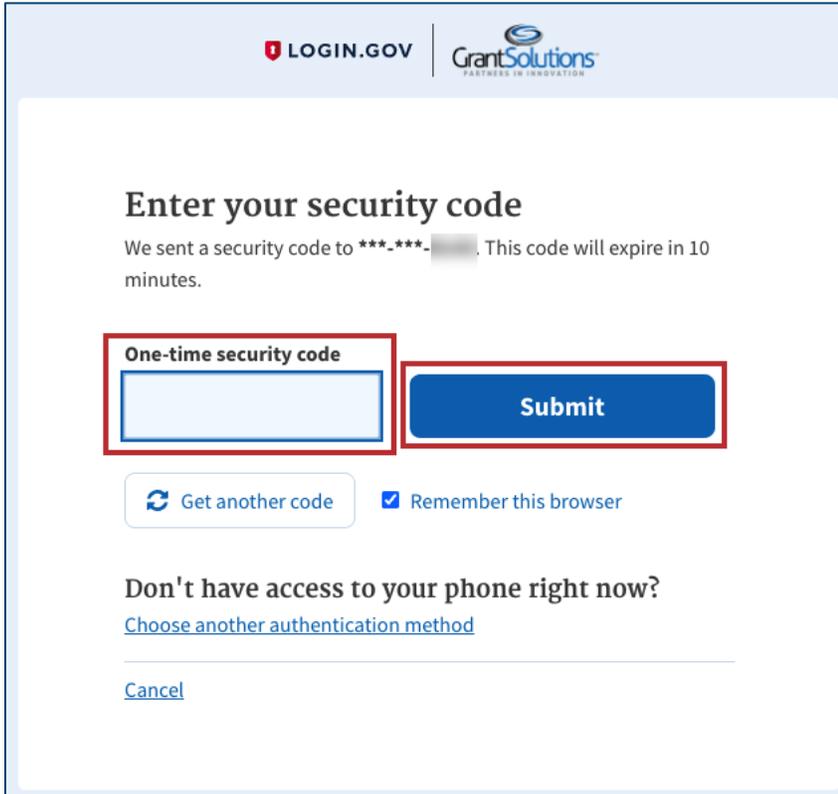
- Text message**
Get security code via text/SMS or phone call to ***-
***-████
- Automated phone call**
Get security code via text/SMS or phone call to ***-
***-████
- Backup codes**
Use a backup code from your list of backup codes to sign in.
- Government employee ID**
Use your PIV/CAC card instead of a security code.

Continue

If you can't use any of the authentication methods above, you can reset your preferences by [deleting your account](#).

[Cancel](#)

5. On the Login.gov “Enter your security code” screen, enter the 6-digit **One-time security code** or backup code to sign in and click the **Submit** button.



 | 

Enter your security code

We sent a security code to ***-***-****. This code will expire in 10 minutes.

One-time security code

Submit

 Get another code Remember this browser

Don't have access to your phone right now?
[Choose another authentication method](#)

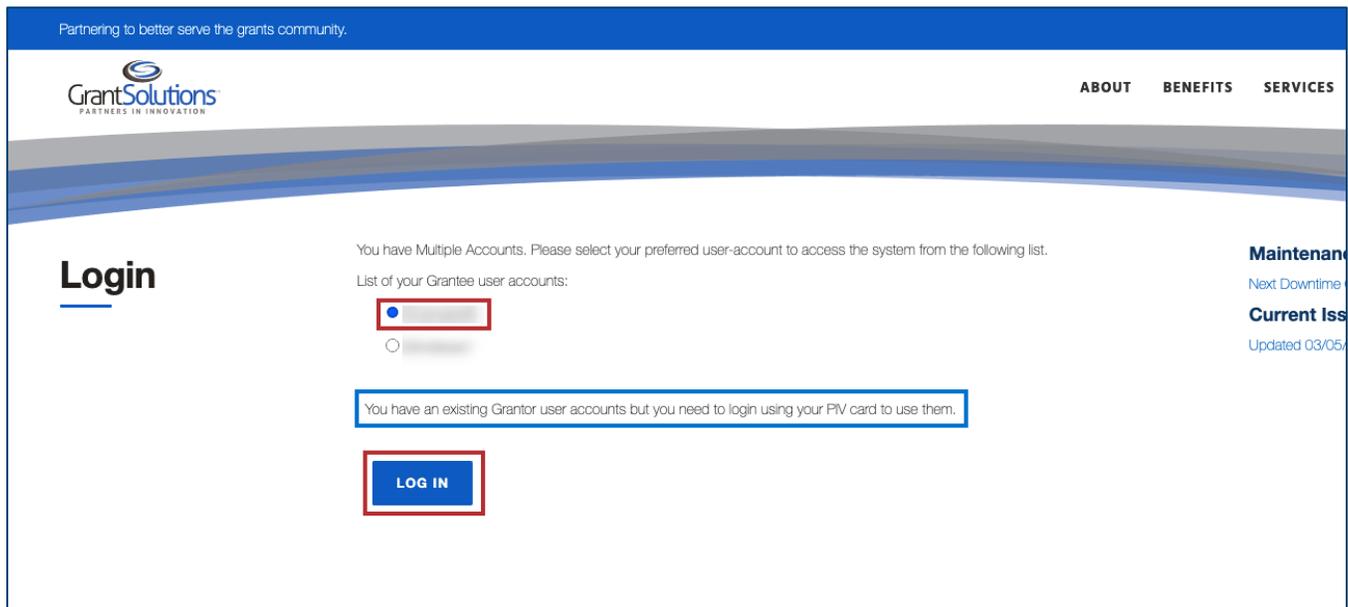
[Cancel](#)

6. If the user has multiple accounts associated to the GrantSolutions email address used to sign in, the “GrantSolutions Login” screen appears. The GrantSolutions email address may be associated to both Grantor and Recipient accounts. However, only Recipient accounts can be selected using an authentication method outside of PIV ID.

If a Grantor account associated to the GrantSolutions email address exists, a message appears stating, “You have an existing Grantor user accounts but you need to login using your PIV card to use them.”

Select the radio button for the **Recipient account** to log in with and click the **LOG IN** button.

Note: If the user has one Recipient account only, the user bypasses the “GrantSolutions Login” screen and is routed directly to GrantSolutions.



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ABOUT BENEFITS SERVICES

Login

You have Multiple Accounts. Please select your preferred user-account to access the system from the following list.

List of your Grantee user accounts:

- [Account Name]
- [Account Name]

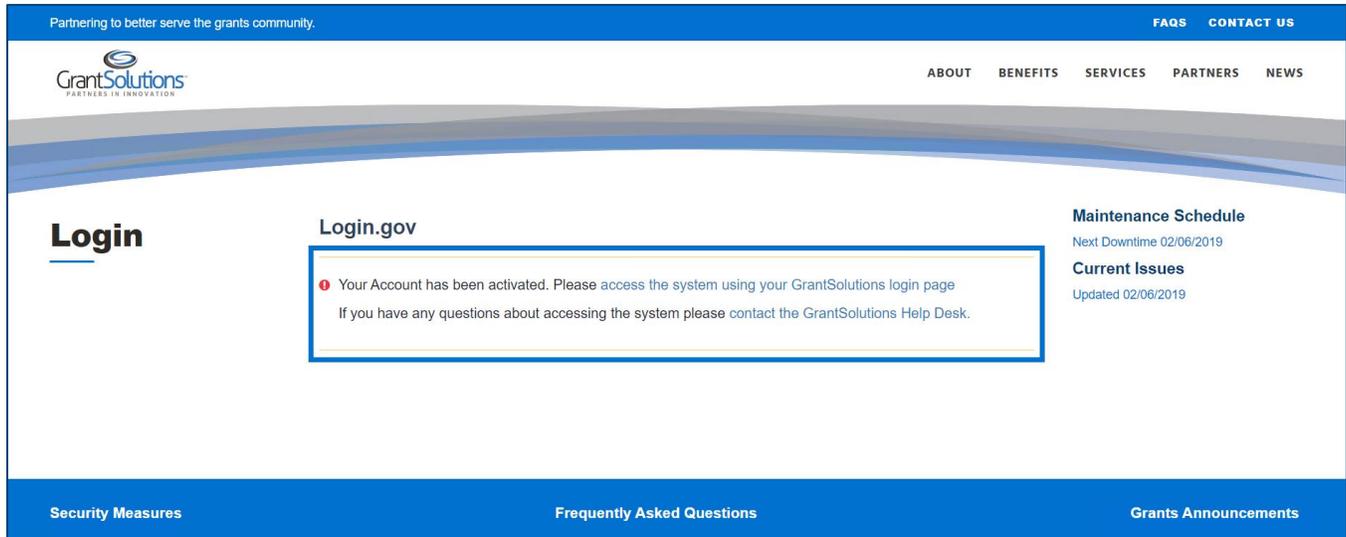
You have an existing Grantor user accounts but you need to login using your PIV card to use them.

LOG IN

Maintenance
Next Downtime
Current Iss
Updated 03/05/

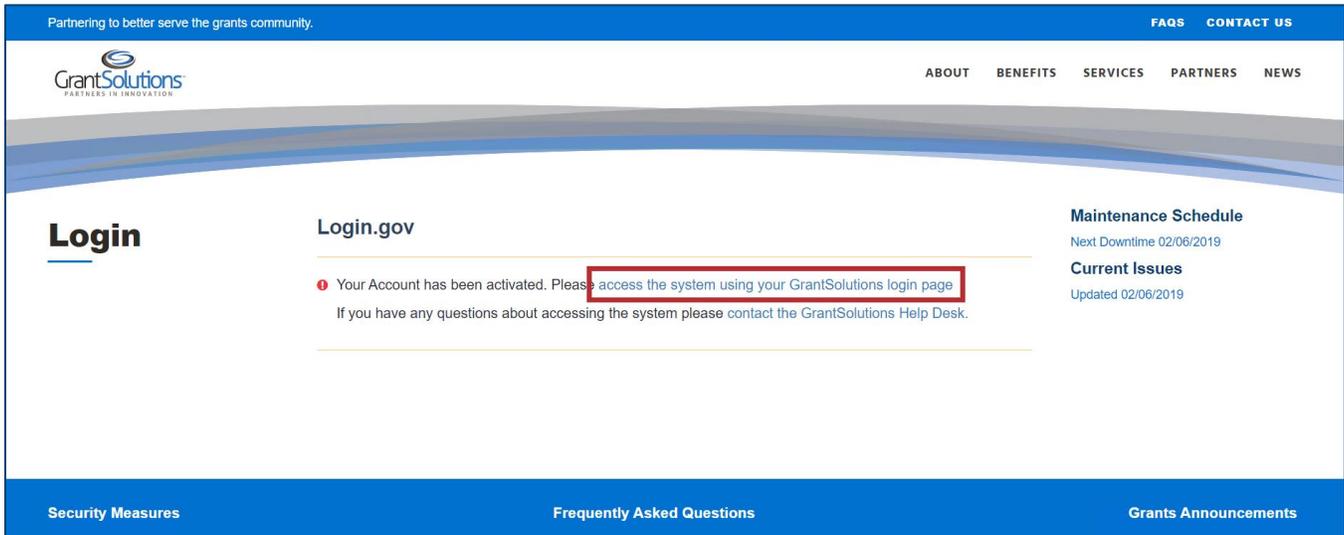
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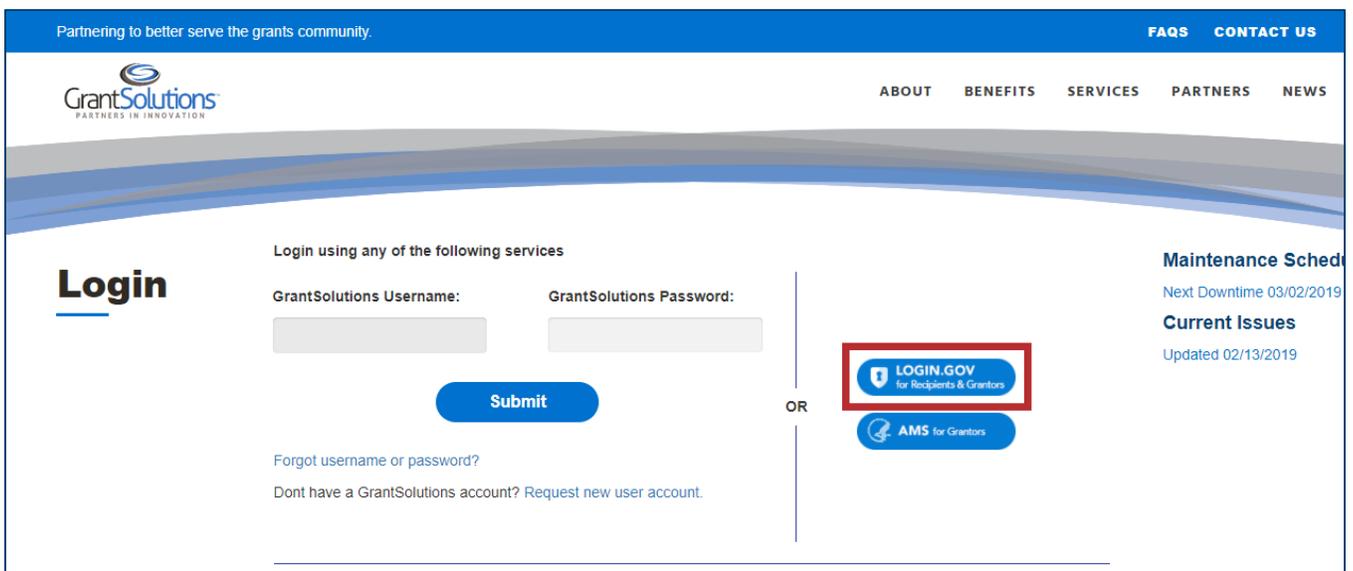


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