Purpose

This guide highlights the steps to create a Vendor User Account. This process includes creating both a Login.gov and an ArmyIgnitED account. The Vendor will need both an email address and mobile phone to complete the registration.

Steps to Create a Vendor User Account

1. Go to www.ArmyIgnitED.com and click **Get Started**.
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**.
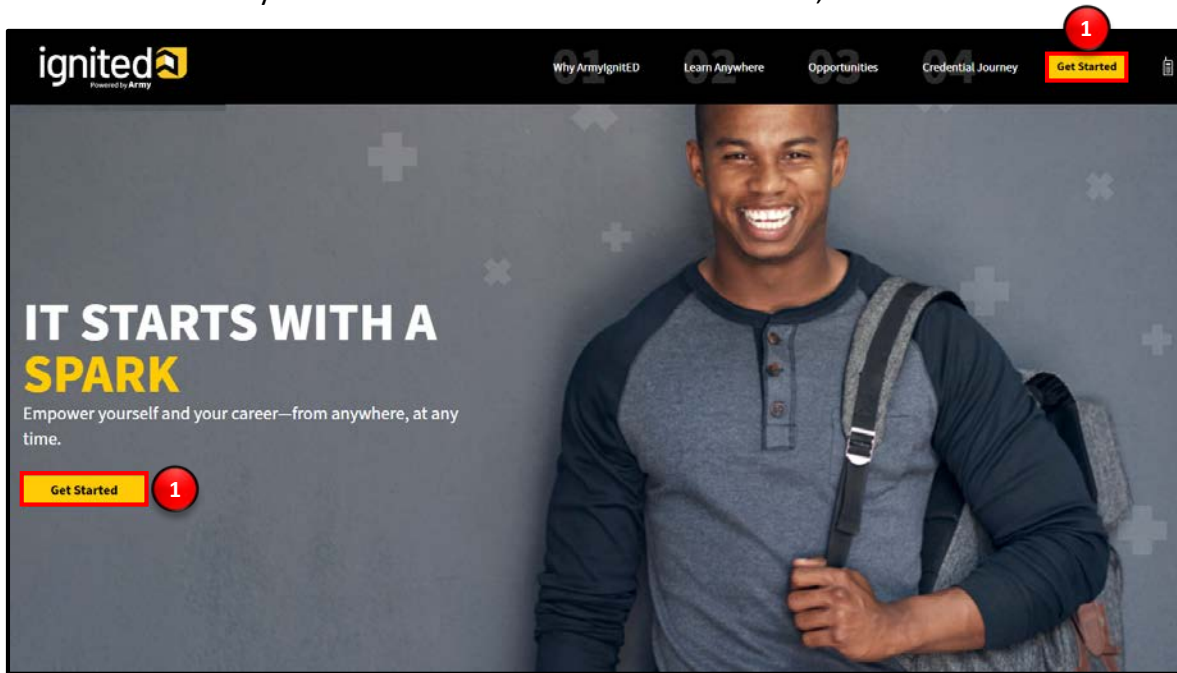
Note: Choose Create an account with the Email address and Password fields not populated.

Steps to Create a Vendor 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.
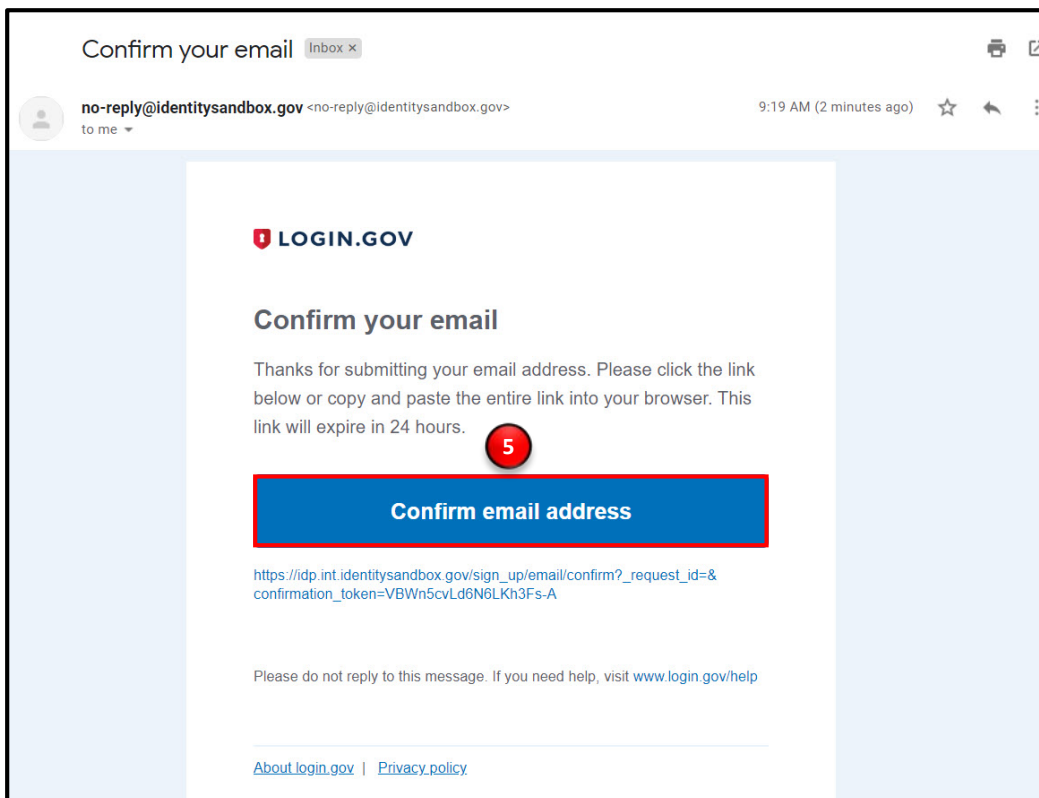
4. Log in to the email account you requested the confirmation code be sent to and find your confirmation email.
5. Click **Confirm Email Address** and you will be automatically redirected back to the Login.gov account creation process.

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Steps to Create a Vendor 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 **Phone**.
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.

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○ **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.

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○ **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

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Continue

✓ 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!

☐ Show password

Password

●●●●●●●●●●●●●●●●●●●●●

Password strength: **Great!**

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Continue

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.

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Steps to Create a Vendor User Account

9. Enter the phone number of the mobile device you would like to have your security code sent to then, click **Send code**.

10. Enter the one-time security code then click **Submit.**

Note: This one-time security code expires **10 minutes** after it is sent.

Note: Clicking **Choose another option** will return you to the Authentication Method Setup page allowing you to choose another method of authentication.

Clicking **Get another code** will generate and send a different code to the number you provided.

Clicking **Use another phone number** will allow you to enter a new phone number where the security code can be sent.

To finalize the creation of your Login.gov account you must agree to share your Login.gov information with ArmyIgnitED.

11. Click **Agree and continue** to complete the process of creating a Login.gov account and start the process of creating an ArmyIgnitED account.

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Steps to Create a Vendor User Account

12. You have now successfully created your Login.gov account. Click **Request Vendor Account** to request a Vendor ArmyIgnitED account from the ArmyIgnitED Administrators.

13. Review the required information and with your default emailing system, send the email to the ArmyIgnitED Administrators, and then click Exit.
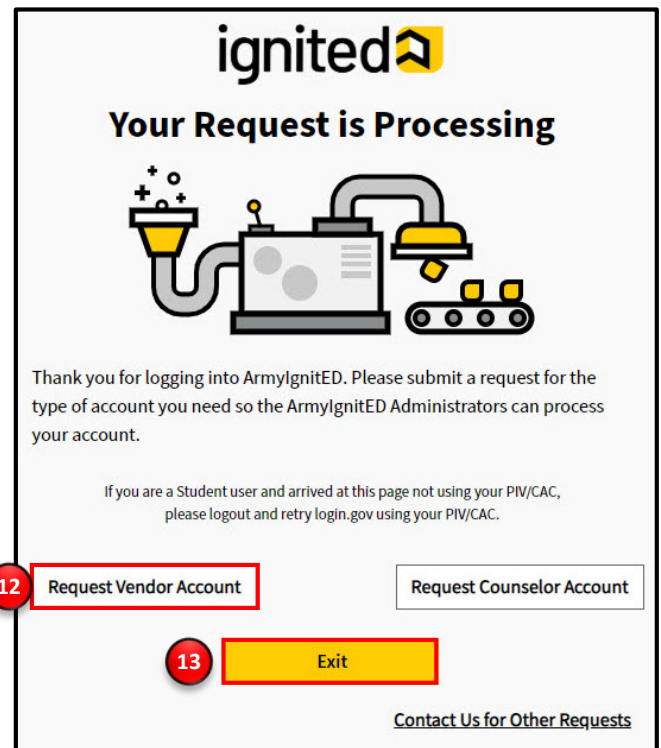
To: usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil

Subject: New Vendor User Request

ArmyIgnitED Administrators,

Please add me as a vendor for **[Enter vendor name]** at **[Vendor website URL]**. I am a new user requesting access to ArmyIgnitED. **[Enter any additional information you believe is relevant to the ArmyIgnitED Administrators.]**

From,

[Enter your name]
[Enter your phone number]

Note: Clicking **Request Vendor Account** will create a templated email using your system's default emailing service. Fill in the requested information and send the email.
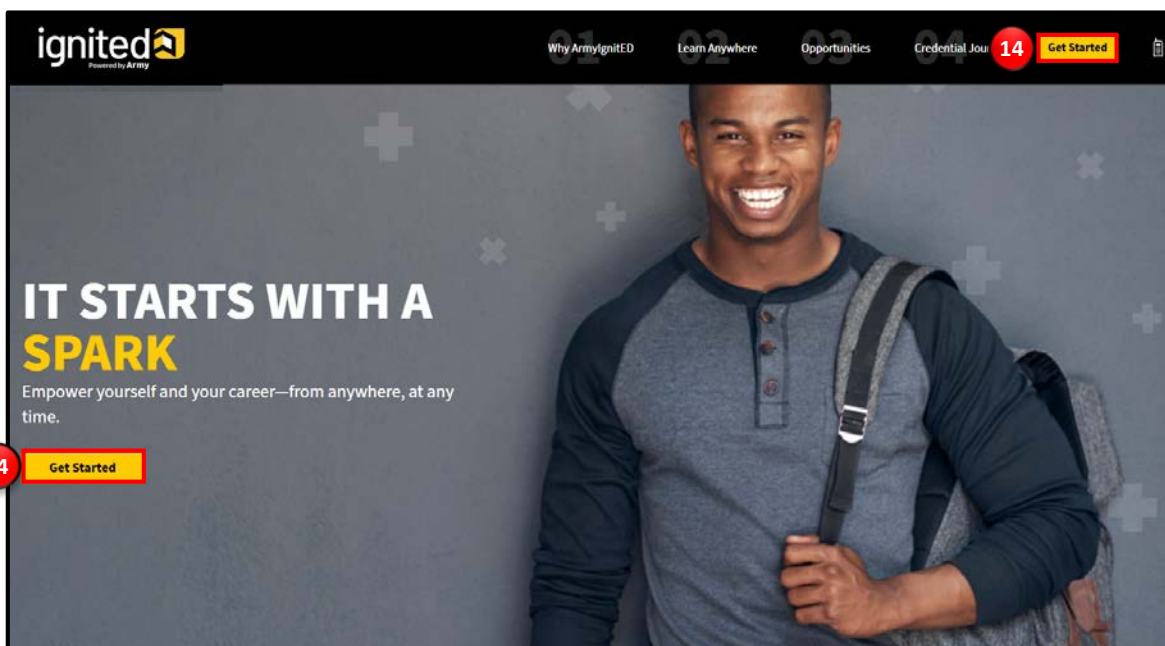
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Steps to Create a Vendor User Account

Once an ArmyIgnitED Administrator has contacted you and confirmed the creation of your vendor account, return to www.ArmyIgnitED.com to complete the account setup process for ArmyIgnitED.

14.   Click **Get Started**.

15.   Enter the email address and password associated with your Login.gov account then click **Sign In.**

Steps to Create a Vendor User Account

15. Click **Get Started** to start the process of creating an ArmyIgnitED account.
16. Enter your personal information:
    - First Name (required)
    - Last Name (required)
    - Middle Name (optional)
    - Suffix (optional)
    - Vendor (required)
17. Click the yellow **Continue** button.
18. Enter your contact information:
    - Country Code (required)
    - Phone Number (required)
    - Ext (optional)
    - Email Address (required)
19. Click **Finish.**

Note: Clicking **the white "Return" arrow** will return you to the previous page.

Congratulations!
You've successfully created your Vendor User Account!