## DETAILED GUIDE for LOGIN.GOV and HTTPS://title2.ed.gov

As a Title 2 State Coordinator or Institution user for Title 2, the Federal Government now requires you have account with Login.gov to access the Title 2 Web Portal. This requirement follows new federal rules pertaining to federal IT system security. Below are instructions on how to access the Title 2 Web Portal including registering with Login.gov.

### 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 access the system 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 This 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 two 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

## How do I access the Title 2 Web Portal?

- A. If you have setup an account in Login.gov and used the email address as listed in your Title 2 account, please <u>click here</u> for further instructions.
- B. If you have not setup a Login.gov account, please <u>click here</u> for further instructions.
- C. If you have an account with Login.gov but the email address you used to create that account is different from the email address in your Title 2 Account, please click here for further instructions.

### What if I need additional assistance?

If you need assistance with Login.gov, please go to the Login.gov Help Center at <u>https://login.gov/</u> <u>help/</u>. If you need assistance with the Title 2 Web Portal, please contact Title 2 Helpdesk at <u>title2@trewon.com</u>

# A. If you have setup an account in Login.gov and used the email address as listed in your title 2 account, please follow the steps below.

title m higher education	About Title II Sign In Contacts			
	HOME	PUBLICATIONS	DATA TOOLS	
Academic Year 2021 - 22 Data v Select a State - All		2023 Nation	TITLE II REPORTS Nal Teacher Preparation Data	
LOGIN INSTRUCTIONS HAVE CHANGED, TO 1	VIEW UPDATED INSTRUC	CTIONS CLICK HERE		
2023 Title II Report academic year 2021-22 data	The 2023 State Repo Department in Octol number of individua reported on AY 2021 admission requirem descriptions of the s states reported on th	orts include data that sta ber 2023. For many data ls enrolled in teacher p -22 data. For other data ents for each teacher p tate's alternative routes he most current informa	ates reported to the a elements, such as the reparation programs, state a elements, such as the reparation program and s to a teacher credential, ation available.	5

1. Go to <u>https://title2.ed.gov/</u> and click the button "Sign In".

## 2. Check the Box and Click "Accept"

Submit Reports	
Terms and Conditions	ADDITIONAL INFORMATION
You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to: Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantance or private financial raio (regardless of whether the commercial entity or third party.	i About Title II i Technical Assistance i Privacy Policy i Contacts
Is providing a service to an authorized user of the system); and Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State. If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.	

3. Click "Sign in with Login.gov."

🕄 U.S. Department of Education					
Student Loans	Grants	Laws	Data		
			Sign in with one of the following options		
			Sign in with <b>U</b> LOGIN.GOV		
			Department of Education Account		
			Don't have an account?		
			If you don't have an account already, sign up here:		
			Create Login.gov account		

4. Enter your email address (email associated with Title 2) and password and click "Sign In."

Sign in	Create an account
<b>Sign in for existir</b> <sup>Email address</sup>	ng users
Password	
Show password	
Sig	;n in
Sign in with your government e	employee ID
<u>-orgot your password?</u>	

5. Enter the one-time password code that is generated by the method you used to create Login.gov and click on Submit. Examples of methods you may have used are authenticator app, text message, email, etc.

Cetting started Verify your ID Verify your Verify startes or Second second
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 Submit
Entered the wrong phone number? Use another phone number Cancel

6. You will be returned to the Title 2 Web Portal page. If your email is linked to more than one institution, you will be able to select which institution you want to access. Select your account from the drop-down box and click "Continue" to view and submit reports.

Submit Reports Login × 🐯 Settings × +	-	- o		×
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Department of Education Links S CyberArk C CSAM A&A Title II - Welcomedev Title II - Welcome p Title	tle II - Welcomest 📬 FedRAMP_Moderat 📬 FedRAMP_Low_Sec National teacher Preparation Data	>	-	+
Submit Reports				
Login Please Select Your Account. Account: Select Account Hampton University	ADDITIONAL INFORMATION i About Title II i Technical Assistance i Privacy Policy			
Continue         State User: Virginia           Cancel         Cancel           Please report any problems you encounter while using this web site to title2@trewon.com.			-	ŝ

## B. If you have not setup a Login.gov account, please follow the steps below.

- About Title II Contacts title 🗉 education HOME PUBLICATIONS DATA TOOLS **2023 TITLE II REPORTS** Select a State - All Academic Year 2021 - 22 Data er Preparation Data LOGIN INSTRUCTIONS HAVE CHANGED, TO VIEW UPDATED INSTRUCTIONS CLICK HERE 2023 Title II Report The 2023 State Reports include data that states reported to the Department in October 2023. For many data elements, such as the ACADEMIC YEAR 2021-22 DATA number of individuals enrolled in teacher preparation programs, states reported on AY 2021-22 data. For other data elements, such as the admission requirements for each teacher preparation program and descriptions of the state's alternative routes to a teacher credential, states reported on the most current information available.
- 1. Go to https://title2.ed.gov/ and click the button "Sign In"

2. Check the Box and Click "Accept"

Academic Year 2021 - 22 Data 🔹 Select a State - All 🔹	2023 TITLE II REPORTS National Teacher Preparation Data
Submit Departs	
Subinit Reports	
Terms and Conditions	ADDITIONAL INFORMATION
You are accessing a U.S. Federal Government computer system Intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and no redor to encure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to Identify unauthorized users. Anyone using this system expressly consents to a south monitoring and recording. Unauthorized user 6 this information system In prohibited and subject to criminal and child penaltise. Except as supposity authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal procession under 18 U.S. C.S. (130), and other applicable statutes, which may result in these and imprisorment. For purposes of this system, unauthorized access includes, but is not limited to c	
Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.	
The OMM Control Number for this data collection is 1980/0724 and exvises on November 10, 2026	

3. Click on "Create Login.gov account."

🕄 U.S. Department of Education				
Student Loans	Grants	Laws	Data	
			Sign in with one of the following options	
			Sign in with ULOGIN.GOV Department of Education Account	
			Don't have an account? If you don't have an account already, sign up here: Create Login.gov account	

4. Enter your email address as it appears in G5 of your Grant Award Notification (GAN), check the box "I read and accept the Login.gov" Rules of Use and click "Submit."

Sign in	Create an account
Create an accoun	t for new users
Enter vour email address	
,	
Select your email language pr Login.gov allows you to receive English, Spanish or French.	eference your email communication in
O English (default)	
🔘 Español	
<ul> <li>Français</li> </ul>	
] I read and accept the Login. Submit	gov <u>Rules of Use</u> 2
Cancel	
Security Practices and Privacy	Act Statement 12

LOGIN.GOV

5. Open the email that was sent to your email address, then click on the button "Confirm your email" or click on the link below the button. If you did not receive the email, please check your SPAM or Junk folders.



#### 6. Create a password.

You have confirmed your email address	
<ul> <li>Not have comminant your emails sourcess</li> </ul>	
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	

7. Setup your multi-factor authentication method(s) by selecting at least one of the methods (e.g., authenticator application, text or voice message, etc.), then click "Continue."

Authentication method setup Add another layer of security by selecting a multi-factor authentication method. We recommend you select at lass (2) ten different actions is care availaises are diver methods.
Security kay     Aphysical device, often shaped like a USB drive,     that you glug into your device.
Government employee ID     PRICAC code for government and military     employees. Denkitig only.
Authentication application     Deviced or use an authentication app of your     choice to generate secure codes.
Rest or valce message     Review a secure code by (SMG) text or phone     coll.
Backup codes     Alter of 10 codes you can print or same to your     device. When you use the last code, we will     generate a new list. Keep in mind backup codes     are asyst to lase.

8. You will be returned to the Title 2 Web Portal page. If your email is linked to more than one institution, you will be able to select which institution you want to access. Select your account from the drop-down box and click "Continue" to view and submit reports.

	National Teacher Preparation Data
Submit Reports	
Login	ADDITIONAL INFORMATION
Please Select Your Account. Account: Select Account	i About Title II i Technical Assistance i Privacy Policy
Continue Cancel Please report any problems you encounter while using this web site to title2@trewon.com.	i Contacts

## C. If you have an account with Login.gov but the email address you used to create that account is different from the email address in your Title 2 account.

1. If you attempt to log in to login.gov using an email address that isn't linked to an account within the title 2 system, you'll be automatically redirected to the access denied page.

Access Denied	
The email address used to access this system <b>does not match</b> an account in the Title II system or the account <b>has</b> been deleted. Please consider the following options: If you require access to the Title II system for IPRC please contact your state coordinator. You can find your state coordinator here: State Coordinators	ADDITIONAL INFORMATION
If you require access to the Title II system for SRC please contact the helpdesk at Title2@trewon.com Register on login.gov using the same email address associated with your Title II account. If you signed into Login.gov using an incorrect email address, you may need to return to Login.gov and sign-out.	CONTACTS
If you no longer have access to the email address associated with your Title II account, please contact the Title II helpdesk email at Title2@trewon.com. If you are unsure why you are receiving this error, please contact the helpdesk at Title2@trewon.com for further assistance. Including detailed information such as your Title II email address and login.gov email address will expedite this process.	i State Contacts

2. Since you already have an account with login.gov, but the email associated with it is not linked to title 2, you can easily add the title 2-associated email to your existing login.gov account. Click here to follow to instructions on how to add a new email to your login.gov account.

3. After adding the E-mail, Log out from login.gov.

4. Click here to follow instructions to access title 2 using the same login.gov password but with the new added email. There is no need to have multiple login.gov accounts.