

DETAILED GUIDE for LOGIN.GOV and TRIO APR WEB PORTAL

As the project director for your TRIO grant, the Federal Government now requires you have an account with Login.gov to access the TRIO APR Web Portal. This requirement follows new federal rules pertaining to federal IT system security. Below are instructions on how to access the TRIO APR 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 TRIO APR Web Portal?

- A. If you have setup an account** in Login.gov and used the email address as listed in G5 of your Grant Award Notification (GAN), please [click here](#) for further instructions.
- B. If you have not setup a Login.gov account**, please [click here](#) for further instructions.
- C. If you have an account but the email address you used to create that account is different from the email address in G5 of your Grant Award Notification (GAN)**, 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 <https://login.gov/help/>.
If you need assistance with the TRIO APR Web Portal, please contact TRIO Help Desk at TRIO@helpdesk.thetactilegroup.com.

A. If you have setup an account in Login.gov and used the email address as listed in G5 of your Grant Award Notification (GAN), please follow the steps below.

1. Go to <https://trio.ed.gov/> and click the button “Click Here To Accept”.

Warning

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 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.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

[CLICK HERE TO ACCEPT](#)

2. Click “Login.”

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TRIO Login

Welcome to the TRIO Web Portal

System Status and Important Dates

TS: Open 11/01/2023 to 12/05/2023

UB/UBMS: To Be Determined

SSS: To Be Determined

EOC: To Be Determined

McNair: To Be Determined

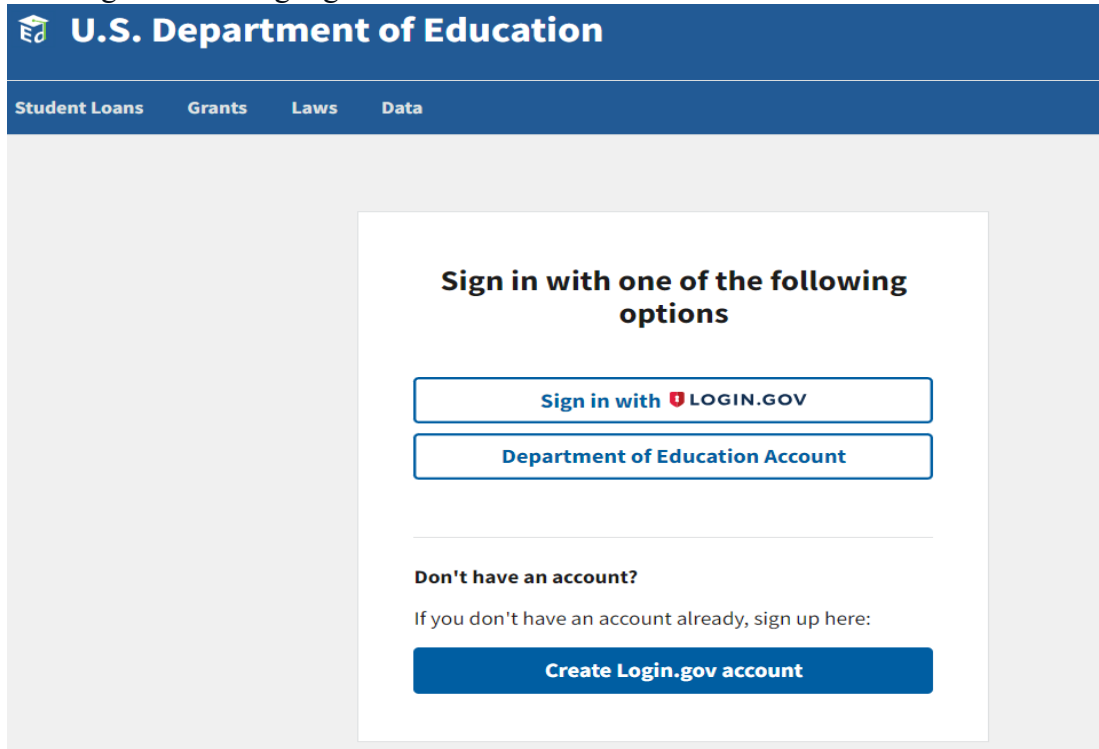
VUB: To Be Determined

New or Returning User? Login Below.

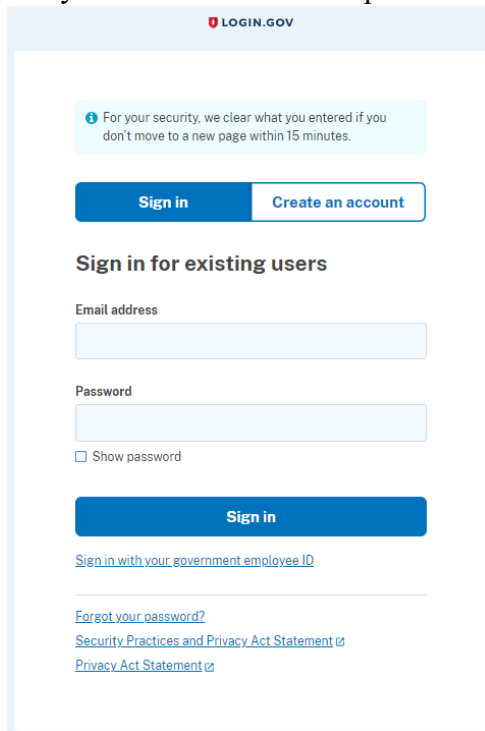
[Login](#)

[Login Instructions](#)

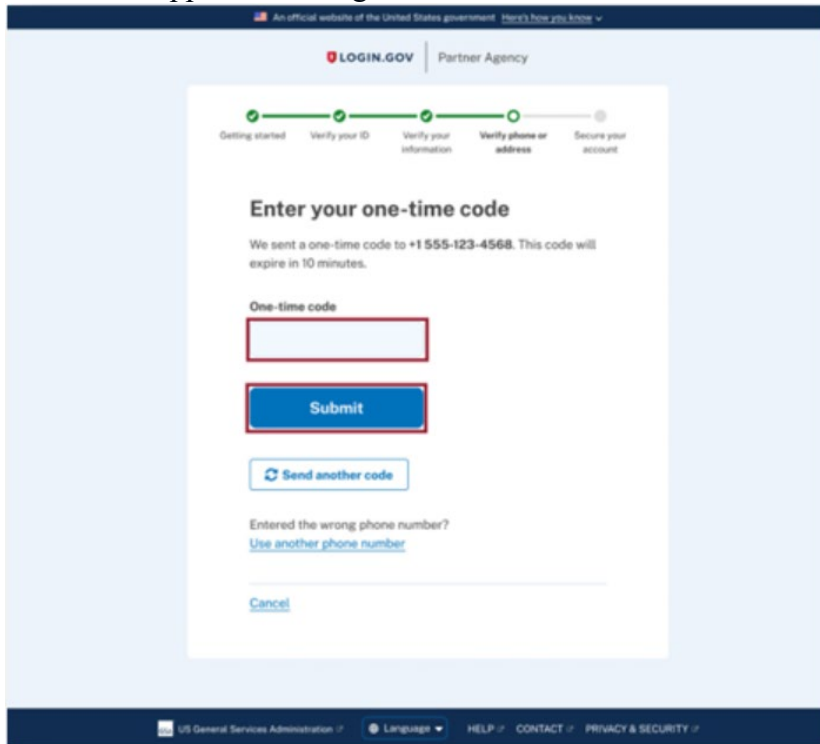
3. Click “Sign in with Login.gov.”



4. Enter your email address and password and click “Sign In.”



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.



6. You will be taken to the TRIO Web Portal page where you can begin your APR submission.



[U.S. Department of Education](https://www.ed.gov/)



Welcome to the TRIO Web Portal,

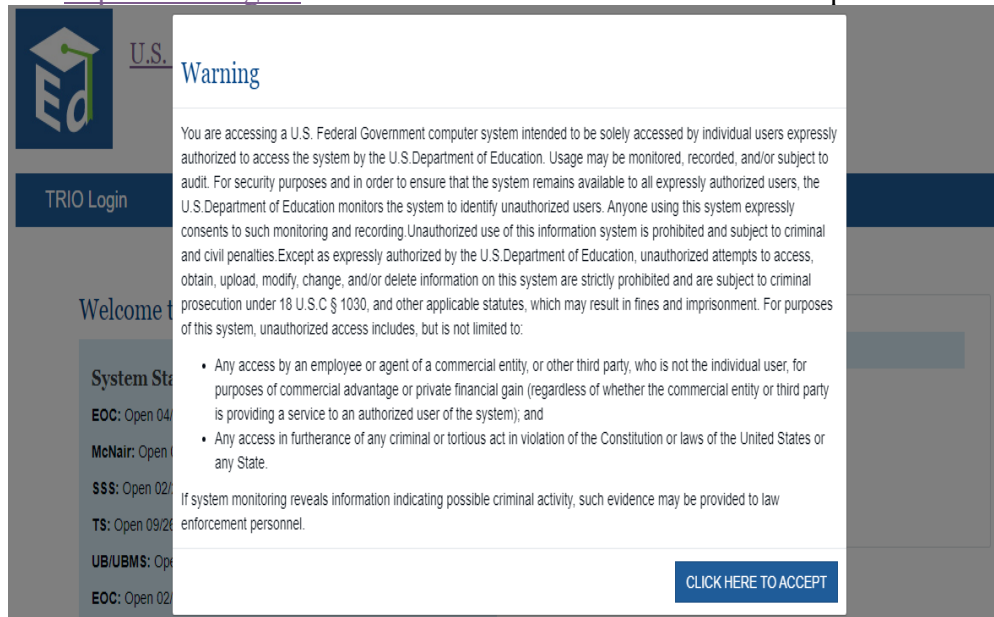
Please select a PR number to continue.

TS: Open 11/01/2023 to 12/05/2023

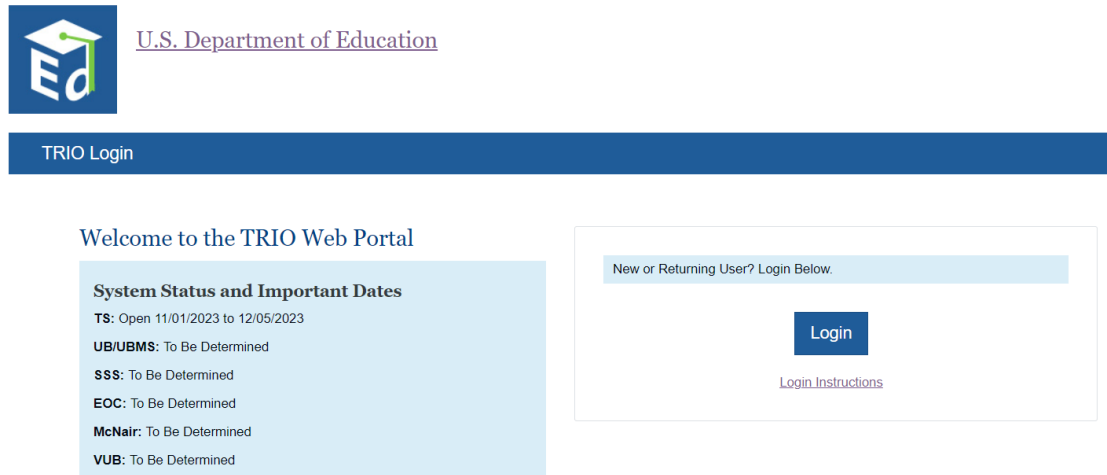
PR Number	Web Status	Signature Status	Action
F044A18	Unsubmit	Not Uploaded	Go
F044A21	In Progress	Not Uploaded	Go

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

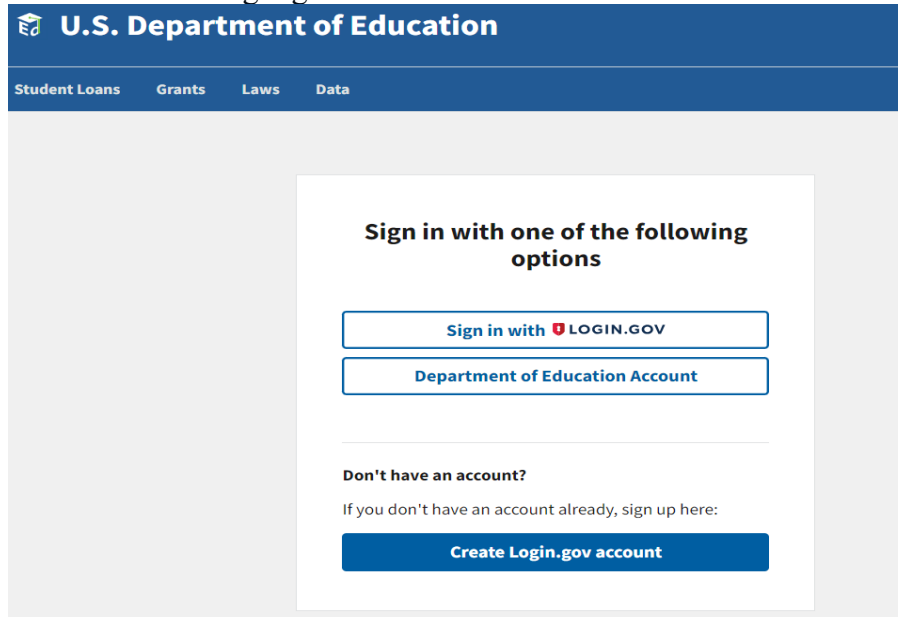
1. Go to <https://trio.ed.gov/> and click the button “Click Here to Accept.”



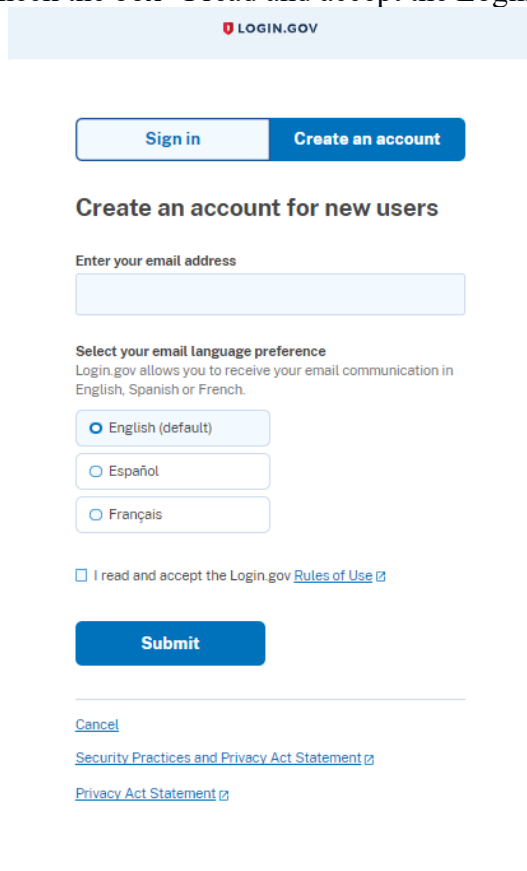
2. Click on “Login.”



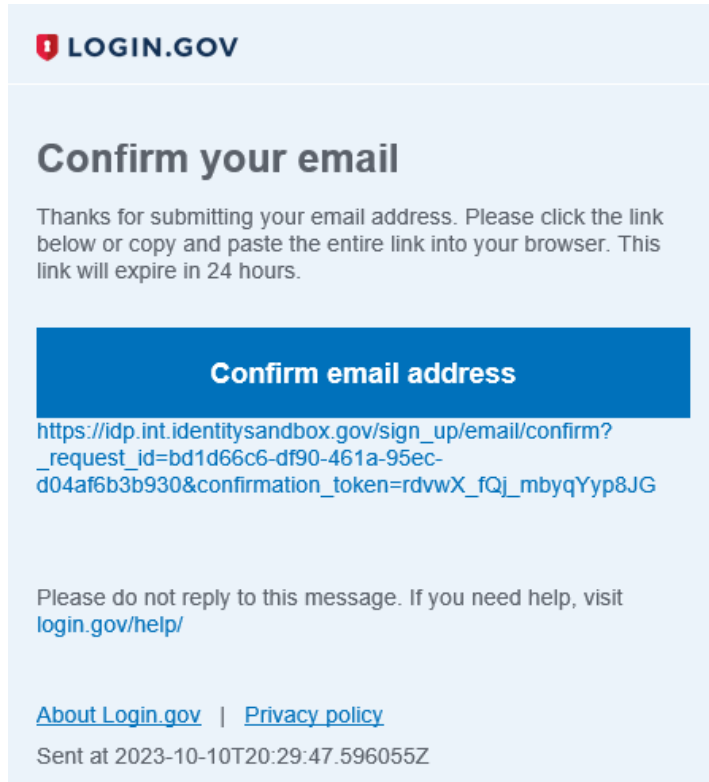
3. Click on “Create Login.gov account.”



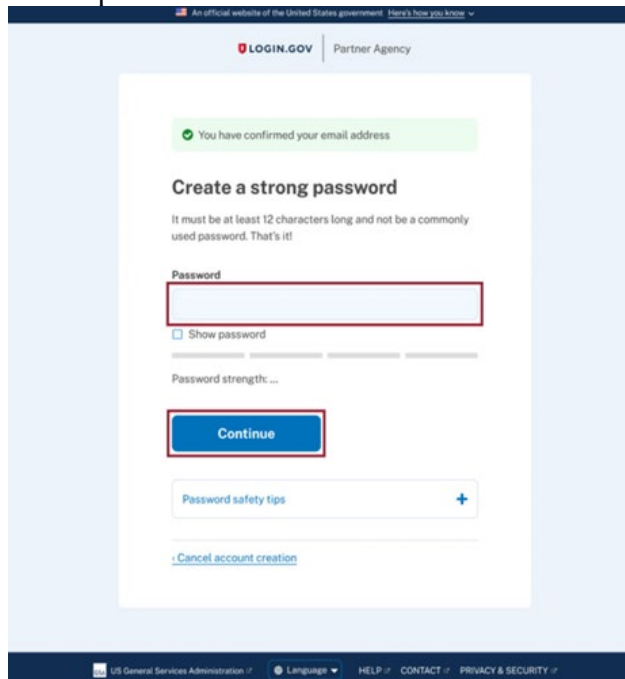
4. Enter your email address as it appears in G5 of your Grant Award Notification (GAN), check the box “I read and accept the Login.gov” Rules of Use and click “Submit.”



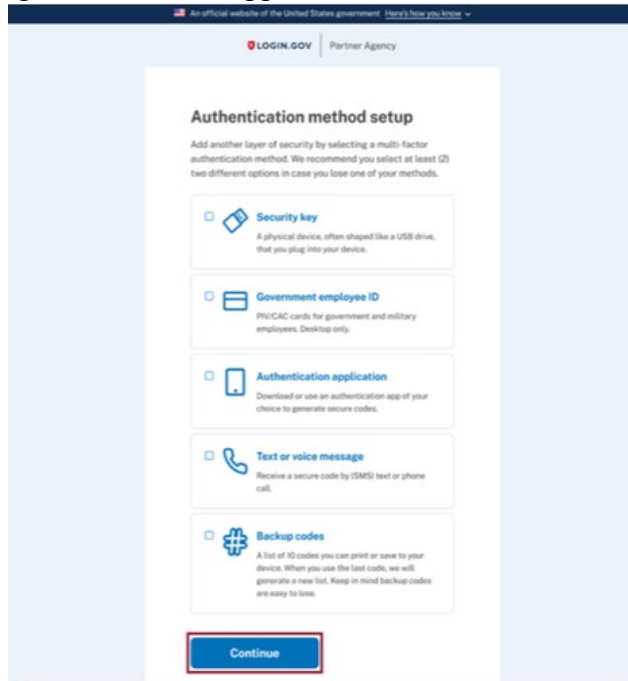
- Open the email that was sent to your email address, then click on the button “Confirm your email” or click on the link below the button. If you did not receive the email, please check your SPAM or Junk folders.



- Create a password.



- 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.”



- You will be taken to the TRIO APR Web Portal page where you can begin your APR submission.



[U.S. Department of Education](https://www.ed.gov/)



Welcome to the TRIO Web Portal,

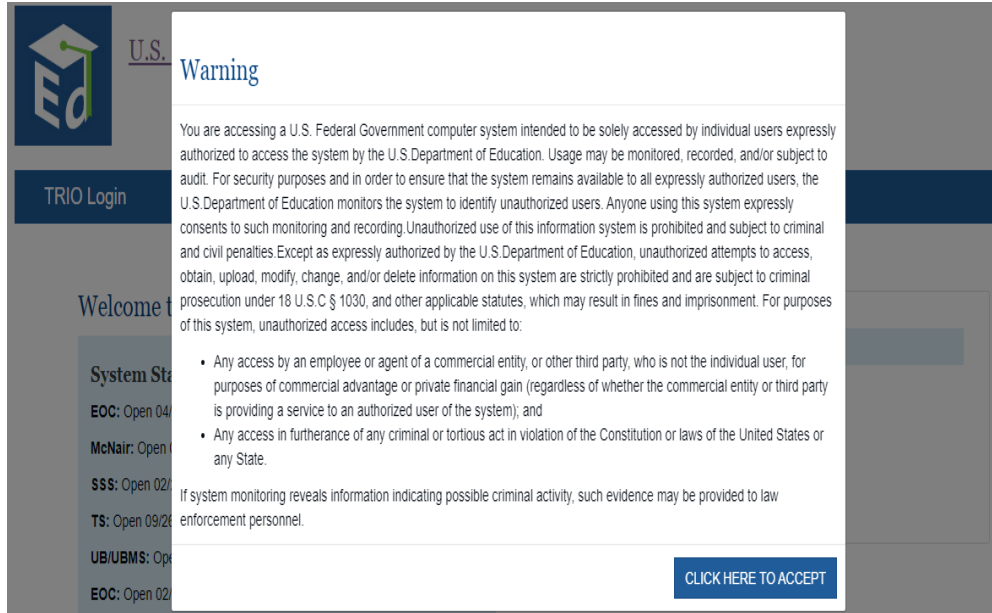
Please select a PR number to continue.

TS: Open 11/01/2023 to 12/05/2023

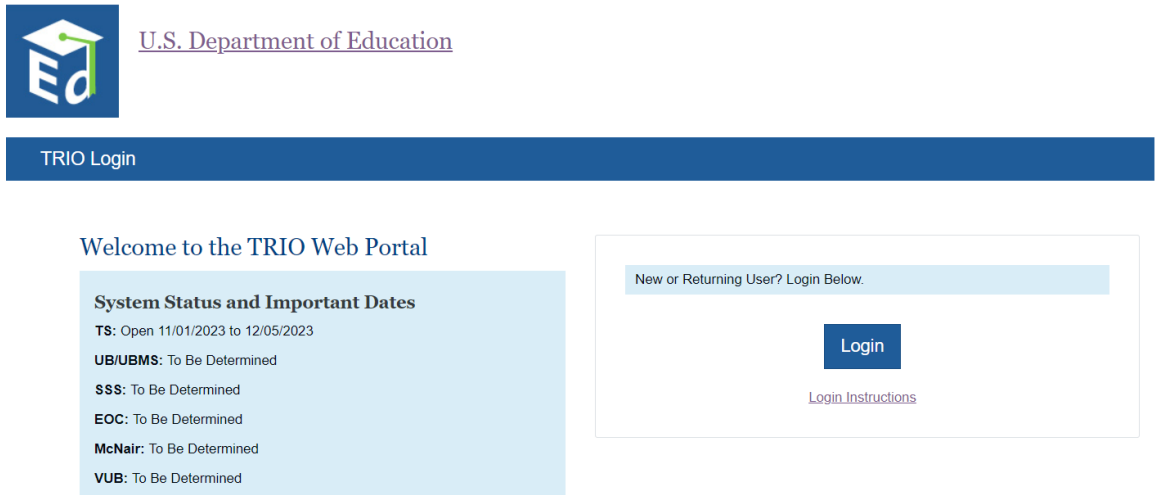
PR Number	Web Status	Signature Status	Action
F044A18	Unsubmit	Not Uploaded	Go
F044A21	In Progress	Not Uploaded	Go

C. If you have an account but the email address you used to create that account is different from the email address in G5 of your Grant Award Notification (GAN), please follow the steps below.

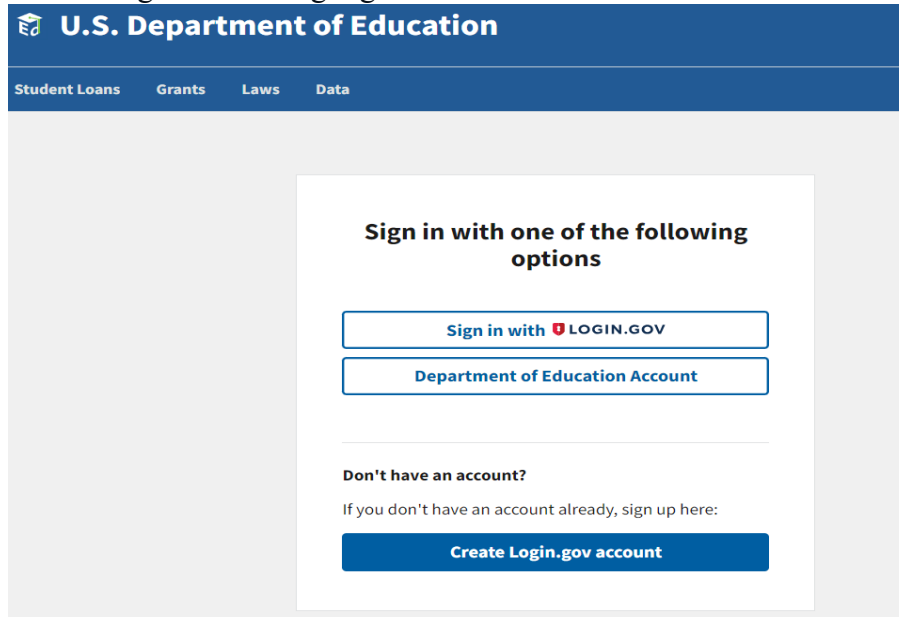
1. Go to <https://trio.ed.gov/> and click the button “Click Here to Accept.”



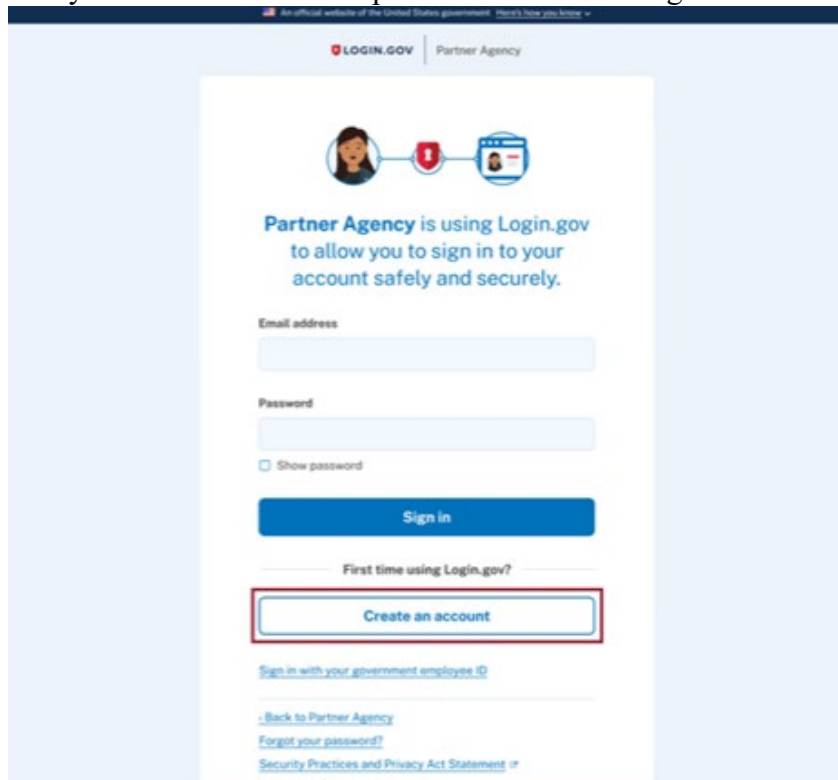
2. Click on “Login.”



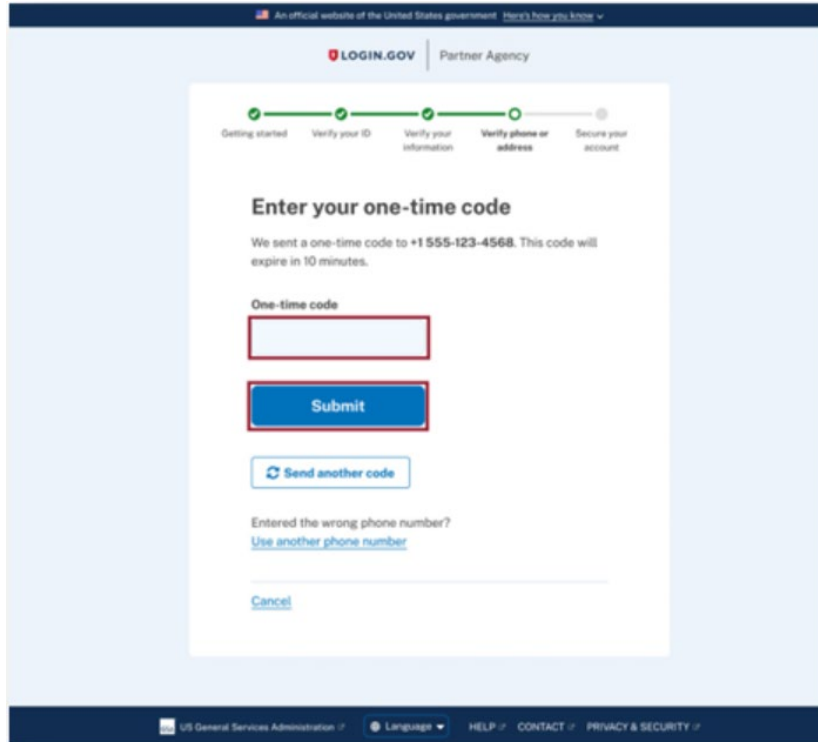
3. Click on “Sign in with Login.gov.”



4. Enter your email address and password and click “Sign In.”



5. Enter the one time password code that is generated by the method you used to create Login.gov, then click “Submit.” Examples of methods you may have used are authenticator app, text or voice message, backup codes, etc.



6. The web page “Welcome to the TRIO APR Web Portal” will be displayed. Click on “Change Project Director Request.”



Welcome to TRIO Web Portal

Welcome to the TRIO Web Portal. The email address you entered to access the system does not match what we have on file in G5.

If the system is in a “go live” status (i.e., open for collection) for your program and you are the project director, please submit a “Change Project Director Request” form by clicking the “Change Project Director Request” link located above. Once you submit the “Change Project Director Request” form and you close the window that informs you that the request has been made, the system will return to this page. Please make sure you click the “Logout” link located above.

If the system is not open for your program, please logout. While waiting for the “go live” date for your program, we recommend you contact your program specialist to ensure that you are the official Project Director on file in G5.

- Complete the information requested, then click “Submit.” If you need to cancel the request, click the “Close” button.



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Change Project Director Request

The project director email you entered does not match the email on file. The information on file may not reflect recent changes in the project director and email address. By completing and submitting the form below, an email will be sent to your program specialist requesting verification of the information you have provided.

If you are the project director, we urge you to contact your program specialist in addition to submitting the form below.

So that we may process the verification request with your program specialist, please enter the following contact information, then click on "Submit".

If you want to cancel this request, please click on "Close".

*Required fields:

PRNO: *

Director's First Name: *

Director's Last Name: *

Are You A New Director? Yes No

Do You Have A New E-Mail Address? Yes No

Director's current e-mail address: *

Director's Phone Number: * ext.:

- The message below will display after you have submitted a “Change Project Director Request.” Close the window by clicking on the button “Close”. You will then see the previous window “Welcome to TRIO Web Portal”. **Be sure to click the “Logout” link located at the top of the window.**



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Message

Your change director request has been sent to TRIO Help Desk. The TRIO Help Desk will contact you upon verification from your program specialist using the email address you provided in the Change Project Director Request form. Please close this window by clicking the "Close" button below.

- Once you have been verified as the Project Director for your grant, please follow the instructions beginning on page 2—**"A. If you have setup an account in Login.gov and used the email address as listed in G5 of your Grant Award Notification (GAN), please follow the steps below."**