Register in G5 for Dept of Education grants.
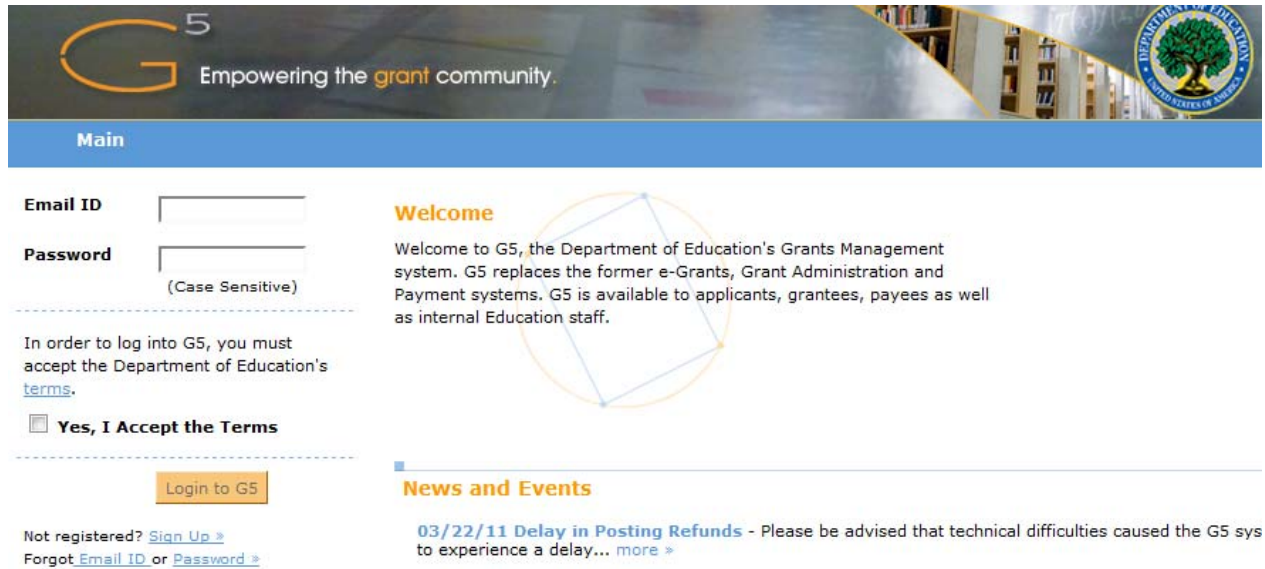
Go to www.g5.gov and click on "Sign Up" to register as an applicant.

Complete the User Registration form. Choose "No" for the first question. Enter in your name, phone, adress, and email address as requested.

Click "Continue" then check the information you provided and click "Agree" and Submit.

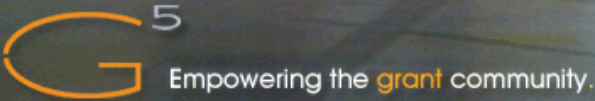|	
Email Address	tim.applicant@gmail.com
Address 1	2000 Veterans Boulevard
Address 2	
City	Punta Gorda
State	FL
Province	
Zip / Postal Code	33983
Country	USA

✓ **By applying for this user ID, I acknowledge that I understand the following: The data processed in G5 is sensitive financial data and Privacy Act data that requires protection from disclosure to unauthorized individuals. Please do not share your passwords or login account information with anyone. Sharing of user account information will result in a loss of system access.**
Here are the rules to follow when setting up or resetting your password:

- **Passwords must be at least 8 characters long.**
- **Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &;, %, etc). For example, "Education1", "Kentucky$".**
- **Passwords must not include your first or last name.**
- **When resetting your password, the new password must not match any of your last 5 passwords.**
- **Your password will expire and you will be prompted to change it every 90 days.**

☑ **Agree**   ○ **Disagree**

< Previous	Submit	Try It! Actions ☒

Welcome to G5 - Department of Edu...

G5 Empowering the grant community.

The system displays a message indicating that the system will send a notification to your email address.

Press [Enter] to continue.

Main

▦ **User Registration**

✓   **An account activation notification will be sent to your email address.**

Your Account request has been submitted.

First Name	Tim
Last Name	Applicant
Email Address	tim.applicant@gmail.com

An Email will be sent to the email address you provided. In this email, there is a link to activate your account. Click on the link. This will open up a browser window that will ask you to review and agree to the activation of your account. Click "Agree" and Submit.

Archive | Report Spam | Delete | More actions... ▼

[G5.gov] Account Request   Inbox

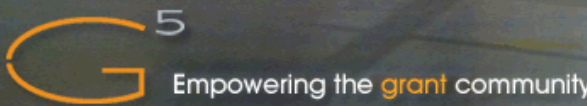☆   **"no-reply@relay.ed.gov"**   ↩ Reply | ▼

Tim,

Your Account Request has been received. Your user G5 user id is tim.applicant@gmail.com. Click on the link below to activate your account.

http://g5c0/dZBND4lwDlb_kR1DB9xcJDF-xl8EjXAhdUzSyAbC9OCvF0y8YdpL2-d92xQy6MPii0p0VFus4AKZyl_r5XkII8b269hjfBuH--Xm5DPGIIUs-D8PIBkcy1n-7HRr0GKpjbYu1wapgtSRmWDTVKTQun k5NCeqNuOaoaQC0kQeDtvVQu6Yx6JAjMMVds6i0ZDKn_84eKP2Ryb0Z3OrH0_duf7anwJ46leBiAQXPBznUTl6fT-o6qkXzG4Fj65TJfxCTaG54_Wtvyk_PJN6fgII/

Should you have any questions, please contact the Helpdesk.

↩ Reply   ↩ Reply to all   → Forward   Invite no-reply@relay.ed.gov

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G⁵

Empowering the grant community.

Main

▣ Account Activation

User Name   tim.applicant@gmail.com

First Name   Tim

Last Name   Applicant

✓ **I acknowledge that I am about to activate my access to the U.S. Department of Education G5 system, that I have read and understand my responsibilities relating to proper security and fiduciary management of my G5 account, that I understand my acceptance of these responsibilities will be noted and retained in the G5 database for audit trail purposes, and that I accept full responsibility for proper management of my password.**

⦿ **Agree**   ⭕ **Disagree**

Submit

This will open up a Memo. Click "Continue".

MEMORANDUM

TO: EDUCATION DEPARTMENT CENTRAL AUTOMATED PROCESSING SYSTEM (EDCAPS) USER

FROM: ROGER GOODSON, EDCAPS COMPUTER SECURITY OFFICER

SUBJECT: G5 USER ID AND PASSWORD

You should select a password with a minimum character length of 8 and it should contain a mixture of upper and lowercase alpha characters, at least one numeral and at least one special character. You are also required to change this password periodically, not to exceed 90 days. When you no longer require access to G5 computer resources, please inform the respective G5 security administrators as soon as possible. All G5 users are required to read, understand, and implement the following:

   a. Use ED computing resources only for <u>official Government business;</u>
   b. Know whom my site computer security personnel and how they can be contacted;
   c. Know the sensitivity of the information processed on G5 computing resources (e.g., financial sensitive, Privacy Act sensitive);
   d. Use software only in compliance with licensing agreements and which has been authorized for use by management;
   e. Protect sensitive information from access by, or disclosure to, unauthorized personnel;
   f. Report immediately all security incidents and potential threats and vulnerabilities involving computing resources to designated computer security personnel;
   g. Create and use strong passwords and do not disclose your password to anyone. Do not reuse passwords. Each password should be unique. Users are requested to log-off applications when they are done using them and to not leave their PCs unattended. In addition, users are requested to use the Windows screensaver feature with password feature enabled to protect unattended terminals;
   h. Report any compromise or suspected compromise of a password to designated computer security personnel;
   i. Access only systems, networks, data, and software for which you have been authorized. When access is no longer required, contact the appropriate G5 security personnel as soon as possible;
   j. Ensure that system media and system output are marked according to their sensitivity and are properly controlled and stored;
   k. Inform G5 security management when access to an G5 computing resource is no longer required such as when completing a project, transfer to another position, or terminate employment;
   l. Take necessary steps to avoid the introduction of malicious code into any computing resource;
   m. Exercise due diligence to prevent physical damage to and theft of any Departmental computing resource;
   n. All users of Federal Information systems are reminded that they are responsible for upholding the computer security requirements of the Information Security Management Act of 2002 (FISMA). http://www.whitehouse.gov/omb/memoranda/fy04/m04-25.pdf

If you have any security-related questions, please call me on (202) 401-0108.

> **Continue >**

> **Try It!**　　　Actions　❌
> Click the **Continue >** button to complete the password, security question and security answer.

Set up your account password and security question. Then click Continue.
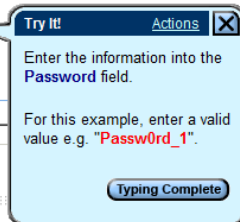
Account Activation

Please fill out the form below to activate your account. An * indicates a required field.

✔ **Here are the rules to follow when setting up or resetting your password:**

- **Passwords must be at least 8 characters long.**
- **Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &:, %, etc). For example, "Education1", "Kentucky$".**
- **Passwords must not include your first or last name.**
- **When resetting your password, the new password must not match any of your last 6 passwords.**
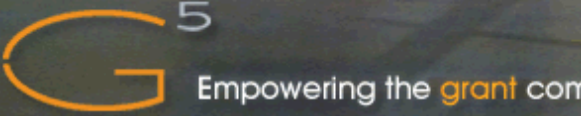- **Your password will expire and you will be prompted to change it every 90 days.**

User ID/Email	tim.applicant@gmail.com
First Name	Tim
Last Name	Applicant

Password *　[　　　　　]

Verify Password *　[　　　　　]

Security Question *　[Select One]

Security Answer *　[　　　　　]

> **Try It!**　　　Actions　❌
> Enter the information into the **Password** field.
>
> For this example, enter a valid value e.g. "**Passw0rd_1**".
>
> **Typing Complete**

[< Previous]　[Clear]　[Continue >]

Click "Activate".

To complete this process, return to www.g5.gov and login using your Email ID (email address you provided) and your password. You will receive a second email, reminding you to login and choose your "access level".

This will take you to your Profile, which can be edited. This is also where you can reset your password or change your email address.

At the bottom of the profile screen, under "Available Types" choose "Others".

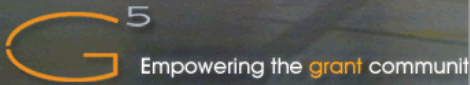| Last Name * | Applicant |
Telephone No *	9415555656
Fax No	
Email Address	tim.applicant@gmail.com
Address Line 1 *	2000 Veterans Boulevard
Address Line 2	
City *	Punta Gorda
State * +	FLORIDA
Province/Region	
Zip/Postal Code * +	33983
Country *	USA
Security Question *	Who was your favorite teacher?
Security Answer *	Mr. Kotter
Available Types	Payee /Servicer Reviewer Others

Try It!   Actions   ✖
Click the **Continue >** button to continue to the next screen.

Change Password   Change Email Address   Continue >

If you are a non-fellowship Project Director, click "yes" and enter the DUNS for the University of Maryland (**790934285**). If you are applying for a fellowship, do not choose "yes" for Project Director.

G5

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Main   **Reports**

Edit Profile

Optional Information

Please provide additional information.

Try It!   Actions ✕

Note: When you select Others as the type, you have three choices:

(1) to complete the Project Director Information,
(2) to complete the Impact Aid User Information or
(3) to leave both those sections blank and click Continue to register as an applicant.

Also Note: Fellowship project directors should leave the Project Director Information blank and proceed to register as an applicant. This is due to the fact that a fellowship project director is considered a different user type than other project directors.

Press [Enter] to **continue**.

Project Director Information

Are you a Project Director?   No ▾

Grantee DUNS

Impact Aid User Information

Enter only the numeric State code and Applicant code. Do not include the State abbreviation, Fiscal Year, or hyphens (i.e. For 99-SC-2002-9999, please enter 999999.).

Are you an Impact Aid user?   No ▾

Impact Aid Number

< Previous   Continue >

Once you have filled out the required information, click "Continue". You will return to your Profile page. Click "Submit". Your registration is now complete.