**Quick Guide for Login.gov and**

**TRIO APR Web Portal**

**New Login Requirements**

New Federal security requirements have changed how project staff will be able to access Federal IT systems, including the Talent Search Annual Performance Report (APR) Data Collection System. As the project director for your Talent Search project, the Federal Government requires you have an account with Login.gov to access the TRIO APR Web Portal reporting system. Therefore, to use the TRIO APR Web Portal, you will need (1) an account in the reporting system related to your grant program, and (2) a *username and password* that you will create and maintain at Login.gov using the same email address linked to your G5 account.

Depending on your login.gov account status, we have provided login instructions below. Please use the login.gov account scenario that best fits your status.

1. **If you have setup an account** in Login.gov and used the email address as listed in G5 of your Grant Award Notification (GAN), then please go to <https://trio.ed.gov/>.

* On the Warning page, click on “Click Here to Accept.”
* Click “Login.”
* Click on “Sign in with Login.Gov.”
* Enter your email address and password.
* Click “Sign In.”
* Enter the one-time password code that is generated by the authentication method you used to create Login.gov. Examples of methods you may have used are authenticator app, text message, email, etc.

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

1. **If you have not setup a Login.gov account,** then please do the following:

* Go to <https://trio.ed.gov/>.
* On the Warning page, click on “Click Here to Accept.”
* Click on “Login.”
* Click on “Create Login.gov account.”
* Enter your email address as it appears in G5 of your Grant Award Notification (GAN).
* Click the box “I read and accept Login.gov.”
* Click “Submit.”
* Click on the link that was sent to your email address.
* Click “Confirm your email address” or click the link below the button “Confirm your email address.”
* Create a password.
* Setup your multi-factor authentication method(s) (e.g., authenticator application, text or voice message, backup codes, etc.).

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

1. **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)**, then please do the following:

* Go to <https://trio.ed.gov/>.
* On the Warning page, click on “Click Here to Accept.”
* Click on “Login.”
* Click on “Sign in with Login.gov.”
* Enter your email address and password.
* Click “Sign In.”
* Enter the onetime password code that is generated by the method you used to create Login.gov.  Examples of methods you may have used are authenticator app, text or voice message, backup codes, etc.
* The web page, “Welcome to the TRIO Web Portal,” will be displayed.
* Click the “Change Project Director Request” link located in the top right-hand corner.
* Complete the information requested.
* Click “Submit.”
* Close the “Message” by clicking the “Close” button.
* Click the “Logout” link located in the top right-hand corner.

Upon receipt of verification from your program specialist that you are the Project Director, the TRIO Help Desk will contact you, using the email address you provided in the Change Director Request form.

If you encounter issues with Login.gov, please go to the [Login.gov Help Center](https://login.gov/help/). If you encounter any issues with the TRIO APR Web Portal, please contact the TRIO Help Desk for assistance either at **(703) 885-8008** or at:[TRIO@helpdesk.thetactilegroup.com](mailto:TRIO@helpdesk.thetactilegroup.com)