G5 REGISTRATION
REPLICATION AND EXPANSION
(CMO) PEER REVIEWER APPLICATION
3 STEP REGISTRATION PROCESS

1. Registering with G5
2. Activating Your Account
3. Selecting Reviewer Access
ALREADY REGISTERED?

For those who have previously served as an Education Department reviewer:

- Log in to g5.gov
- Go to My Profile and follow the instructions provided in Step 3. Selecting Reviewer Access
STEP 1: REGISTERING WITH G5

To register go to www.g5.gov and click the Sign up > link.

The image displays the G5 Welcome Page and has an arrow pointing at the Sign up > link, which moves the user to the next screen for registration.
STEP 1: REGISTERING WITH G5

The Sign up > link brings you to the User Registration screen. This screen requires you to enter the fields marked by a red asterisk. The telephone and fax number must be ten numbers only. **You must register with a valid email address in order to receive the activation link for your account.** When you have finished completing the form click the Continue button.
STEP 1: REGISTERING WITH G5

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

The Summary screen allows you to review and verify the information entered. If you agree to the terms listed in orange, select the Agree radio button and click the Submit button.
STEP 1: REGISTERING WITH G5

User Registration

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

Your Account request has been submitted.

First Name   John
Last Name    Smith
Email Address johnsmith@reviewer.com

You will then see a Confirmation screen like the one above. Please note that a link will be emailed to you at the email address you provided.
STEP 2: ACTIVATING YOUR ACCOUNT

Shortly after you register you will receive an email message similar to the one below. Click the link and it will take you to G5 to activate your account.

John,

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

http://g5etst/ext/wps/portal/?t/c0/d/ZBb8IwDIX_0ZykKzS3iEBZROaYNPaS2WKWwxNuqWhk_j1tEjcguyDn_y9J8uQw1AWe67Rc2uxgR_IJ8VnuvhezbQQm3QuhXqfJ5vF-isSQkAG-fT5fgq7MbGOi0tHzqDFmgxZX5BBbiA7tUfbGfbHN0c90z-5l7I1Ycs0-QBZuv1Y7ZZCRiqWYbLBzls0BNl2zA5DFbsHIQ5XhCFHfxfqvOcRkypRMhavWkJFOax9NzfX1e2h8ESV3upSaMehgp-z7i_0r1nN3GWEo4/

Should you have any questions, please contact the Helpdesk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) or email edcaps.user@ed.gov. Hours of operation: 8am-6pm Washington DC time Monday-Friday.

Please note depending on your email provider, the link may be re-formatted. If clicking on the link directly does not work, you can try copying the entire link and pasting it into your browser.
STEP 2: ACTIVATING YOUR ACCOUNT

The link in your email will bring you to the Account Activation screen. Please read the user agreement, click the Agree radio button to acknowledge your compliance, and click the Submit button.

Account Activation

User Name  johnsmith@reviewer.com
First Name  John
Last Name   Smith

✓ 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
STEP 2: ACTIVATING YOUR ACCOUNT

Click the activate button to confirm the information you have entered and activate your account.
STEP 2: ACTIVATING YOUR ACCOUNT

THIS SCREEN TELLS YOU THAT YOUR ACCOUNT IS NOW ACTIVATED. FOR THE NEXT STEP YOU WILL NEED TO GO TO WWW.G5.GOV AND LOG IN TO SELECT THE REVIEWER ACCESS. THE SYSTEM WILL ALSO SEND YOU AN EMAIL CONFIRMING THAT YOUR ACCOUNT HAS BEEN ACTIVATED. THE EMAIL WILL INCLUDE A LINK TO THE G5 WEB PAGE WHERE YOU CAN LOG IN USING THE PASSWORD YOU JUST CREATED.
STEP 3: SELECTING REVIEWER ACCESS

After entering your Email ID and Password, you must check the box indicating that you accept the Department of Education’s terms for using the G5 site. Then click the Login to G5 button. Please note you will have to check the “Yes, I Accept the Terms” checkbox each time you log into G5.
STEP 3: SELECTING REVIEWER ACCESS

ONCE YOU LOG IN YOU WILL BE DIRECTED TO MY PROFILE, WHERE YOU WILL NEED TO SELECT AN AVAILABLE TYPE OF ACCESS. IN THIS CASE YOU WILL SELECT REVIEWER AND CLICK THE CONTINUE BUTTON.
STEP 3: SELECTING REVIEWER ACCESS

The next screen will allow you to enter additional data including the ability to upload a current resume. The uploaded file must be in .PDF format only. Resume upload is **required for all CMO reviewers**. Please do not exceed the five-page limit for resumes.
STEP 3: SELECTING REVIEWER ACCESS

Select your Areas of Specialization. Reviewer assignments will be made according to Absolute Priority. Be sure to select at least one Area of Specialization most closely aligned to your experience and the CMO Priority Areas.
STEP 3: SELECTING REVIEWER ACCESS

IF YOU SEE A CONFIRMATION MESSAGE LIKE THE ONE ABOVE, YOUR REQUEST WAS SUCCESSFUL. YOU WILL NEED TO LOG OUT AND ALLOW SOME TIME FOR YOUR REQUEST TO BE PROCESSED.

Main

Edit Profile
Your Profile Submitted

✓ Your profile was successfully updated.

Role(s)

First Name: John
Middle Initial: Smith
Last Name: Smith

Telephone No: 1231231234
Fax No: 
Email Address: johnsmith@reviewer.com
QUESTIONS?

- Please direct all questions to the Charter Schools Program inbox at CharterSchools@ed.gov.
- For information on the 2016 CMO competition and to access the frequently asked questions, please visit the Replication and Expansion Web site at: