



**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:

The screenshot shows the g5.gov website interface. At the top left is the 'G5' logo with the tagline 'Empowering the grant community.' To the right is the Department of Education logo. Below the header is a navigation bar with 'Main' and 'Logout' buttons. A menu lists 'Home', 'My Profile', and 'My Survey' on the left, and 'Help' with sub-links for 'Online Training' and 'HTML' on the right. A sidebar on the left provides contact information: 'Hours Of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST', 'Toll-Free: 1-888-336-8930', and 'TTY: 1-866-697-2696'.

- 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

Login to G5

Email ID

Password
(Case Sensitive)

In order to log into G5, you must accept the Department of Education's [terms](#).

Yes, I Accept the Terms

[Login to G5](#)

Not registered [Sign up >](#)
Forgot [Email ID](#) or [Password?](#) >

Help Desk

Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930
- TTY: 1-866-697-2696
- Local: 202-401-6238
- Email: edcaps.user@ed.gov

We appreciate your patience.

Heavy traffic on the U.S. Department of Education's G5 Website may cause problems for some users, including difficulty logging in, session timeouts and generally slow processing of grant management and payment activities. We apologize for any problems you may experience, and thank you for your patience as we work to increase server capacity and make other adjustments.

Your G5 session may be more reliable if you use the system outside of the peak weekday hours, 11:00 AM to 4:00 PM ET. [more >](#)

News and Events

12/23/2009 Delayed Payments - Please read if you submitted a request for a payment after 3 PM on Friday December 18th through Tuesday, December [more >](#)

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07/01/2008 Banking - Banking information for new TEACH recipients... [more >](#)

03/24/2008 Unlock Email ID/Password - If you failed to log into G5 successfully after your third attempt... [more >](#)

03/24/2008 User ID - After registering as a new or existing user in G5, what is my user ID? [more >](#)

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

ED Employee / ED Contractor *	<input type="text" value="No"/>
First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Smith"/>
<hr/>	
Telephone No. *	<input type="text" value="1231231234"/>
Fax No.	<input type="text"/>
Email Address *	<input type="text" value="johnsmith@reviewer.com"/>
Confirm Email Address *	<input type="text" value="johnsmith@reviewer.com"/>
<hr/>	
Address 1 *	<input type="text" value="4000 Massachusetts Ave"/>
Address 2	<input type="text"/>
City *	<input type="text" value="Washington"/>
State * +	<input type="text" value="DISTRICT OF COLUMBIA"/>
Province	<input type="text"/>
Zip / Postal Code * +	<input type="text" value="20002"/>
Country *	<input type="text" value="USA"/>

Clear

Continue >

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

< Previous

Submit

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!/ut/p/c0/dZBBb8IwDIX_0ZykKzS3ISEBZROaYNPaS2WKWwxNuqWhk_j1tEjcguyDn_y9J8uQw1AWe67Rc2uxgR_IJ8VnuvhezvQQm3QuhXqfJ5vF-isSQkAG-ft5fgq7MbGOi0tHzqDFmgxZX5BBbiA7tUfbGfbHN0c90z-5l7I1Ycso-QBZuv1Y7ZZCRiqWYbLBzls0BNI2zA5DFbsHIQ5XhCFHxfqvOcRkypRMhavWkVJFOax9NzfX1e2h8ESV3upSaMehgp-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

G⁵ Empowering the grant community.

Main

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

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.

STEP 2: ACTIVATING YOUR ACCOUNT

Account Activation

User Name johnsmith@reviewer.com
First Name John
Last Name Smith
Password *****
Security Question What was your favorite place to visit as a child?
Answer Beach

Previous

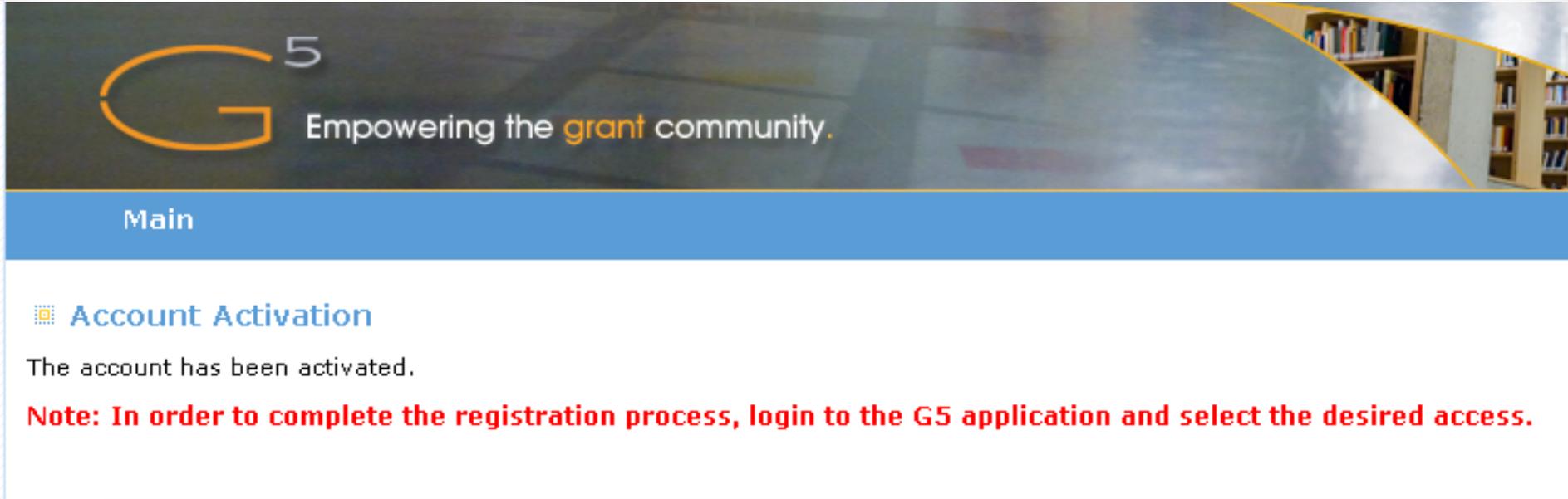
Cancel

Activate



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

Login to G5

Email ID

Password
(Case Sensitive)

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Yes, I Accept the Terms

Not registered [Sign up >](#)
Forgot [Email ID](#) or [Password?](#) >

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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

Edit Profile

View and Edit Your Profile

View your G5 profile. You may make changes directly to the form below. An * indicates a required field. An + indicates an optional field for International users.

Note: In order to complete the registration process select the available type.

Role(s)

First Name *

Middle Initial

Last Name *

Telephone No *

Fax No

Email Address johnsmith@reviewer.com

Address Line 1 *

Address Line 2

City *

State * +

Province/Region

Zip/Postal Code * +

Country *

Security Question *

Security Answer *

Available Types

[Change Password](#)

[Change Email Address](#)

[Continue >](#)

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

You are here: [MyProfile](#)

Instruction: Please note in order to update your profile, a minimum of two years of experience is required in the Work Experience section.

Profile Reviewer Profile Information

Documents

Education

Specialization

Work Experience

Reader Experience

Preferences

Miscellaneous

Gender	<input type="text"/>	Race/Ethnicity	<input type="text"/>	Citizenship	<input type="text"/>
Email Notification	<input type="text"/>	Disability / Special Needs	<input type="text"/>	Secondary Email	<input type="text"/>
Work Address					
Federal Employee	<input type="text"/>				
Organization	<input type="text"/>				
Street	<input type="text"/>	City	<input type="text"/>		
State	<input type="text"/>	Zip/Postal Code	<input type="text"/>		
Country	<input type="text"/>				
Alternative Address					
Street	<input type="text"/>	City	<input type="text"/>		
State	<input type="text"/>	Zip/Postal Code	<input type="text"/>		
Country	<input type="text"/>	Affiliation	<input type="text"/>		
				Add Alternative Address	

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

You are here: **MyProfile**

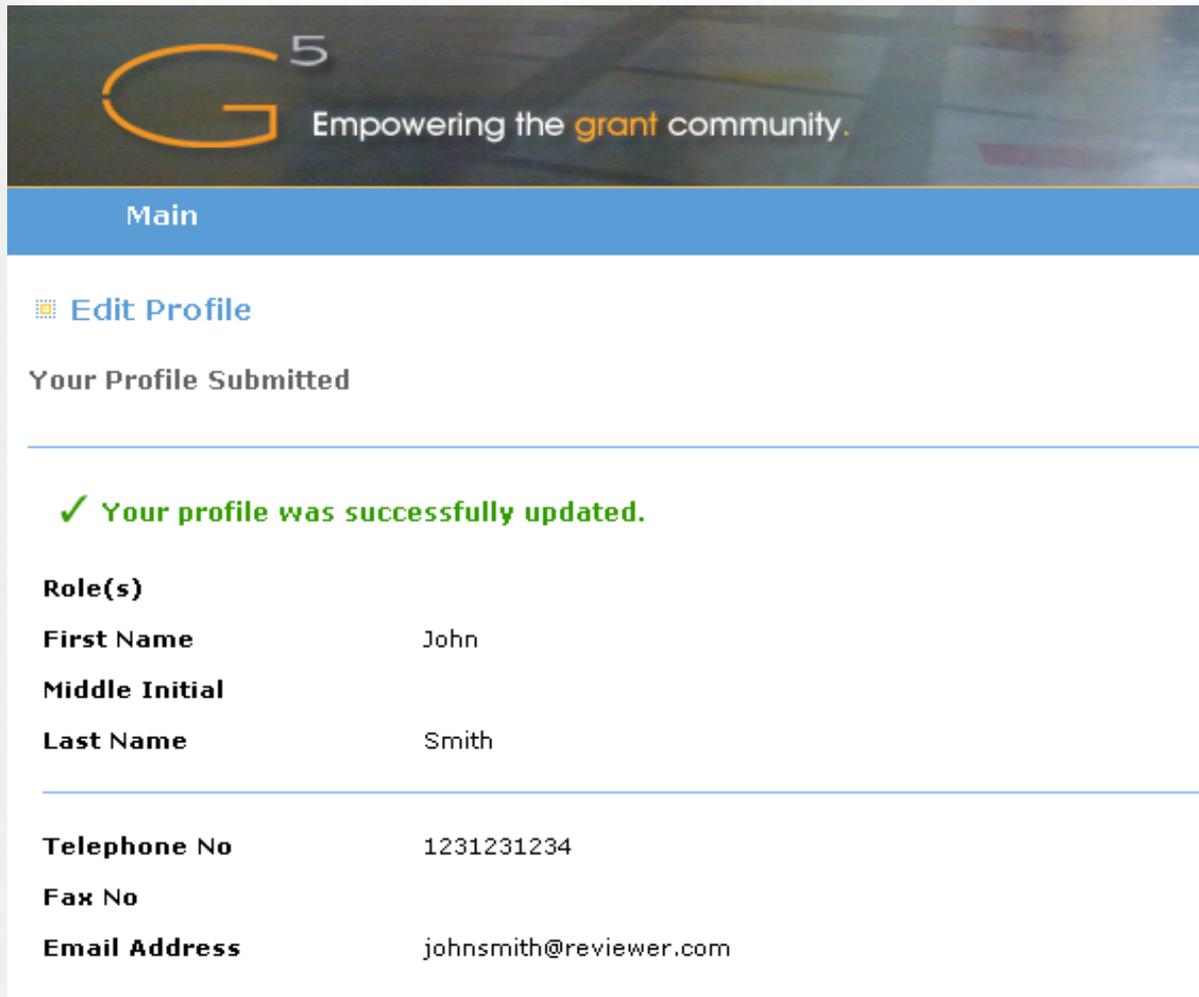
Instruction: Please note in order to update your profile, a minimum of two years of experience is required in the Work Experience section.

Profile	Reviewer Specialization Information				
Documents	Specialization Level				
Education	Instruction: When adding data in this section you are required to enter the number of years for each entry.				
Specialization	General Area	Area of Specialization	Additional Info	Years	Action
Work Experience	Adult & Continuing Education	Other	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
Reader Experience	Adult & Continuing Education				
Preferences	Alcohol, Tobacco, and other Drug Prevention Programs				
Miscellaneous	Arts				
	Assessment, Testing, and Measurement				
	Character Education and/or Civic Education				
	Charter Schools				
	College Access				
	Counseling				
	Cultural Competence and experience working with Diverse Communities				
	Curriculum Development				
	Data Systems				
	Disabilities and Rehabilitation Services				
	Early Learning				
	Education Technology				
	Emergency Management, Disaster Response, and/or School Security				
	English Language Learners				
	Evidence Standards				
	Financial Management (i.e., accounting, school budgets)				
	Human Resources/Personnel Management				
	Learning Sciences				
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>				

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



The screenshot shows a web application interface. At the top left is a logo with a stylized 'G' and the number '5', followed by the text 'Empowering the grant community.'. Below this is a blue navigation bar with the word 'Main'. Underneath is a link 'Edit Profile' with a small icon. A message states 'Your Profile Submitted'. A green checkmark icon is followed by the text 'Your profile was successfully updated.'. Below this is a section titled 'Role(s)' containing a table of user information.

Role(s)	
First Name	John
Middle Initial	
Last Name	Smith
<hr/>	
Telephone No	1231231234
Fax No	
Email Address	johnsmith@reviewer.com

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.

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:
- <http://innovation.ed.gov/what-we-do/charter-schools/charter-schools-program-grants-for-replications-and-expansion-of-high-quality-charter-schools/>

