Peer Reviewer

G5 Registration Directions
As easy as 1, 2, 3
3-Step Registration Process

Steps

• **Register** with G5 @ [www.g5.gov](http://www.g5.gov).

• **Activate** your account.

• **Select** Reviewer Access.

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**Login to G5**

[Enter Email ID and Password]

In order to log into G5, you must accept the Department of Education’s terms.

- Yes, I Accept the Terms

[Login to G5]

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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.

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**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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- **03/24/2008 User ID** - After registering as a new or existing user in G5, what is my user ID? more »

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**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

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Office of Career, Technical, & Adult Education
Step 1: User Registration

The **sign up >>** link takes you to the **User Registration** screen.

- Complete the required fields, which are marked by a **red asterisk (*)**.
  - The telephone number can only be 10-digits long.
  - You must register with a valid email address to receive the activation link for your G5 account.
- Once you have filled the red asterisk fields, click the **Continue** button.
Step 1: Agree and Submit

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
Step 1: Account Activation Email

- G5 provides a Confirmation screen similar to the screenshot illustration in this slide.
- Your account activation notification email will be sent to the email address you entered in the system.
Step 2: Activate Your Account

Your account activation notification email message will look similar to the illustration below. If the embedded link does not work directly, simply copy and paste it into your web browser to continue with your G5 account activation.

John,

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

http://g5etst/ext/wps/portal/!ut/p/c0/dZBBb8lwDIX_0ZykKzS3ISEBZROaYNPaS2WKLwxNuqWhk_j1tEjcguyDn_y9J8uQw1AWe67Rc2uxgR_IJ8VnuvhezbQQm3QuhXqfJ5vF-isSQkAG-fT5fgq7MbG0i0tHzqDFmgxZX5BBbiA7tUfbGfBN0c90z-5l7l1YcsQ8BZuv1Y7ZCRqWYyBLBZls0BNl2zA5DFbsHIQ5XhCFHfxfqvOcrKypRMhavWkVJFOax9NzfX1e2h8ESV3upSaMehgp-z7i_0r1nN3GWEo4/

Should you have any questions, please contact the Helpdesk at 1-888-336-8930 (TTY: 1-866-697-2696) or email edcaps.user@ed.gov.

Hours of operation: Monday through Friday from 8 a.m. to 6 p.m. (Eastern Time)
Step 2: Memorandum

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

From: ROGER GORDON, EDCAPS COMPUTER SECURITY OFFICER

Subject: GS 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 GS computer resources, please inform the respective GS security administrators as soon as possible. All GS users are required to read, understand, and implement the following:

a. Use EDC computing resources only for official government business;
b. Know whom my site computer security personnel and how they can be contacted;
c. Know the sensitivity of the information processed on GS 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 GS 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 GS security management when access to an GS 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.govOMB/memoranda/fisma/m04-15.pdf

If you have any security-related questions, please call me on (202) 401-0106.

Office of Career, Technical, & Adult Education
Step 2: Password and Security Question

**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 5 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

User ID/Email: johnsmith@reviewer.com
First Name: John
Last Name: Smith

Password: [enter password]
Verify Password: [enter password]

Security Question: [select question]
Security Answer: [enter answer]

Continue
### Step 2: Ready to Activate Account

#### Account Activation

<table>
<thead>
<tr>
<th><strong>User Name</strong></th>
<th><a href="mailto:johnsmith@reviewer.com">johnsmith@reviewer.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td>John</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>Smith</td>
</tr>
<tr>
<td><strong>Password</strong></td>
<td>**********</td>
</tr>
<tr>
<td><strong>Security Question</strong></td>
<td>What was your favorite place to visit as a child?</td>
</tr>
<tr>
<td><strong>Answer</strong></td>
<td>Beach</td>
</tr>
</tbody>
</table>

[Activate]
Step 2: Activation Confirmation

• G5 generates a confirmation screen to indicate your account has been activated.

• The system also sends you an email to confirm your account activation.
  • This email includes a link to the G5 web page, where you can log in using the password you just created.

• Return to www.g5.gov, login, and select Reviewer Access.
Already Registered?

For those of you who have previously served as a peer reviewer for the Department of Education:

- Login to g5.gov
  - Go to **My Profile** and follow the instructions provided in Step 3 of this presentation.
- Select Reviewer Access (slide 13).
Step 3: Reviewer Access

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Step 3: Verify Phone Numbers

• After entering your **Email ID** and **password**, click on the **login** button.
  • You will be prompted with a new screen requesting you to verify existing phone number(s) in G5, entering additional phone numbers, and answering two additional security questions.

• Once completed, G5 directs you to the **Two-Factor Authentication** screen where you have one of three ways to retrieve your unique code needed to complete the G5 login process. Use only one of the three options below to retrieve your unique code.
  • **App**: Use an authenticator application on your smart device (see slide 15 for illustration)
  • **Voice**: Receive Voice Call-Back (see slide 16 for illustration)
  • **Text**: Receive SMS Text (see slide 17 for illustration)

• Note – You must use the **Two-Factor Authentication** process each time you login to G5.
Step 3: App Authentication

To retrieve a passcode from an authenticator application on your smart device, you will first need to download the application and activate it.

**APP INSTRUCTION:**
- Android click [here](#)
- iOS click [here](#)
- Windows Phone click [here](#)

**ACTIVATE:**
1. Open the authenticator application on your smart device.
2. Scan the QR code to the right or manually enter `FQVAC6DMQG3U7LN`
3. Enter the code the app generates into the Passcode field below and click "Verify Code and Activate"

Passcode: 

Verify Code and Activate  Cancel
Step 3: Voice Authentication

Request a passcode be sent via an automated voice callback to one of the numbers listed below. The code will only be valid for 60 seconds.

Disclaimer: In accordance with federal cybersecurity requirements, the U.S. Department of Education will be implementing Two Factor Authentication to protect its networks, systems, and data. As such, the Department is not responsible or liable for any costs, expenses, or damages incurred by you in connection with your use of, or registration for, Two Factor Authentication.

- XXX-XXX-5807
- XXX-XXX-6563
- XXX-XXX-5807

Request Passcode
Step 3: Text Authentication

Request a passcode be sent via a text message to the mobile number listed below. The code will only be valid for 60 seconds.

Disclaimer: In accordance with federal cybersecurity requirements, the U.S. Department of Education will be implementing Two Factor Authentication to protect its networks, systems, and data. As such, the Department is not responsible or liable for any costs, expenses, or damages incurred by you in connection with your use of, or registration for, Two Factor Authentication.

XXX-XXX-5807

Request Passcode
Step 3: Edit Profile

• Edit profile.
• Complete all asterisk fields.
• Click Continue.
Step 3: Reviewer Profile Information

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.

Reviewer Profile Information

Profile

Documents

Education

Specialization

Work Experience

Reader Experience

Preferences

Miscellaneous

Gender
Race/Ethnicity
Citizenship
Email Notification
Disability / Special Needs
Secondary Email

Work Address

Federal Employee
Organization
Street
State
City
Country
Zip/Postal Code

Alternative Address

Street
State
City
Country
Affiliation

Add Alternative Address

Cancel  Submit

Office of Career, Technical, & Adult Education
Step 3: Specialization

- Under the **Specialization** tab, select at least one specialization that is most closely aligned to your area(s) of experience.
- When done, click on the **Submit** button.
Step 3: Successful Update

- G5 displays a confirmation screen to let you know your request was successfully updated.
  - Logout and allow a little bit of time for your request to fully update in the system.

- Congratulations on becoming a G5 registered peer reviewer!
Questions?

Please contact Robin Utz at robin.utz@ed.gov

College and Career Transitions Branch
Division of Academic and Technical Education