Create a user account **IF** needed

**Note:** If you already have a SAM registration for one school, but need to register the other school, you will use the same user account that you already have. No need to create a 2nd user account.

1. Visit [https://www.sam.gov/SAM/](https://www.sam.gov/SAM/)

2. Click on "login" at the top right corner of the screen

3. You will be directed to another website called login.gov.
   a. *The only purpose of login.gov is to create a secure login for SAM.gov.*

4. Click "create an account"
5. Enter the email address you will be using for your SAM registration.

6. After you enter your email address, hit submit.

7. Go to your email account check your inbox for an email from no-reply@login.gov.

8. Click on the blue square in your email that says “confirm your email address”

9. Create a password and hit continue

**NOTE:** You should have a password strong enough to show “good” or “great” on the password strength bar. You will need to use a combination of uppercase and lowercase letters, numbers, and special characters such as an exclamation point or dollar sign.
Make sure and note in your records that your username for SAM is your email address and write the password down next to it. Keep your username and password in a safe place.

10. Choose a method in which you would like to receive your security code and hit continue.

   NOTE: Try to use a landline to receive the security code so that in the future if someone else takes over grant application duties, then the security code can still be retrieved and is not tied to someone’s personal cell phone.
11. Enter your landline phone number, chose “phone call. Hit “send code.”

12.

13. Enter the security code you receive on your phone (land line), your phone will ring and there will be an automated computer on the other end that reads the code to you, hit **submit after entering the code**

14. Hit “agree and continue”
15. You should now be re-directed to the SAM website where you can now create the SAM user account. On the SAM page, you will be asked to choose an “individual account” or “system account.” Choose “individual account.” Note: If you are not re-directed to SAM, just go to sam.gov, click login, and then you will be brought to the page below.

16. Fill in the SAM user information, security questions, and hit next.
   a. **TIP:** Write down the security questions and the answers and keep it with your username and password. These are important to know in the event you are locked out of SAM and need the help of the Federal Service Desk.

   **NOTE:** You will create a “username” but it is for display purposes and role assignment only and is NOT used to sign into SAM. Enter your login.gov email address as the username.
17. Make sure the information is correct on the next page and hit “submit”

18. Hit “done” on the next page