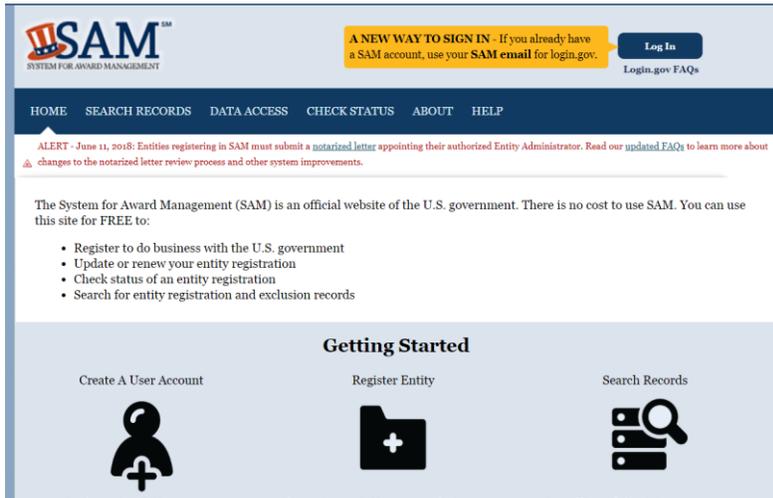


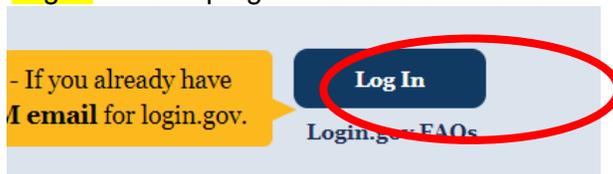
## Create a user account IF needed

**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 2<sup>nd</sup> user account.**

1. Visit <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.

Enter your email address

Email address



[Security Practices and Privacy Act Statement](#)

**Submit**

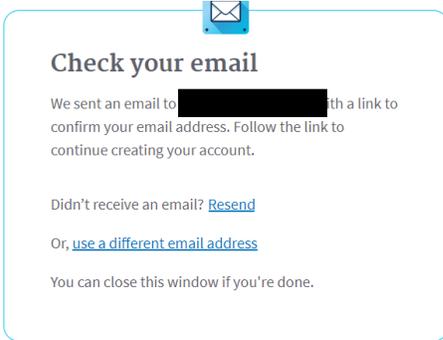
- 6. After you enter your email address, hit **submit**.  
Enter your email address

Email address

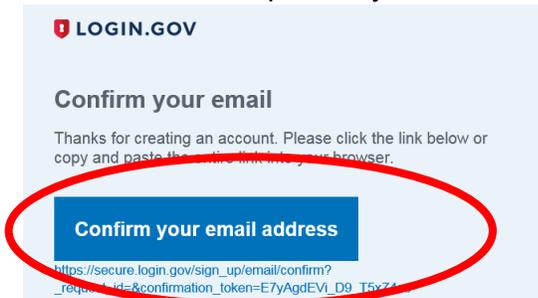
[Security Practices and Privacy Act Statement](#)

**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.

✔ You have confirmed your email address

### Create a strong password

It must be at least 9 characters long and not be a commonly used password. That's it!

Password  Show password

Password strength:

**Continue**

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.**

### Authentication method setup

Add a second layer of security so only you can sign in to your account.

Select an option to secure your account:

- Security key**  
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.  
**MORE SECURE**
- Government employee ID**  
Insert your government or military PIV or CAC card and enter your PIN.  
**MORE SECURE**
- Authentication application**  
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.  
**SECURE**
- Phone**  
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.  
**LESS SECURE**

11. Enter your landline phone number, chose “phone call. Hit “send code.”

**Phone number**  
example: (201) 555-0123

**How should we send you a code?**  
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS)  Phone call

[Mobile terms of service](#)

**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**

**Enter your security code**  
We just called you at +1 (406) 869-8421.

**One-time security code**

**Submit**

Remember this browser for 30 days

Want us to call you again? [Get another phone call](#)

If you can't take a phone call right now, you can [get a security code via text message](#).

Entered the wrong phone number? [Use another phone number](#)

[Cancel account creation](#)

14. Hit “agree and continue”

**You are now signing in for the first time**

We'll share this information with SAM:

**Email address**  
testsamuser@yahoo.com

SAM will only use this information to connect to your account

**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.**

entity registrations, exclusion records, request data access, and save searches.

### Individual Account Details

**Create an Individual User Account if you need to:**

- Register or update your entity
- Create and manage exclusion records
- View For Official Use Only (FOUO) level data
- Save search criteria to run at a later time
- Request non-public data access as a Federal government user

**Create Individual Account**

### System Account Details

**Create a System User Account if you need to:**

- Request non-public data access for a Federal government system
- Automate a system pull of non-public data
- Perform data transfer from SAM to your Federal government system

**Create System Account**

16. Fill in the SAM user information, security questions, and hit **next**
- 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.

**Create Individual Account**

User Information

**Page Description**

You need an individual user account to register an entity, create exclusions records, or view FOUO level data. This is separate from the profile you created on login.gov. Create your account in SAM by entering the following information. You will review this information on the next page before you submit your user account creation request. Your email address will be displayed based on the email address you used to register on login.gov.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**SAM User Information:**

First Name: \*

Last Name: \*

Email Address:

Phone: \*  (xxx)xxx-xxxx

Primary Communication:  Phone  Email

Additional Comments:

Country: \*

**SAM Username:**  
Username must be at least six characters in length. Once created, the username cannot be changed in SAM.  
NOTE: The SAM username is for display and role assignment only. You must use your email address to log in.

Username: \*

**Security Questions:**

Security Question 1: \*

Security Answer 1: \*

Security Question 2: \*

Security Answer 2: \*

Security Question 3: \*

Security Answer 3: \*

CANCEL
NEXT

17. Make sure the information is correct on the next page and hit "submit"

**Your Account Information** EDIT

First Name : ██████████

Last Name : ██████████

Username : ██████████

Email Address : ██████████

Phone : ██████████

Primary Communication :

Additional Comments :

Country : UNITED STATES

Security Question 1 : In what city did you meet your spouse/significant other?

Security Answer 1 : ██████████

Security Question 2 : In what city or town did your parents meet?

Security Answer 2 : ██████████

Security Question 3 : In what city did your nearest relative live in 2010?

Security Answer 3 : ██████████

CANCEL BACK SUBMIT

18. Hit "done" on the next page

**Create Individual Account**

Account Confirmation

Confirmation

Tue Jul 03 13:45:58 EDT 2018

You have successfully created your SAM account. There is no further action required. You will receive a confirmation email with your username. Select Done to return to the SAM homepage.

PRINT DONE