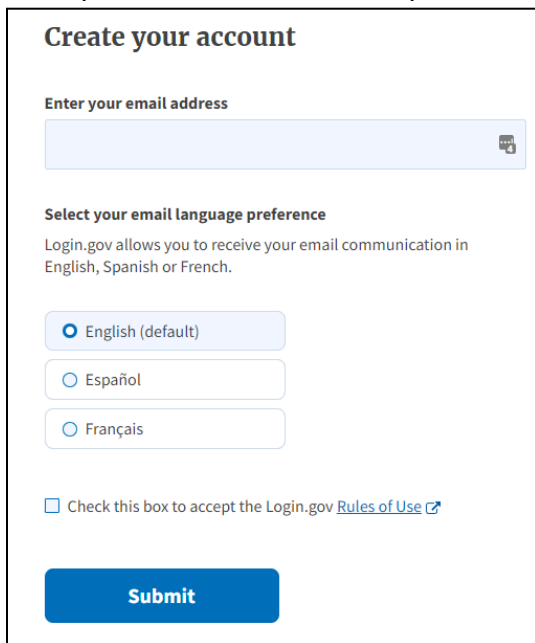


DOE eXCHANGE Registration

Registration:

If you do not have Login.gov, please register with Login.gov first.

1. Go to [Login.gov](https://login.gov) to register.
2. Enter your UMD email > Select your email language setting > Click Submit



The screenshot shows the 'Create your account' form on the Login.gov website. At the top, it says 'Create your account'. Below that is a text input field labeled 'Enter your email address' with a small icon of an envelope. Underneath is a section titled 'Select your email language preference' with a note: 'Login.gov allows you to receive your email communication in English, Spanish or French.' There are three radio button options: 'English (default)' (which is selected), 'Español', and 'Français'. Below these is a checkbox labeled 'Check this box to accept the Login.gov Rules of Use' with a link icon. At the bottom is a blue 'Submit' button.

3. Go to your email inbox for the confirmation email. If you do not see this email in your inbox, please check your spam box as well.
4. Click on the “Confirm your email” button on the email that you have received from the login.gov.
5. Create a password.
6. Configure your second layer of security from the options below.
 - a. Authentication App: Get codes from an app on your phone, computer, or tablet (e.g: Duo)
 - b. Phone: Get security codes by text message (SMS) or phone call
 - c. Backup codes: Login.gov will provide you 10 codes to use and keep in a safe place. You can use backup codes as your only authentication method if you don’t have any of the other options.

More information on how to create the login.gov account can be found [here](#).

Once you have the Login.gov account,

1. Go to [eXCHANGE](#)
2. Click on the Register button on the left top.
3. Click Applicants only.

Register for an Account

Create or use an existing Login.gov or ID.me account to verify your identity uniquely. Upon completion, you will be directed back to eXCHANGE to complete the registration process.

Applicants Only

Basic Proofing

Verify with ID.me or Login.gov

External Reviewers or Applicants

Enhanced Identity Proofing

Verify with ID.me or Login.gov

DOE Internal or Lab User

Enhanced Identity Proofing

Verify with OneID

4. Fill in the registration with your information
Organization type: Academic
Organization : University of Maryland: College Park
UEI number: NPU8ULVAAS23
Email: one that is connected to your Login.gov

REGISTRATION

General Information

Salutation:		Title:	
First Name: *		Organization Type: *	Academic
Last Name: *		Organization: *	University of Maryland: College Park

BUSINESS CONTACT INFORMATION

Country: *	United States
Address: *	
City: *	
State: *	
ZIP: *	
Phone: *	
Fax:	
UEI Number: *	NPU8ULVAAS23 ☐ N/A

More information can be found [here](#).