# NHI Login.gov and Blackboard Account Creation
## September 2024

## Contents

## Introduction

To access NHI training, you need to use a Login.gov account which is tied to your NHI Blackboard account via your email address. This a three-part process. You will be creating two separate accounts using the same email address. First, your Login.gov, and second, your Blackboard learning management system account (LMS). Once completed, you will use your Login.gov account to access the LMS.

> **Note:** Please take your time while completing the registration process.
> Missing one instrumental step will lead to an unsuccessful account creation.

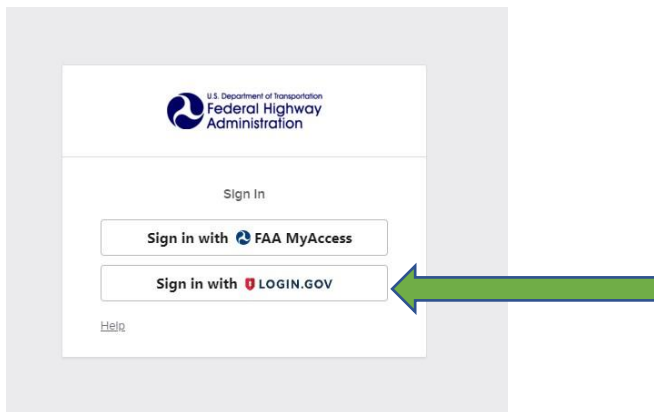# First Step: Create Login.gov Account (Go to Second Step, if you already have an account)

1. Begin at the NHI Learning Management System Site:

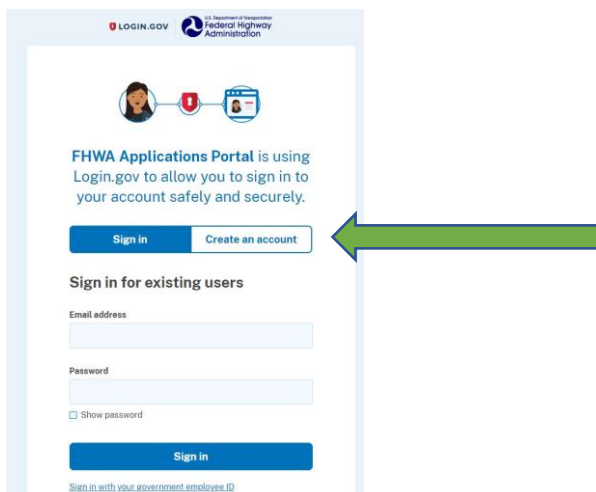   https://fhwanhi.geniussis.com/PublicWelcome.aspx

   Select "Access with Login.gov" button.
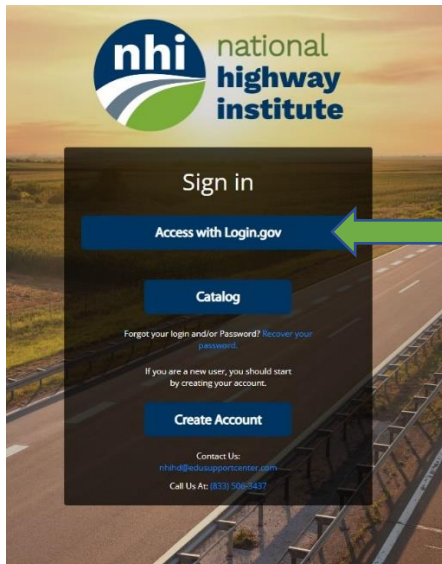
   

2. The next page to open, select the second button "Sign in with LOGIN.GOV".

   

3. If you do not have a Login.gov account, select the second tab, "**Create an account.**"

4.  Enter your email address and select "I read and accept the Login.gov Rules of Use"



5.  You will be sent an email confirmation. Select the confirmation link in your email and you will be able to create a password. You will then select an authentication method such as a text. Once your account is confirmed and authenticated, you will have the Login.gov account.



6.  You will be prompted to authenticate through a multi-factor method.

**Authentication method setup**

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

☐ 📱 **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐ 📞 **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐ 🔑 **Security key**
Connect your physical security key to your device. You won't need to enter a code.

☐ 🪪 **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

☐ ⌗ **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

**Note: The recommendation is to use the second option: Text or voice message. Once you make your choice click Continue.**

7. If you choose Add a phone number, you will be prompted to enter your number.



You can choose how to get the code through text or phone call. The recommendation is text. Once that choice is made, click Send Code. If you would like to choose another method, you can do so by clicking the "Add another method" button at the bottom of the page.

## Second Step: Create a Blackboard Account

1. Go to the NHI Learning Management System Site:

   https://fhwanhi.geniussis.com/PublicWelcome.aspx

   Select "Create Account" button.
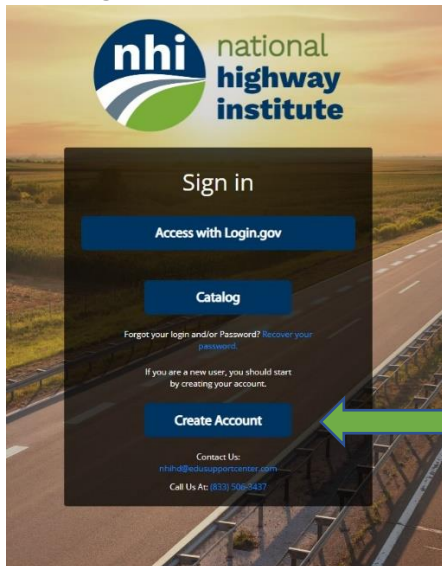


2. Enter information in the gray box that says, "Are you a Federal Employee?" Select "No" from the "Are you a Federal Employee?" drop-down.



3. Complete the information requested and click Register

4. You will receive a New Account Activation email.
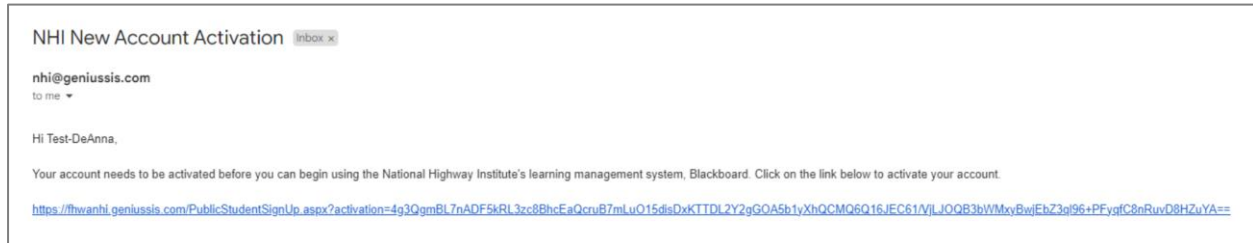


Click the link. You have verified your account.
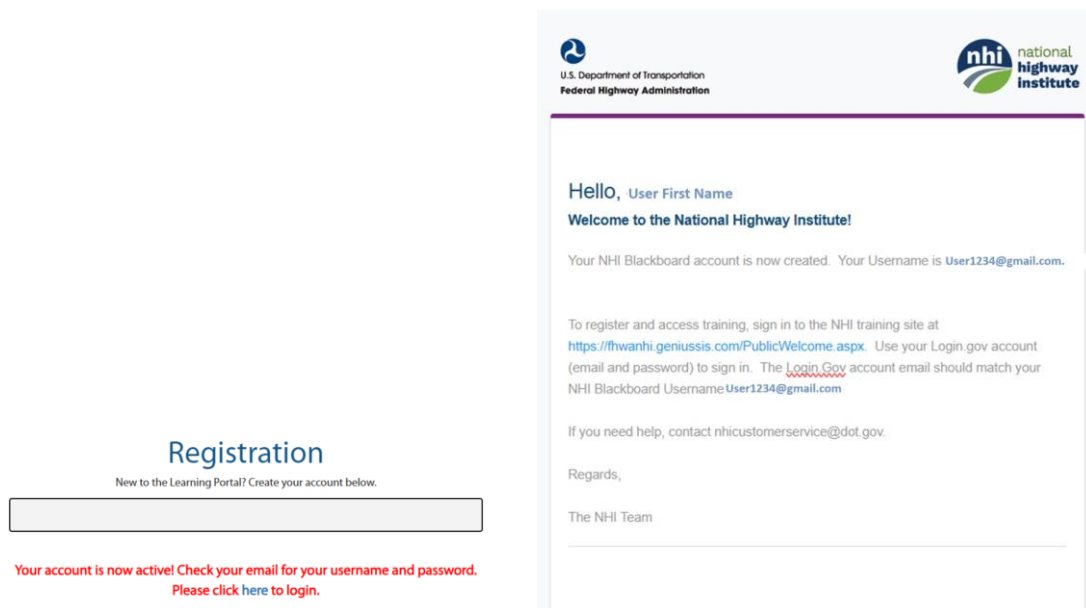


You can then access the system by selecting the link
"**https://fhwanhi.geniussis.com/PublicWelcome.aspx**" or from your Genius email confirmation.

## Third Step: Access NHI Learning Management System with Login.gov

1. Begin at the NHI Learning Management System Site:

https://fhwanhi.geniussis.com/PublicWelcome.aspx

Select "Access with Login.gov" button.

Select "Sign in with LOGIN.GOV" button.

2. Enter your Login.gov credentials.
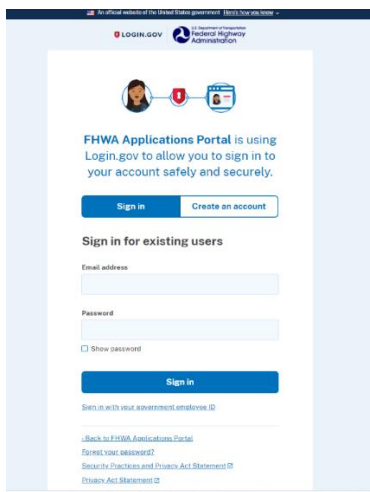


3. You will be notified that your information is being shared with the FHWA Applications Portal. Click **Agree and continue.**



4. Accept the Rules of Behavior

**FHWA Information Systems**
**Rules of Behavior**

**Terms and Conditions of Use**

You are attempting to access a Federal computer system, which is the property of the United States Government. It is for authorized use only.

Unauthorized access to this United States Government computer system is prohibited by Title 18, "Crimes and Criminal Procedure", United States Code, Section 1030 "Fraud and Related Activity in Connection with Computers." Knowingly or intentionally accessing the computer system without authorization or with intent to defraud could result in a fine, imprisonment, or both. To prevent the system from unauthorized use, system administrators monitor this system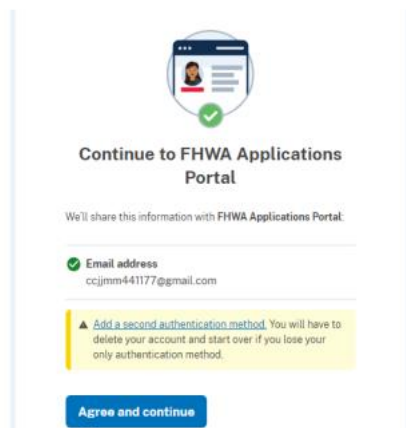. Anyone using this system expressly consents to such monitoring and is advised that if monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement officials. Unauthorized or improper use of this system will result in administrative disciplinary actions and civil and criminal penalties.

By continuing to use this system you indicate your awareness of and consent to the following "Rules of Behavior".

**Rules of Behavior For a User**

I will not knowingly introduce any malicious code into DOT computer systems, nor will I attempt to bypass or circumvent its security features.

I will protect all passwords issued to me and will not disclose them to anyone. I will change my password immediately when I suspect that my password may have been compromised. I will not store any User ID or Passwords in the Internet Explorer AutoComplete feature or in any file on my workstation.

5. You will now see your Learner Dashboard from where you may register for courses, launch your courses, and see certificates and transcripts.