

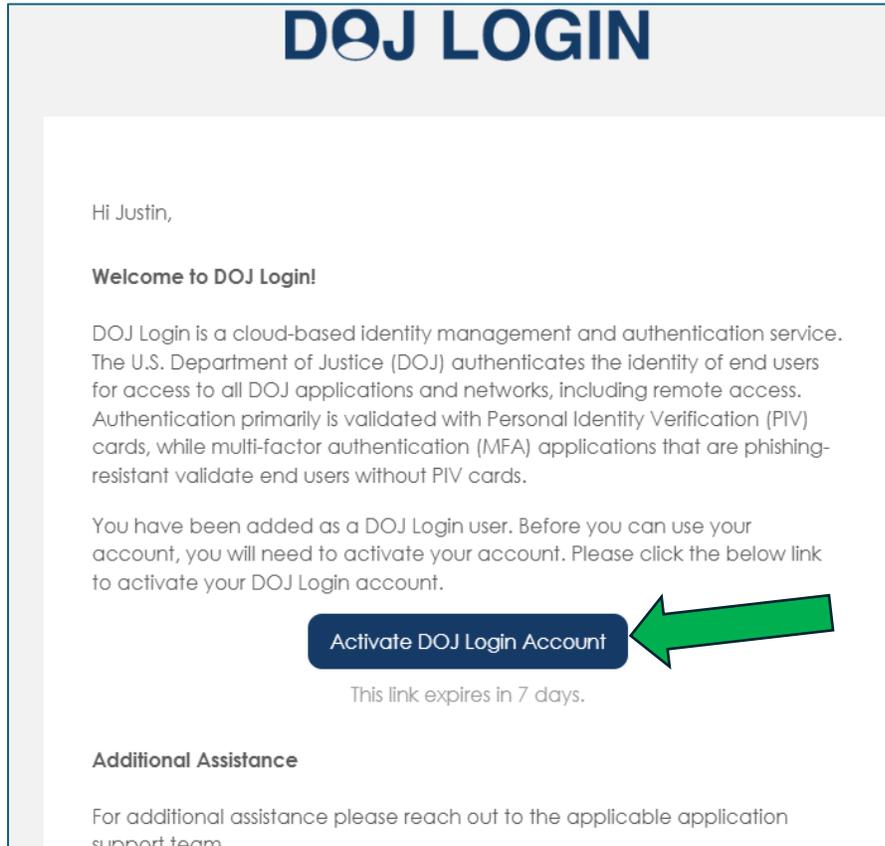
## **COPS Agency Portal Login for Agency (external) users.**

The COPS Agency Portal is available on the COPS website (cops.usdoj.gov). This is where you will access COPS applications that are available to you.

**New users, that have not set up their OKTA account, should begin with step 1.**

**Existing users can begin with step 5.**

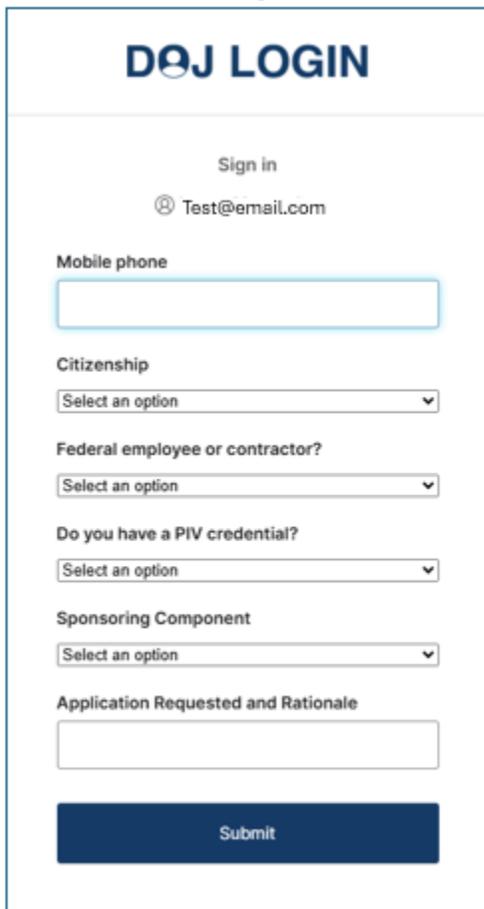
1. When you need access to COPS applications, please work with your COPS grant manager and they will have you added to the system using your contact information.
2. Once you are added to the system, you will receive an automated email, from “DOJ Login” (see the screenshot below). Click the “Activate DOJ Login Account” button in the body of the email.



\*\*Disclaimer: Screens shown in this guide may vary slightly from the actual system as updates are made.

3. Answer the questions presented on the screen (See “Initial Activation Questions”).
  - a. How to answer the questions to activate your account for the first time:
    - i. **Mobile phone:** please enter your mobile phone number.
    - ii. **Citizenship:** Please choose your citizenship (*US Citizen, Non-US Citizen, or Not Specified*).
    - iii. **Federal employee or contractor:** Select “No”.
    - iv. **Do you have a PIV credential:** Select “No”.
    - v. **Sponsoring Component:** Select “*Office of Community Oriented Policing Services (COPS)*”.
    - vi. **Application Requested and Rationale:** Please enter “Access to Monitoring to complete monitoring review”.

#### Initial Activation Questions:



The screenshot shows a web form titled "DOJ LOGIN" with a "Sign in" button. Below the button, the email address "Test@email.com" is entered. The form contains several fields: a text input for "Mobile phone", a dropdown menu for "Citizenship" with the text "Select an option", a dropdown menu for "Federal employee or contractor?" with the text "Select an option", a dropdown menu for "Do you have a PIV credential?" with the text "Select an option", a dropdown menu for "Sponsoring Component" with the text "Select an option", and a text input for "Application Requested and Rationale". A blue "Submit" button is located at the bottom of the form.

4. The activation link will expire 7 days from when it is sent. If this happens, please work with your COPS contact(s) to get an updated email message to begin the process.

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**Existing users begin here:**

5. Click “Account Access” to open the login page. This will open the COPS Portal:  
<https://portal.cops.usdoj.gov>



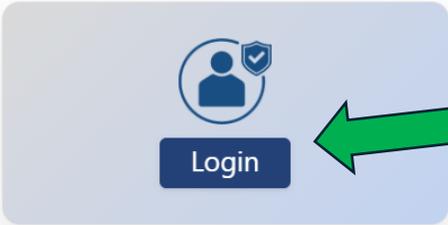
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6. Click the "Login" button on the main login page.

Please visit the [Justice Grants website](#) to learn more about training materials, news and updates, FAQs, and information on how to contact user support.

Current award recipients with specific questions about their awards should reach out to their grant managers at the COPS Office for support.

## Account Access



For more information for the COPS DOJ Login process, [click here](#).

7. Enter the email used to register with DOJ Login and click "Next":

### DOJ LOGIN

Please enter your email address below to sign in. Alternately, if you have a DOJ PIV card, please click the "Sign in with PIV" button below.

Email Address

**Next**

[Forgot password?](#)

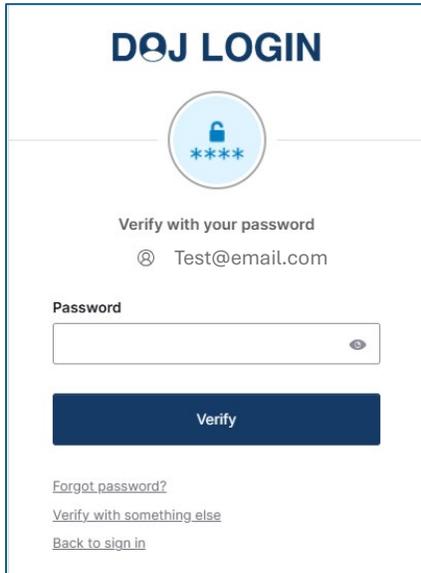
OR

[Sign in with PIV / CAC card](#)

[Help](#)  
[DOJ Privacy Policy](#)

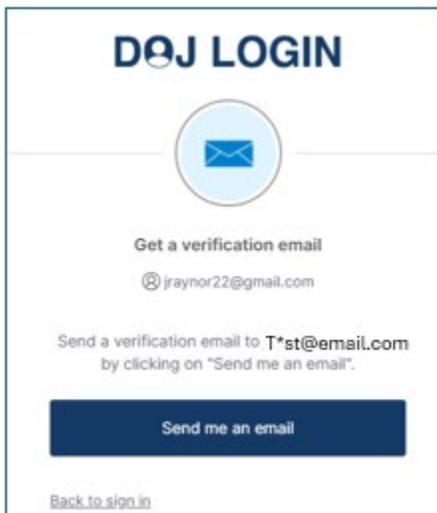
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8. Enter your DOJ Login password and click “Verify”:



The screenshot shows the DOJ LOGIN interface. At the top, it says "DOJ LOGIN" in blue. Below that is a circular icon with a padlock and "\*\*\*\*". The text "Verify with your password" is centered. Below it, the email "Test@email.com" is displayed with a small circular icon to its left. A "Password" label is above a text input field. To the right of the input field is an eye icon. Below the input field is a dark blue button labeled "Verify". At the bottom, there are three links: "Forgot password?", "Verify with something else", and "Back to sign in".

9. After entering your email and password, you are required to verify your account. Click the button, “Send me an email”, and the system will send a verification code to the registered email address you entered in step 4.

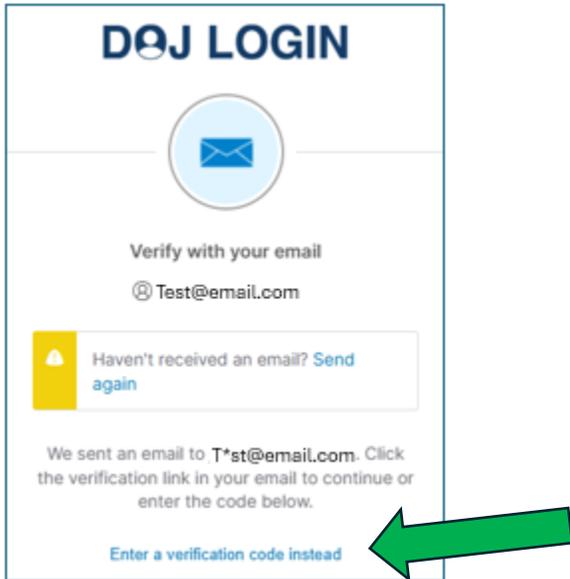


The screenshot shows the DOJ LOGIN interface. At the top, it says "DOJ LOGIN" in blue. Below that is a circular icon with an envelope. The text "Get a verification email" is centered. Below it, the email "jraynor22@gmail.com" is displayed with a small circular icon to its left. Below that, the text "Send a verification email to T\*st@email.com by clicking on 'Send me an email'." is centered. Below this text is a dark blue button labeled "Send me an email". At the bottom left, there is a link "Back to sign in".

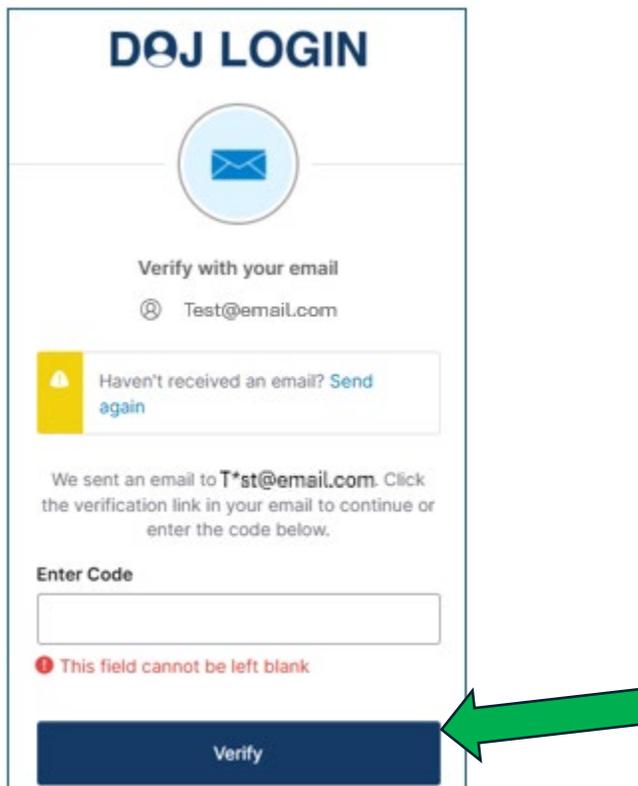
10. Go to your registered email account to find the system generated message that contains the DOJ Login verification code.

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11. Return to the login screen and click, “Enter a verification code instead”.

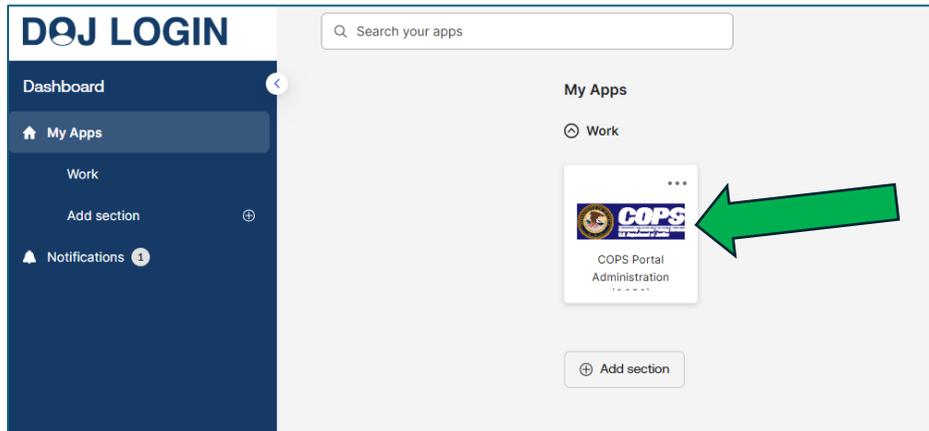


12. Enter the verification code from the email in the box labeled “Enter Code” and click “Verify”. This will log you in to the COPS Portal.

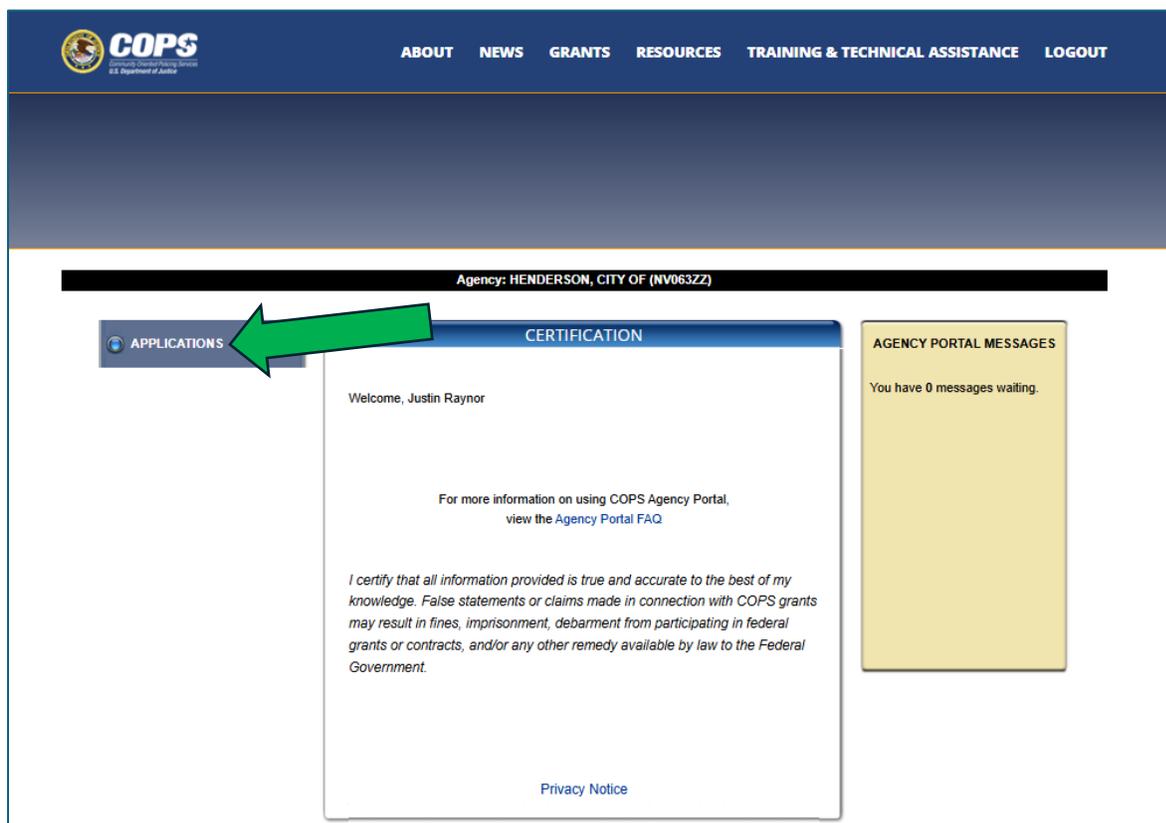


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13. If this is the first time you are logging in (or if you are logging in directly from the DOJ login page (<https://dojlogin.usdoj.gov/>), you may be required to select COPS Portal Administration to direct you to the COPS applications. If this is the case, please select the “COPS Portal Administration” tile.

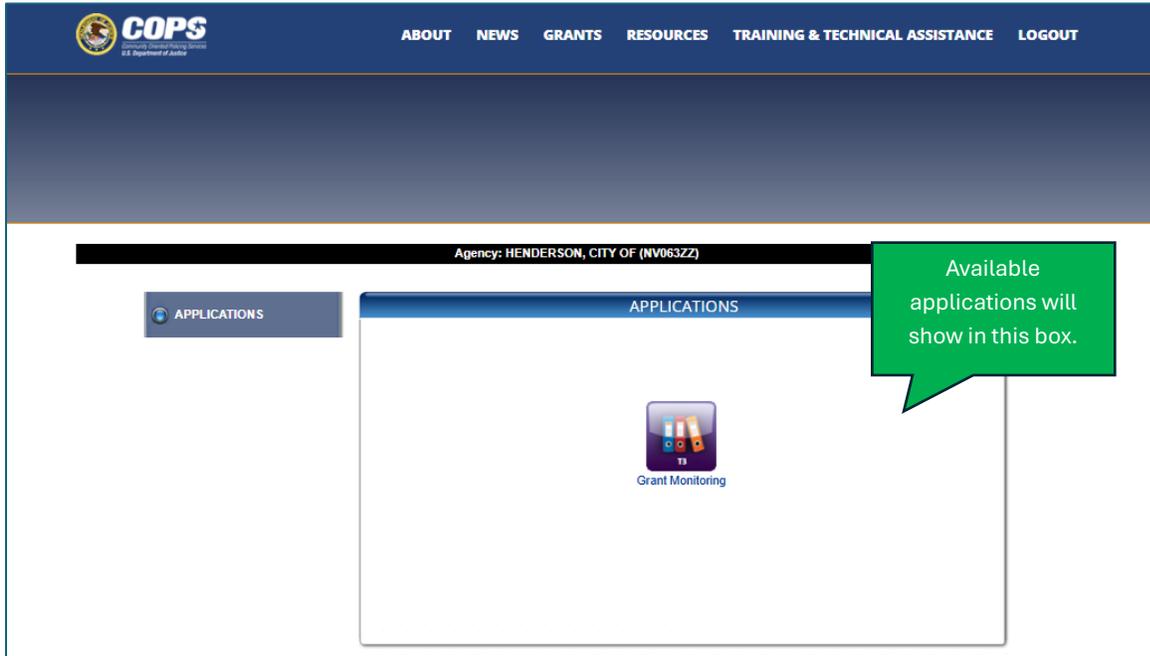


14. Click the “Applications” link on the Portal main page:



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15. You will see all COPS applications that you have access to. Click the tile for the desired application. The system will open the application in a new window where you can perform your needed actions directly in the application as you normally would.



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