



USA Staffing®

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July 28, 2018

Creating Your Onboard Account through Login.gov

Part I



Creating Your Onboard Account through Login.gov

- This is a step-by-step guide to assist you with accessing your onboarding account through login.gov. If you already have a login.gov account, please refer to *Part II - Accessing Your Onboard Account through Login.gov*
- Login.gov is a service that offers secure and private online access to government programs. With a login.gov account, you can sign into multiple government websites with the same username and password.
- To access your USA Staffing Onboard account, you have to go through your USAJOBS profile which requires a login.gov account.



For more information regarding the new login method, check out USAJOBS FAQ at:

<https://www.usajobs.gov/Help/faq/account/login-gov/>



Creating Your Onboard Account through Login.gov

To create your new account you will need access to:

- ✓ Internet, AND
- ✓ Primary e-mail address associated with your USAJOBS profile, AND
- ✓ Phone (that you will use to receive the system-generated security code each time you log in)

Important Note for Users Outside of the United States: Login.gov can not call users outside of the United States. If you have an International code of any number other than +1, you must receive your security code via Text message (SMS). Do not register an international landline because you will not receive the code.

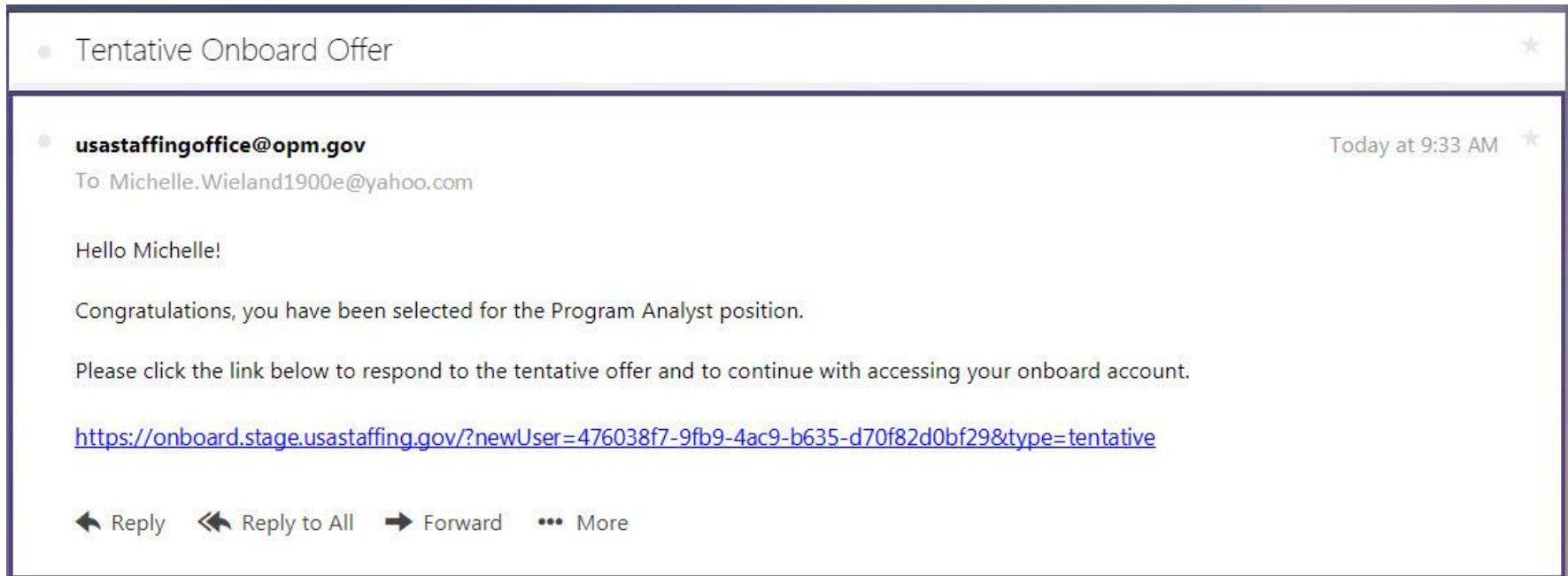
Be sure to set aside 10 minutes of uninterrupted time when creating your account.
And, carefully read and follow the given instructions.



Creating Your Onboard Account

Step 1

- Go to your e-mail account and open the **Tentative** or **Official Job Offer** or **Invitation** notification you received from the hiring agency.
- This e-mail will include a unique URL/link. Click the link to begin authenticating your account.





Creating Your Onboard Account

Step 2

After clicking on the authentication link, you will be presented with the Tentative or Official Job Offer response page. You will respond by selecting **Accept**, **Decline**, or **Request to be Contacted** then clicking **Continue**.

USA Staffing® [Help Center](#)

Tentative Job Offer

To continue the onboarding process, the Office of Personnel Management needs you to complete additional actions in order to determine your suitability for the following position:

Position Title: Program Analyst
Pay Plan: GS
Series: 0343
Grade: 12

After reviewing the details of the offer you received, please indicate your acceptance of the conditions of employment by electronically providing your response to the offer below. For questions regarding your offer, select the *Request to be Contacted* option below or directly contact the Human Resources point of contact identified in your offer.

I, **Michelle Wieland**:

Accept
 Decline
 Request to be Contacted

To continue the process, click continue below. You will be prompted to login to USAJOBS using Login.gov, and then you will be able to complete onboarding tasks.

[Continue](#)


Note: If you have already responded to the job offer, you will log in by accessing the main USA Staffing Onboard login page at: <https://onboard.usastaffing.gov>



Creating Your Onboard Account

Step 3


- After accepting the job offer, you will be directed to the login.gov page for USAJOBS
- To create your login.gov account, click the **Continue** button

 An official website of the United States government

USAJOBS

You now need to create a login.gov account to sign in to USAJOBS

To maintain your existing profile: 1. Use your existing USAJOBS email address and 2. Create a new password.

Continue to  LOGIN.GOV and select "Create account"

Already created a login.gov account? **Sign in**



Creating Your Onboard Account Step 4

Click the **Create an account** button

A screenshot of the USAJOBS login page. At the top, it says "An official website of the United States government". Below that are the "LOGIN.GOV" and "USAJOBS" logos. In the center, there are three circular icons connected by a line: a person's head, a shield with a keyhole, and a document with a person icon. Below the icons, the text reads: "USAJOBS is using login.gov to allow you to sign in to your account safely and securely." There is a light blue callout box with an information icon and the text: "First time here from USAJOBS? Your old USAJOBS username and password won't work. Please create a login.gov account using the same email address you use for USAJOBS. [Learn more.](#)" At the bottom, there are two buttons: a blue "Create an account" button and a white "Sign in" button. Below the "Sign in" button is a link that says "Back to USAJOBS".



Creating Your Onboard Account

Step 5

- If you already have a USAJOBS account: Enter the email address used in your USAJOBS account and click the **Submit** button. This will allow the system to automatically link your existing USAJOBS profile with your login.gov account.
- If you do not have a USAJOBS account: Enter your personal email address and click the **Submit** button.

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LOGIN.GOV USAJOBS

! First time here from USAJOBS?
[Learn more.](#)

Enter your email address

Email address

Michelle.Wieland1900e@gmail.com

[Security Practices and Privacy Act Statement](#)

Submit

[Cancel](#)

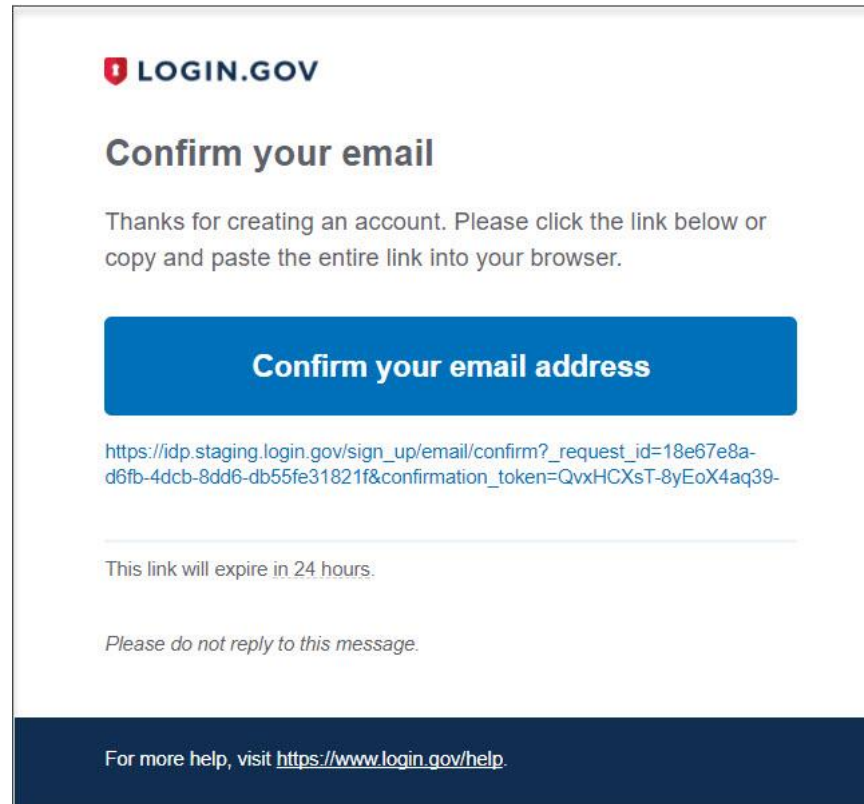
Note: If you do not have an existing USAJOBS account, we recommend using a personal e-mail account rather than a business or school e-mail address. You will need to be able to access this account after switching jobs or graduating from school.



Creating Your Onboard Account

Step 6

- You will receive an email from no-reply@login.gov to confirm your e-mail address.
- Open the e-mail and click the **Confirm your email address** button. If your e-mail system is in plain text mode, copy and paste the URL instead.





Creating Your Onboard Account

Step 7

After confirming your email address, a confirmation message will display and you will be prompted to create a password. Enter a password and click the **Continue** button.

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LOGIN.GOV USAJOBS

✔ 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: **Great!**

Continue

Password safety tips +

[Cancel account creation](#)



Creating Your Onboard Account

Step 8

- Select the method in which you would like to secure your account for the two-factor authentication sign-in process (this example uses the Text message option).
- Click the **Continue** button.

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LOGIN.GOV | USAJOBS

Secure your account

login.gov makes sure you can access your account by adding a second layer of security.

Select an option to secure your account:

- Text message / SMS**
Get your security code via text message / SMS.
- Phone call**
Get your security code via phone call.
- Authentication application**
Set up an authentication application to get your security code without providing a phone number.
- Government employees**
Use your PIV/CAC card to secure your account.

Continue



Creating Your Onboard Account

Step 9

- Enter your phone number. This phone number can be a cellular phone or landline. You must have immediate access to the phone number as the next step will require you to input a confirmation code sent to the phone.
- Click the **Send code** button.

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LOGIN.GOV USAJOBS

Send your security code via text message

We'll text a security code each time you sign in.

Mobile phone number

Send code

[Choose another option](#)

Important Note for Users Outside of the United States: Login.gov can not call users outside of the United States. If you have an International code of any number other than +1, you must receive your security code via Text message (SMS). Do not register an international landline because you will not receive the code.



Creating Your Onboard Account

Step 10

- Enter your one-time security code (received via text) and click the **Submit** button.
- If you were unable to receive the code, click **Get another code** or use the option to **Use another phone number** to receive another code.

An official website of the United States government

LOGIN.GOV USAJOBS

Enter your security code

We sent a security code to +1 202-607- [redacted] This code will expire in 10 minutes.

One-time security code

150261 **Submit**

[Get another code](#) Remember this browser for 30 days

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

[Cancel account creation](#)

Note: Each time you sign into Onboard, you must enter your:

- (1) email address, AND
- (2) password, AND
- (3) second authentication option




Creating Your Onboard Account


Step 11

- After entering the security code, the login.gov system will assign you a personal key. If you forget the password or do not have your phone, you must enter the personal key to access your account.
- You will need to print or write down this code. This code will not be sent to you via text message or phone call.


Store your personal key

This is the only way to regain access to your account if you lose the phone where we send your security code. **Write it down or print it out.**



 **Your personal key**

FA6N - ADRW - 48VS - C3F

Generated on July 27, 2018 

[Get another key](#) [Print this page](#)

Why do I need to store my new key on paper? [+](#)

Continue

Note: For your privacy and security, login.gov does not store your password and personal key. Only you know them.

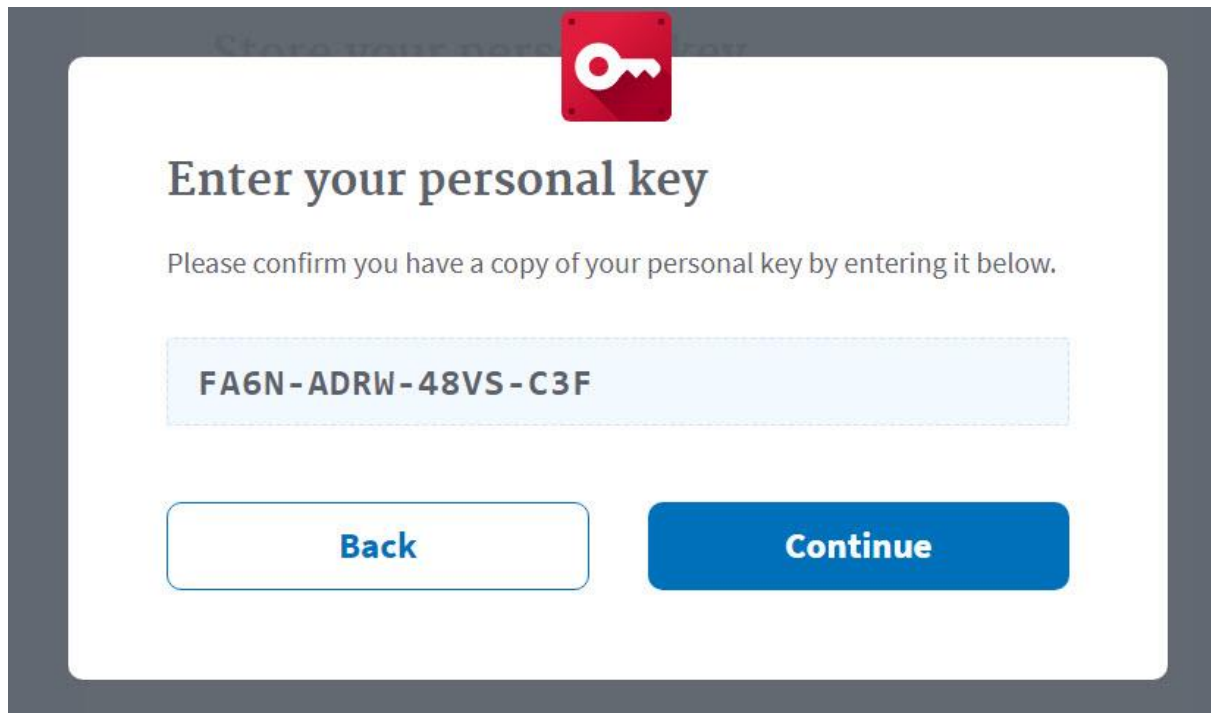
Login.gov requires you to store your personal key outside of your computer or mobile device so it can be safe even if your devices are stolen or your online accounts are hacked.



Creating Your Onboard Account

Step 12

- Enter your personal key (to confirm that you have a copy)
- Click the **Continue** button

A screenshot of a web form titled "Enter your personal key". At the top center is a red square icon with a white key symbol. Below the icon, the text reads "Enter your personal key" in a bold, dark font. Underneath that, a smaller line of text says "Please confirm you have a copy of your personal key by entering it below." A light blue rectangular input field contains the text "FA6N-ADRW-48VS-C3F". At the bottom of the form, there are two buttons: a white button with a blue border labeled "Back" and a solid blue button labeled "Continue".

Enter your personal key

Please confirm you have a copy of your personal key by entering it below.

FA6N-ADRW-48VS-C3F

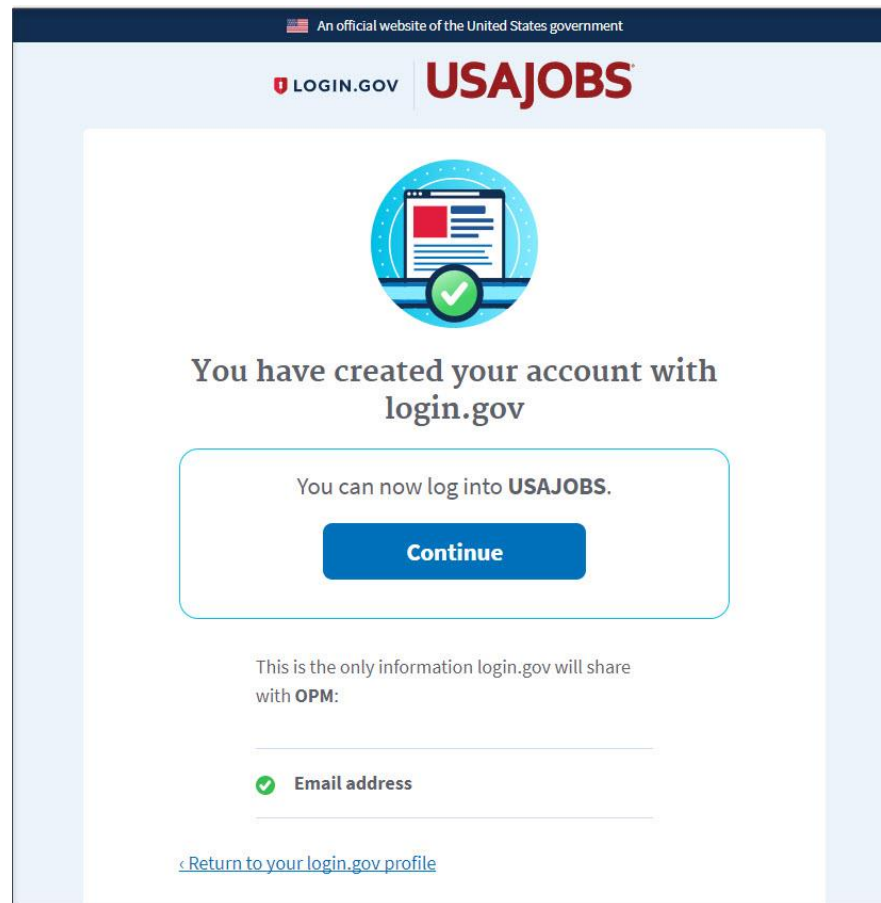
Back Continue



Creating Your Onboard Account

Step 13

The system will confirm that you have created your login.gov account. On this page, you will click **Continue** to be directed to the USA Staffing Onboard Welcome Page.






Creating Your Onboard Account

Step 14

You may begin the onboarding process through the USA Staffing Onboard system.

Welcome [Tasks](#) [Help Center](#) Logged in as: Michelle Wieland ▾



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Onboarding Progress 0%

Position Title: Program Analyst
Pay Plan-Series-Grade: GS-0343-12
Duty Location: Washington DC, District of Columbia

Welcome, Michelle Wieland

You have been tentatively selected for the position of **GS-0343-12 Program Analyst** with the **Office of Personnel Management**. Human Resources requires that certain information be collected and verified prior to a formal offer being made; therefore, a number of tasks have been assigned for you to complete. After you receive the formal offer from Human Resources, additional tasks will be assigned to facilitate a successful and timely entrance on duty.

The assigned tasks will provide you instructions on:

- Gathering your personal information
- Viewing, signing, and submitting various entrance-on-duty forms
- Completing external actions required for the position for which you were selected
- Completing required training courses
- Uploading required supporting documentation

If you have questions about your assignments, click the Help Center link at the top of the screen to access online help or contact one of the Human Resources contacts listed on the Contact Us page.

Click **Start** to begin the process.

[Start](#)



Requesting Assistance

You have successfully created your Onboard account through login.gov.

For questions or assistance with your login.gov account, review the online help at <https://login.gov/help> or email them at hello@login.gov

For help with linking your USAJOBS profile information to your login.gov account, contact the USAJOBS Help Desk at: <https://www.usajobs.gov/Help/how-to/account/profile/#contact-us-form>



If you have already created your login.gov account, please see the instructions for **Part II – Accessing Your Onboard Account** at: https://help.usastaffing.gov/NewHire/index.php?title=New_Hire