

Single Sign-On Instructions

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Overview

These instructions outline how to log into OPM systems using single sign-on multifactor authentication (MFA) protocols.

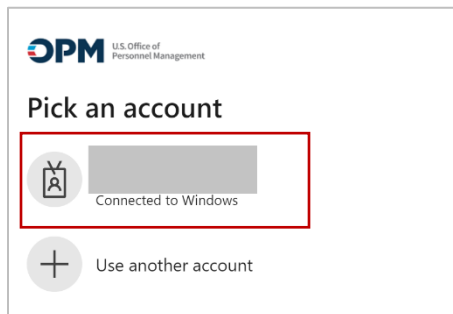
- If you **are an OPM employee** (an authorized user whose account is associated with an opm.gov email address) and you are:
 - Using a **government-issued device**: you will log in via *Entra* by completing the steps in [Section 1](#).
 - Using a **personal device**: you will log in via [Login.gov](#) by completing the steps in [Section 2](#).
- If you **are not an OPM employee** (your account is associated with an email address that is not opm.gov), you will log in via Login.gov by completing the steps in [Section 2](#).

Section 1: OPM employees using a government-issued device

1. Open your internet browser and navigate to USA Staffing, <https://usastaffing.usalearning.gov/login/index.php>.
2. At the login screen, select the “Login via Entra” button.



3. You will be redirected to <https://login.microsoftonline.com>
4. You will be asked to select the appropriate certificate connected to your OPM PIV card/Microsoft account. *Note:* you may need to enter your PIN number.



5. After successful authentication, you will be automatically redirected back to [USA Staffing](#).

Help Desk Support: If you experience any technical problems or difficulty logging in you can submit a help desk ticket: https://usastaffing.usalearning.gov/blocks/help_desk/newticket.php

You can also call the Help Desk at 202-753-0845 within the Washington, DC area or toll free at 833-200-0035 (Weekdays 8:30AM to 6:00PM Eastern Time).

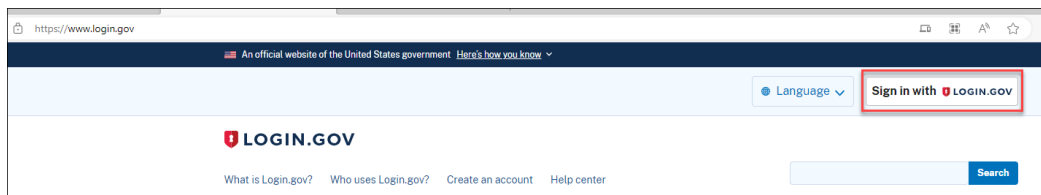
Section 2: OPM employees using a personal device and non-OPM employees

First, go directly to [Login.gov](https://www.login.gov), **not USA Staffing**. Then, follow the instructions based on your [Login.gov](https://www.login.gov) user status:

- *If you are a new Login.gov user:* Follow the instructions in [Part 1: New Login.gov Users](#).
- *If you are an existing Login.gov user:* Follow the instructions in [Part 2: Existing Login.gov Users](#).

Part 1: New Login.gov Users

1. Open your internet browser and navigate to [Login.gov](https://www.login.gov) (<https://www.login.gov>).
2. Select the “*Sign in with Login.gov*” button.



3. Select the “*Create an account*” button.
4. Enter your email address.
 - a. Choose an email address that you’ll always be able to access.
 - b. Once your account is created, you can add an additional email address, such as a work email or alternate personal address, to access your account.
5. Check the box to confirm “*I read and accept the Login.gov rules of use.*”
6. Select the “*Submit*” button.

Sign in Create an account

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)
 Español
 Français

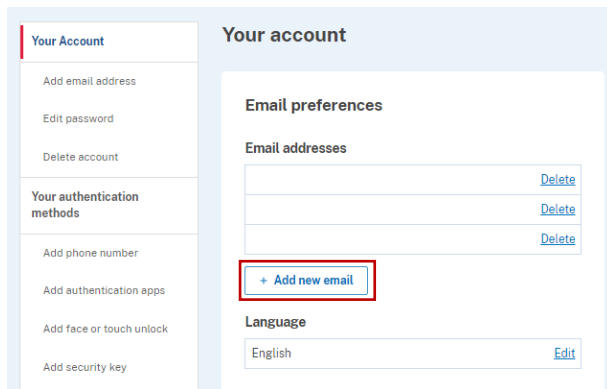
I read and accept the Login.gov [Rules of Use](#)

Submit

7. Check your email for a message from [Login.gov](#).
8. Select the “*Confirm your email address*” button in the message. This will take you back to [Login.gov](#).
9. Create your [Login.gov](#) password.
 - a. This password will work with all email addresses added to your [Login.gov](#) profile.
10. Set up a second layer of security.
 - a. As an added layer of protection, [Login.gov](#) requires you set up an authentication method to keep your account secure. This is referred to as multi-factor authentication (MFA).
 - b. We encourage you to have more than one authentication method on your account. You can choose from several authentication options.
 - c. [Learn more about each authentication option](#) to choose the one that is right for you.
11. Once you have authenticated, you have created your [Login.gov](#) account and will be taken to your [Login.gov](#) account profile page.

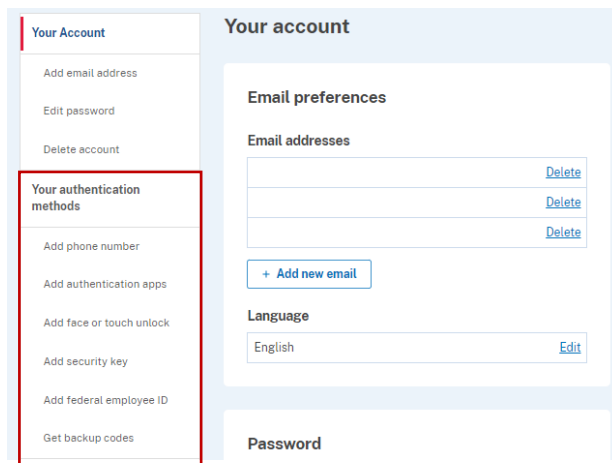
Note: Your USA Staffing account email address must be added to your [Login.gov](#) account for successful authentication and login:

12. Select the **+ Add new email** option.



13. Enter your **USA Staffing profile email address** in the field and click “Submit.”
 - a. You can add as many email addresses as you would like to support accessing numerous systems.

14. Select from the list of authentication methods to add other methods to your profile.

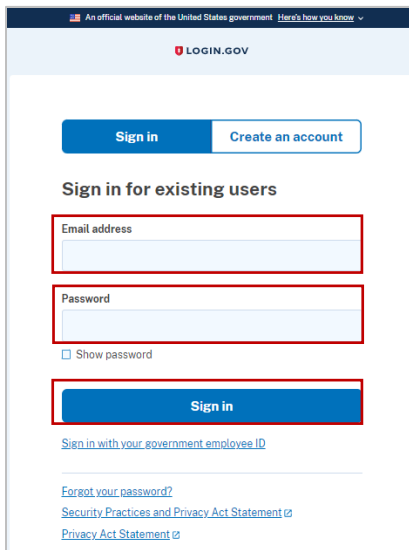


15. Open your internet browser and navigate to [USA Staffing](#).

16. At the login screen, select the “Login via Login.gov” button.



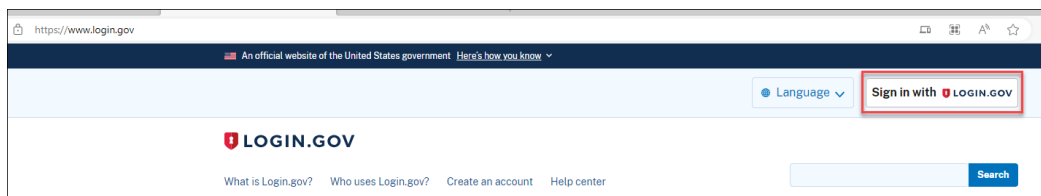
17. You will then be redirected to [Login.gov](https://login.gov).
18. Enter your [Login.gov](https://login.gov) credentials: *Note:* this will be your **USA Staffing** profile email address (which you added as an additional email address in Step 12), along with your [Login.gov](https://login.gov) password.
19. Select the “Sign in” button.



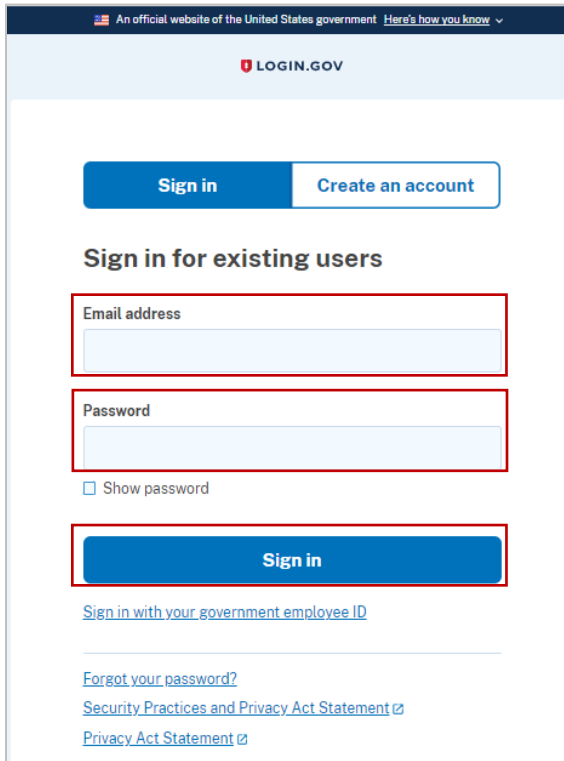
20. After successful authentication, you will be automatically redirected back to **USA Staffing** (<https://usastaffing.usalearning.gov/>).

Part 2: Existing Login.gov Users:

1. Open your internet browser and navigate to the [Login.gov](https://www.login.gov) homepage (<https://www.login.gov/>).
2. Select the **Sign in with Login.gov** button.



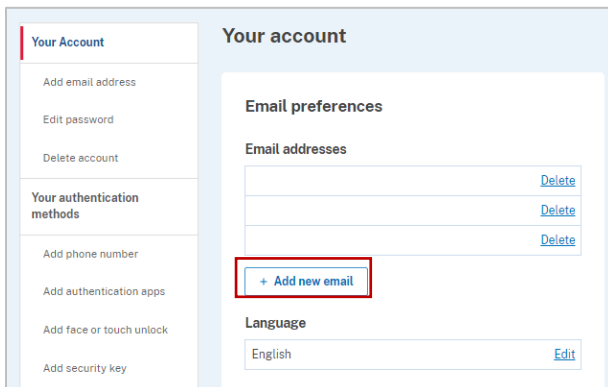
3. Enter your login credentials and select **Sign in**.



4. Complete your secondary authentication method for [Login.gov](https://login.gov). You will then be taken to your [Login.gov](https://login.gov) account profile page.

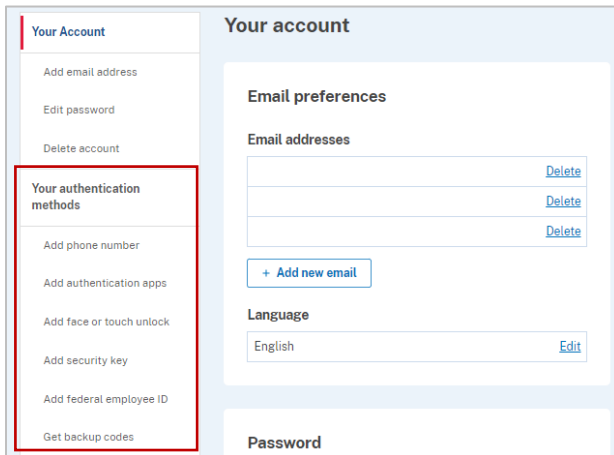
Note: Your USA Staffing account email address **must be added** to your [Login.gov](https://login.gov) account for successful authentication and login.

5. Select the **+ Add new email** option.



6. Enter your **USA Staffing profile email address** in the field and select **Submit**.
 - a. You can add as many email addresses as you would like to support accessing numerous systems.

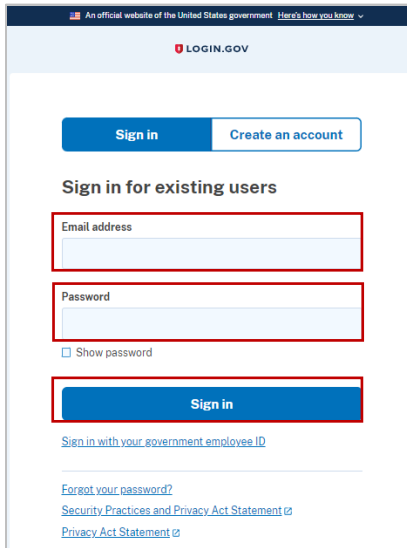
7. Select from the list of authentication methods to add other methods to your profile.



8. Open your internet browser and navigate to [USA Staffing](#).
9. At the login screen, select the “*Login via Login.gov*” button:



10. You will then be redirected to [Login.gov](#).
11. Enter your [Login.gov](#) credentials: *Note:* this will be your [USA Staffing](#) profile email address (which you added as an additional email address in Step 12), along with your [Login.gov](#) password.
12. Select the “*Sign in*” button.



13. After successful authentication, you will be automatically redirected back to USA Staffing (<https://usastaffing.usalearning.gov/>).
14. To access USA Staffing, please follow the instructions for [“Existing Login.gov users.”](#)

Help Desk Support: If you experience any technical problems or difficulty logging in you can submit a help desk ticket: https://usastaffing.usalearning.gov/blocks/help_desk/newticket.php

You can also call the Help Desk at 202-753-0845 within the Washington, DC area or toll free at 833-200-0035 (Weekdays 8:30AM to 6:00PM Eastern Time).

Section 3: Login.gov resource links for users

- **Login.gov Authentication Methods** - <https://www.login.gov/help/get-started/authentication-methods/>
- **Add or change your authentication method** - <https://login.gov/help/manage-your-account/add-or-change-your-authentication-method/>
- **Change the email address associated with your account** - <https://login.gov/help/manage-your-account/change-your-email-address/>