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.

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**usastaffingoffice@opm.gov**

To: Michelle.Wieland1900e@yahoo.com

Hello Michelle!

Congratulations, you have been selected for the Program Analyst position.

Please click the link below to respond to the tentative offer and to continue with accessing your onboard account.

https://onboard.stage.usastaffing.gov/?newUser=476038f7-9fb9-4ac9-b635-d70f82d0bf29&type=tentative

[Reply] [Reply to All] [Forward] [More]
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**.

**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](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
Creating Your Onboard Account
Step 4

Click the **Create an account** button

USAJOBS is using login.gov to allow you to sign in to your account safely and securely.

*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.](#)

[Create an account](#)

[Sign in](#)
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.

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.
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.

![Secure your account](image-url)
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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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.

**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.

**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

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.
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