Accessing Your Onboard Account through Login.gov

Part II
Accessing Your Onboard Account through Login.gov

• This is a step-by-step guide to assist you with accessing your onboarding account. To use this guide, you must have an established login.gov account. If you do not have a Login.gov account, please refer to Part I - Creating 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 login.gov, check out USAJOBS FAQ at: https://www.usajobs.gov/Help/faq/account/login-gov/
Accessing Your Onboard Account through Login.gov

To access your Onboard account you will need:

✓ Internet, AND
✓ E-mail (used in your USAJOBS account), AND
✓ Phone (that you will use to receive the system-generated security code each time you sign in)
✓ Your login.gov username and password

**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.
Accessing Your Onboard Account
Step 1

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

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
Accessing 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 Job Offer Response](image-url)
Accessing Your Onboard Account
Step 3

- After accepting the job offer, you will be directed to the login.gov page for USAJOBS.
- Click the Sign in button.
Accessing Your Onboard Account
Step 4

Click the **Sign in** button.
Accessing Your Onboard Account
Step 5

Enter your Email address and password and click **Next**.

**Note:** Each time you sign into Onboard, you must enter your:
1. email address, AND
2. password, AND
3. second authentication option
Accessing Your Onboard Account
Step 6

Enter your one-time security code (received via text or phone if you selected this option) and click the **Submit** button.

**Note:**
- If you were unable to receive the code, click **Get another code** to receive another code.
- You can also select **Remember this browser for 30 days**. This option will allow you to log in without entering a code.
- If you don’t have access to your phone you can select **Choose another security option**.
Accessing Your Onboard Account
Step 7

You will be directed to the USA Staffing Onboard system where you will begin or continue the onboarding process.
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 do not have a login.gov account, please see the instructions for Part I – Creating Your Onboard Account at: https://help.usastaffing.gov/NewHire/index.php?title=New_Hire