

USA Staffing[®]

Great Government Starts Here®

July 28, 2018

Accessing Your Onboard Account through Login.gov

Part II

USA Staffing: Great Government Starts Here



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.





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.



- 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.

Gmail +		
COMPOSE	Tentative Onboard Offer	ē 0
Inbox (230) Starred	usastaffingoffice@opm.gov to me 💌	•
Important	Hello Steven!	
Sent Mail	Congratulations, you have been selected for the Management and Program Analyst position.	
Drafts	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=fb7abc74-397b-44b0-ac3f-a22fba4bacb4&type=tentative	
	<u>Terms</u> - <u>Privacy</u>	

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



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**.

lentative.	Job Offer
To continue the onbo position:	arding process, the Office of Personnel Management needs you to complete additional actions in order to determine your suitability for the following
	gement and Program Analyst
Pay Plan: GS Series: 0343	
Grade: 12	
	tails of the offer you received, please indicate your acceptance of the conditions of employment by electronically providing your response to the ions regarding your offer, select the Request to be Contacted option below or directly contact the Human Resources point of contact identified in
I, Steven Apex:	
Accept	
Decline	
Request to be Cor	tacted
	ss, click continue below. You will be prompted to login to USAJOBS using Login.gov, and then you will be able to complete onboarding tasks.



- After accepting the job offer, you will be directed to the login.gov page for USAJOBS.
- Click the **Sign in** button.

An official website of the United States government		
USAJOBS		
You now need to	o create a	login.gov account to sign in to USAJOBS
		our existing USAJOBS email address and 2. Create a new password.
io maintain your existin	g profile: 1. Use y	our existing USAJUBS email address and 2. Create a new password.
	Continue	to I LOGIN.GOV and select "Create account"
	Already created	a login.gov account? Sign in

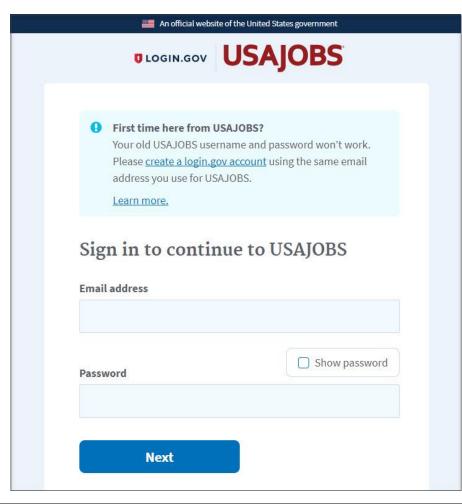


Click the **Sign in** button.

An official website of the United States government	
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 Back to USAJOBS	



Enter your Email address and password and click Next.



<u>Note</u>: Each time you sign into
Onboard, you must enter your:
(1) email address, AND
(2) password, AND
(3) second authentication option



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

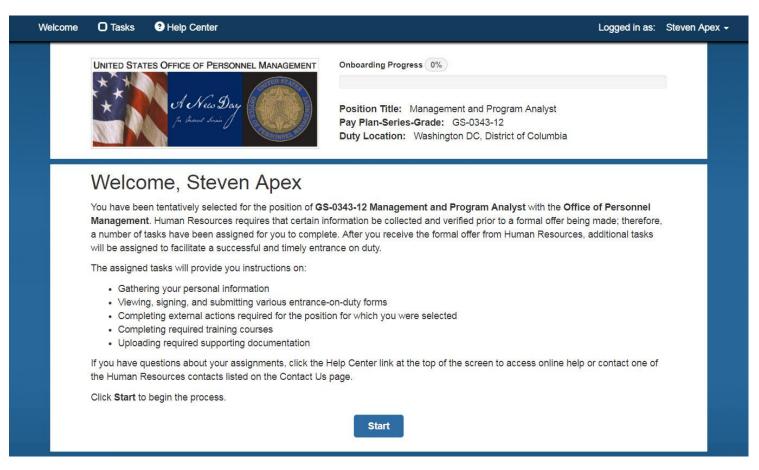
UDGIN.G	
Enter your se We sent a security code to minutes.	curity code to ***-***-5613. This code will expire in 10
One-time security code	
428718	Submit
C Get another code	Remember this browser for 30 days
Don't have access Choose another security	s to your phone right now?

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.



You will be directed the USA Staffing Onboard system where you will begin or continue the onboarding process.





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: <u>https://www.usajobs.gov/Help/how-</u> <u>to/account/profile/#contact-us-form</u>



If you do not have a login.gov account, please see the instructions for

Part I – Creating Your Onboard Account at: <u>https://help.usastaffing.gov/NewHire/index.php?title=New_Hire</u>