

# Online Training Courses for USA Staffing

## Technical Requirements

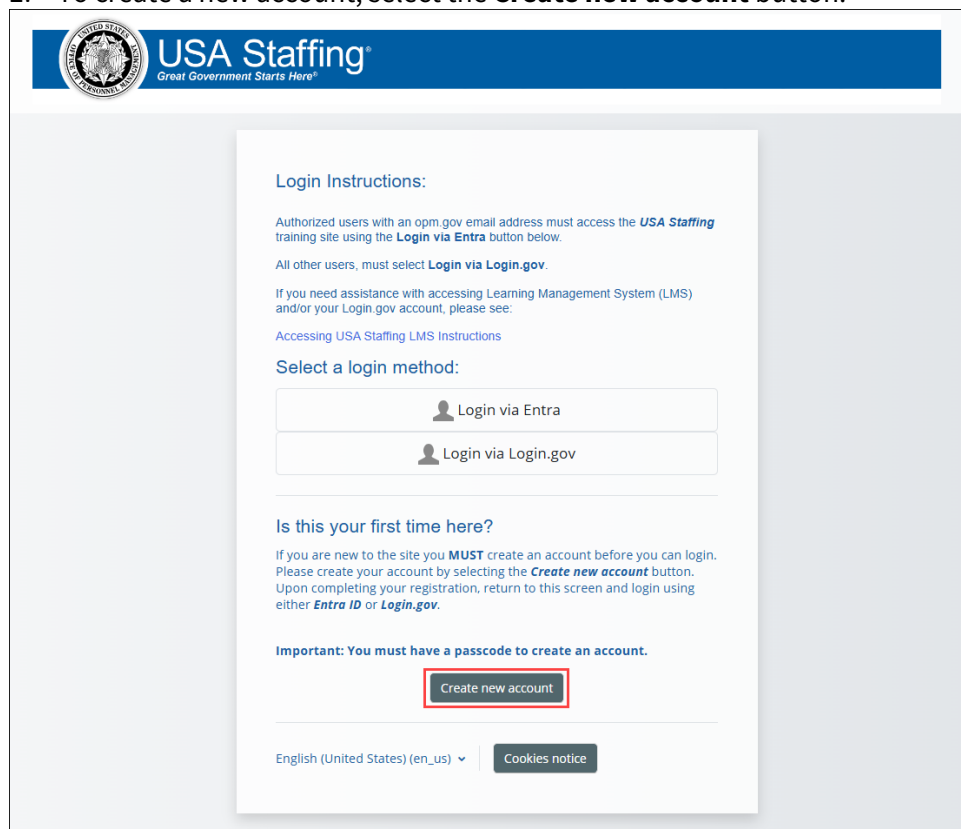
Supported browsers include:

- Edge
- Chrome
- Mozilla Firefox

If you want to make the display larger, try holding down the Ctrl button on your keyboard and using the scroll ball on your mouse to enlarge or reduce the size of the course.

## Creating an Account

1. Go to the USA Staffing Online Training Portal at: <https://usastaffing.usalearning.gov/login/index.php>
  - Skip to Step 12 if you have a Training account connected to Login.gov or Entra.
2. To create a new account, select the **Create new account** button.



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**Login Instructions:**

Authorized users with an opm.gov email address must access the **USA Staffing** training site using the **Login via Entra** button below.

All other users, must select **Login via Login.gov**.

If you need assistance with accessing Learning Management System (LMS) and/or your Login.gov account, please see:

[Accessing USA Staffing LMS Instructions](#)

**Select a login method:**

**Is this your first time here?**

If you are new to the site you **MUST** create an account before you can login. Please create your account by selecting the **Create new account** button. Upon completing your registration, return to this screen and login using either **Entra ID** or **Login.gov**.

**Important: You must have a passcode to create an account.**

English (United States) (en\_us)

Image 1: Login page for Online Training Courses Portal for USA Staffing.

3. From the **Registration** page, complete the **Required fields**.
4. Enter the confirmation code **Pass2\$** in the **Registration code** field.
5. Enter your **work email address** in the **Email address** and **Re-Enter Email address** fields.

6. After completing the remaining account details, complete the **reCAPTCHA**.
7. Select the **Begin account creation** button.

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Home > Registration

### Registration

Enter your registration code.

Registration code. !

Account Details


Email address !

Re-Enter Email Address !

First Name !

Last Name !

City/town

☐ I'm not a robot   
reCAPTCHA  
Privacy • Terms

Begin account creation Cancel

! Required

Image 2: Registration page for USA Staffing Online Training Courses.

8. Your account has now been registered. Select the **Continue** button to return to the **Login** screen.

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Home > Registration

You have now registered your account. Select Continue to return to the login page.

Continue

Image 3: Registration Confirmation page for USA Staffing Online Training Courses.

9. Follow the **Login Instruction** to log into your account.
  - Authorized users with an opm.gov email address must access the USA Staffing training site using the **Login via Entra** button.
  - All other users must select **Login via Login.gov**.
10. Once logged in, you now must update the remaining required fields under the **Other fields** section.
  - a) Select your **Agency** from the drop-down menu.

- b) Select your **Sub-Agency** from the drop-down menu, if applicable.
- c) Select your **USA Staffing Role** from the drop-down menu.
- d) Select the **Update profile** button.

The screenshot displays the 'Edit profile' page for a user named Mei Erickson. The page is titled 'Mei Erickson' and includes a navigation bar with links to Home, My Courses, USA Staffing Training, Other Courses, and Transcripts. The breadcrumb trail shows the path: Home > Preferences > User account > Edit profile. The profile is organized into sections: General, User picture, Additional names, Interests, Optional, and Other fields. The General section contains fields for First name (Mei), Last name (Erickson), Email address (redacted), Email visibility (Visible to course participants), City/Town (Silverdale), Select a country (United States), and Timezone (Server timezone (America/New\_York)). The Other fields section, which is highlighted with a red box, contains Agency (redacted), USA Staffing Role (redacted), and USA Staffing Role - Other (redacted). At the bottom of the form are buttons for 'Update profile' and 'Cancel'. A legend indicates that a red dot icon signifies a required field.

Image 4: Updating Profile Information for USA Staffing Online Training Courses.

11. To access the USA Staffing Training courses, select on **USA Staffing Training**.

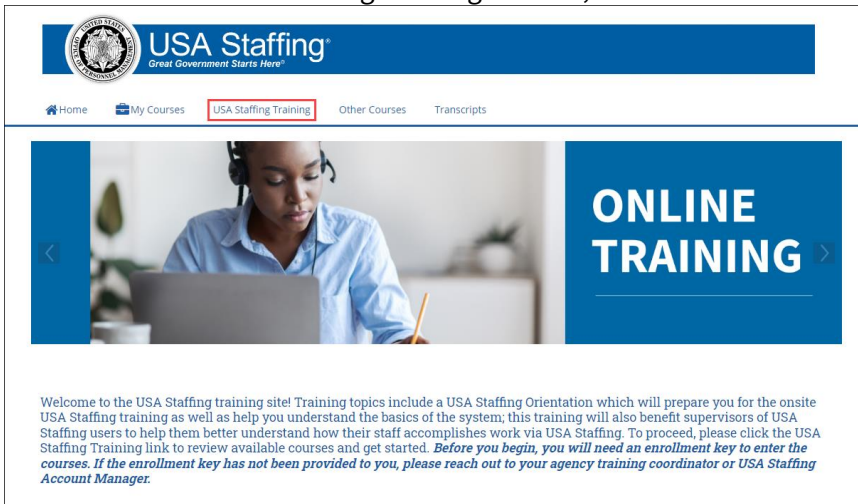


Image 5: Accessing available Courses for USA Staffing Online Training Courses.

12. Select the appropriate title of the Course to be accessed.

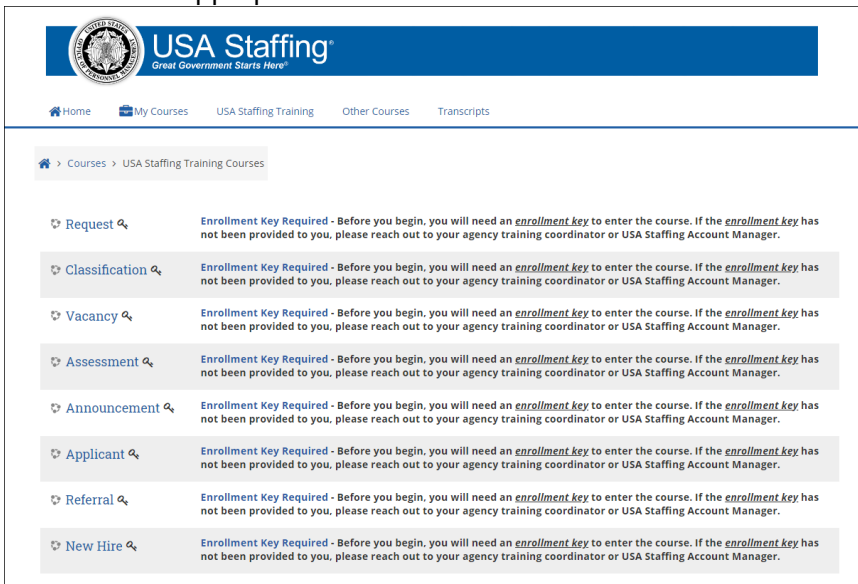


Image 6: Accessing available Courses for USA Staffing Online Training Courses.

13. Enter **USASTraining1!** for the Enrollment key and select **Enroll me**.

To view your certificates once you have completed your course, select **Transcripts**. You can see the courses you are enrolled in, **Course Name**, **Enrollment Date**, **Completion Date**, completion **Status**, **Delivery Type** (such web-based, instructor-led, etc.), and a direct link to the **Certificate**.

## Additional Assistance

If you have questions regarding the content of the courses, check online help or submit a Help Desk ticket.

If you have any problems with registration, technical aspects of the courses, or the completion certificate call the Online Course Portal Help Desk Call the Help Desk at 202-753-0845 or toll free at 833-200-0035 8:30 AM EST to 6:00 PM EST, except holidays.