USA Staffing®

Associating your Smart Card (PIV/CAC) Authentication Certificate with USA Staffing

USA Staffing has incorporated Federal Personal Identity Verification (PIV) smartcard credentials login to comply with the Office of Management and Budget M-11-11 Memorandum. To register a Smart Card in USA Staffing, users must have valid and current Smart Card and a USA Staffing account.

New Users:

New USA Staffing users must first activate their USA Staffing account to access the system.

Existing Users:

Please choose your browser below for specific instructions regarding the registration of your Smart Card.

Microsoft Edge

Google Chrome

Registering your Smart Card – Microsoft Edge

1. On the Login page, select Smart Card.



2. On the Select a certificate for authentication popup, your certificate(s) will be displayed. Please select your Certificate and click Certificate

information to see your Smart Card certificate information.



- 3. The Authentication certificate will have a long policy number ending in a value of **.668**, **.12**, or **.13** *Note:* <u>*The certificate ending in .7 is NOT the*</u> <u>*correct certificate*</u> *this is the digital signing certificate.* <u>*You cannot login with this one.*</u>
- 4. Click **OK.**
- 5. On the correct certificate, select **OK**.
- 6. Enter your Smart Card pin.
- 7. Click **OK.**

Note: If you previously selected the wrong certificate, you would need to clear your browser cache or close your browser completely before trying again.

See, Clearing your cache or temporary internet files.

8. On the Register your Smart Card screen, enter the email address associated with your USA Staffing account. Once your email address has been

entered, select Request Link.

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pring into USA Staffing® indicates you have read and accepted the If Terms and Conditions of Use and you consent to security testing information. UI Terms and Conditions of Use A Staffing® is a U.S. Government information system to be used by horized users only, finomation from this system resides on computer terms funded by the government. e data and documents on this system include Federal records that contain table information (FU) using government fundable for expensally mitable information (FU) using government fundable dequipment (GFE) in as tappo, tables, or a vitual deddup infastructure that is accessed on a PVVX-CO smaller unsystem constitutes user understanding and cathores or use of this system constitutes user understanding and cathores or use of this system constitutes user understanding and cathores or use of this system constitutes user understanding and cathores or use of this system constitutes user understanding and cathores or use of this system constitutes user understanding and cathores of the user such constitutes user understanding the such we have the such constitutes user constitutes user understanding the such constitutes user constitutes user constitutes user understanding the such constitutes user constitutes uservices the cons
all Terms and Conditions of Use Staffing@ is a US. Covernment information system to be used by information time this system resides on computer stems funded by the government. Register your Smart Card stems funded by the government. Index of covernment information system to be used by the government. Inter your USA Staffing email address below to request an activation I set data and documents on this system include Federal records that contain native information protected by varius. Federal statutes, including the base, Act SU S C \$552a. Inter your USA Staffing email address below to request an activation I sets may only process, store or transmit USA Staffing@ Personally inflable Information (PM) using government funities by comment. Inter your USA Staffing email address below to request an activation I 1 access or use of this system constitutes user understanding and contained or K3A keek number by the covernment or event to serve to prevent or event to accessed ing a PVCAC servers to resolute suce of the system constitutes user understanding and contained or K3A keek suce of the system constitutes user understanding and covernment.
ISA Staffing® is a U.S. Government information system to be used by utificative users only. Information from this system resides on computer years funded by the government. In the data and documents on this system include Federal records that contain ensitive information protected by various Federal statutes, including the hwacy Ard, SUS C §52a. Sees may only process, store or transmit USA Staffing® Personally lentitiaties information (HI) using government fumilished equipment (GFE) us a salptops, lateks, or a virtual develop infrastructure that is accessed sing a PVVCAC smartcard or RSA token furnished by the Government. It access or use of this system constitutes user understanding and covariance of these leners and constitutes users to the review
The data and documents on this system include Federal records that contain ensitive information, protected by various Federal statutes, including the hybray Ard, SUS C, § 552a. Users may only process, store or transmit USA Statfing® Personally dentifiable information (PII) using government fumibhed equipment (GFE) during a PIV/CAC smartcard or RSA token furnished by the Government. All access or use of this system constitutes user understanding and correlation of the tensors of combined correction to review
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II access or use of this system constitutes user understanding and coerdance of these terms and constitutes unconditional consent to review
nonitor, record, audit, and take action by all authorized government and law nforcement personnel.
Unauthoritzed user altempts or adts to (1) access, view, upload, change, or dotate information on this system, (2) modify this system; (3) dary access to this system; (3) accuse resources to unauthorized use, or (3) otherwise inisuue this system are singled, yorihited. Such altempts or acts are subject to such to that may, (a) a subministance periadite.

9. If the email address provided matches a USA Staffing account, an activation link will be sent. Upon receipt of email, click the activation link to

complete your Smart Card Registration.

Activation Link to Register Smart Card
usastaffingoffice@opm.gov
This message was sent to you because you requested an account activation link.
Click the link below to activate your account. This link will expire in 24 hours. https://signin.stage.usastaffing.gov/Account/ConfirmEmail?RegistrationID=51366d3f-9e5a-4a5e-a0d3-c8e163b30f34&Email=1
If you are unable to open this link, follow these instructions to activate your account: 1. Copy the following text.
signin.stage.usastaffing.gov/Account/ConfirmEmail?RegistrationID=51366d3f-9e5a-4a5e-a0d3-c8e163b30f34&Email=1 2. Open a new browser window.
3. Paste the copied text into the browser's address bar.
Note: This is an automated email message. Please do not reply directly to this message.
USA Staffing® System

Note: If the email address provided does not match a USA Staffing account, you will not receive an activation link. Contact your Office Administrator

to verify the email address associated with your USA Staffing account.

10. Once your Smart Card has been registered, you will receive the following message. Click **Return to Login**.



Registering your Smart Card – Google Chrome

1. On the Login page, select **Smart Card**.



2. On the **Select a certificate** popup, select the **Certificate Information** to show the properties of the highlighted certificate.

ubiect	Issuer	Serial		
COREY HURST	Entrust	4989A614	This certificate is intended for the following r	urnose(s
COREY HURST	Entrust	4989A613	• 2.16.840.1.101.3.2.1.3.13 • All application policies	
			Issued to: COREY HURST	
Certificate information		ОК	Issued by: Entrust Managed Services SSP C	A
			Valid from 9/7/2017 to 9/6/2020	
			You have a private key that corresponds to this	s certificate
			Install Certificate	Issuer Stat

OK

3. The Authentication certificate will have a long policy number ending in a value of **.668**, **.12**, or **.13**

Note: The certificate ending in . 7 is NOT the correct certificate - this is the digital signing certificate. You cannot login with this one.

- 4. Click **OK.**
- 5. On the correct certificate, select **OK**.
- 6. Enter your Smart Card pin.
- 7. Click **OK.**
- 8. On the **Register your Smart Card** screen, enter the email address associated with your USA Staffing account. Once your email address has been entered, select **Request Link.**



9. If the email address provided matches a USA Staffing account, an activation link will be sent. Upon receipt of email, click the activation link to

complete your Smart Card Registration.

Activation Link to Register Smart Card
usastaffingoffice@opm.gov
This message was sent to you because you requested an account activation link.
Click the link below to activate your account. This link will expire in 24 hours. https://signin.stage.usastaffing.gov/Account/ConfirmEmail?RegistrationID=51366d3f-9e5a-4a5e-a0d3-c8e163b30f34&Email=1
If you are unable to open this link, follow these instructions to activate your account: 1. Copy the following text.
signin.stage.usastaffing.gov/Account/ConfirmEmail?RegistrationID=51366d3f-9e5a-4a5e-a0d3-c8e163b30f34&Email=1 2. Open a new browser window.
3. Paste the copied text into the browser's address bar.
Note: This is an automated email message. Please do not reply directly to this message.
USA Staffing® System

Note: If the email address provided does not match a USA Staffing account, you will not receive an activation link. Contact your Office Administrator

to verify the email address associated with your USA Staffing account.

10. Once your Smart Card has been registered, you will receive the following message. Click Return to Login.



Note: If you previously selected the wrong certificate, you would need to clear your browser cache or close your browser completely before trying again.

See, Clearing your cache or temporary internet files.

If you need additional assistance, see Submitting a help ticket when you cannot log in.