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.
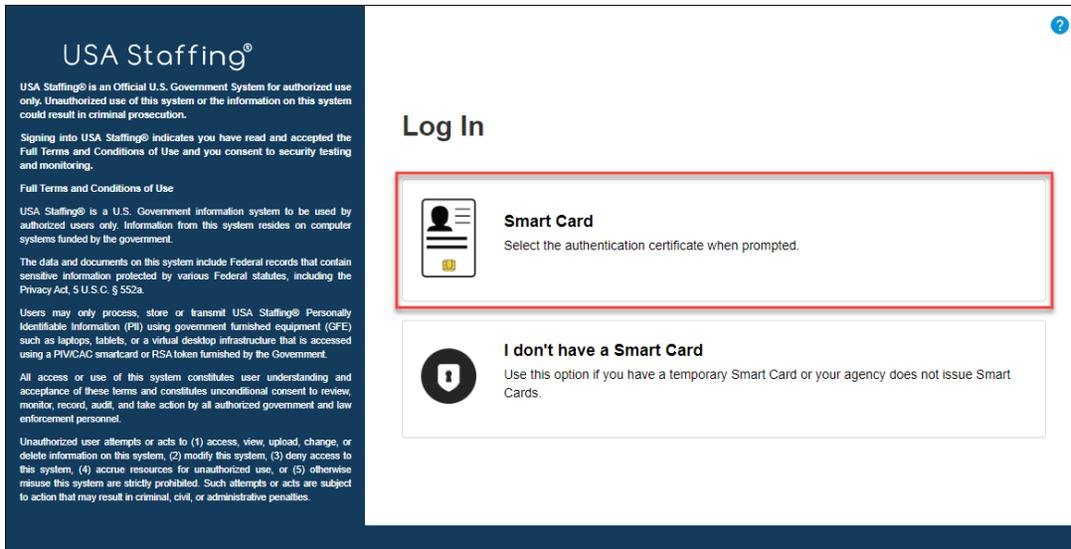
Existing Users:

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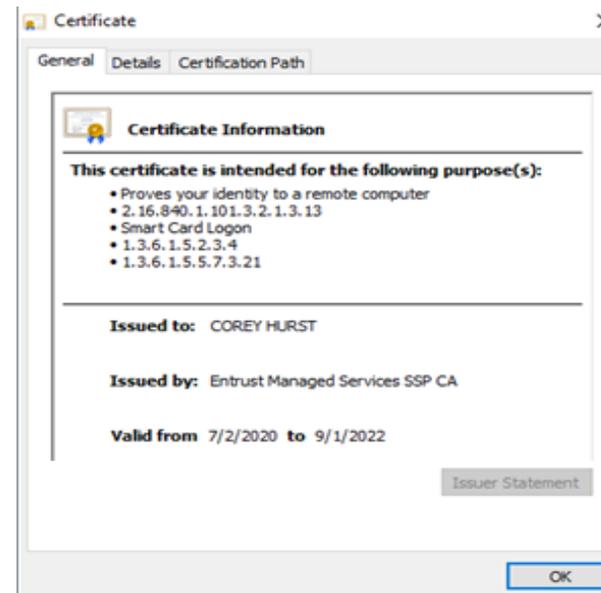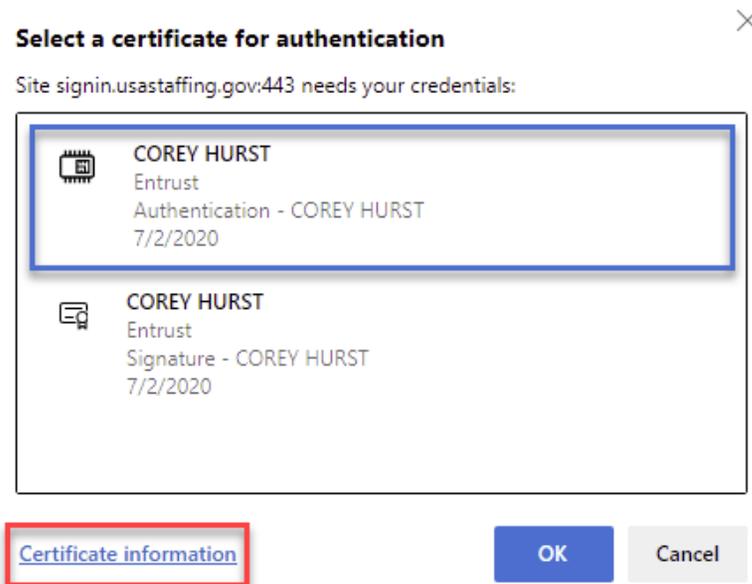
Microsoft Edge

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:* ***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.**

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**.

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.

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**.
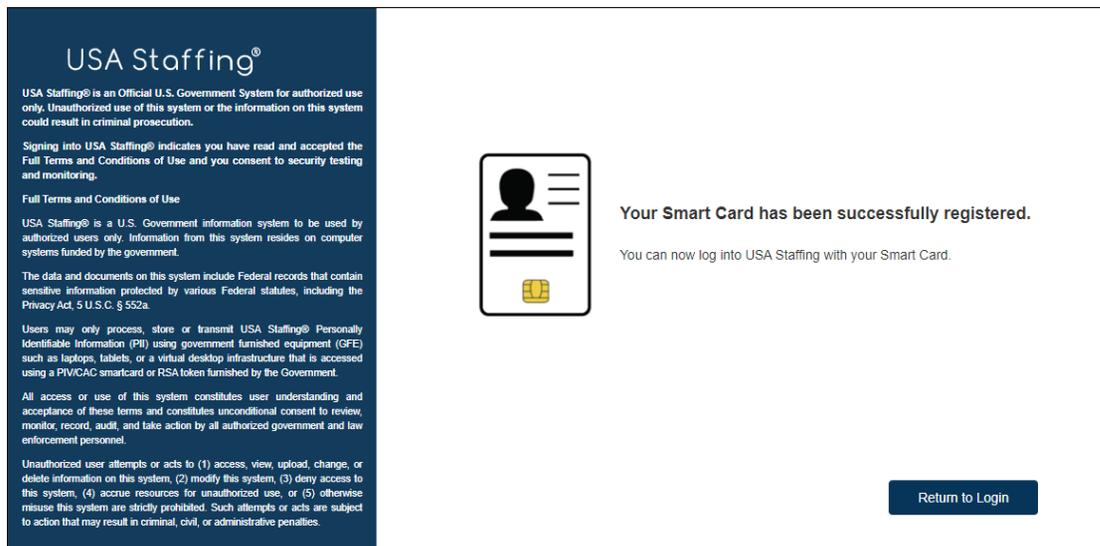
Registering your Smart Card – Google Chrome

1. On the Login page, select **Smart Card**.
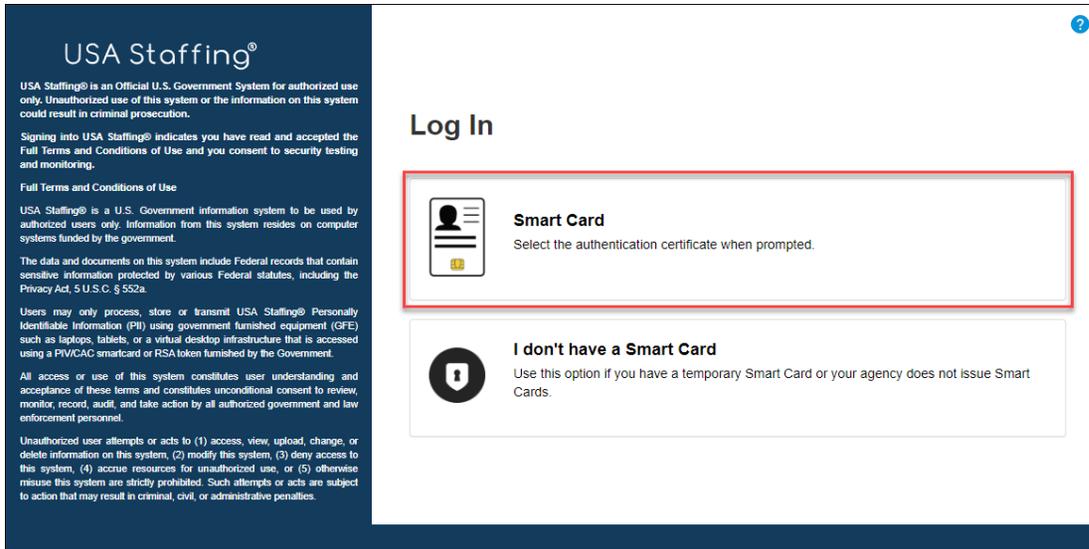
2. On the **Select a certificate** popup, select the **Certificate Information** to show the properties of the highlighted certificate.
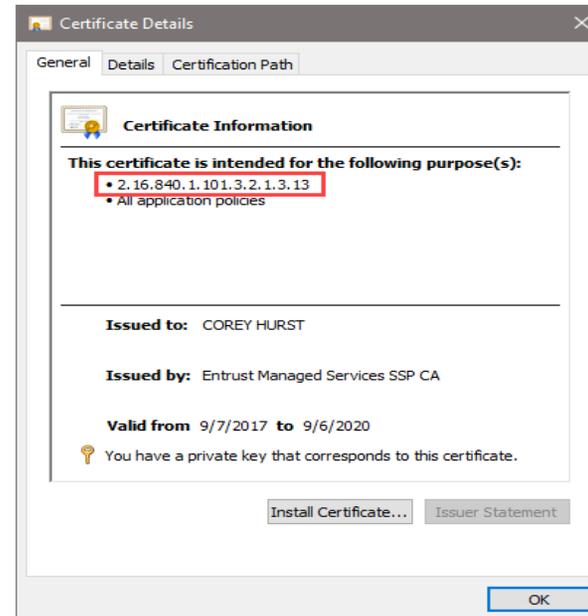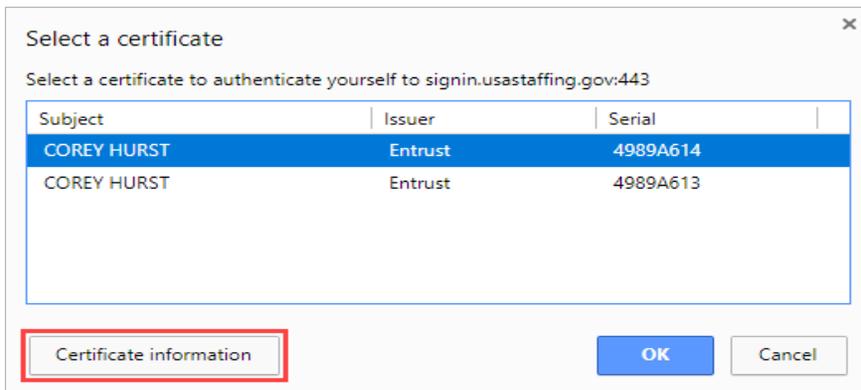
3. The Authentication certificate will have a long policy number ending in a value of **.668, .12, or .13**

   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

US 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.**

USA Staffing®

USA Staffing® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution.

Signing into USA Staffing® indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring.

Full Terms and Conditions of Use

USA Staffing® is a U.S. Government information system to be used by authorized users only. Information from this system resides on computer systems funded by the government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

Users may only process, store or transmit USA Staffing® Personally Identifiable Information (PII) using government furnished equipment (GFE) such as laptops, tablets, or a virtual desktop infrastructure that is accessed using a PIV/CAC smartcard or RSA token furnished by the Government.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use, or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Your Smart Card has been successfully registered.

You can now log into USA Staffing with your Smart Card.

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.