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 11 if you have a Training account connected to Login.gov or Entra.

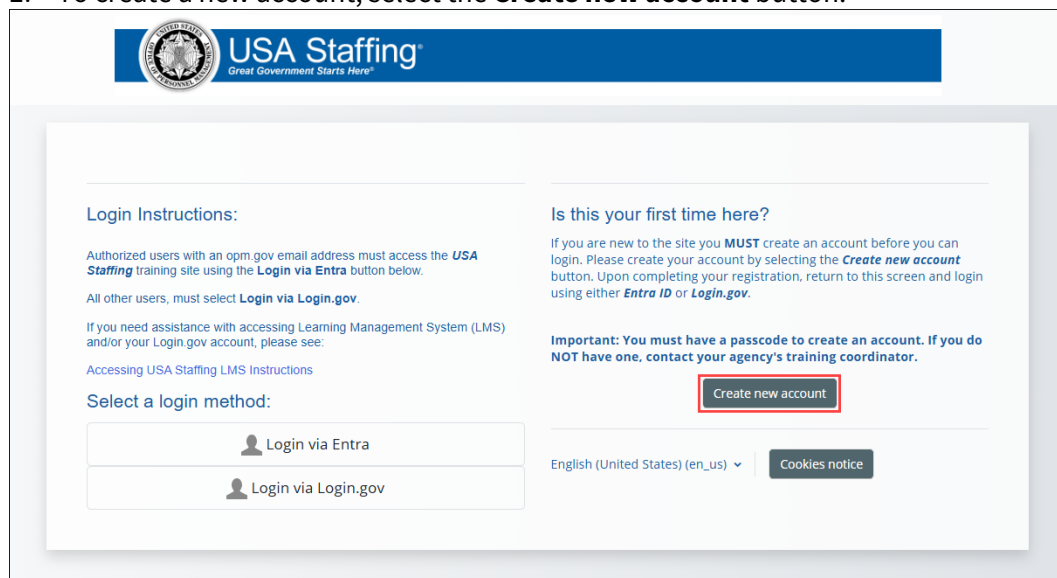2. To create a new account, select the **Create new account** button.

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 **Government issued email address** and **Re-Enter Government issued email address** fields.

6. After completing the remaining account details, complete the **reCAPTCHA**.

7. Select the **Begin account creation** button.

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.

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.

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

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

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

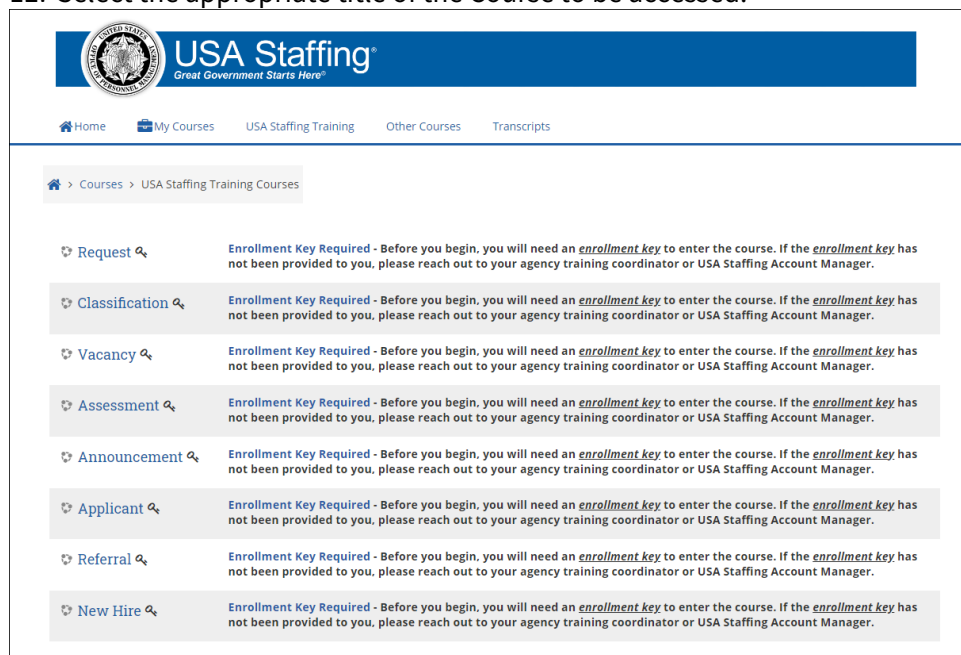12. Select the appropriate title of the Course to be accessed.

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.