



Application Training Exercise 1: Creating a Login.gov and Test USAJOBS Profile

Now that you have completed the online portion of training for Application, it is time to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

Applying to a job requires a Login.gov account, completed USAJOBS profile, and a released USA Staffing announcement. If you already have a Login.gov and USAJOBS account in the test environment, you can skip this practice exercise and proceed directly to the second exercise.

To access the entire practice training series on the USA Staffing Training Resources page at: https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources.

Creating a Login.gov account and Test USAJOBS Profile

1. Go to the Test USAJOBS environment: <https://www.uat.usajobs.gov/>

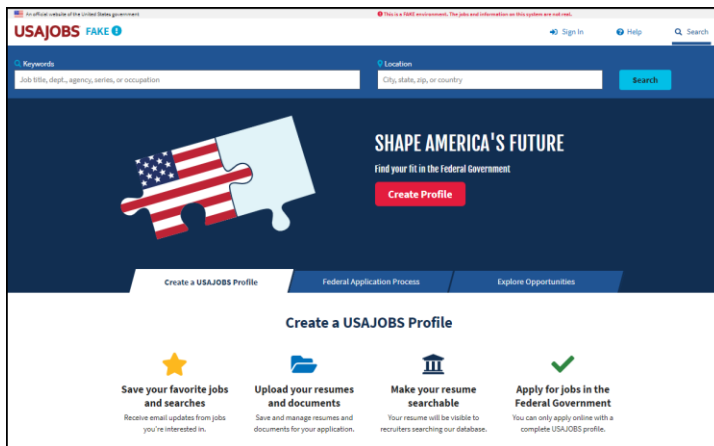


Image 1: USAJOBS test environment page.

2. Click **Sign In** at the top of the page.

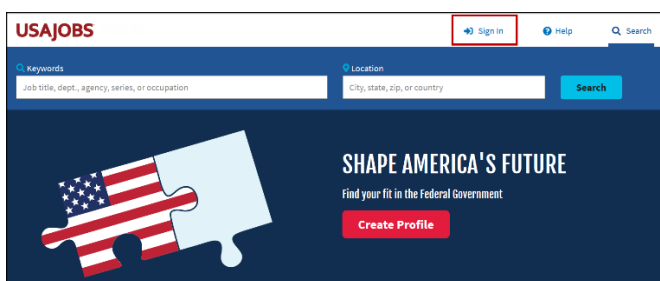


Image 2: USAJOBS page with Sign In button highlighted.

3. Once you click **Sign in**, you will be directed from USAJOBS to Login.gov. Click on **Create an account**.

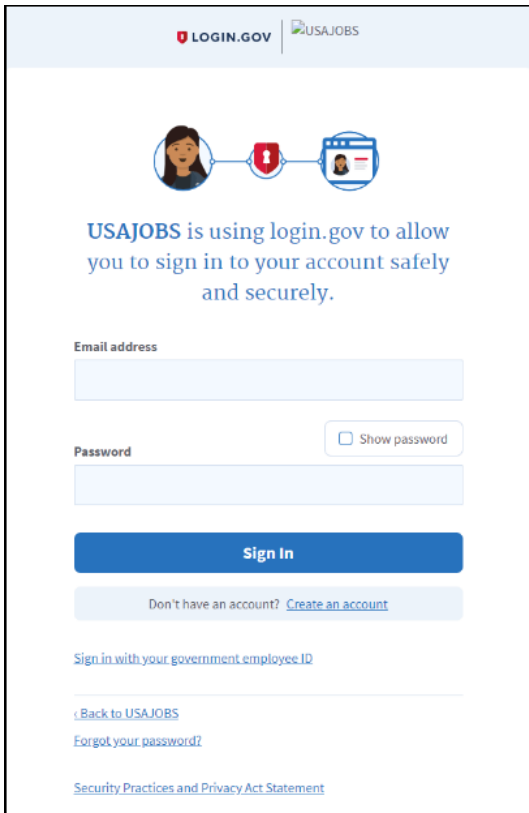


Image3: USAJOBS Login.gov account page.

4. Enter your e-mail address and click the **Submit** button. (Use an e-mail address that you have access to currently. You will need to access that e-mail for the next step.) You will receive a message to check your email.

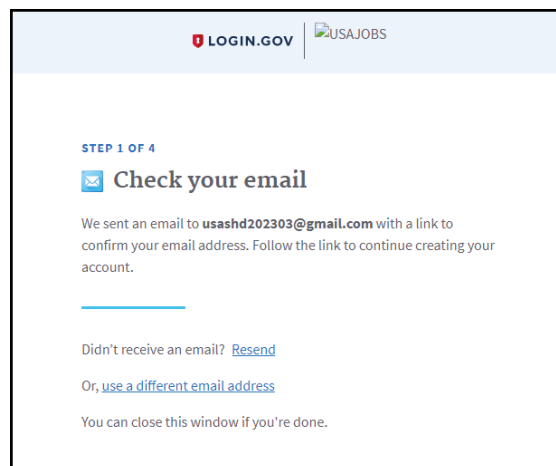
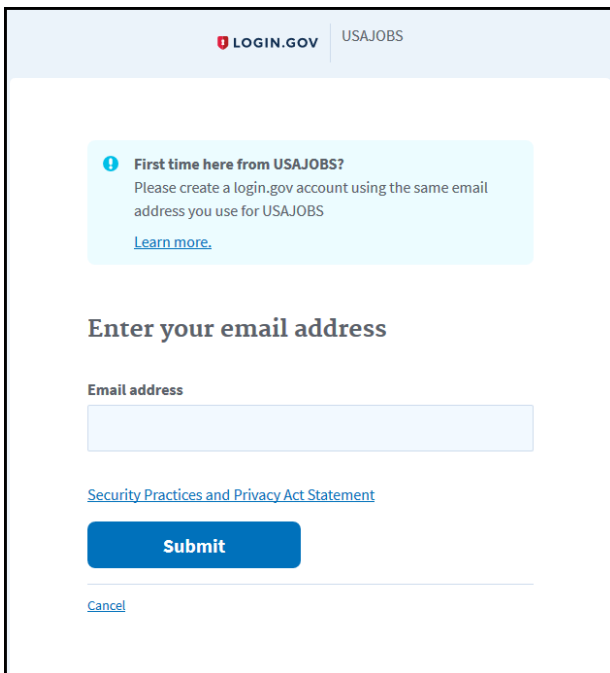


Image 4: Login.gov Start Creating an account page.

5. You will receive an email from Login.gov (no-reply@login.gov) to confirm your email address. To proceed, open the email and click on the **Confirm your email address** button. If your email receives messages in plain text mode, copy and paste the URL appearing below the button instead.

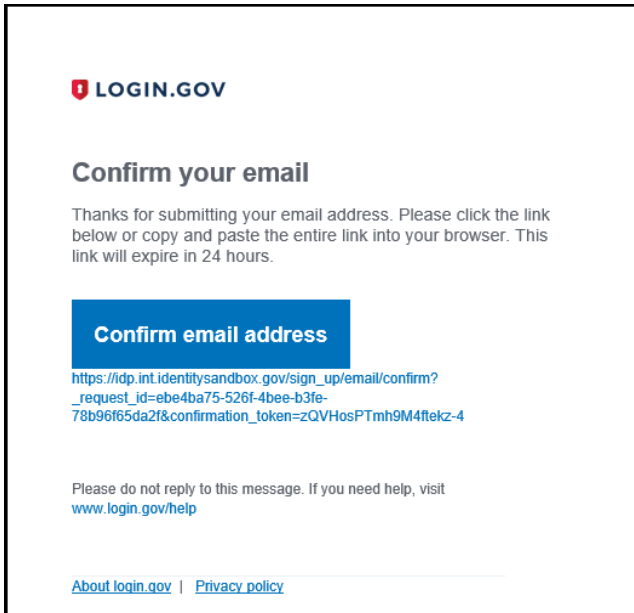


Image 5: Sample login confirmation page from e-mail.

6. Once you click the **Confirm** link the page will indicate that your e-mail has been confirmed and prompt you to create a password. Once you have entered an acceptable password, click **Continue**.

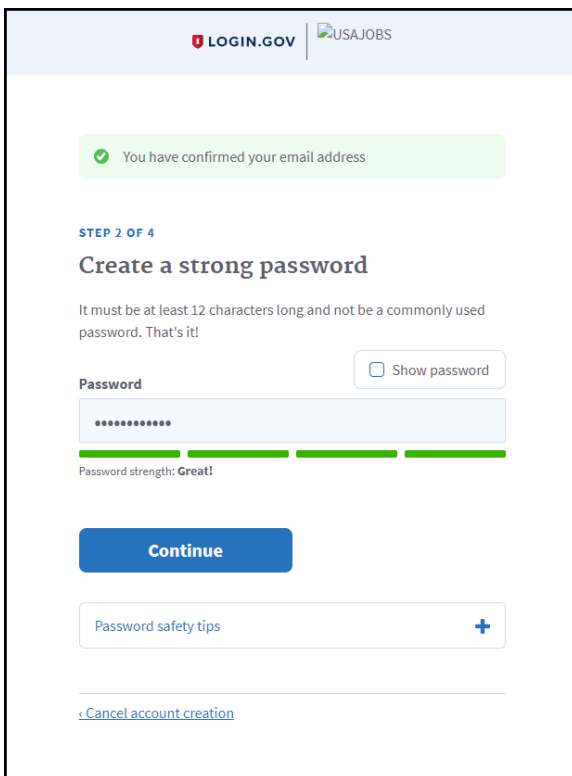


Image 6: Create password page of Login.gov.

7. Next, you will be prompted to secure your account. The next several steps depend on the method selected. For purposes of this training, we suggest you select **Phone**. You must have immediate access to a phone for this option as the next step will require you to input a confirmation code sent to the phone. When ready, click **Continue**.

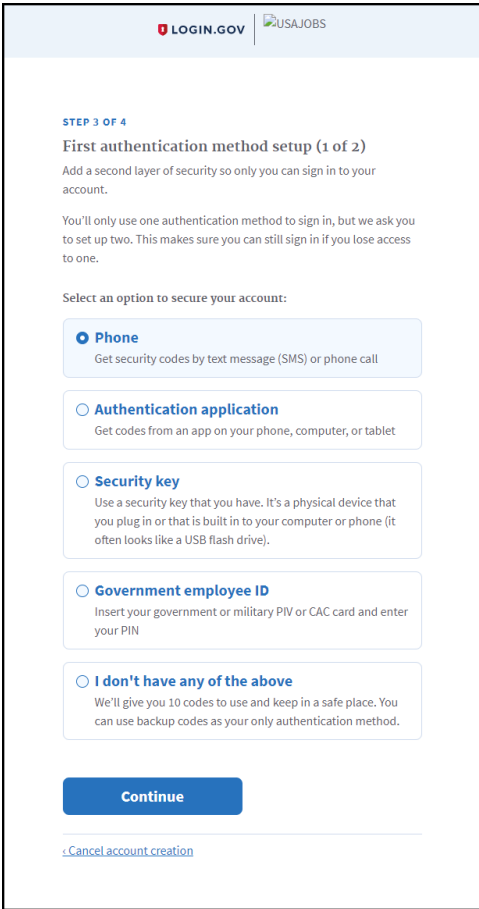


Image 7: The Secure your account page of Login.gov.

8. The system will now prompt you to enter your phone number.

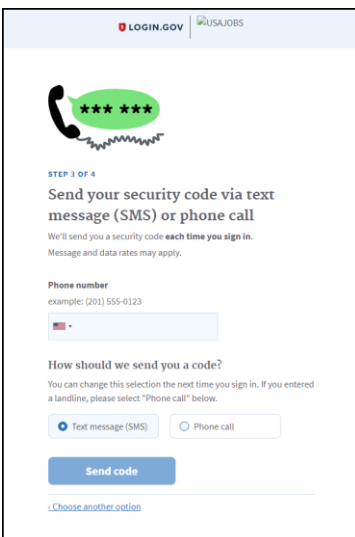


Image 8: The send your security code via text message or phone call page.

9. Once you receive the call or text, enter your one-time security code and click **Submit**. Once done, you will receive a confirmation message.

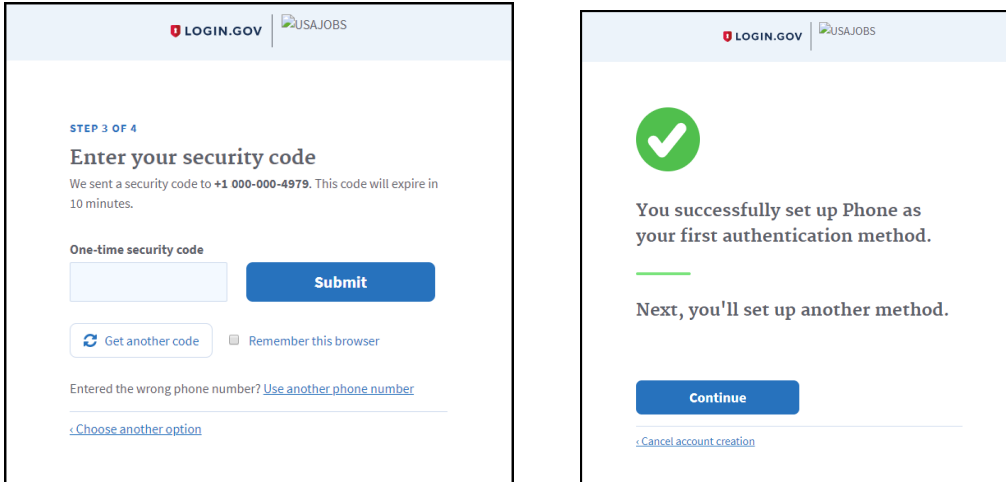


Image 9: Enter your security code page of Login.gov and the confirmation page.

10. Next you will be prompted to select a second authentication method. This allows applicants that lose access to their primary authentication method another way to access the account. Again, the following steps will depend on the authentication method selected. For training purposes, you may want to use the **I don't have any of the above option**.

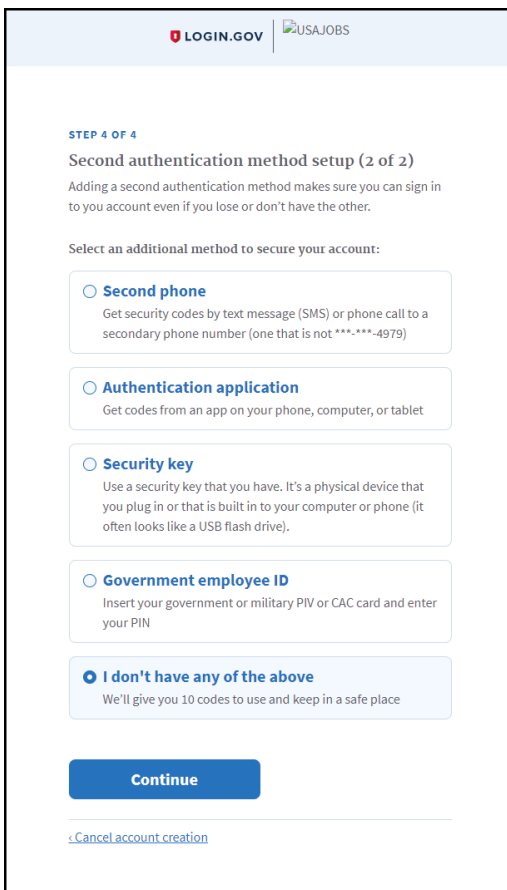


Image 10: Second authentication method page.

11. Depending on your selection in step 10 you will need to set up your second validation. If you selected **I don't have any of the above option**, you will be provided back up codes.

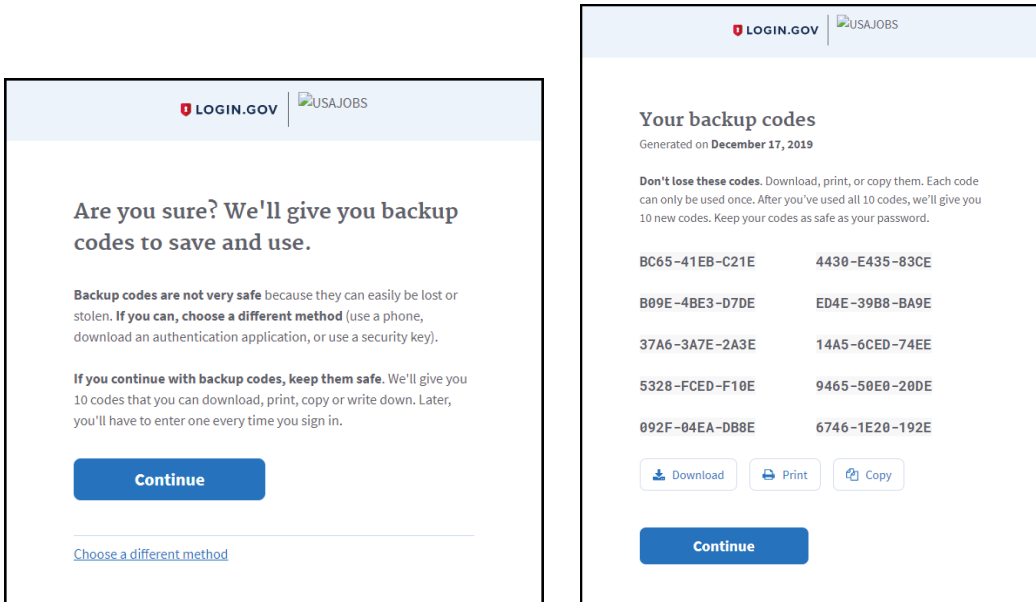


Image 11: Back up code pages if you select that option.

12. Once your second authentication is validated, you will receive a confirmation. You have now successfully created your Login.gov account. Continue to the login page.

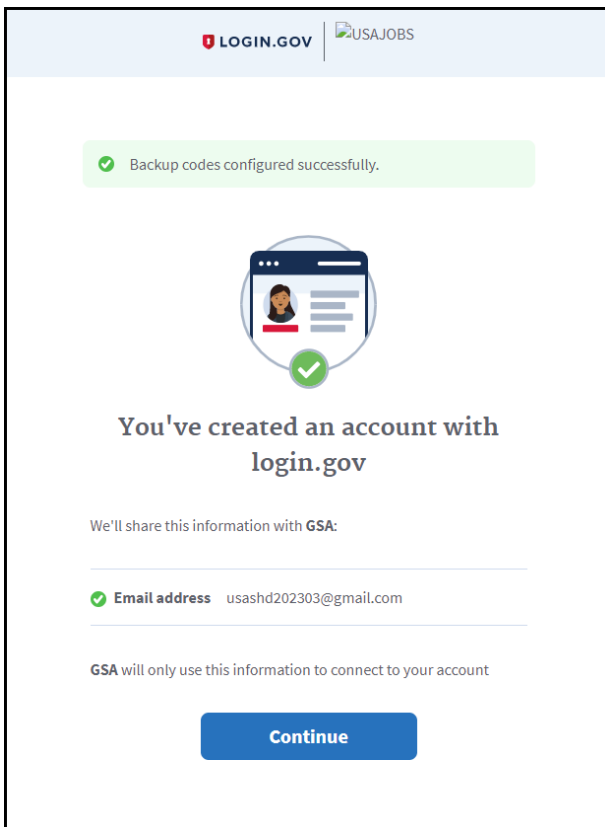


Image 12: Account creation success page of Login.gov.

13. You will now log in using the account you just created. After you successfully enter your Email address and Password, the system will use the primary authentication method you selected when you created the account. In our example, the primary method was Phone. So the authentication is with a security code received to that phone number. It will work the same way the initial phone option worked. The system will text you a code and then prompt you to type that code into a sign-in screen.

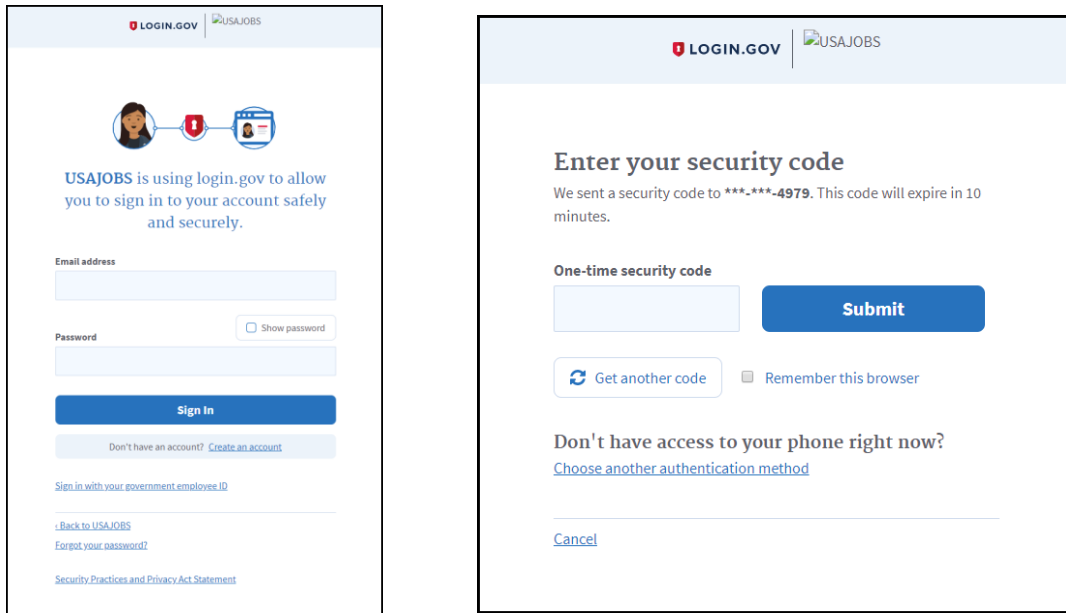


Image13: Login page and phone security code prompt page.

14. If the e-mail address you registered with Login.gov already had a USAJOBS account, your account will now be linked. You will be able to tell because your name will display in the upper-right corner of the page. If you registered an e-mail address that does not have a USAJOBS account, you will see **Guest** in the upper-right corner of the page. To apply to a job, you will first need complete your USAJOBS profile. Click **Guest** or your name in the upper right corner to access your account.

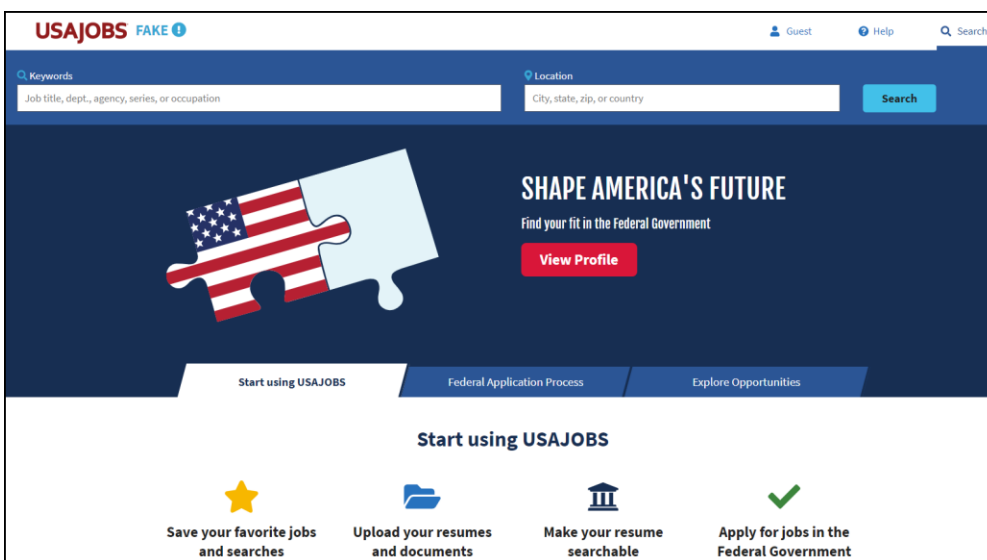


Image14: USAJOBS page with Guest in the upper-right corner.

15. You will be directed to your USAJOBS account home. If your profile is complete and you have a resume and documents added, you can proceed to the next lesson. If not, continue with the below steps by clicking the **Create Profile** button.

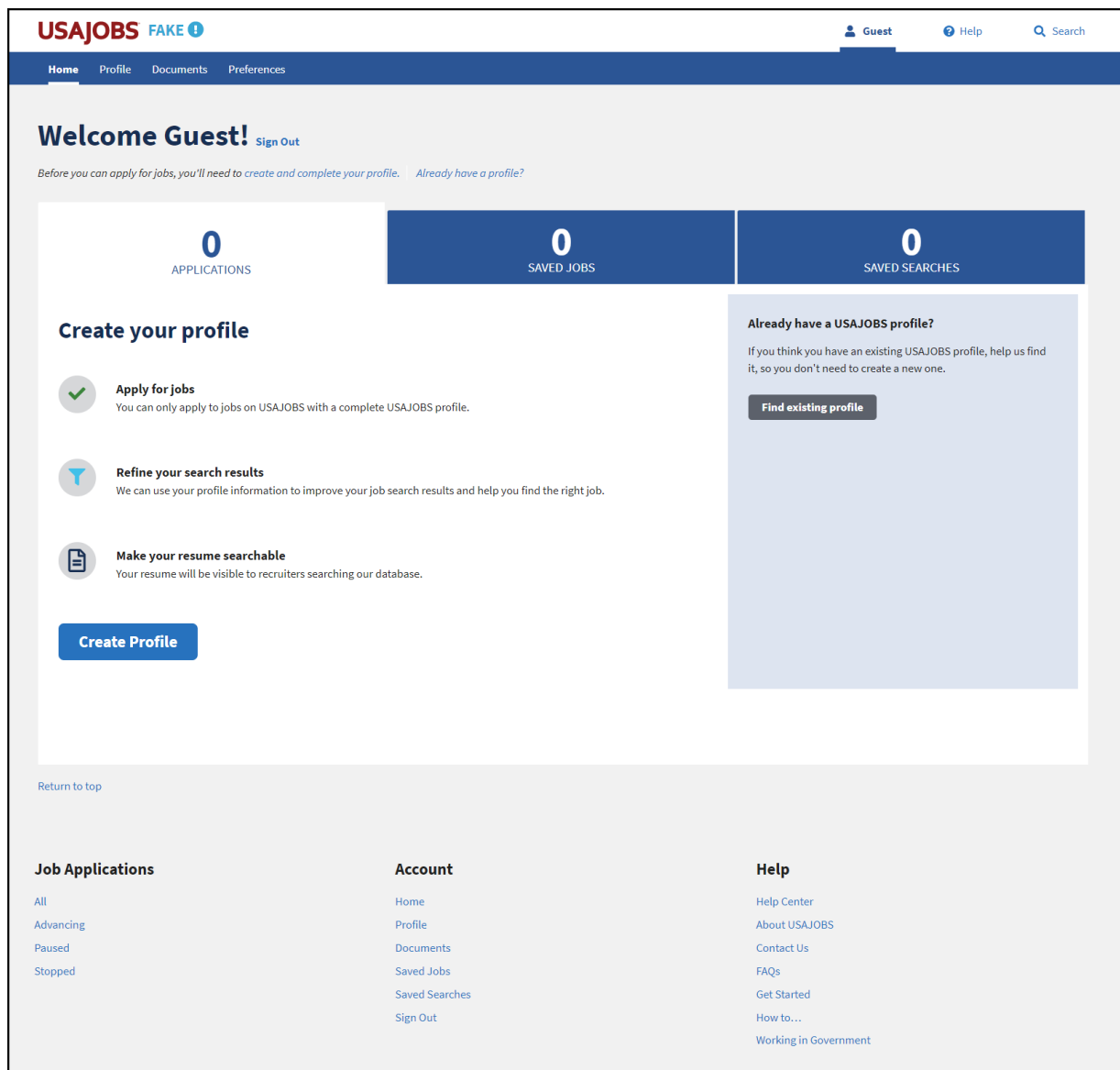


Image15: USAJOBS page with Guest in the upper-right corner.














16. Select the Hiring Paths you are eligible for.

USAJOBS

Tell us who you are

Select **all that apply** to you from the groups below.

I am a...

-  **U.S. Citizens**
U.S. citizens, nationals, or those who owe allegiance to the U.S.
-  **Federal Employees**
Current or former federal employees in the competitive or excepted service.
-  **Veterans**
Veterans of the U.S. Armed Forces or a spouse, widow, widower or parent of a veteran, who may be eligible for derived preference.
-  **Military spouses**
Military spouses relocating under PCS orders, or whose spouse is 100% disabled or died while on active duty.
-  **National Guard & Reserves**
Current members, those who want to join, or transitioning military members.
-  **Students**
Current students enrolled in an accredited high school, college or graduate institution.
-  **Recent graduates**
Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years, or 6 years for Veterans.
-  **Senior executives**
Individuals looking for an executive level job and who meet the five Executive Core Qualifications (ECQs).
-  **Individuals with disabilities**
Individuals who are eligible under Schedule A.
-  **Family of overseas employees**
Family members of a federal employee or uniformed service member who is, or was, working overseas.
-  **Native Americans**
Native Americans or Alaskan Natives with a tribal affiliation.
-  **Peace Corps & AmeriCorps VISTA**
Individuals who have served at least 2 years with the Peace Corps or 1 year with AmeriCorps VISTA.
-  **Land & base management**
Certain current or former term or temporary federal employees of a land or base management agency.

Select all that apply.

[None of these apply](#) [Next](#)

Image 16: Tell us who you are page. This page allows applicants to select the Hiring Paths they are eligible for.

17. Verify your Hiring Path selections.

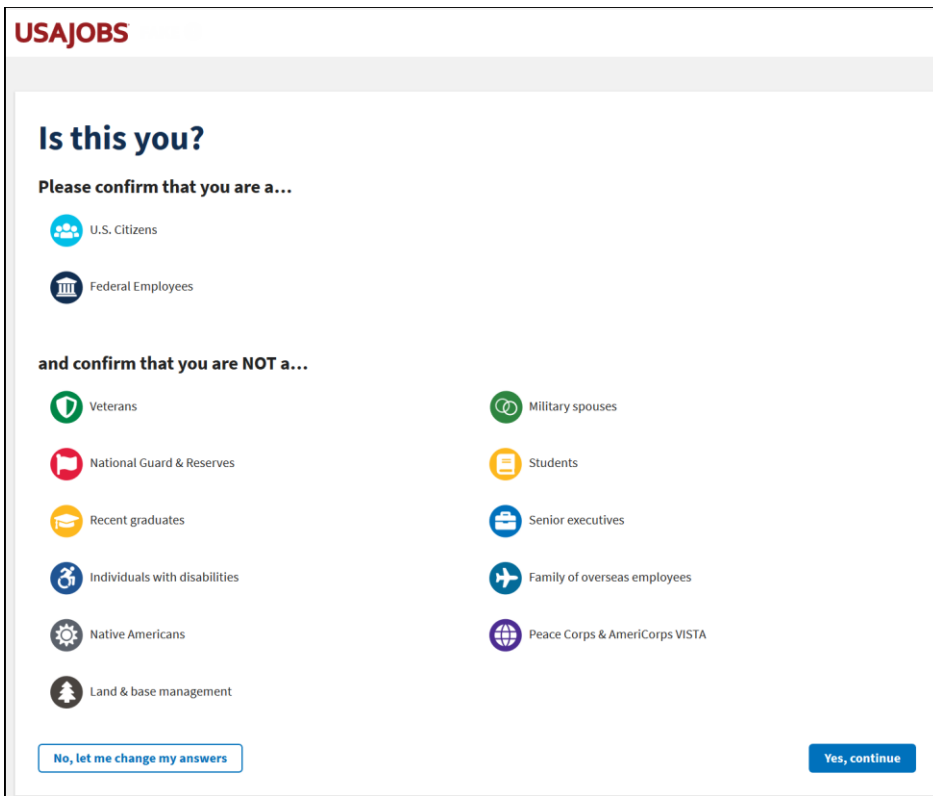


Image 17: Confirm the Hiring Paths selected.

18. Next the How this works page will display the next three steps. Click **Continue**.

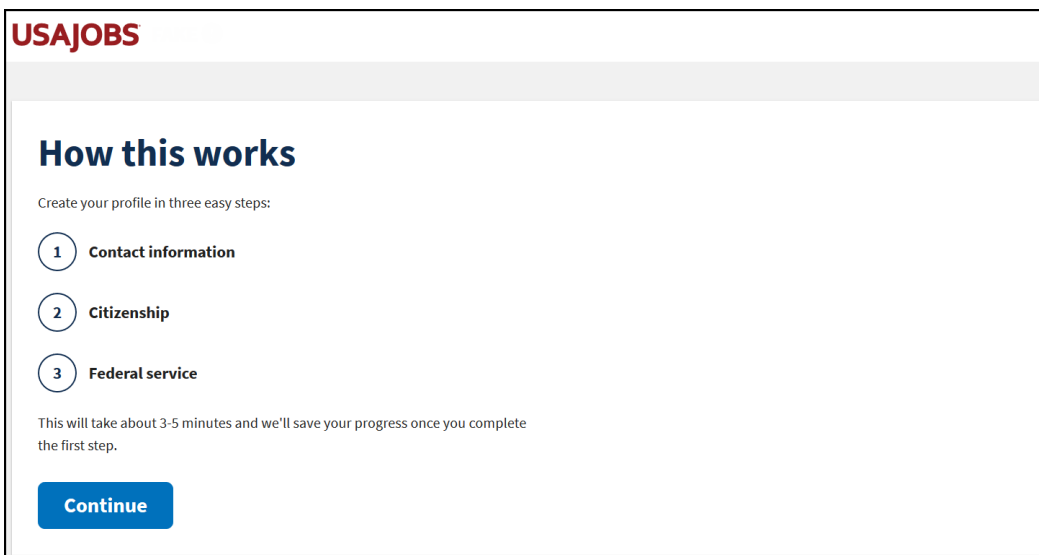


Image 18: How this works page shows 3 steps: Contact Information, Citizenship, and Federal Service.

19. Complete your name, address, and other contact information. Remember that this is a test site so don't use any personal or PII information. Click **Continue to step 2**.

The screenshot shows the 'Create profile' page on USAJOBS, specifically Step 1: Contact Information. The page has a header with the USAJOBS logo and a progress bar. Below the header, the title 'Create profile' is followed by a sub-header '1. Contact Information' and a note 'All fields are required unless otherwise noted'. The form is divided into three sections: 'What is your legal name?' with fields for 'First name' and 'Last name'; 'Let's add your address.' with fields for 'Street address', 'Street address 2 (optional)', 'Country' (a dropdown menu currently showing 'United States'), 'Postal code', 'City', and 'State/Territory/Province' (a dropdown menu currently showing 'Alabama'); and 'And your telephone number.' with fields for 'Telephone number' and 'Telephone type' (a dropdown menu). A blue button labeled 'Continue to step 2' is at the bottom.

Image 19: Contact information contains Name, Address, and Phone number fields.

20. Complete the Citizenship page. Click **Continue to step 3**.

The screenshot shows the 'Create profile' page on USAJOBS, specifically Step 2: Citizenship. The page has a header with the USAJOBS logo and a progress bar. Below the header, the title 'Create profile' is followed by a sub-header '2. Citizenship' and a note 'All fields are required'. The form is divided into two main sections: 'Are you a U.S. Citizen or national?' with radio buttons for 'Yes' and 'No'; and 'Please select the statement that best applies to your Selective Service registration status.' with three radio button options: 'Registered' (I am a male born on or after January 1, 1960, and I have registered.), 'Exempt' (I am a female, and therefore I am exempt from registering.; I am a male born before January 1, 1960 and therefore I am exempt from registering.; I am a male born on or after January 1, 1960, and I have not registered, but I have an approved exemption.), and 'Not Registered' (I am a male born on or after January 1, 1960, and I have not registered.). A blue button labeled 'Continue to step 3' is at the bottom.

Image 20: Citizenship page contains information about your citizenship and selective service registration.

21. Complete the experience page describing your current and previous Federal Service. Click **Save and Continue**.

USAJOBS

Create profile

1 Contact Information [Edit](#)

2 Citizenship [Edit](#)

3. Experience

All fields are required unless otherwise noted

Federal employee

Let's answer some questions regarding your Federal employment.

Federal employee

Let's answer some questions regarding your Federal employment.

Please select the statement below which best reflects your federal employment status.

I am currently a federal civilian employee.

I am a former federal civilian employee with [reinstatement](#) eligibility.

I am a former federal civilian employee but do not have [reinstatement](#) eligibility.

Please select the statement below which best reflects your federal employment status.

I am currently a federal civilian employee.

I am a former federal civilian employee with [reinstatement](#) eligibility.

I am a former federal civilian employee but do not have [reinstatement](#) eligibility.

Not a federal employee

I am not and have never been a federal civilian employee.

Are you a contractor who is currently working for the Federal Government? (optional)

Yes

No

No

Current federal service

Department & agency (optional)

Office of Personnel Management

To find an agency, scroll through the list or type it in at the top. Highlight the agency name and click or press enter to select it. You must include your agency if you want to use [Open Competitive](#).

Federal Government email (optional)

This is your officially issued Federal Government email address. You must include this email address if you want to use [Open Competitive](#) or the [Direct Index](#) feature.

Have you been displaced from a position in a federal agency? (optional)

Yes, I am eligible for the Career Transition Assistance Plan (CTAP)

Yes, I am eligible for the Interagency Career Transition Assistance Plan (ICTAP)

No

[Learn more about career transition options](#)

Are you a retiree receiving a Federal annuity? (optional)

Yes

No

Have you accepted a buyout from a Federal agency within the past 5 years? (optional)

Yes

No

About your experience

Series (optional)

0201 - Human Resources Management

Find a series by browsing through the list or opening the menu and typing the name or number of the series. To select, click or press enter on the highlighted series.

Highest grade (optional)

13

The highest grade that you have reached as a federal employee.

Pay scale of highest grade (optional)

GS - General Schedule (GS, 51, 5 U.S.C.)

The pay scale that corresponds to the highest grade you have reached as a federal employee.

Job title (optional)

Human Resources Specialist

Save & Continue

Image 21: Experience page collects current and former Federal Experience including agency and Highest grade.

22. Now your USAJOBS profile is complete. Click the **Finish profile** button to continue.

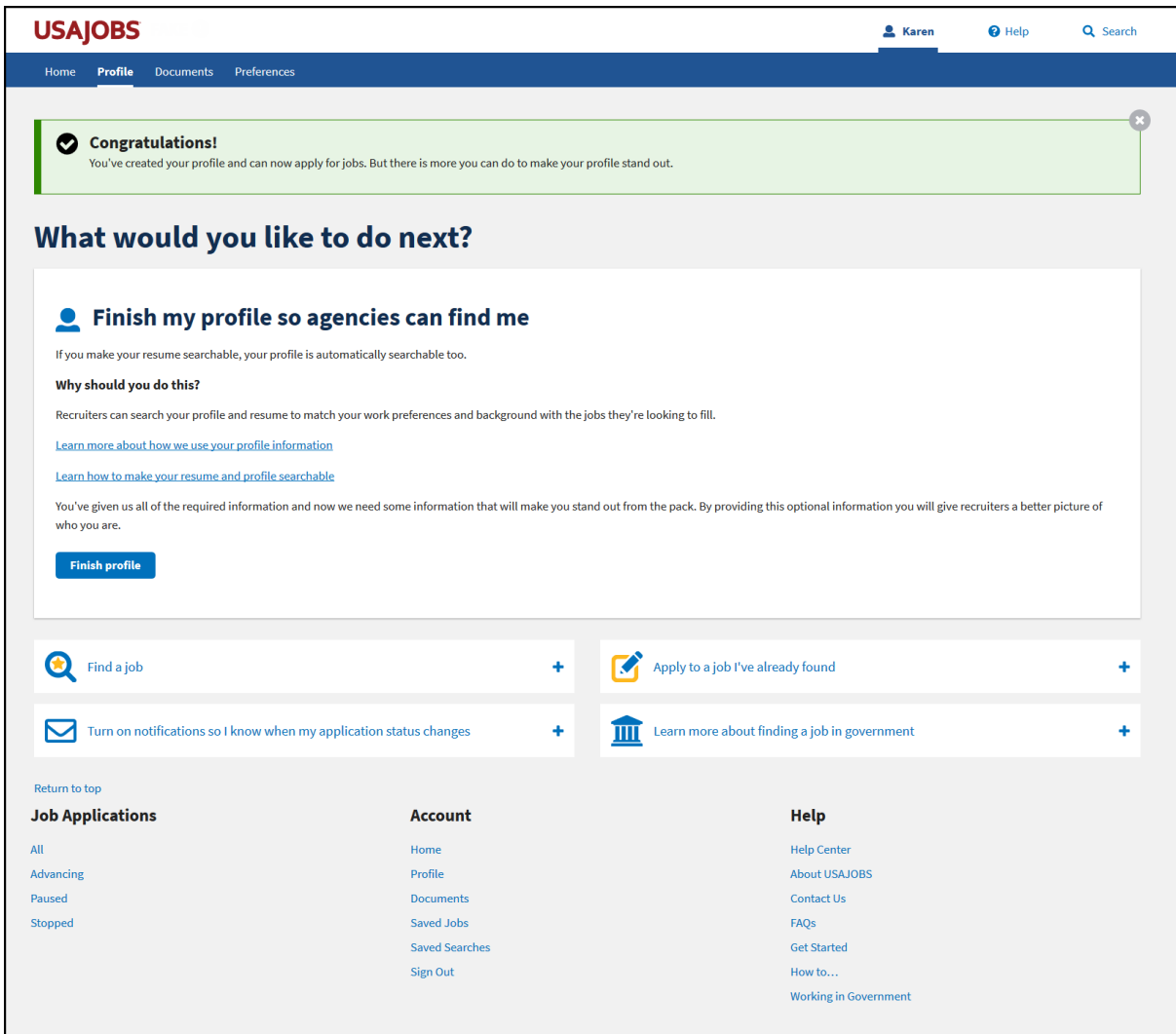


Image 22: Profile Complete page with button to Finish Profile.

23. Complete the other profile sections. Once ready, click the Documents link at the top of the page to add documents to your profile.

USAJOBS Karen Help Search

Home Profile Documents Preferences

KB Karen Barrett ✔ Complete - [Edit](#)

Address
23 Sky Ln
Erie CO, 80516
United States

Email
usastrainingus@gmail.com

Password
LOGIN.GOV

Mobile
303-906-4979

Citizenship ✔ Complete - [Edit](#)

U.S. Citizenship
I am a U.S. citizen

Selective Service Registration
Exempt - I am a female, and therefore I am exempt from registering.

Hiring paths ✔ Complete - [Edit](#)

- U.S. Citizens
- Federal Employees

Experience ✔ Complete

Federal service [Edit](#)

Federal employment status
I am currently a Federal employee

Department & agency
Office of Personnel Management

Occupational series
0201 - Human Resources Management

Highest grade
13

Pay scale of highest grade
General Schedule (Ch. 51, 5 U.S.C.)

Job title
Human Resources Specialist

[Edit](#)

Military service [Edit](#)

Military service or [derived preference](#)
No

Work experience [Add](#)

Education (Optional)

List your educational history here. If you make your profile searchable, agencies can find you based on your education level.

[Add Education](#)

Demographics (Optional)

Answer a few questions about your demographics. We use this information to find out if our recruitment efforts are reaching all segments of the population, consistent with federal equal employment opportunity laws.

You don't have to fill out this information—it's voluntary and will have no impact on your job application or whether or not you get hired.

Review our [privacy policy](#) and the [Paperwork Reduction Act](#) for more information.

[Add Demographics](#)

Languages (Optional)

List languages that you're fluent in. If you make your profile searchable, agencies can find you based on the languages you speak.

[Add Languages](#)

Organizations (Optional)

List any organizations you belong to here. If you use our Resume Builder, you can pull this information into your Resume.

[Add Organizations](#)

References (Optional)

List your references here. If you use our Resume Builder, you can pull this information into your Resume.

[Add References](#)

What would you like to do next?

- Find a job +
- Finish my profile so agencies can find me +
- Learn a new skill +
- Learn more about finding a job in government +
- Apply to a job I've already found +

Image 23: Applicant profile page.

24. On the Documents page, follow the system prompts to either **Upload** or **Build** a resume. Once the resume is added to an account, you can view it using the **View** button.

IMPORTANT NOTE: Do not upload an actual applicant’s resume to this test site or upload any documents with live Personally Identifiable Information (PII) including SSNs or other sensitive information. If needed, create a test document on your computer, save, and upload that to the account.

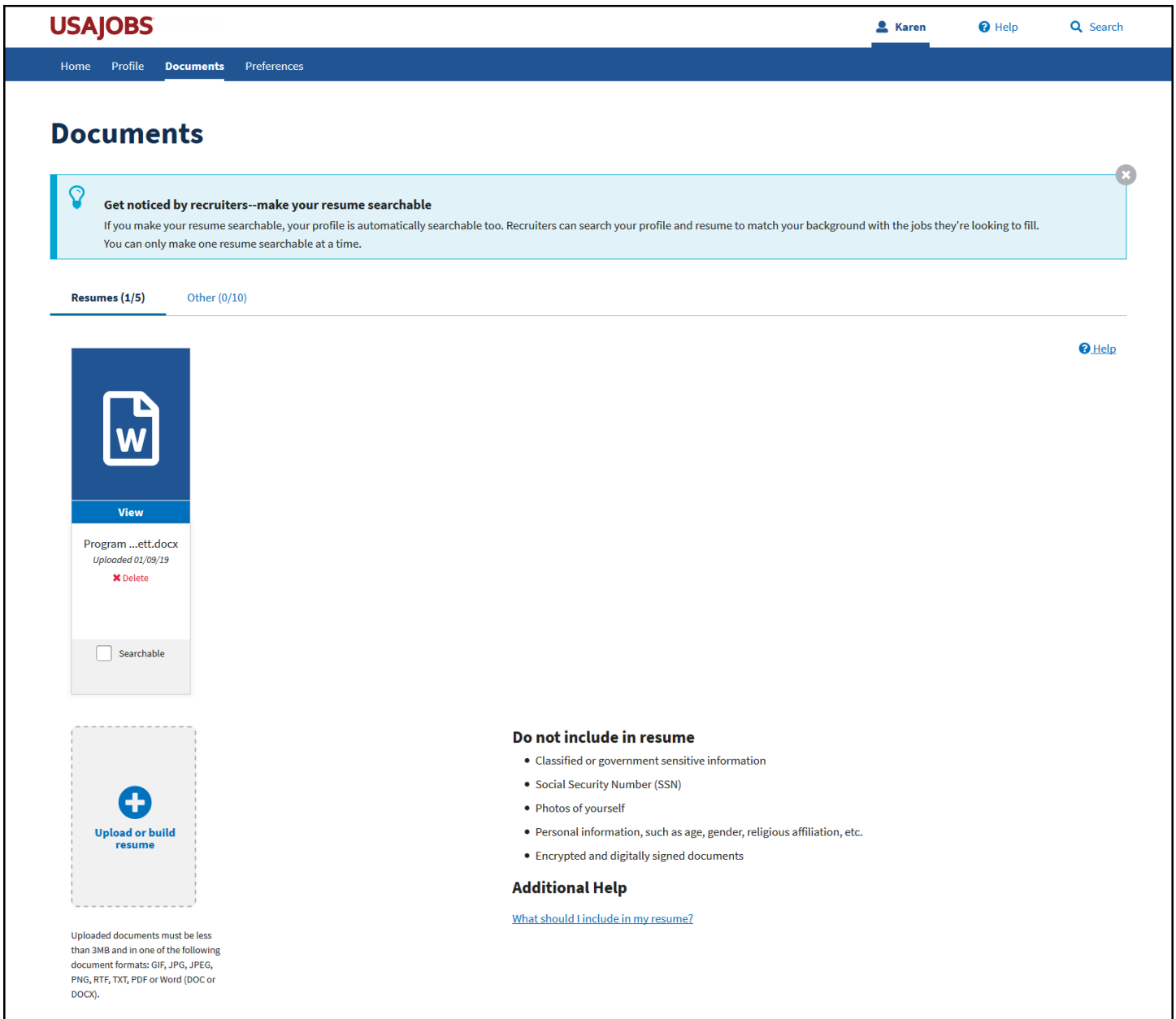


Image 24: Resumes page of the applicant’s Profile.

25. Next, click on the **Other** section for Documents and upload sample supporting documents for your test applicant. **Again, be sure your sample documents do not contain actual applicant information or PII.**

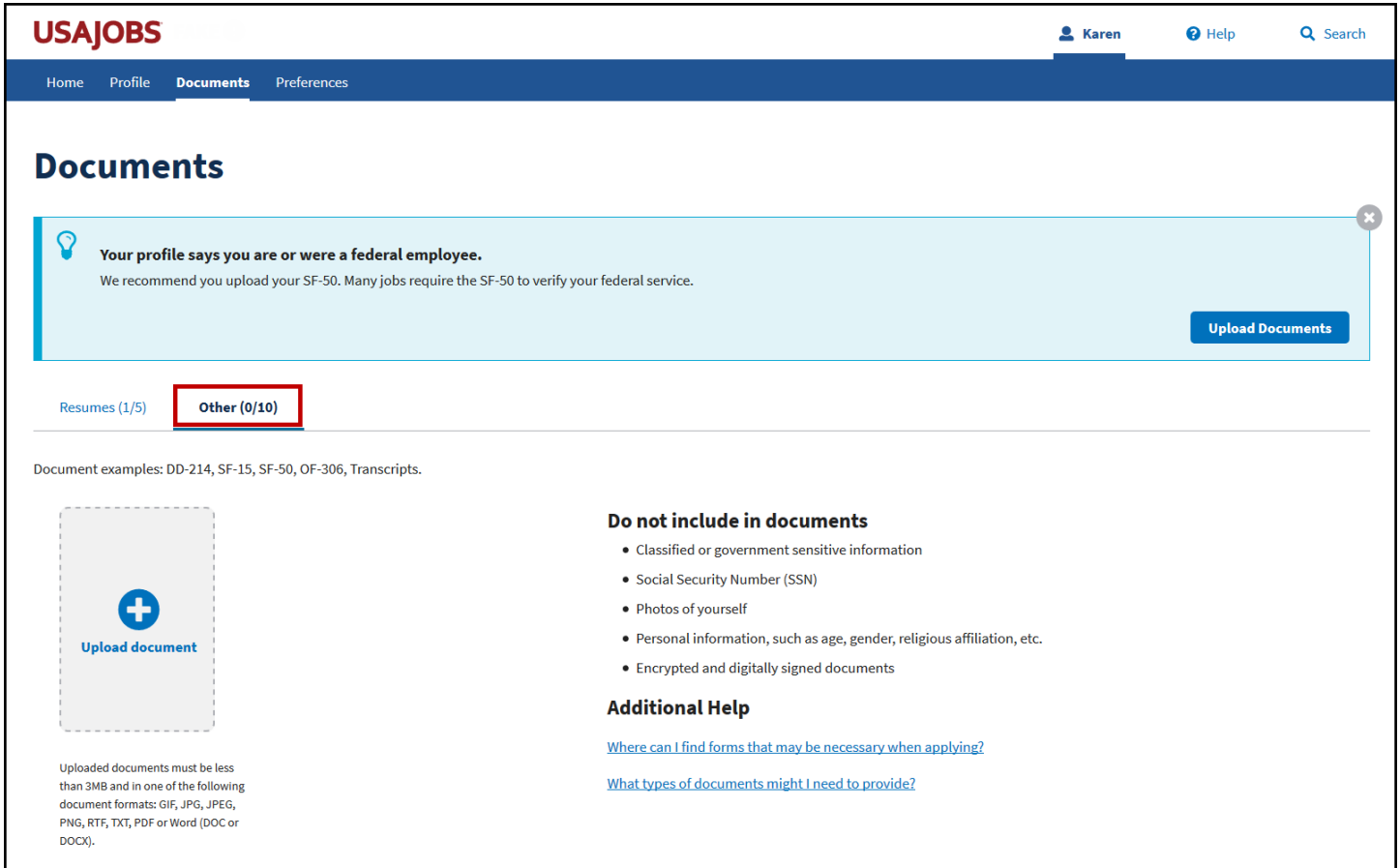


Image 25: Other Documents page with Other highlighted.

26. Proceed to the Preferences page. Complete this page as desired.

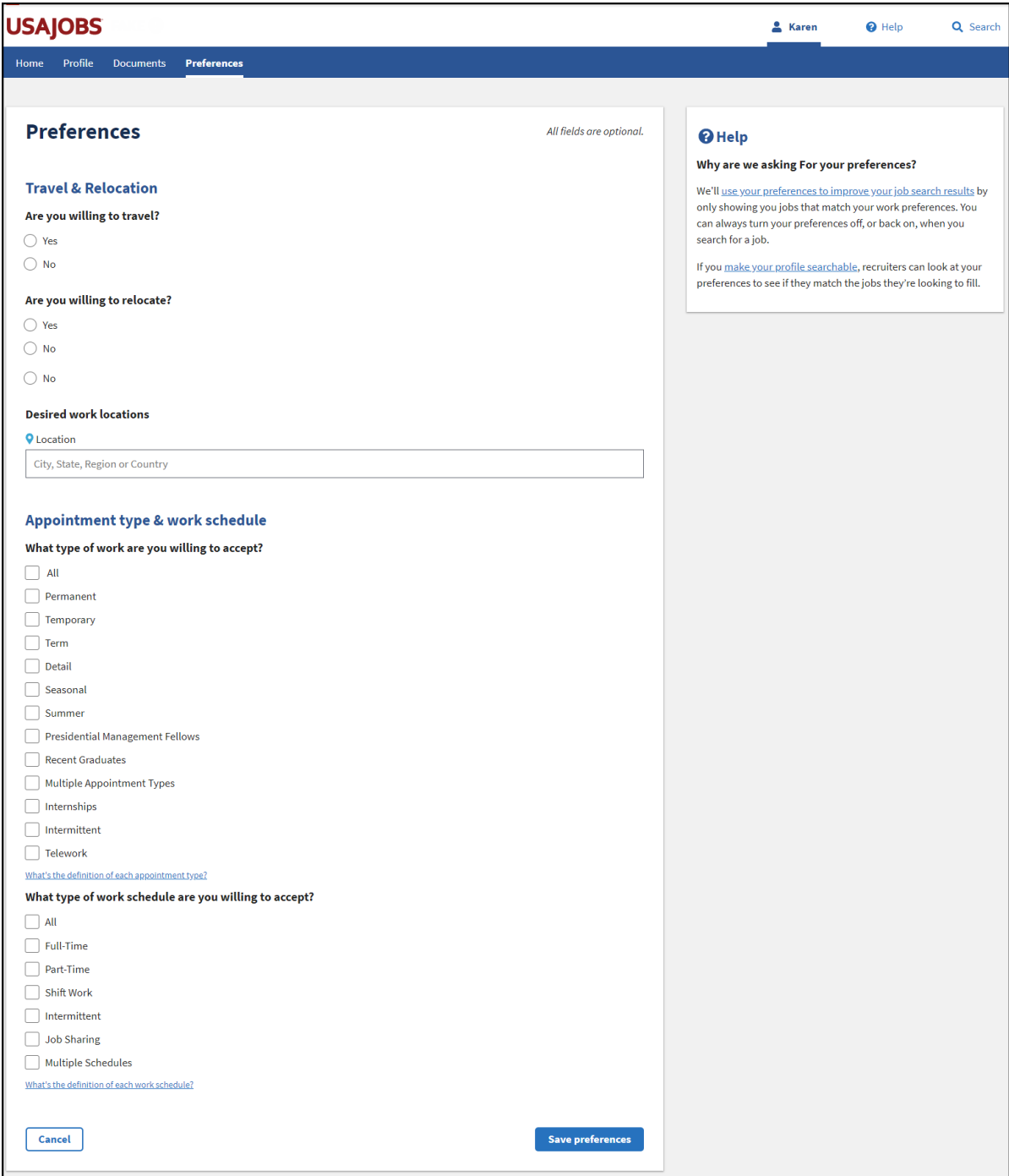


Image 2: Preferences page.

27. Now your test applicant is ready to apply to a job! Please proceed to the second exercise.

This concludes the first lesson on Application.

Notes for Applicant
