

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: <u>https://www.uat.usajobs.gov/</u>



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**.

UCGIN.GOV	Redeated
USAJOBS is using by you to sign in to you and sec	our account safely
Email address	
Password	Show password
Sign	i In
Don't have an account	t? <u>Create an account</u>
Sign in with your government emplo	oyee ID
Back to USAJOBS Forgot your password?	
Security Practices and Privacy Act S	tatement

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.

USAJOBS	
First time here from USAJOBS? Please create a login.gov account using the same email address you use for USAJOBS	
Learn more.	ULOGIN.GOV
Enter your email address	step 1 of 4
Security Practices and Privacy Act Statement	We sent an email to usashd202303@gmail.com with a link to confirm your email address. Follow the link to continue creating your account.
Submit	Didn't receive an email? <u>Resend</u>
Cancel	Or, <u>use a different email address</u> You can close this window if you're done.

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.

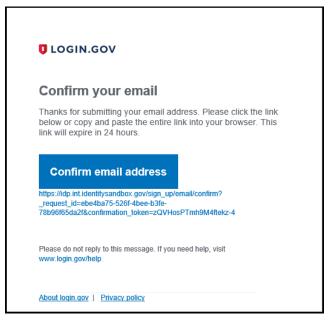


Image 5: Sample login confirmation page from e-mail.

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**.

	ULOGIN.GO	v 🛛 🔍 US	AJOBS	
You have	confirmed your e	mail addre	:SS	
STEP 2 OF 4				
	strong pa	sswor	d	
It must be at leas password. That's	t 12 characters lo it!	ng and no	t be a commonly	/ used
Password			Show pas	ssword

Password strength: 0	Sreat!			
Con	tinue			
Password safe	ty tips			+
< Cancel account	creation			

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**.

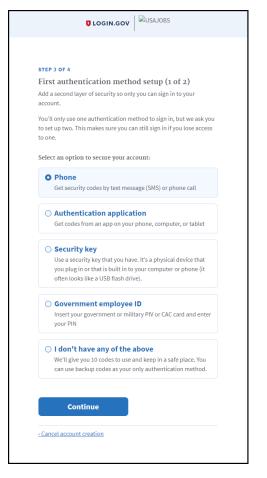


Image 7: The Secure your account page of Login.gov.

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

	LOGIN.GOV
(*** ***
	STEP 3 OF 4
	Send your security code via text
1	message (SMS) or phone call
	Ne'll send you a security code each time you sign in.
1	Message and data rates may apply.
	Phone number xxample: (201) 555-0123
	• ·
1	How should we send you a code?
	fou can change this selection the next time you sign in. If you entered
1	a landline, please select "Phone call" below.
	Text message (SMS) Phone call
	Send code
	Choose another option

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.

0 1
You success your first au

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**.

TEP 4 OF 4	
	entication method setup (2 of 2)
	uthentication method makes sure you can sign in en if you lose or don't have the other.
elect an additio	nal method to secure your account:
Second p	hone
,	codes by text message (SMS) or phone call to a
secondary p	hone number (one that is not ***-***-4979)
○ Authenti	cation application
Get codes fr	om an app on your phone, computer, or tablet
○ Security	key
	ty key that you have. It's a physical device that
	or that is built in to your computer or phone (it like a USB flash drive).
	ent employee ID government or military PIV or CAC card and enter
your PIN	government of military Piv of CAC card and enter
O I don't ha	ave any of the above
-	ou 10 codes to use and keep in a safe place
Conti	inue

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.

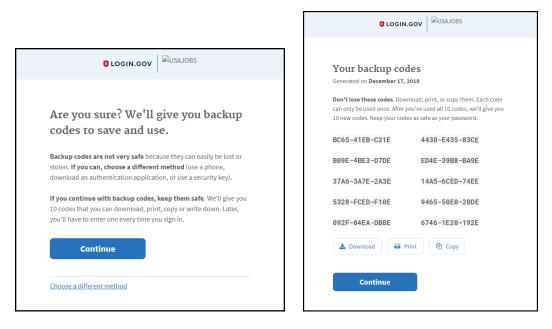


Image 11: Back up code pages if you select that option.

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.

USAJOBS
Sackup codes configured successfully.
You've created an account with
login.gov
We'll share this information with GSA :
Email address usashd202303@gmail.com
GSA will only use this information to connect to your account
Continue

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.

Clogin.gov	USAJOBS
USAJOBS is using login.gov to allow you to sign in to your account safely and securely.	Enter your security code We sent a security code to ***_***-4979 . This code will expire in 10 minutes.
	One-time security code Submit
Password Show password	Submit
	Get another code Remember this browser
Sign In	
Don't have an account? Create an account	Don't have access to your phone right now? Choose another authentication method
Sign in with your povernment employee ID	Choose another authentication method
Back to USAJOBS	Cancel
Eorgot your password? Security Practices and Privacy Act Statement	
and an and a state of the state	

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.

		La Guest @ Help Q Search
Home Profile Documents Preferences		
Welcome Guest! sign Out Before you can apply for jobs, you'll need to create and c	omplete your profile. Already have a profile?	
O APPLICATIONS	O SAVED JOBS	O SAVED SEARCHES
Create your profile Apply for jobs You can only apply to jobs on USAJOBS		Already have a USAJOBS profile? If you think you have an existing USAJOBS profile, help us find it, so you don't need to create a new one. Find existing profile
Refine your search results We can use your profile information to Make your resume searchable	improve your job search results and help you find the right job.	
Your resume will be visible to recruiters		
ietum to top		
Job Applications	Account	Неір
Autoria Applications All Advancing Paused Stopped	Home Profile Documents Saved Jobs	Help Center About USAJOBS Contact Us FAQs
	Saved Searches Sign Out	Get Started How to Working in Government

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.				
lama				
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.				
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.

USAJOBS		
Is this you?		
Please confirm that you are a		
U.S. Citizens		
Federal Employees		
and confirm that you are NOT a		
Veterans	Military spouses	
National Guard & Reserves	E Students	
Recent graduates	Senior executives	
Individuals with disabilities	Family of overseas employees	
Native Americans	Peace Corps & AmeriCorps VISTA	
Land & base management		
No, let me change my answers		Yes, continue

Image 17: Confirm the Hiring Paths selected.

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

USAJOBS		
How this works		
Create your profile in three easy steps:		
1 Contact information		
2 Citizenship		
3 Federal service		
This will take about 3-5 minutes and we'll save your progress once you complete the first step.		
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**.

Create profile	
1. Contact Information	
What is your legal name?	-
Last name]
Let's add your address.	7
Street address 2 (optional)]
Country United States ¢	
Find a country by scrolling through the tat or opening the menu and typing the name of the country. To soliot, click or press enter on the highlighted country Postal code	
city]
State/Territory/Province Alabarna]
And your telephone number.	
US numbers - include area code, international numbers - include country calling code (1, +1, 344)]
Telephone type]

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

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

SAJOBS	
Create profile	
1 Contact Information	
2. Citizenship	
All fields are required	
Are you a U.S. Citizen or national?	
O Yes	
O No	
Country of citizenship	
Please select 🗢	
Please select the statement that best applies to your Selective Service registration status.	
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. 	
Not Registered I am a male born on or after January 1, 1960, and I have not registered.	
Continue to step 3	

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**.

SAJOBS	
, , , , , , , , , , , , , , , , , , ,	
Create profile	
1) Contact Information	
2) Citizenship	
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	
tam a former federal civilian employee with reinstatement eligibility. tam a former federal civilian employee but do not have <u>reinstatement</u>	
eligibility.	
Please select the statement below which best reflects your federal employment status.	
I am currently a federal civilian employee	
) 1 am a former federal civilian employee with reinstatement eligibility.	
1 am a former federal civilian employee but do not have reinstatement sligbility.	
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 Sovernment? (optional)	
) Yes	
No No	
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	
igancy name and click or press enter to select it. You must include your agency I you want to use <u>Open Opportunities</u> .	
Federal Government email (optional)	
this is your officially issued Federal Government email address, You must	
include this email address if you want to use <u>Down Opportunities</u> or the <u>Advance</u> Calcul Double	
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	
- cern more about career transition programs	
Are you a retiree receiving a Federal annuity? (optional)	
) Yes	
No No	
Have you accepted a buyout from a Federal agency within the past 5 years? (optional)	
) Yes	
No No	
About your experience	
Series (optional)	
0201 - Human Resources Management	
ind a series by browsing through the list or opening the menu and typing the	
ame or number of the series. To select, dick or press enter on the highlighted ierles.	
Highest grade (optional)	
13	
The high-set grade that you have reached as a federal employee.	
Pay scale of highest grade (optional)	
GS - General Schedule (Ch. 51, 5 U.S.C.).	
The pay scale that corresponds to the highest grade you have reached as a federal employee.	
CALME CONTRACTOR	
Job title (optional) Human Resources Specialist	

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.

SAJOBS			💄 Karen	😮 Help	Q Search
Iome Profile Documents Preferenc	es				
Congratulations!					
•	w apply for jobs. But there is more you can do	to make your profile stand out.			
/hat would you li	ke to do nevt?				
mat would you in	ke to do next.				
Finish my profile s	o agencies can find m	e			
If you make your resume searchable, your pro	-				
Why should you do this?					
Recruiters can search your profile and resume	e to match your work preferences and backgro	ound with the jobs they're looking to fil	Ι.		
Learn more about how we use your profile inf		, ,			
Learn how to make your resume and profile s	earchable				
Learn how to make your resume and profile s You've given us all of the required information	earchable	ll make you stand out from the pack. By	y providing this optional information you will gi	ve recruiters a better	r picture of
Learn how to make your resume and profile s	earchable	ll make you stand out from the pack. By	y providing this optional information you will gi	ve recruiters a better	r picture of
Learn how to make your resume and profile s You've given us all of the required information	earchable	ll make you stand out from the pack. By	y providing this optional information you will gr	ve recruiters a better	r picture of
Learn how to make your resume and profile s You've given us all of the required information who you are.	earchable	ll make you stand out from the pack. By	y providing this optional information you will gr	ve recruiters a better	r picture of
Learn how to make your resume and profile s You've given us all of the required information who you are.	earchable	ll make you stand out from the pack. By	y providing this optional information you will gr	ve recruiters a better	r picture of
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile	earchable	-1		ve recruiters a better	
Learn how to make your resume and profile s You've given us all of the required information who you are.	earchable	-1	y providing this optional information you will gi	ve recruiters a better	r picture of
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile	earchable	-1		ve recruiters a better	
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile	earchable n and now we need some information that wil	+ Apply to a		ve recruiters a better	
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile Finish profile Find a job	earchable n and now we need some information that wil	+ Apply to a	job I've already found	ve recruiters a better	+
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile Finish profile Find a job	earchable n and now we need some information that wil	+ Apply to a	job I've already found	ve recruiters a better	+
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile Image: Comparison of the profile state of the prof	earchable n and now we need some information that wil	+ Apply to a	job I've already found	ve recruiters a better	+
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile Image: Comparison of the profile state of the prof	earchable n and now we need some information that wil	+ Apply to a	i job I've already found re about finding a job in government	ve recruiters a better	+
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile Image: Comparison of the profile state of the prof	earchable an and now we need some information that will en my application status changes Account	+ Apply to a	job I've already found re about finding a job in government Help	ve recruiters a better	+
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile Image: Second Se	earchable n and now we need some information that will en my application status changes Account Home	+ Apply to a	i job I've already found re about finding a job in government Help Help Center	ve recruiters a better	+
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile Image: Second S	earchable an and now we need some information that will an my application status changes Account Home Profile	+ Apply to a	i job I've already found re about finding a job in government Help Help Center About USAJOBS	ve recruiters a better	+
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile Image: Second S	earchable an and now we need some information that will an my application status changes an my application status changes Account Home Profile Documents Saved Jobs Saved Searches	+ Apply to a	i job I've already found re about finding a job in government Help Help Center About USAJOBS Contact Us FAQs Get Started	ve recruiters a better	+
Learn how to make your resume and profile s You've given us all of the required information who you are. Finish profile Image: Second S	earchable an and now we need some information that will an my application status changes	+ Apply to a	i job I've already found re about finding a job in government Help Help Center About USAJOBS Contact Us FAQs	ve recruiters a better	+

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.

SAJOBS	Laren 🚱 Help 🔍 Ser
ome Profile Documents Preferences	
✓ Complete - <u>Edit</u>	
KB Karen Barrett	What would you like to do next?
Address 23 Sky Ln	Sind a job
Erie CO , 80516 United States	
Email usastrainingus@gmail.com	Finish my profile so agencies can find me
Password	Learn a new skill
CLOGIN.GOV	Learn more about finding a job in government
303-906-4979	Apply to a job I've already found
Citizenship Complete - Edit	
U.S. Citizenahip I am a U.S. citizen	
Selective Service Registration Exempt - I am a female, and therefore I am exempt from registering.	
Viving nothe ✓ Complete - Edit	
Hiring paths Complete Last	
U.S. Citzens Foderal Employees	
recome company CED	
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	
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.	
O 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.	
need. Review our <u>privacy policy</u> and the <u>Paperwork Reduction Act</u> 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.	
References (Optional)	
References (Optional) List your references here. If you use our Resume Builder, you can pull this information into your Resume.	

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.

USAJOBS	0		L Karen	😮 Help	Q Search
Home Profile Docu	ents Preferences				
If you make your r	ecruitersmake your resume searchable sume searchable, your profile is automatically searchable too. one resume searchable at a time.	. Recruiters can search your profile and resume to match yo	our background with the jobs they	're looking to fill.	8
	her (0/10)				
					3 Help
View					
Programett.docx Uploaded 01/09/19 ★ Delete					
Searchable					
Upload or build		Do not include in resume Classified or government sensitive information Social Security Number (SSN) Photos of yourself Personal information, such as age, gender, religious	affiliation, etc.		
resume		• Encrypted and digitally signed documents			
		Additional Help			
Uploaded documents must by than 3MB and in one of the fol document formats: GIF, JPG, PNG, RTF, TXT, PDF or Word (D DOCX).	wing EG,	What should I include in my resume?			

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.*

USAJOBS		L Karen	Help	Q Search
Home Profile Documents Preferences				
Documents				•
Your profile says you are or were a federal employee. We recommend you upload your SF-50. Many jobs require the SF-50 to veri	y your federal service.		Upload Do	ocuments
Resumes (1/5) Other (0/10) Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.				
(Do not include in documents			
	Classified or government sensitive information			
	Social Security Number (SSN)			
	Photos of yourself			
Upload document	 Personal information, such as age, gender, religious affiliation, etc 			
	 Encrypted and digitally signed documents 			
	Additional Help			
	Where can I find forms that may be necessary when applying?			
Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or	What types of documents might I need to provide?			
DOCX).				

Image 25: Other Documents page with Other highlighted.

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

USAJOBS		💄 Karen	😮 Help	Q Search
Home Profile Documents Preferences				
Preferences	All fields are optional.	🕑 Help		
Travel & Relocation Are you willing to travel?		Why are we asking For your We'll <u>use your preferences to im</u> only showing you jobs that mate	<u>prove your job sea</u> :h your work prefe	rences. You
 Yes No 		can always turn your preference search for a job. If you <u>make your profile searcha</u>	ble, recruiters can	look at your
Are you willing to relocate?		preferences to see if they match	the jobs they're lo	oking to fill.
O Yes O No				
○ No				
Desired work locations				
Cocation Gity, State, Region or Country				
city, state, negion of country				
Appointment type & work schedule				
What type of work are you willing to accept?				
All				
Permanent				
Temporary				
Term				
Detail				
Seasonal				
Summer Presidential Management Fellows				
Recent Graduates				
Multiple Appointment Types				
☐ Internships				
Intermittent				
Telework				
What's the definition of each appointment type?				
What type of work schedule are you willing to accept?				
All				
Full-Time				
Part-Time				
Shift Work				
Intermittent				
Job Sharing				
Multiple Schedules				
What's the definition of each work schedule?				
(for all a local data)				
Cancel	Save preferences			

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			
	 	 	,