



USA Staffing®

Great Government Starts Here®

December 11, 2017

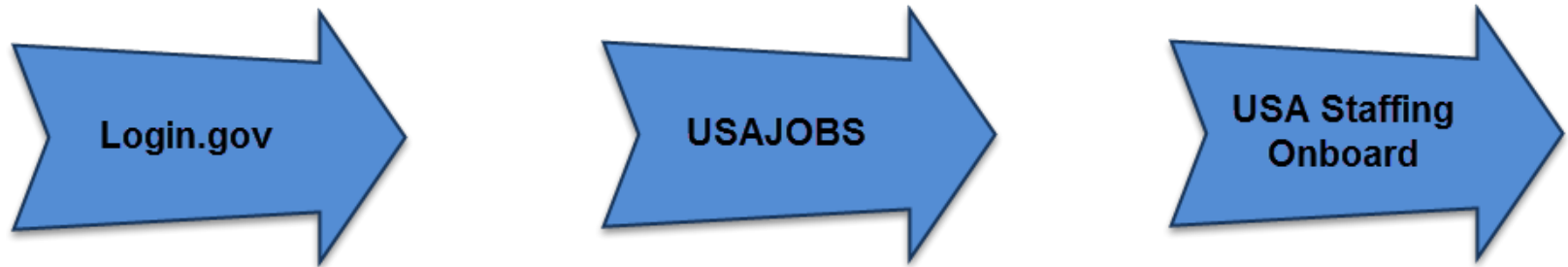
Accessing Your Onboard Account through Login.gov

Part II



Accessing Your Onboard Account through Login.gov

- This is a step-by-step guide to assist you with accessing your onboarding account. To use this guide, you must have an established login.gov account. If you do not have a Login.gov account, please refer to *Part I - Creating Your Onboard Account through Login.gov*
- Login.gov is a service that offers secure and private online access to government programs. With a login.gov account, you can sign into multiple government websites with the same username and password.
- To access your USA Staffing Onboard account, you have to go through your USAJOBS profile which requires a Login.gov account.



For more information regarding login.gov, check out USAJOBS FAQ at:
<https://www.usajobs.gov/Help/faq/account/login-gov/>



Accessing Your Onboard Account through Login.gov

To access your Onboard account you will need:

- ✓ Internet, AND
- ✓ E-mail (used in your USAJOBS account), AND
- ✓ Phone (that you will use to receive the system-generated security code each time you sign in)
- ✓ Your login.gov username and password

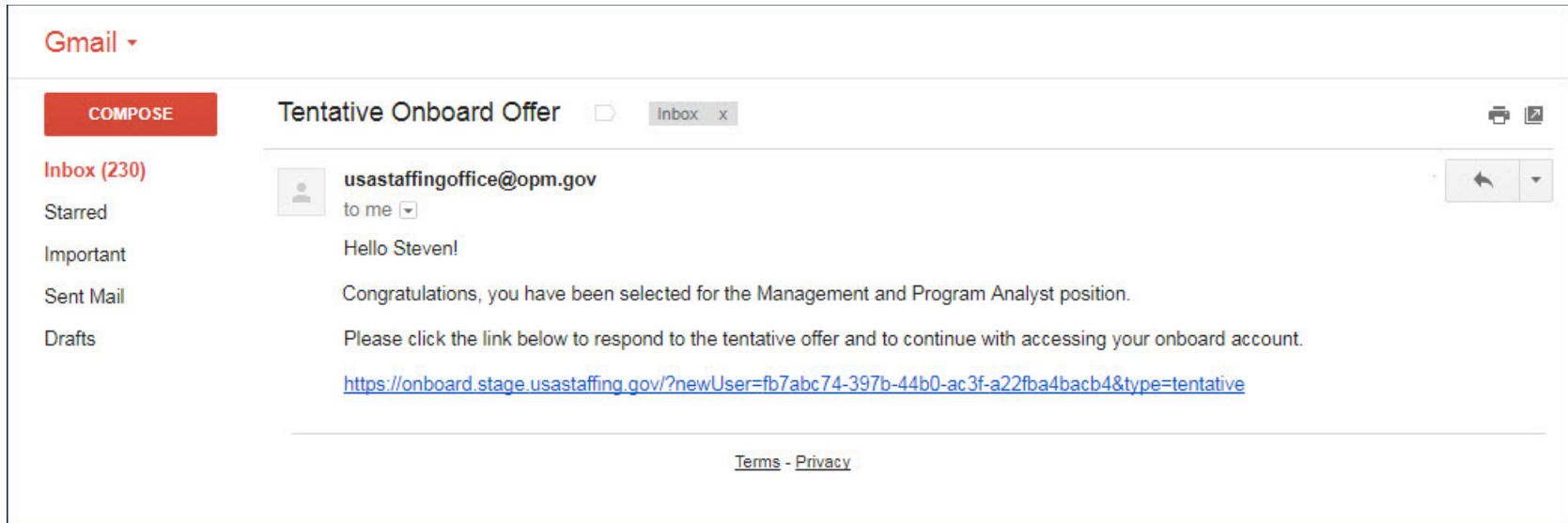
Important Note for Users Outside of the United States: Login.gov can not call users outside of the United States. If you have an International code of any number other than +1, you must receive your security code via Text message (SMS). Do not register an international landline because you will not receive the code.



Accessing Your Onboard Account

Step 1

- Go to your e-mail account and open the **Tentative** or **Official Job Offer** notification you received from the hiring agency.
- This e-mail will include a unique URL/link. Click on the link to begin authenticating your account.



Note: If you have already responded to the job offer, you will log in by accessing the main USA Staffing Onboard login page at: <https://onboard.usastaffing.gov>



Accessing Your Onboard Account

Step 2

After clicking on the authentication link, you will be presented with the Tentative or Official Job Offer Response page. You will respond by selecting **Accept**, **Decline**, or **Need More Information** and entering your **Birth Month and Day**.

USA Staffing® [Help Center](#)

Tentative Job Offer Response

Congratulations on your selection into a position within the United States civilian service!

The Office of Personnel Management has extended you a tentative job offer for the position of **Management and Program Analyst GS-0343-12**. The details of the tentative offer, including any conditions of employment, are outlined in the tentative offer letter you received. Please provide your response to the tentative offer below.

I, Steven Apex:

- Accept
- Decline
- Need More Information

Thank you for accepting the tentative job offer. To submit your response and begin the onboarding process, you must confirm your identity by providing the information requested below, then register your USAJOBS account with your onboarding record. Once your USAJOBS account has been registered you will be logged into the system and may begin the process.

Birth Month and Day (mm/dd)

[Confirm Identity](#)



Accessing Your Onboard Account

Step 3

- After accepting the job offer, you will be directed to the login.gov page for USAJOBS.
- Click the **Sign in** button.


An official website of the United States government

USAJOBS

You now need to create a login.gov account to sign in to USAJOBS

USE YOUR EXISTING USAJOBS EMAIL ADDRESS TO MAINTAIN YOUR PROFILE

[Continue](#)

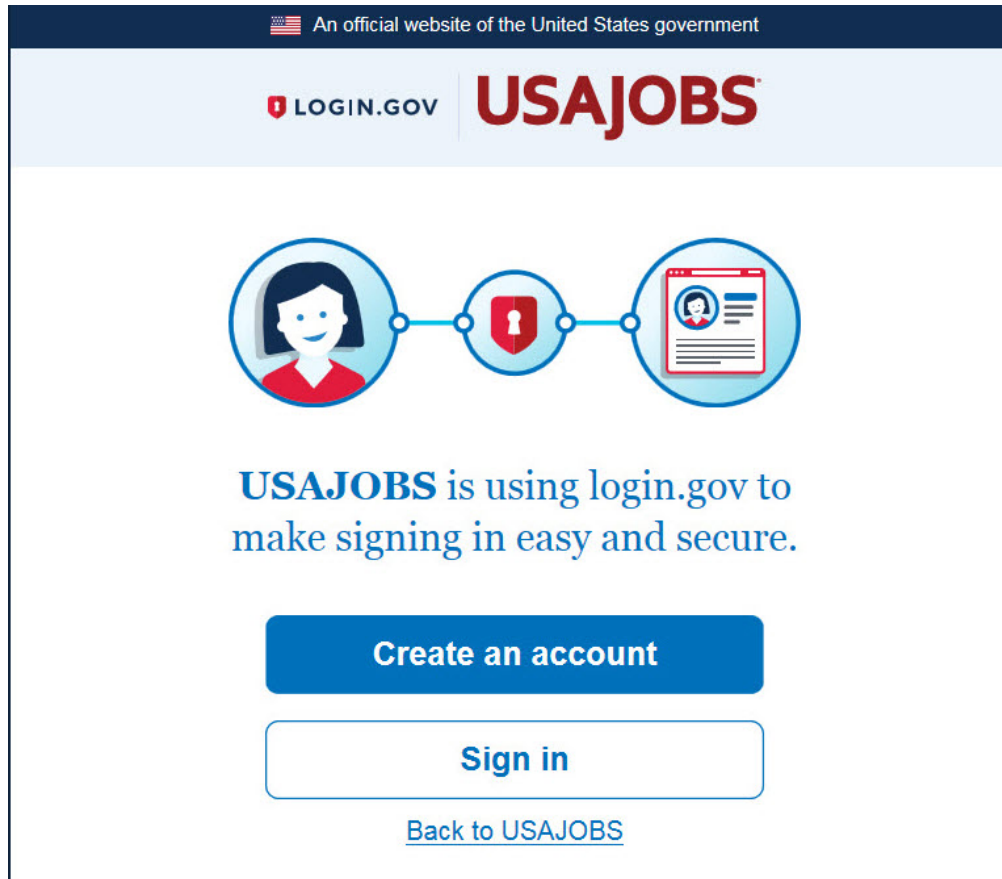
to  LOGIN.GOV

Already created a login.gov account? [Sign in](#)



Accessing Your Onboard Account Step 4

Click the **Sign in** button.





Accessing Your Onboard Account Step 5

Enter your E-mail address and password and click **Next**.

An official website of the United States government

LOGIN.GOV USAJOBS

Sign in to continue to USAJOBS

Email address

stevenapex123@gmail.com

Password Show password

Next

[Security Practices and Privacy Act Statement](#)

[Back to USAJOBS](#) [Forgot your password?](#) [Create account](#)

Note: Each time you sign into Onboard, you must enter your:
(1) e-mail address, AND
(2) password, AND
(3) one-time security code



Accessing Your Onboard Account

Step 6

Enter your one-time security code (received via text or phone) and click the **Submit** button.

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LOGIN.GOV | USAJOBS

Enter your security code

One-time security code

359806 **Submit**

We sent it in a text message to ***-***-5613. Need another code? [Get another text message](#). Message rates may apply.

If you can't get text messages right now, you can [get a security code via phone call](#).

Don't have access to your phone? [Use a personal key instead](#).

[Cancel](#)

Note: If you were unable to receive the code, click on the appropriate link provided at the bottom of the page to receive another code.




Accessing Your Onboard Account

Step 7

You will be directed the USA Staffing Onboard system where you will begin or continue the onboarding process.

Welcome [Tasks](#) [Help Center](#) Logged in as: Steven Apex ▾

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Onboarding Progress 0%

Position Title: Management and Program Analyst
Pay Plan-Series-Grade: GS-0343-12
Duty Location: Washington DC, District of Columbia

Welcome, Steven Apex

You have been tentatively selected for the position of **GS-0343-12 Management and Program Analyst** with the **Office of Personnel Management**. Human Resources requires that certain information be collected and verified prior to a formal offer being made; therefore, a number of tasks have been assigned for you to complete. After you receive the formal offer from Human Resources, additional tasks will be assigned to facilitate a successful and timely entrance on duty.

The assigned tasks will provide you instructions on:

- Gathering your personal information
- Viewing, signing, and submitting various entrance-on-duty forms
- Completing external actions required for the position for which you were selected
- Completing required training courses
- Uploading required supporting documentation

If you have questions about your assignments, click the Help Center link at the top of the screen to access online help or contact one of the Human Resources contacts listed on the Contact Us page.

Click **Start** to begin the process.

[Start](#)



Requesting Assistance

You have successfully created your Onboard account through login.gov.

For questions or assistance with your login.gov account, review the online help at <https://login.gov/help> or email them at hello@login.gov

For help with linking your USAJOBS profile information to your login.gov account, contact the USAJOBS Help Desk at: <https://www.usajobs.gov/Help/how-to/account/profile/#contact-us-form>



If you do not have a login.gov account, please see the instructions for

Part I – Creating Your Onboard Account at: https://help.usastaffing.gov/NewHire/index.php?title=New_Hire