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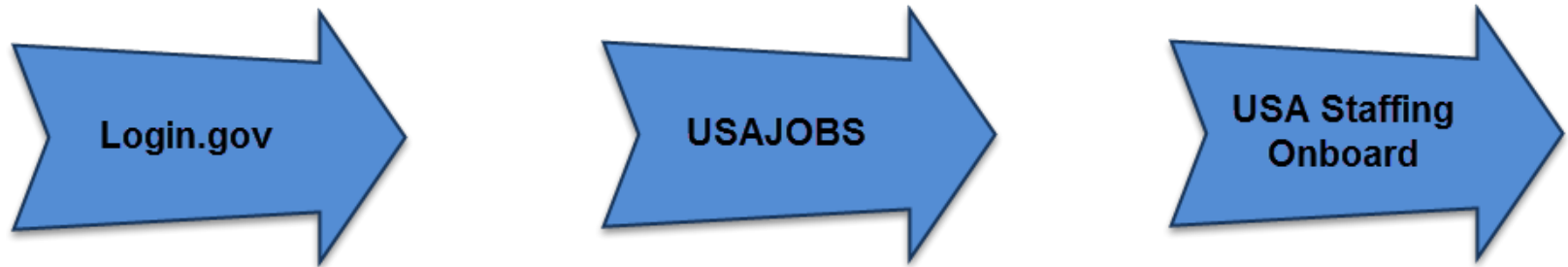
For more information regarding login.gov, check out USAJOBS FAQ at:
https://www.usajobs.gov/Help/faq/account/login-gov/

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)
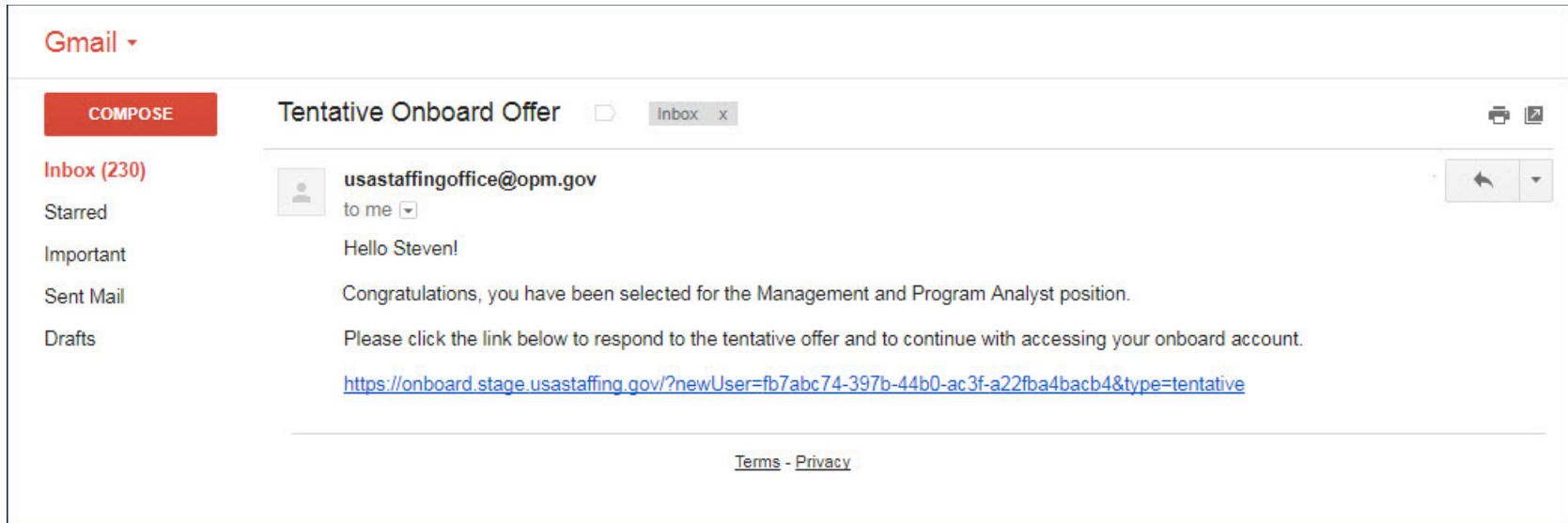
✓ Your login.gov username and password

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.

Gmail ▾

COMPOSE

Inbox (230)
Starred
Important
Sent Mail
Drafts

Tentative Onboard Offer ☐ Inbox ✕

usastaffingoffice@opm.gov
to me ▾

Hello Steven!

Congratulations, you have been selected for the Management and Program Analyst position.

Please click the link below to respond to the tentative offer and to continue with accessing your onboard account.

https://onboard.stage.usastaffing.gov/?newUser=fb7abc74-397b-44b0-ac3f-a22fba4bacb4&type=tentative

Terms - Privacy

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**.

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.

Accessing Your Onboard Account
Step 4

Click the **Sign in** button.
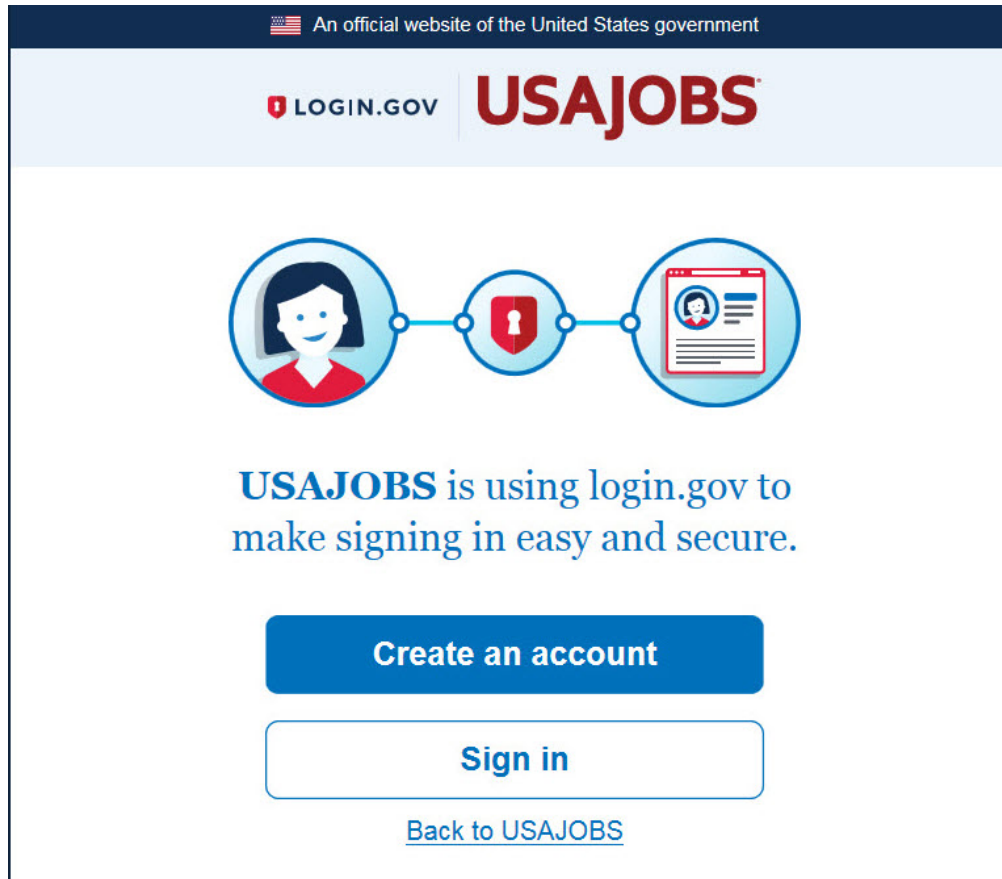
Accessing Your Onboard Account
Step 5

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.

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.

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