



# **New USAJOBS (Login.gov) Sign-in Method**

Content current as of: 10 January 2018



# Key Points To Remember

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- ❑ Federal government's official employment website, USAJOBS, will require its users to use login.gov account to sign in as of January 21, 2018, 12:00 p.m. ET
- ❑ Login.gov is a Federal credentialing service that offers secure and private online access to government programs, services and benefits
- ❑ With a login.gov account, you can sign into participating government websites using the same sign-in information
- ❑ To apply for Department of the Navy jobs, you must follow the steps outlined in this PowerPoint

**Tips:** Do not try to create a USAJOBS (login.gov) account by going directly to login.gov site. Instead, follow the steps outlined in this PowerPoint.

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



# Instructions

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- Part 1: Establish your new USAJOBS (login.gov) account
- Part 2: Use your login.gov account to sign into USAJOBS
- Part 3: Review and edit your new login.gov account, as desired
- Part 4: Request assistance, as needed



# Part 1 – Establish Your New USAJOBS (Login.gov) Account

To establish your new account/sign-in method, you need:

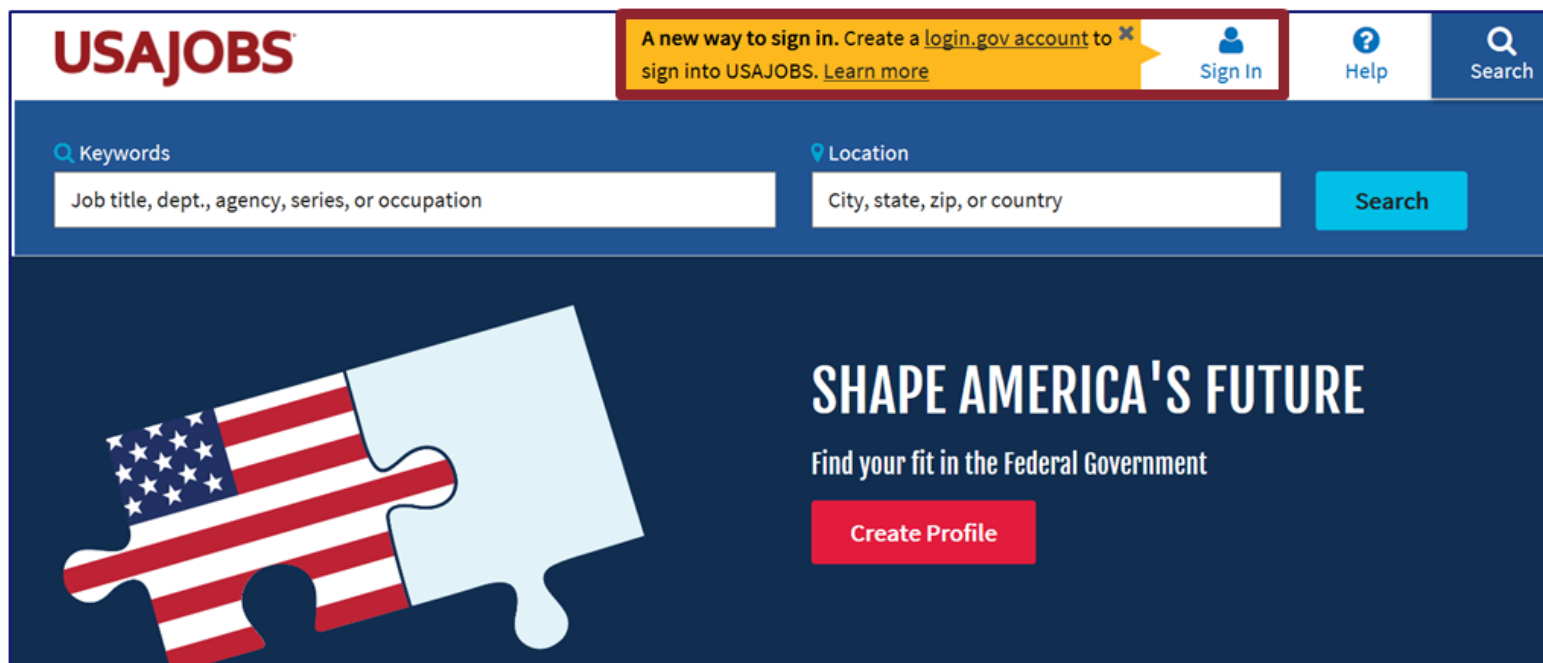
- A. Internet, AND
- B. Email (used in your USAJOBS account), AND
- C. Phone (that you will use to receive the system-generated security code each time you sign in)

**Alert:** If you are using an international phone number (excluding Canada and Mexico), you must be able to receive text messages at that number (voice response is currently not available in the overseas environment).

**Tip:** Be sure to set aside 10 minutes of uninterrupted time when establishing your account. And, carefully read and follow the given instructions.

# Part 1, Step 1

- A. Go to USAJOBS home page at [www.usajobs.gov](http://www.usajobs.gov)
- B. Click on the 'Sign In' icon (at the top right side of the page)





# Part 1, Step 2

- A. If you do not already have a login.gov account: Click on the red 'Continue' button
- B. If you already have a login.gov account: Click on the 'Sign in' button and disregard the remaining Part 1 instructions

A screenshot of the USAJOBS login page. The page has a dark blue background. At the top left, the "USAJOBS" logo is displayed in red. The main heading in white text reads "You now need to create a login.gov account to sign in to USAJOBS". Below this, in smaller white text, it says "USE YOUR EXISTING USAJOBS EMAIL ADDRESS TO MAINTAIN YOUR PROFILE". A prominent red button with the word "Continue" in white is centered. Below the button, it says "to" followed by the "LOGIN.GOV" logo. At the bottom of the page, there is a light gray bar containing the text "Already created a login.gov account?" and a gray button labeled "Sign in".

# Part 1, Step 3

Click on the 'Create an account' button





# Part 1, Step 4

- A. If you already have a USAJOBS account: Type in the email address used in your USAJOBS account and click on the 'Submit' button. This will allow the system to automatically link your existing USAJOBS account with your login.gov account.
- B. If you do not have a USAJOBS account: Type in your personal email address and click on the 'Submit' button.

**Start creating an account**

Pick an address you want to use for government communications.

**Email address**

[Security Practices and Privacy Act Statement](#)

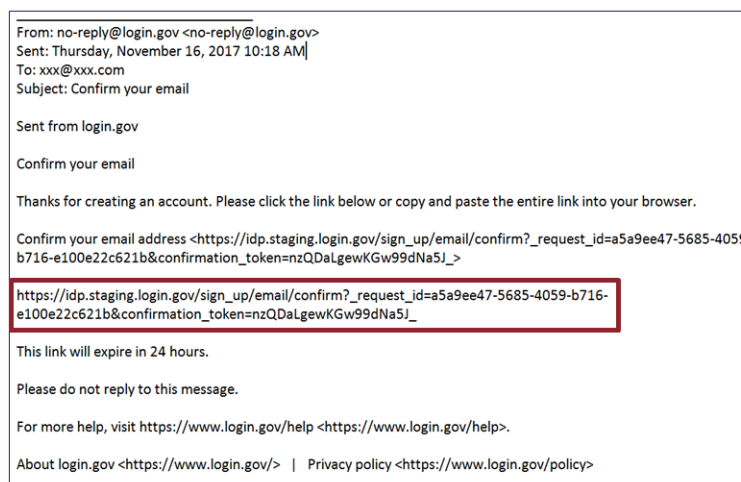
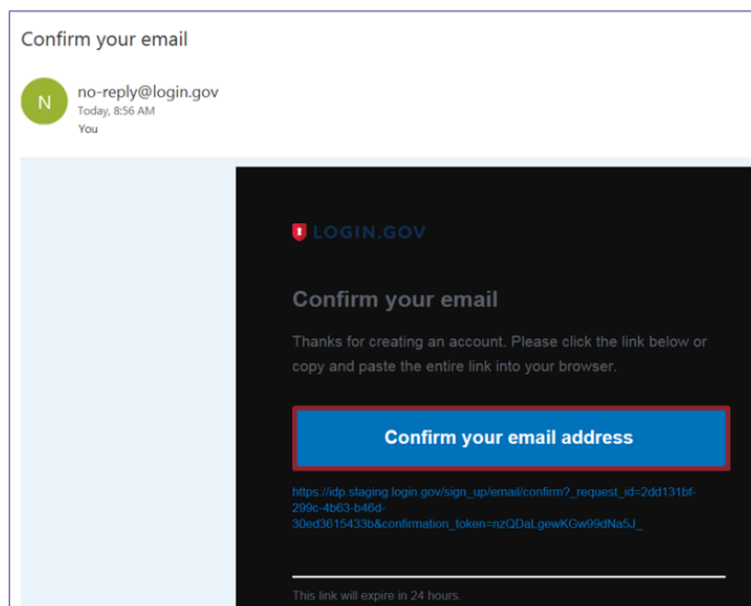
**Submit**



# Part 1, Step 5

- A. You will receive an email from [no-reply@login.gov](mailto:no-reply@login.gov) to confirm your email address.
- B. Open the email and click on the 'Confirm your email address' button. If your email system is in plain text mode, copy and paste the URL instead.

**Alert:** The Confirm link expires in 24 hours (from Sent time). If you are unable to confirm prior to the expiration, go back to Step 1.





# Part 1, Step 6

- A. When you click on the confirm link, the confirmation page will appear, as illustrated below
- B. Type in your desired password and click on the 'Continue' button

A screenshot of a web form for creating a strong password. At the top, a green banner with a checkmark icon says "You have confirmed your email address". Below this, the heading "Create a strong password" is followed by the instruction "It must be at least 8 characters long and not be a commonly used password. That's it!". There is a "Password" label and a text input field containing 12 dots. To the right of the input field is a checkbox labeled "Show password". Below the input field is a password strength indicator consisting of four colored bars (green, green, green, grey) and the text "Password strength: Good". At the bottom is a large blue button labeled "Continue".

✓ You have confirmed your email address

## Create a strong password

It must be at least 8 characters long and not be a commonly used password. That's it!

Password ☐ Show password

●●●●●●●●●●●●

Password strength: **Good**

**Continue**



# Part 1, Step 7

- A. Type in your phone number
- B. Select the method in which you would like to receive your sign-in security code
- C. Click on the 'Send security code' button

**Alert:** If you are using an international phone number (excluding Canada and Mexico), you must be able to receive text messages at that number

**Add a phone number**  
Every time you log in, we will send you a one-time security code via text message or phone call. This helps safeguard your account.

International code

United States of America ▼

Phone number *Mobile or landline okay*

(360) 315-

How would you like to receive your security code?

☐ Text message (SMS) ☒ Phone call

You can change your choice the next time you sign in

**Send security code**

**Tip:** Every time you sign into USAJOBS, you must enter your:

- (1) email address, AND
- (2) password, AND
- (3) one-time security code



# Part 1, Step 8

- A. Type in your one-time security code (received via phone or text, as applicable) and click on the 'Submit' button
- B. If you were unable to receive the code, click on the appropriate link provided at the bottom of the page to receive another

## Enter your security code

One-time security code



Submit

We just called you at +1 (360) 315- . Want us to call you again? [Get another phone call](#)

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

Entered the wrong phone number? [Use another phone number](#)


# Part 1, Step 9

- A. When you receive your personal key, click on the 'Print this page' button, read the reason for printing your key, and print and store it in safe place
- B. Click on the 'Continue' button


### Here is your personal key

This is the only way to regain access to your account if you lose your password or phone. **Write it down or print it out.**

✂

 **Your personal key**

**TFXQ - BKJ0 - 4EC0 - E0G8**

Generated on November 16, 2017  LOGIN.GOV

[Get another key](#) [Print this page](#)

**Tip:** Keep your personal key in an easily accessible place as you may need it (as an alternative to the one-time security code) to sign in.

#### Why do I need to store my new key on paper?

To protect your account, you need a password and access to your telephone or authentication application at sign-in. If you can't use your phone or app, you can sign in with your personal key instead.

For your privacy and security, login.gov does not store your password and personal key. Only you know them. Only you can access or share your personal information.

We require you to store your personal key outside your computer or mobile device so that it will be safe even if your devices are stolen or your online accounts are hacked.

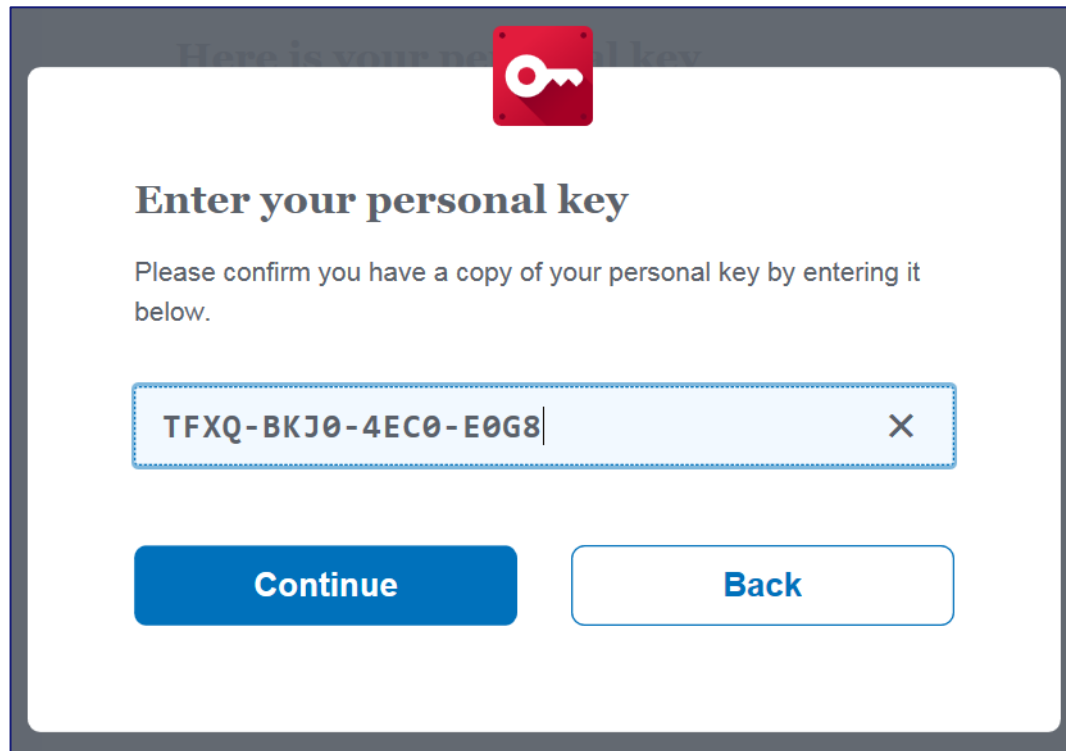
If you don't have your personal key and you forget your password, the only way to keep your account safe is to verify that you are the legal owner.

[Close](#)

[Continue](#)

# Part 1, Step 10

- A. Type in your personal key (to confirm that you have a copy)
- B. Click on the 'Continue' button

A screenshot of a web interface for confirming a personal key. At the top, there is a red square icon with a white key symbol. Below it, the heading "Enter your personal key" is displayed in a bold, dark font. A subtext reads: "Please confirm you have a copy of your personal key by entering it below." Below this is a light blue input field containing the text "TFXQ-BKJ0-4EC0-E0G8" and a small 'X' icon on the right side. At the bottom, there are two buttons: a solid blue "Continue" button and a white "Back" button with a blue border.

Here is your personal key

## Enter your personal key

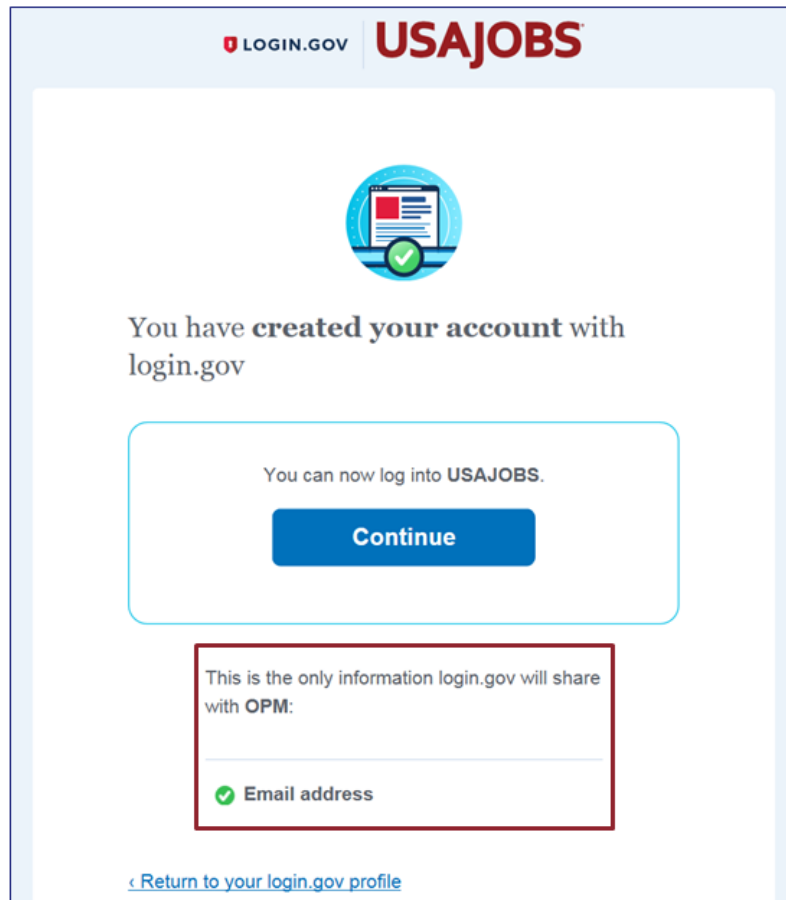
Please confirm you have a copy of your personal key by entering it below.

TFXQ-BKJ0-4EC0-E0G8 X

**Continue** Back

# Part 1, Step 11

Now that you have created your new USAJOBS (login.gov) sign-in account, click on the 'Continue' button to sign into USAJOBS

A screenshot of the USAJOBS login.gov account creation confirmation screen. The header shows the "LOGIN.GOV" logo and the "USAJOBS" logo. Below the header is a circular icon with a document and a green checkmark. The text reads: "You have **created your account** with login.gov". Below this is a blue button labeled "Continue". At the bottom, a red-bordered box contains the text: "This is the only information login.gov will share with OPM:" followed by a green checkmark and the text "Email address". At the very bottom, there is a link: "Return to your login.gov profile".

LOGIN.GOV USAJOBS

You have **created your account** with login.gov

You can now log into USAJOBS.

**Continue**

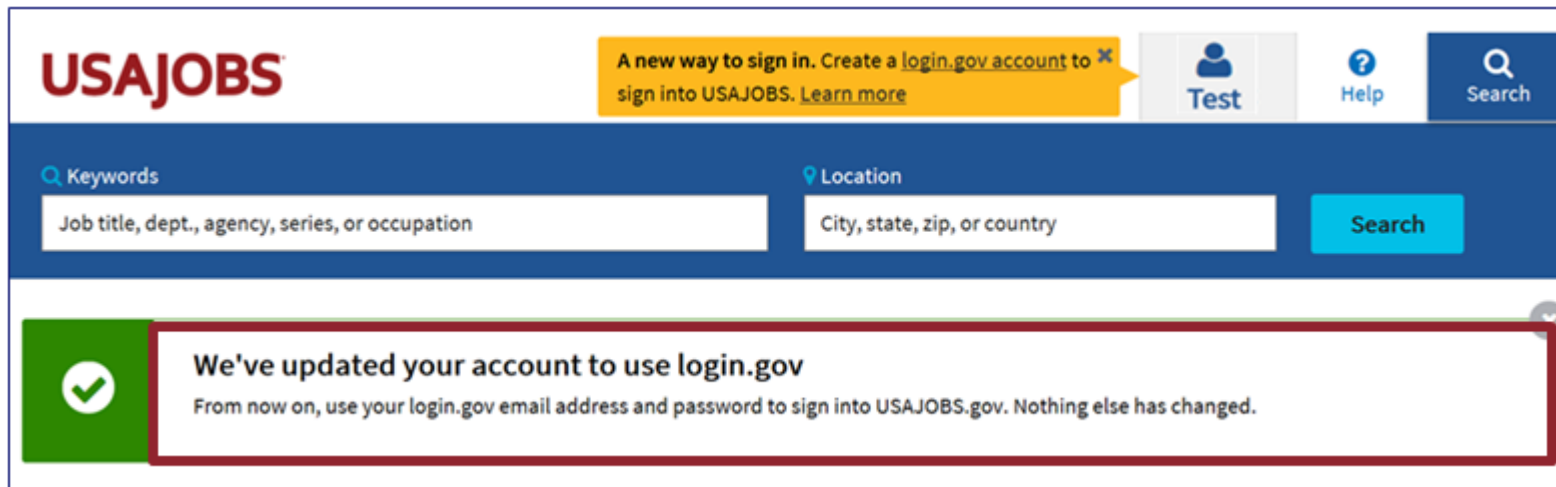
This is the only information login.gov will share with OPM:

✓ Email address

[Return to your login.gov profile](#)

# Part 1, Step 12

- A. When you are signed into USAJOBS, you will receive a message instructing you to use the new login.gov sign-in method from now on
- B. Everything else about your USAJOBS account is the same



The screenshot shows the USAJOBS website interface. At the top left is the USAJOBS logo. To its right is a yellow banner with the text: "A new way to sign in. Create a [login.gov account](#) to sign into USAJOBS. [Learn more](#)". Further right are three buttons: "Test" (with a person icon), "Help" (with a question mark icon), and "Search" (with a magnifying glass icon). Below these is a search bar with two input fields: "Keywords" (with placeholder text "Job title, dept., agency, series, or occupation") and "Location" (with placeholder text "City, state, zip, or country"). A blue "Search" button is to the right of the location field. At the bottom, a green box with a white checkmark icon is next to a message: "We've updated your account to use login.gov. From now on, use your login.gov email address and password to sign into USAJOBS.gov. Nothing else has changed."





# Part 2 – Use Your Login.gov Account To Sign Into USAJOBS

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To sign into USAJOBS, you must have access to the following:

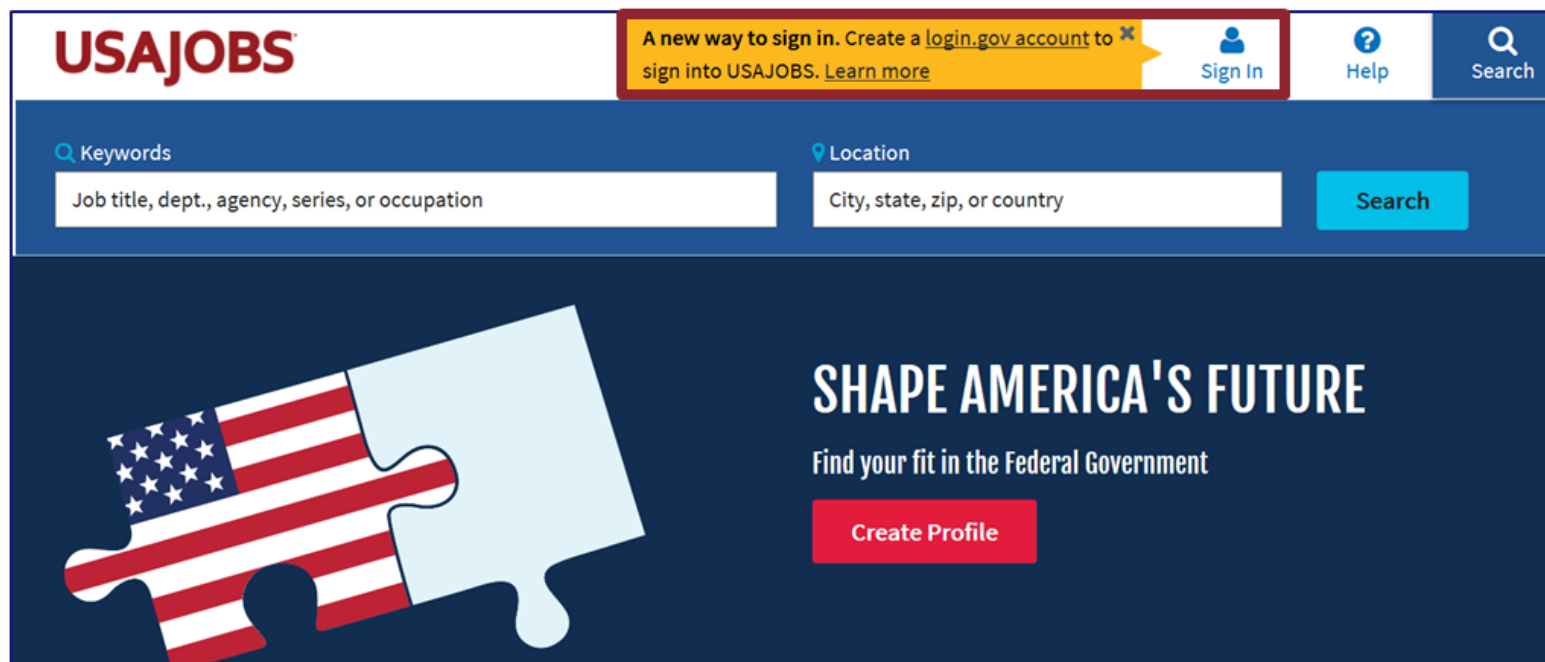
- A. Internet, AND
- B. Phone (specifically, the number that you had used to establish your account), OR
- C. Personal key (see slide 13)

**Tip:** Each time you go through the steps to sign into USAJOBS, the system will send you a one-time security code to the phone number associated with your account.

If you are unable to access the one-time security code, you may use your personal key instead.

# Part 2, Step 1

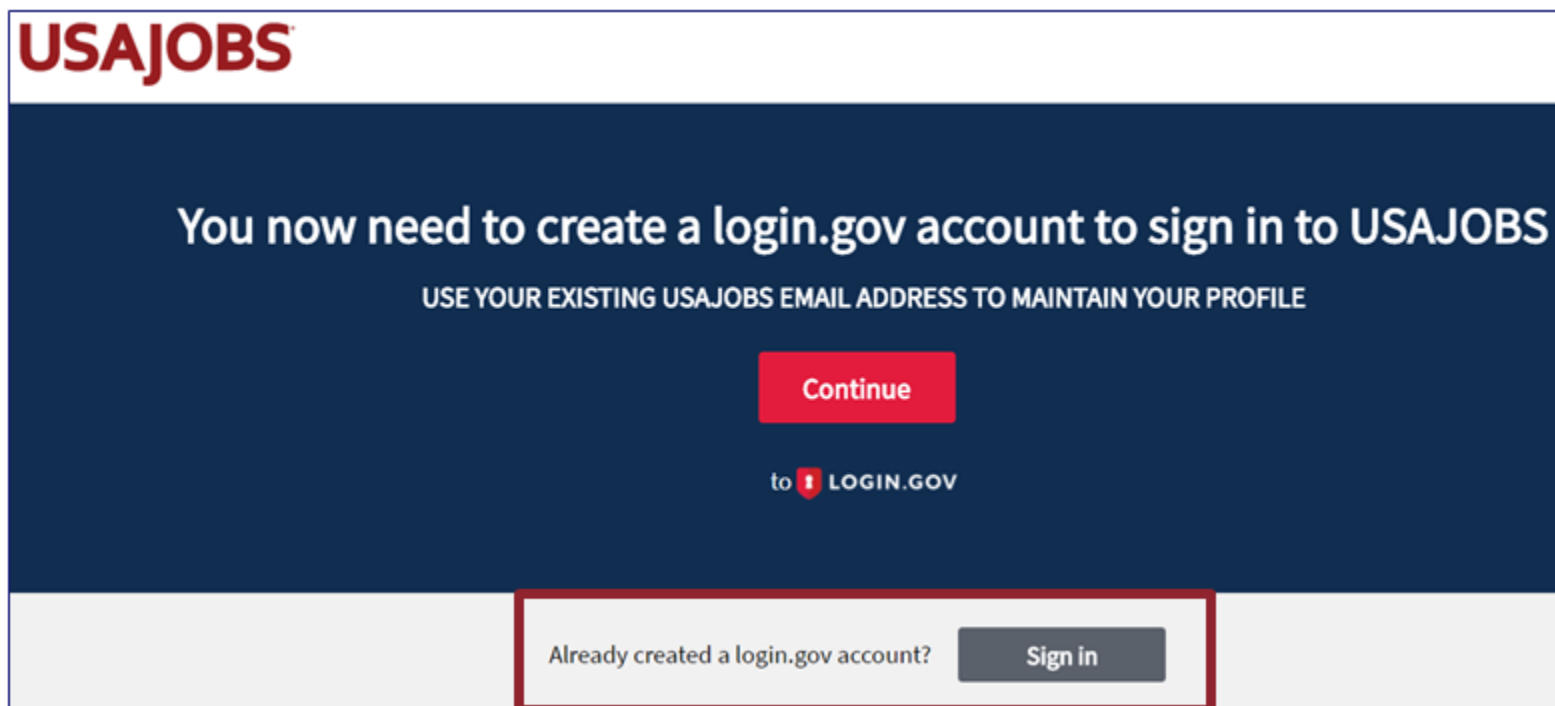
- A. After establishing your new USAJOBS (login.gov) sign-in method: Go to USAJOBS home page at [www.usajobs.gov](https://www.usajobs.gov)
- B. Click on the 'Sign In' icon (at the top right side of the page)





## Part 2, Step 2

Click on the 'Sign in' button


A screenshot of the USAJOBS login page. The page has a dark blue header with the "USAJOBS" logo in red. Below the header, the main content area is dark blue and contains the text "You now need to create a login.gov account to sign in to USAJOBS" in white, followed by "USE YOUR EXISTING USAJOBS EMAIL ADDRESS TO MAINTAIN YOUR PROFILE" in smaller white text. A red "Continue" button is centered below this text. Underneath the button is the text "to LOGIN.GOV" with the Login.gov logo. At the bottom of the page, there is a light gray footer. A red rectangular box highlights the text "Already created a login.gov account?" and a gray "Sign in" button located to its right.

**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

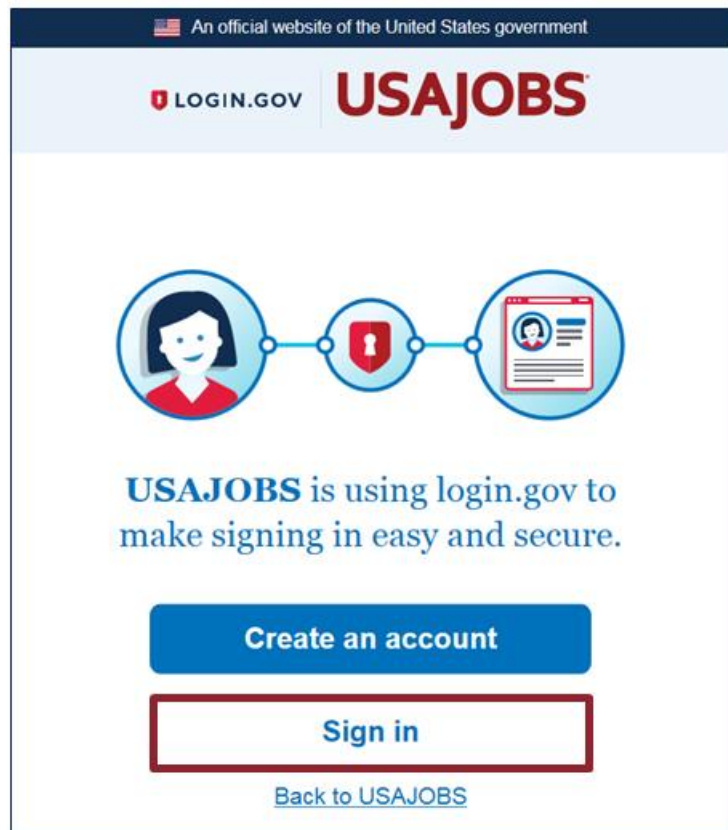
[Continue](#)

to  LOGIN.GOV

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

# Part 2, Step 3

Click on the 'Sign in' button





# Part 2, Step 4

- A. Type in your email address and your password
- B. Click on the 'Next' button

A screenshot of the USAJOBS login page. At the top, there is a header with the "LOGIN.GOV" logo and the "USAJOBS" logo. Below the header, the text "Sign in to continue to USAJOBS" is displayed. There are two input fields: "Email address" with the placeholder text "xxx@xxx.com" and "Password" with a masked password represented by dots. To the right of the password field is a "Show password" checkbox. Below the input fields is a blue "Next" button. At the bottom of the form, there is a link for "Security Practices and Privacy Act Statement" and a row of three links: "Back to USAJOBS", "Forgot your password?", and "Create account".

## Part 2, Step 5

- A. The system will send you a one-time security code (following the instruction that you had provided earlier, as outlined in slide 11)
- B. Type in the code and click on the 'Submit' button
- C. If you were unable to receive/access the code, click on the appropriate link provided at the bottom of the page



The screenshot shows the USAJOBS login interface. At the top, there is a header with the "LOGIN.GOV" logo and the "USAJOBS" text. Below this, the main heading is "Enter your security code". Underneath, there is a label "One-time security code" above a text input field. The input field contains the number "666369" and a clear button (an 'X' icon). To the right of the input field is a blue "Submit" button. Below the input field, there is a red-bordered box containing three lines of text with links: "We just called you at \*\*\*-\*\*\*-8283. Want us to call you again? [Get another phone call](#)", "If you can't take a phone call right now, you can [get a security code via text message](#).", and "Don't have access to your phone? [Use a personal key instead](#)". At the bottom left of the page, there is a "Cancel" link.



# Part 2, Step 6

You are now signed into your USAJOBS account

**USAJOBS**

A new way to sign in. Soon you'll need to create a login.gov account to sign into USAJOBS. [Learn more](#)

Test

Help

Search

Keywords

Job title, dept., agency, series, or occupation

Location

City, state, zip, or country

Search

Profile Complete

Welcome Test

[Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS. [Not your profile?](#)



# Part 3 – Review/Edit Your Login.gov Account, As Desired

After establishing your new sign-in method, you must have access to the following to sign into login.gov:

- A. Internet, AND
- B. Phone (specifically, the number that you had used to establish your account), OR
- C. Personal key (see slide 13)

**Tip:** Each time you go through the steps to sign into login.gov account, the system will send you a one-time security code to the phone number associated with your account.

If you are unable to access the one-time security code, you may use your personal key instead.



# Part 3, Step 1

- A. Go to <https://login.gov/>
- B. Click on the 'Manage Account' link (located on the top right side of the screen)

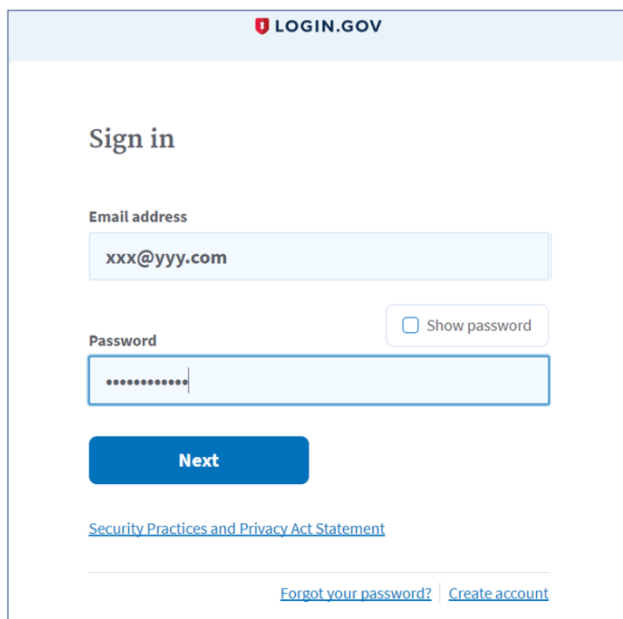
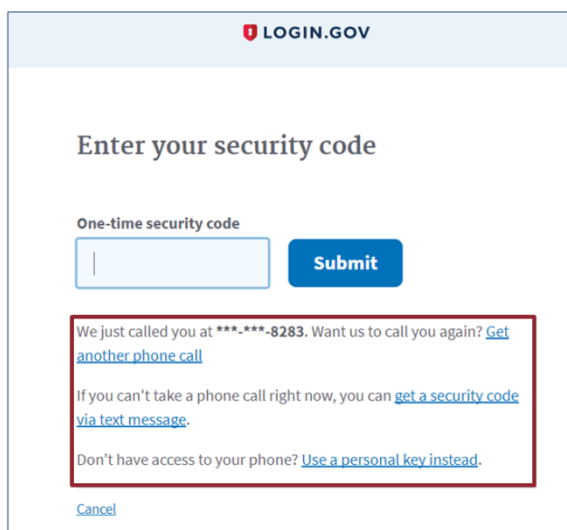


## Part 3, Step 2

A. Type in your email address and password and then click on the 'Next' button


**Tip:** If you forgot your password, then click on the 'Forgot your password?' link at the bottom of the screen and follow the prompts to reset your password

B. Enter your one-time security code (sent to you via phone or text, as applicable) and click on the 'Submit' button

A screenshot of the LOGIN.GOV "Sign in" page. The page has a light blue header with the LOGIN.GOV logo. Below the header, the title "Sign in" is centered. There are two input fields: "Email address" with the placeholder "xxx@yyy.com" and "Password" with a masked password "\*\*\*\*\*". A "Show password" checkbox is next to the password field. A blue "Next" button is below the fields. At the bottom, there are links for "Security Practices and Privacy Act Statement", "Forgot your password?", and "Create account".A screenshot of the LOGIN.GOV "Enter your security code" page. The page has a light blue header with the LOGIN.GOV logo. Below the header, the title "Enter your security code" is centered. There is a "One-time security code" input field and a blue "Submit" button. Below the input field, there is a red-bordered box containing text: "We just called you at \*\*\*-\*\*\*-8283. Want us to call you again? [Get another phone call](#). If you can't take a phone call right now, you can [get a security code via text message](#). Don't have access to your phone? [Use a personal key instead](#)." Below the red box is a "Cancel" link.

# Part 3, Step 3

Review your account information and edit, as desired



Welcome y
[Sign out](#)

## Your account

**LOGIN INFORMATION**

Email address	y	<a href="#">Edit</a>
Password	*****	<a href="#">Edit</a>

**TWO-FACTOR AUTHENTICATION**

Phone number	+1 (3)	<a href="#">Edit</a>
Authentication app	not enabled	<a href="#">Enable</a>
 Personal key		<a href="#">Get a new key</a>

**ACCOUNT HISTORY**

Phone confirmed	September 8, 2017 at 4:12 PM (Eastern)
Account created	September 8, 2017 at 3:42 PM (Eastern)

# Part 3, Step 4 (Optional)

If you are interested in receiving your sign-in security codes via an authentication app (that you have downloaded via a smart device), click on the 'Enable' link

A screenshot of the LOGIN.GOV website's account management interface. The page is titled "Your account" and includes sections for "LOGIN INFORMATION", "TWO-FACTOR AUTHENTICATION", and "ACCOUNT HISTORY". The "TWO-FACTOR AUTHENTICATION" section is highlighted with a red border, showing fields for "Phone number" and "Authentication app". The "Authentication app" field is currently set to "not enabled" and has an "Enable" link next to it. The "ACCOUNT HISTORY" section shows a table with columns for "Phone confirmed" and "Account created", with dates listed as "September 8, 2017 at 4:12 PM (Eastern)" and "September 8, 2017 at 3:42 PM (Eastern)".

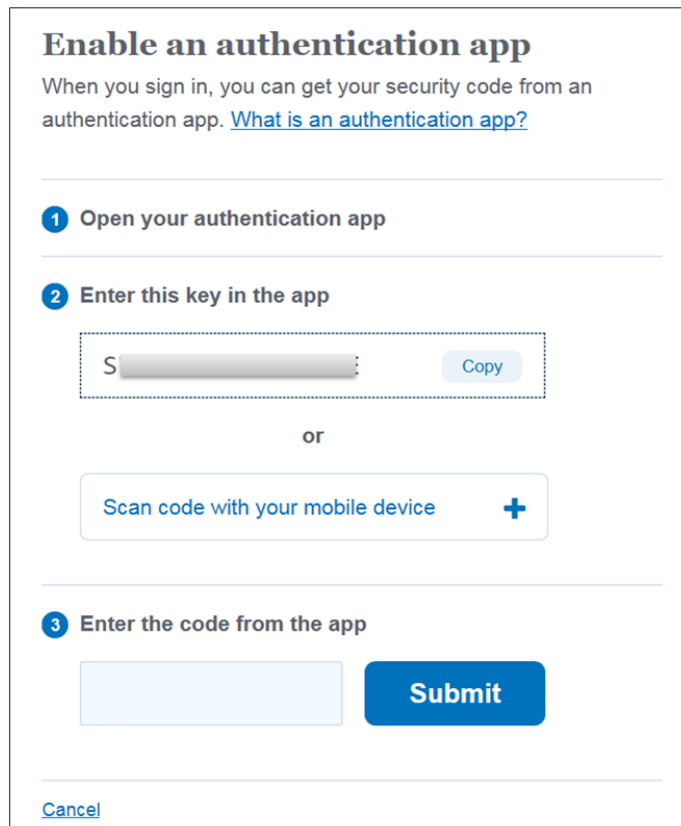
Your account	
<strong>LOGIN INFORMATION</strong>	
Email address	y [redacted] <a href="#">Edit</a>
Password	***** <a href="#">Edit</a>
<strong>TWO-FACTOR AUTHENTICATION</strong>	
Phone number	+1 (3 [redacted]) <a href="#">Edit</a>
Authentication app	not enabled <a href="#">Enable</a>
Personal key	<a href="#">Get a new key</a>
<strong>ACCOUNT HISTORY</strong>	
Phone confirmed	September 8, 2017 at 4:12 PM (Eastern)
Account created	September 8, 2017 at 3:42 PM (Eastern)

**Tip:** An authentication app, if pre-set by you to work with login.gov, will have a constantly rotating set of security codes that you can use whenever you need as part of login.gov account sign-in (including USAJOBS sign-in). The app may not require mobile phone/internet connection to generate the code.

Examples of authentication app are: Google Authenticator, Twilio Authy, and Duo Mobile.

# Part 3, Step 5 (Optional)

Enable your authentication app by following the login.gov prompts. Screenshot on the left is from login.gov. Screenshot on the right is from Google Authenticator app.

The screenshot shows the 'Enable an authentication app' page on login.gov. It includes a title, a brief explanation, and three numbered steps. Step 1 is 'Open your authentication app'. Step 2 is 'Enter this key in the app', which includes a text input field with a placeholder 'S', a 'Copy' button, and a 'Scan code with your mobile device' button with a plus icon. Step 3 is 'Enter the code from the app', which includes a text input field and a 'Submit' button. A 'Cancel' link is at the bottom left.

**Enable an authentication app**

When you sign in, you can get your security code from an authentication app. [What is an authentication app?](#)

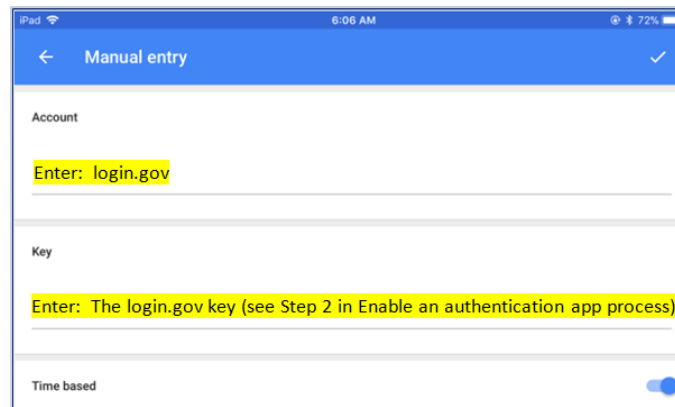
- 1 Open your authentication app
- 2 Enter this key in the app

S

or

- 3 Enter the code from the app

[Cancel](#)

The screenshot shows the 'Manual entry' screen in the Google Authenticator app. It has a blue header with a back arrow, 'Manual entry', and a checkmark. There are three sections: 'Account' with 'Enter: login.gov', 'Key' with 'Enter: The login.gov key (see Step 2 in Enable an authentication app process)', and 'Time based' with a toggle switch that is turned on.

Manual entry

Account

Enter: login.gov

Key

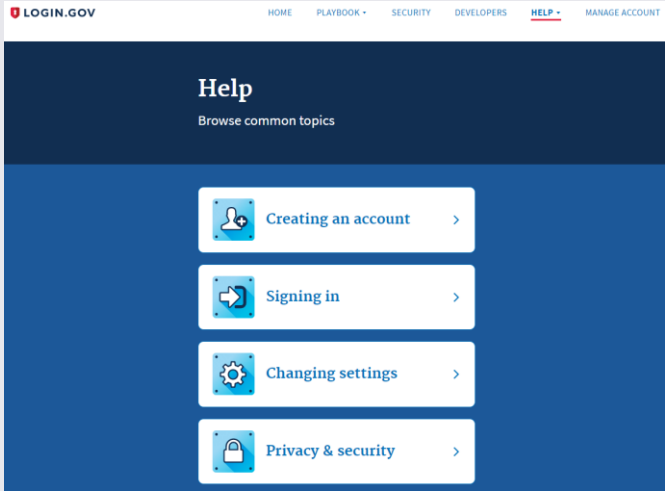
Enter: The login.gov key (see Step 2 in Enable an authentication app process)

Time based ☒

**Tip:** When the authentication app is enabled, you will use your email, password, and your authentication app's code for login.gov to sign into login.gov and USAJOBS.



# Part 4 – Request Assistance, As Appropriate

If your request is concerning . . .	Then contact
<ul style="list-style-type: none"><li>❑ Your USAJOBS account, including linking it to your login.gov account</li><li>❑ Your new USAJOBS (login.gov) sign-in account, including instructions for changing your account information and settings (e.g., email address, phone number, etc.)</li></ul>	<ul style="list-style-type: none"><li>➤ OPM USAJOBS online support desk at <a href="https://www.usajobs.gov/Help/Contact/">https://www.usajobs.gov/Help/Contact/</a></li><li>➤ Login.gov online help at <a href="https://login.gov/help/">https://login.gov/help/</a> (see illustration below) or email at <a href="mailto:hello@login.gov">hello@login.gov</a></li></ul> 
<ul style="list-style-type: none"><li>❑ Your job application with the Department of the Navy</li></ul>	<ul style="list-style-type: none"><li>➤ Department of the Navy Employment Information Center (DONEIC) at <a href="mailto:DoNEIC@navy.mil">DoNEIC@navy.mil</a></li></ul> <p><b>Alert:</b> DONEIC does not have access to USAJOBS/login.gov sign-in accounts and is therefore unable to assist with those issues</p>