



USA Staffing®

Great Government Starts Here®

July 28, 2018

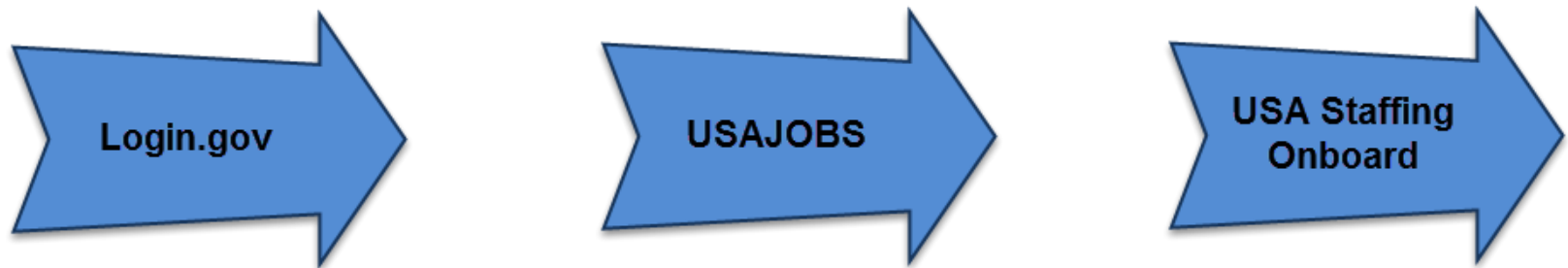
Accessing Your Onboard Account through Login.gov

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

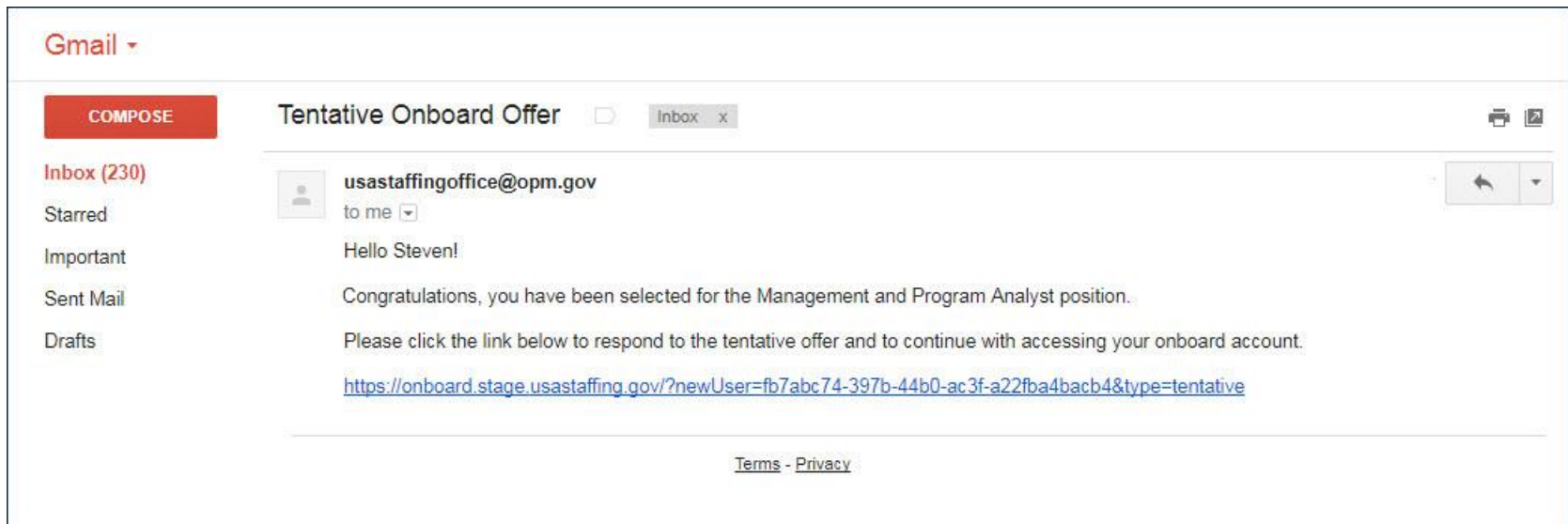
Important Note for Users Outside of the United States: Login.gov can not call users outside of the United States. If you have an International code of any number other than +1, you must receive your security code via Text message (SMS). Do not register an international landline because you will not receive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



Accessing Your Onboard Account

Step 1

- Go to your email account and open the **Tentative** or **Official Job Offer** or **Invitation** notification you received from the hiring agency.
- This email 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 **Request to be Contacted** then clicking **Continue**.

USA Staffing® [Help Center](#)

Tentative Job Offer

To continue the onboarding process, the Office of Personnel Management needs you to complete additional actions in order to determine your suitability for the following position:

Position Title: Management and Program Analyst
Pay Plan: GS
Series: 0343
Grade: 12

After reviewing the details of the offer you received, please indicate your acceptance of the conditions of employment by electronically providing your response to the offer below. For questions regarding your offer, select the *Request to be Contacted* option below or directly contact the Human Resources point of contact identified in your offer.

I, Steven Apex:

- Accept
- Decline
- Request to be Contacted

To continue the process, click continue below. You will be prompted to login to USAJOBS using Login.gov, and then you will be able to complete onboarding tasks.


[Continue](#)



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

To maintain your existing profile: 1. Use your existing USAJOBS email address and 2. Create a new password.

[Continue](#) to  LOGIN.GOV and select "Create account"

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



Accessing Your Onboard Account

Step 4

Click the **Sign in** button.

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LOGIN.GOV USAJOBS

USAJOBS is using login.gov to allow you to sign in to your account safely and securely.

! **First time here from USAJOBS?**
Your old USAJOBS username and password won't work. Please create a login.gov account using the same email address you use for USAJOBS.
[Learn more.](#)

Create an account

Sign in

[Back to USAJOBS](#)



Accessing Your Onboard Account

Step 5

Enter your Email address and password and click **Next**.

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LOGIN.GOV USAJOBS

First time here from USAJOBS?
Your old USAJOBS username and password won't work.
Please [create a login.gov account](#) using the same email address you use for USAJOBS.
[Learn more.](#)

Sign in to continue to USAJOBS

Email address

Password Show password

Next

Note: Each time you sign into Onboard, you must enter your:
(1) email address, AND
(2) password, AND
(3) second authentication option



Accessing Your Onboard Account

Step 6

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

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LOGIN.GOV USAJOBS

Enter your security code

We sent a security code to ***-***-5613. This code will expire in 10 minutes.

One-time security code

428718 **Submit**

[Get another code](#) Remember this browser for 30 days

Don't have access to your phone right now?
[Choose another security option](#)

[Cancel](#)

Note:

- If you were unable to receive the code, click **Get another code** to receive another code.
- You can also select **Remember this browser for 30 days**. This option will allow you to log in without entering a code.
- If you don't have access to your phone you can select **Choose another security option**.




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