New USAJOBS
(Login.gov)
Sign-in Method

Content current as of: 28 November 2017
Key Points To Remember

- Federal government’s official employment website, USAJOBS, will require its users to use login.gov account to sign in

- 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

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.

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

B. Click on the ‘Sign In’ icon (at the top right side of the page)
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
Part 1, Step 3

Click on the ‘Create an account’ button

USAJOBS is using login.gov to make signing in easy and secure.

Create an account

Sign in

Back to USAJOBS
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](image)
A. You will receive an email from 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
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

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
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

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.
Part 1, Step 10

A. Type in your personal key (to confirm that you have a copy)

B. Click on the ‘Continue’ button
Now that you have created your new USAJOBS (login.gov) sign-in account, click on the ‘Continue’ button to sign into USAJOBS
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.
Part 2 – Use Your Login.gov Account To Sign Into USAJOBS

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

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
Click on the ‘Sign in’ button

USAJOBS is using login.gov to make signing in easy and secure.

Create an account

Sign in

Back to USAJOBS
A. Type in your email address and your password

B. Click on the ‘Next’ button
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
You are now signed into your USAJOBS account
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-type security code (sent to you via phone or text, as applicable) and click on the ‘Submit’ button
Part 3, Step 3

Review your account information and edit, as desired
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.

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.
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.

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

<table>
<thead>
<tr>
<th>If your request is concerning . . .</th>
<th>Then contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your USAJOBS account, including linking it to your login.gov account</td>
<td>OPM USAJOBS online support desk at <a href="https://www.usajobs.gov/Help/Contact/">https://www.usajobs.gov/Help/Contact/</a></td>
</tr>
<tr>
<td>Your new USAJOBS (login.gov) sign-in account, including instructions for changing your account information and settings (e.g., email address, phone number, etc.)</td>
<td>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></td>
</tr>
<tr>
<td>Your job application with the Department of the Navy</td>
<td>Department of the Navy Employment Information Center (DONEIC) at <a href="mailto:DoNEIC@navy.mil">DoNEIC@navy.mil</a></td>
</tr>
</tbody>
</table>

**Alert:** DONEIC does not have access to USAJOBS/login.gov sign-in accounts and is therefore unable to assist with those issues.