

Step-by-Step Login Instructions for USAJobs

EPAP Program

For details on the program, including required documents to submit with your application, please carefully review information on [FLO's EPAP page](#).

Appointment Eligible Family Members (AEFM per 3 FAM 7120) applying for any of the advertised EPAP positions for the 2020 centralized vacancy announcement **(dates to be determined)**, must submit an application, including required documents via www.usajobs.gov by the closing date and time of the vacancy announcement.

This document provides tips and details on how to log in to USAJobs so that you can create/sign-in to your USAJobs account to start your EPAP application.

Please note: Screenshots are subject to change. We have done our best to reflect the most up-to-date information as it relates to the new two-step authentication process. However, you may need to seek USAJobs and login.gov technical support in case of difficulties.

This Guide Explains

- I. How to use login.gov for the first time
- II. How to create a login.gov account and link it to your USAJobs' account
- III. How to access your USAJobs account using login.gov

Additional Information

[General information](#)

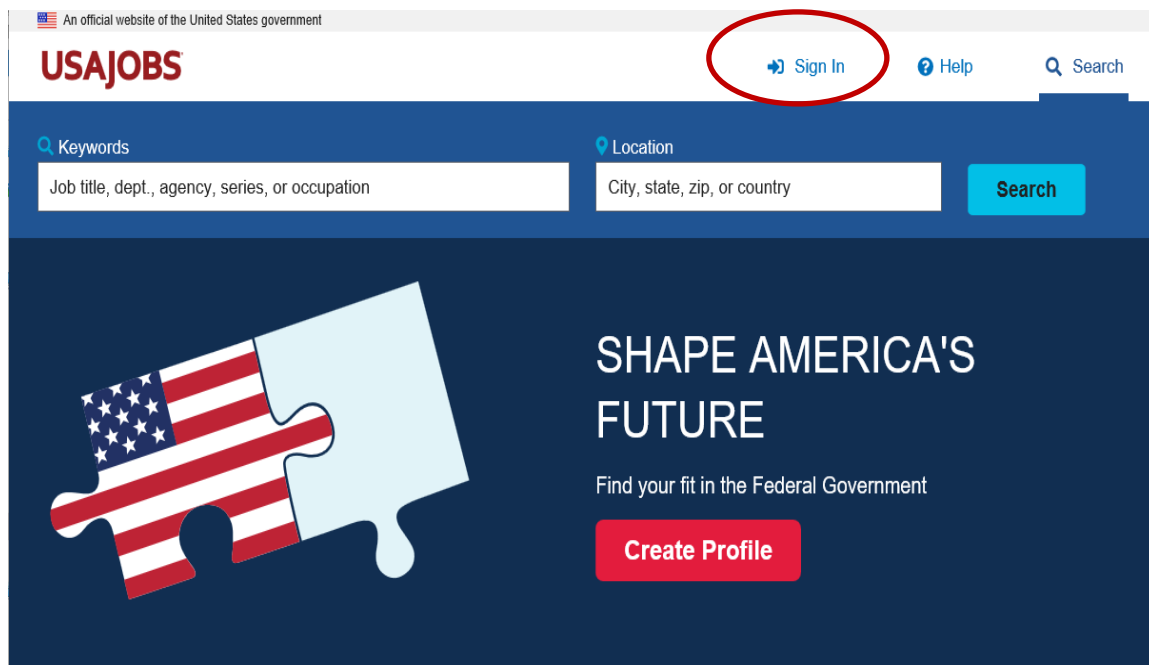
[How do I create an account with login.gov?](#)

[How to use login.gov if you have limited access to a phone or cell service](#)

NEW! [Two-factor authentication](#) (REQUIRED)

Using login.gov for the First Time

Go to www.USAJobs.gov. You will be prompted to sign in using login.gov. Click on Login.gov account.



Existing Account: If you already have a USAjobs account, you will be able to use your USAjobs email address when login.gov asks you to provide this information. Keeping the same email will enable you to link your USAjobs profile to your new login.gov account. You will be prompted to create a new password.

Creating a New Account: If you do not have a USAjobs account, please follow these instructions:

Create a Login.gov Account and Link It to Your USAjobs' Account

Depending on whether you already have an account with login.gov, you will need to:

1. Continue and sign into your account, or
2. Create a login.gov account.



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](#)

NOTE: Use a **personal email address** to sign in:

LOGIN.GOV

USAJOBS

First time here from USAJOBS?
Please create a login.gov account using the same email address you use for USAJOBS
[Learn more.](#)

Enter your email address

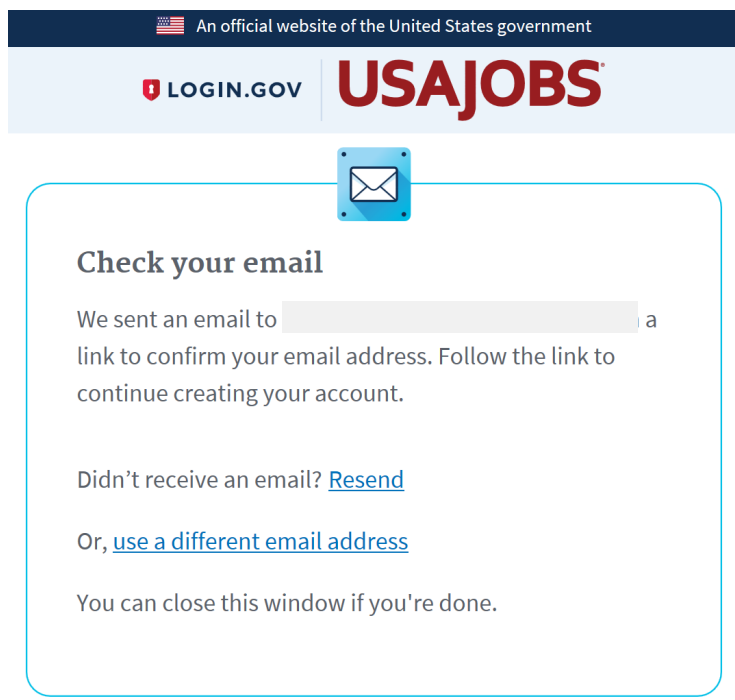
Email address

[Security Practices and Privacy Act Statement](#)

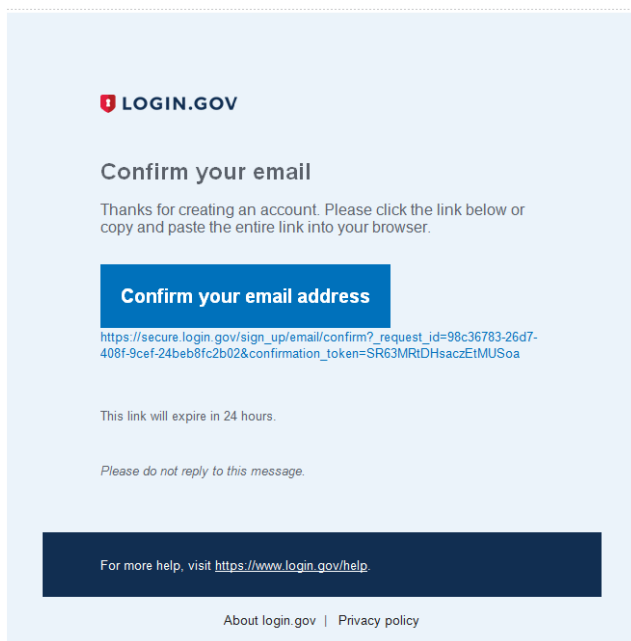
Submit

[Cancel](#)

After entering your email, you will receive the below message:



You will need to confirm your email address after receiving the confirmation email:



You will then be prompted to create a new password. Do not use your old USAJobs account password. Click on “Continue.”

LOGIN.GOV

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password ☐ Show password

Password strength: ...

Continue

For the next step, you will need to set up the primary two-factor authentication method for your account. You will have to use this every time you sign in. Later in the process, you can choose an alternate method (see below).

OPTION 1: Code via phone call

LOGIN.GOV USAJOBS

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 +1

Phone number *Mobile phone or landline. If you enter a landline, please select "Phone call" below.*


How should we send you a code?
☒ Text message (SMS) ☐ Phone call


You can change this selection the next time you log in.

Send code

Important: If you choose to receive your security code **via phone call**, our past experience indicates that login.gov **only generates phone calls to numbers based in U.S, Canada, or Mexico**. This may vary from one service provider to another.

Once you have provided the phone number, you will immediately receive a phone call giving you a 6 digit password. It will expire within 10 minutes.






Send your security code via phone call

We'll call you with a security code **each time you sign in**.


Phone number
example: (201) 555-0123




Send code

OPTION 2: Code via text message

Important: If you choose to receive your security code **via a text message**, any mobile number, including international numbers will receive the 6-digit code.






Send your security code via text message

We'll text a security code **each time you sign in**.

Mobile phone number
example: (201) 555-0123



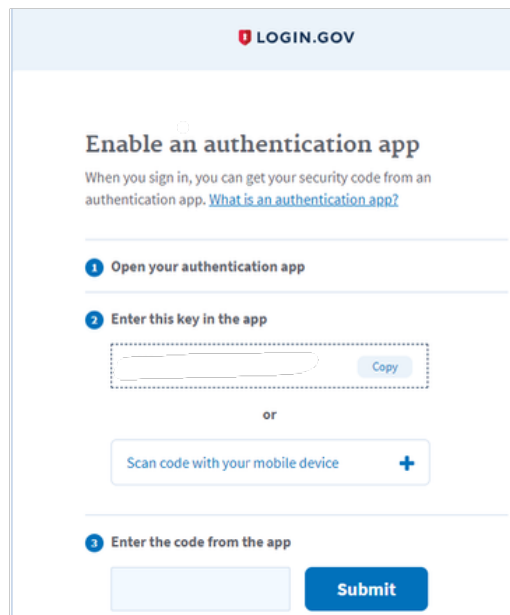
Send code

OPTION 3: Authentication Application

Important: Some of you may not have a U.S.-based phone number or an international mobile. In this case, we suggest you identify a U.S. resident who will be willing to receive the 6-digit password on your behalf and communicate it to you within the allocated 10 minutes.

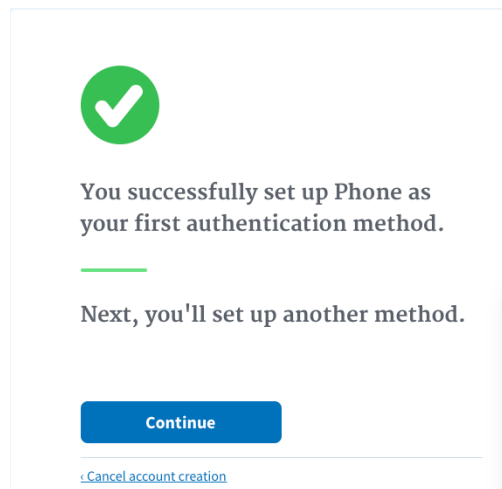
Alternatively, as offered by login.gov, you may choose to use the app or hardware key options. For this option you will need an authentication app downloaded to your computer or phone that you intend to use.

- a) Security key via [Authentication app](#):

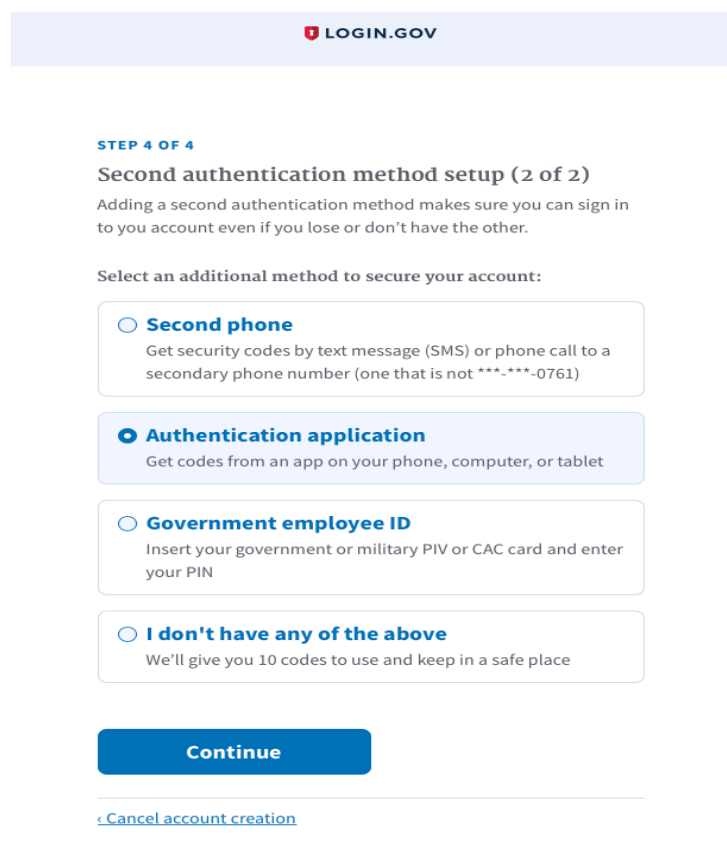
The screenshot shows the 'Enable an authentication app' page on the LOGIN.GOV website. The page has a light blue header with the 'LOGIN.GOV' logo. Below the header, the title 'Enable an authentication app' is displayed in bold. A subtext explains that users can get a security code from an authentication app and provides a link 'What is an authentication app?'. The page is divided into three numbered steps: 1. 'Open your authentication app', 2. 'Enter this key in the app', and 3. 'Enter the code from the app'. Step 2 includes a dashed box for entering a key and a 'Copy' button. Below this, there is an 'or' separator and a button labeled 'Scan code with your mobile device' with a plus icon. Step 3 includes a text input field for the code and a blue 'Submit' button.

- b) Choose a device, download and install an authentication app. Select “enable” next to the authentication app and follow the instructions to scan or enter a code association the app with your account.
- c) Please note, “[personal keys](#)” are no longer used for two-factor authentication.

Next you will need to set up a second authentication method



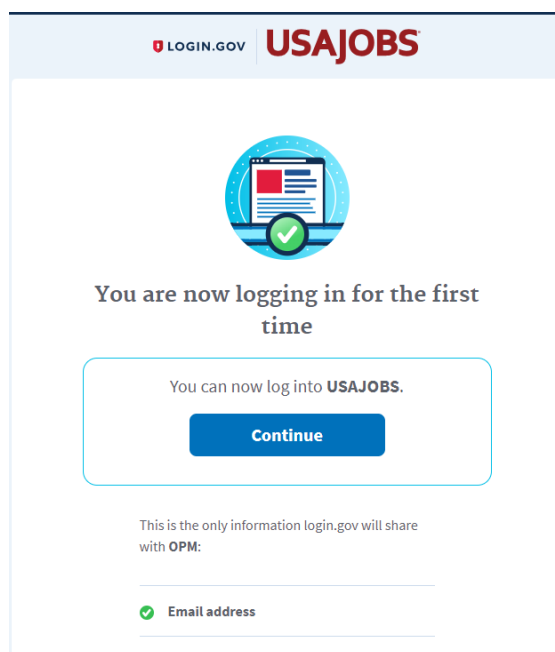
You will be led to the following screen:



You must pick one of these methods shown above, and you may wish to consider the last option if you are overseas.

Once you pick a second method, your account screen will appear so that you can review all the information and the authentication methods chosen. This screen also shows you all of your devices and a history of actions taken in your account.

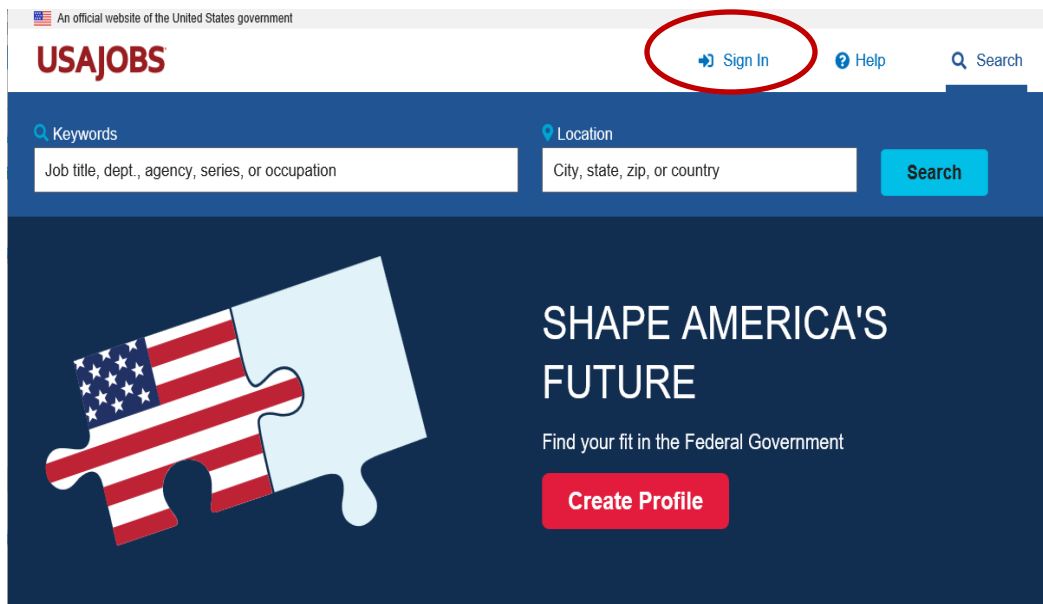
Once you return to USAJobs and log in with your username and password, the following screen will appear:



Accessing Your USAJobs Account Using Login.gov

Important: if you do not have your phone with you, make sure you have [your personal key](#) for the authentication app or one of the 10 codes from the second authentication option to login onto USAjobs.gov.

Click on “Continue” if you are signing in for the first time, or “Sign in” if this not your first log-in.



And again:

The diagram consists of three circular icons connected by a horizontal line. The first icon shows a person's head and shoulders. The second icon shows a shield with a red keyhole. The third icon shows a document with a red keyhole. Below the diagram, the text reads: "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](#)

You will be prompted to enter your email address and password.

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

[Security Practices and Privacy Act Statement](#)

As soon as you have entered your password and email address, your phone will receive a code by text message. If you do not have access to your phone, you can “choose another authentication method” and either use the authentication app and security key or one of the 10 codes you received if you selected that option shown above.

Enter your security code

We sent a security code to ***.***-0761. This code will expire in 10 minutes.

One-time security code

Submit

☐ Remember this browser

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

Managing Your Login.gov Access

Once you have logged in to your USAJobs account, you may modify the two-factor authentication method by choosing phone call, text message, enabling the authentication app, or requesting the backup codes. You will find your account summary by going to your USAJobs profile, section Email and Password and by clicking on Edit at Login.gov.

LOGIN.GOV

Welcome | [Sign out](#)

Your account

LOGIN INFORMATION

Email addresses

+ Add email

Delete

Delete

Delete

Password

Edit

TWO-FACTOR AUTHENTICATION

Phone numbers

+ Add phone

Manage

default

Manage

Manage

Authentication app

enabled

Delete

Security key

+ Add security key

PIV CAC Cards

+ Add

Backup Codes

not generated

+ Get codes

EPAP-Related Webinars

[Using USAJOBS](#) webinar covers creating an account, logging into USAJOBS, setting up your USAJOBS profile, and searching for positions on USAJOBS.

[Qualify on Paper](#) webinar explains how to create a Federal Resume that fits the EPAP qualification standards into your application.