Structured Resume Review Training

Technical Requirements

Supported browsers include:

- Edge
- Chrome
- Mozilla Firefox

If you want to make the display larger, try holding down the Ctrl button on your keyboard and using the scroll ball on your mouse to enlarge or reduce the size of the course.

Creating an Account

1.Go to the Online Training Portal at: <u>https://usastaffing.usalearning.gov/login/index.php</u>

- Skip to Step 11 if you have a Training account connected to Login.gov or Entra.
- 2. To create a new account, select the **Create new account** button.

Login Instructions:	Is this your first time here?		
Authorized users with an opm.gov email address must access the USA Staffing training site using the Login via Entra button below.	If you are new to the site you MUST create an account before you can login. Please create your account by selecting the Create new account button. Upon completing your registration, return to this screen and login using either Entra ID or Login.gov .		
All other users, must select Login via Login.gov.			
and/or your Login.gov and used shing learning management oyach (Ento)	Important: You must have a passcode to create an account. If you do NOT have one, contact your agency's training coordinator.		
Select a login method:	Create new account		
👤 Login via Entra			
Login via Login.gov	English (United States) (en_us) Cookies notice		

Image 1: Login page for Online Training Portal for USA Staffing.

- 3. From the **Registration** page, complete the **Required fields**.
- 4. Enter the confirmation code Pass2\$ in the Registration code field.
- 5. Enter your work email address in the Government issued email address and Re-Enter Government issued email address fields.
- 6. After completing the remaining account details, complete the **reCAPTCHA**.
- 7. Select the **Begin account creation** button.

Grea	Government Starts Here ²	1
A > Home > Registration		
Registration		
Enter your registration	ation code.	Collapse
Registration code.	0	
✓ Account Details		
Government issued email addre	•••	
Re-Enter Government issued email address	0	
First Name	0	
Last Name	0	
City/town		
	I'm not a robot	
	Begin account creation Cancel	
		Regui

Image 2: Registration page for USA Staffing Online Training Courses.

8. Your account has now been registered. Select the **Continue** button to return to the **Login** screen.

	USA Staffing [®] Great Government Starts Here [®]	
🖀 > Home > Registratic	n	
	You have now registered your account. Select Continue to return to the login page.	
	Continue	

Image 3: Registration Confirmation page for USA Staffing Online Training Courses.

- 9. Follow the **Login Instruction** to log into your account.
 - Authorized users with an opm.gov email address must access the USA Staffing training site using the **Login via Entra** button.
 - All other users must select **Login via Login.gov**.
- 10. Once logged in, you now must update the remaining required fields under the **Other fields** section.
 - a) Select your **Agency** from the drop-down menu.
 - b) Select your **Sub-Agency** from the drop-down menu, if applicable.
 - c) Select your **USA Staffing Role** from the drop-down menu.
 - d) Select the **Update profile** button.

Home My Courses	USA Staffing Training Other Courses Transcripts	
Home > Preferences > 1	Jser account > Edit profile	
<u> </u>		Expan
General		
First name	0	
Last name	0	
Government issued email a	ldress 0	
Email visibility	Ø Visible to course participants ◆	
City/town		
Select a country		
Select a country	United states 👻	
Timezone	Server timezone (America/New_York) 🗢	
> User picture		
> Additional name	35	
> Interests		
> Optional		
✓ Other fields		
Agency	•	1
Sub Agency		
LICA Stafflag Bala		
USA Staffing Role	•	

Image 4: Updating Profile Information for USA Staffing Online Training Courses.

11. To access the Structured Resume Review Training course, select the **Other Courses** tab.



Image 5: Accessing available Courses for Online Training Courses Portal.

12. Select **Structured Resume Review Training** to access the course.

	Staffing [®]			
👫 Home 💼 My Courses	USA Staffing Training Other Co	irses Transcripts		
A > My courses > Other Courses	5			
▶ Assessment Best F	Practices			Expand all
▶ USA Hire Training	I			
Structured Resume	e Review Training			
▸ Cognos Basic Cons	sumer Training			

Image 6: Accessing Structured Resume Review Training.

To view your certificates once you have completed your course, select Transcripts. You can see the courses you are enrolled in, Course Name, Enrollment Date, Completion Date, completion Status, Delivery Type (such as webbased, instructor-led, etc.), and a direct link to the Certificate.

Additional Assistance

If you have any problems with registration, technical aspects of the courses, or the completion certificate call the Online Training Portal Help Desk at 202-753-0845 or toll free at 833-200-0035 8:30 AM EST to 6:00 PM EST, except holidays, or submit an Online Training Portal Help Desk ticket.