

OPM Workforce Policy and Innovation Virtual Courses

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: <https://usastaffing.usalearning.gov/login/index.php>
 - 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.

USA Staffing
Great Government Starts Here®

Login Instructions:

Authorized users with an opm.gov email address must access the **USA Staffing** training site using the **Login via Entra** button below.

All other users, must select **Login via Login.gov**.

If you need assistance with accessing Learning Management System (LMS) and/or your Login.gov account, please see:

[Accessing USA Staffing LMS Instructions](#)

Select a login method:

☐ Login via Entra

☐ Login via Login.gov

Is this your first time here?

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**.

Important: You must have a passcode to create an account. If you do NOT have one, contact your agency's training coordinator.

Create new account

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.

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Home > Registration

Registration

Collapse all

Enter your registration code.

Registration code. i

Account Details


Government issued email address i

Re-Enter Government issued email address i

First Name i

Last Name i

City/town

☐ I'm not a robot  reCAPTCHA
Privacy Terms

i Required

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.

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Home > Registration

You have now registered your account. Select Continue to return to the login page.

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.

- Select your **Agency** from the drop-down menu.
- Select your **Sub-Agency** from the drop-down menu, if applicable.
- Select your **USA Staffing Role** from the drop-down menu.
- Select the **Update profile** button.

The screenshot displays the 'Edit profile' page for the USA Staffing Online Training Courses. The page header includes the USA Staffing logo and navigation tabs: Home, My Courses, USA Staffing Training, Other Courses, and Transcripts. The breadcrumb trail shows: Home > Preferences > User account > Edit profile. The 'General' section is expanded, showing fields for First name, Last name, Government issued email address, Email visibility (set to 'Visible to course participants'), City/town, Select a country (set to 'United States'), and Timezone (set to 'Server timezone (America/New_York)'). Below the 'General' section are links for 'User picture', 'Additional names', 'Interests', and 'Optional'. The 'Other fields' section is expanded and highlighted with a red box, containing three dropdown menus: 'Agency', 'Sub Agency', and 'USA Staffing Role'. At the bottom of the form are 'Update profile' and 'Cancel' buttons. A red circle with an 'i' icon and the text 'Required' are located at the bottom right of the page.

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

11. To access the OPM Workforce Policy and Innovation Virtual Courses, select the **Other Courses** tab.

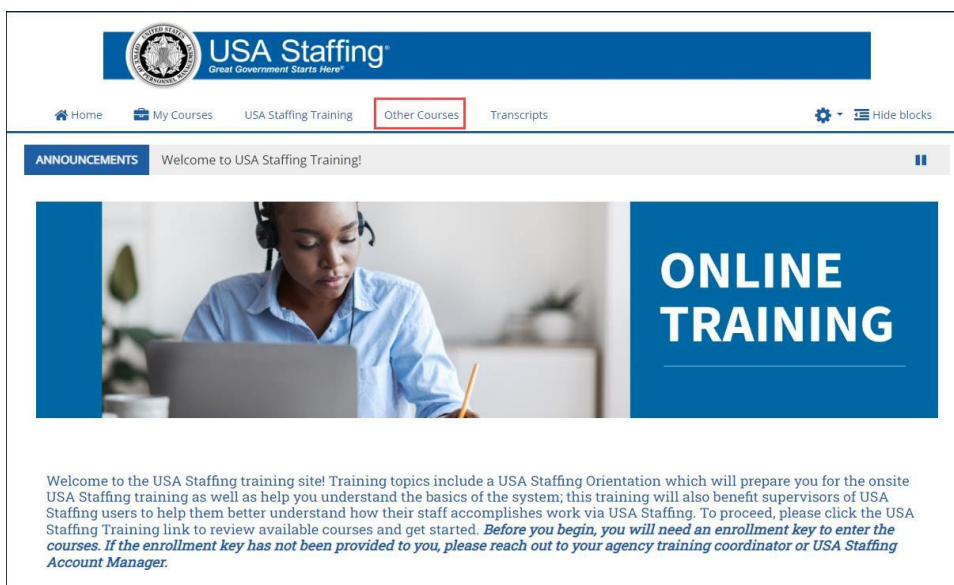


Image 5: Accessing available Courses for Online Training Courses Portal.

12. Select **OPM Workforce Policy and Innovation Virtual Courses** to access the course.



Image 6: Accessing OPM Workforce Policy and Innovation Virtual Courses 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.