

Structured Resume Review Training

Technical Requirements

Supported browsers include:

- Edge
- Mozilla Firefox
- Chrome

If you want to make the display larger, hold 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 Course Portal at: <https://usastaffing.usalearning.net/login/index.php>
 - Skip to Step 11 if you have a Training account
2. Click the **Create new account** button.

Image 1: Login Page for Online Training Courses Portal.

3. Enter the confirmation code **Pass2\$** and select the **Submit** button.
4. Enter new account information, ensure you are using your **work email address**, and select the **Create my new account** button.

Image 2: New Account Creation for Online Training Courses Portal.

5. You will receive a confirmation message with instructions to check your email to complete registration.

6. Go to your email and select the link.
 - a. If you don't see the message, be sure to check your spam folder.
7. You will be taken to a confirmation screen. Click the **Continue** button.
8. You must now update the remaining required fields under the Other fields section and click the **Update profile** button.

Image 3: Updating Profile Information for Online Training Courses Portal.

9. To access the Structured Resume Review Training course, Click on **Other Courses**.

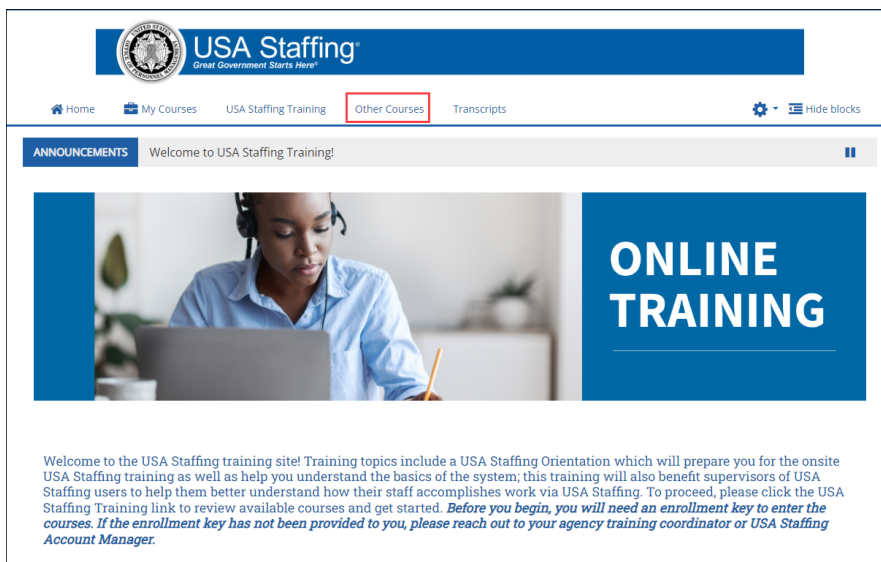


Image 4: Accessing Available Courses for Online Training Courses Portal.

10. Click Structured Resume Review Training to access the course.

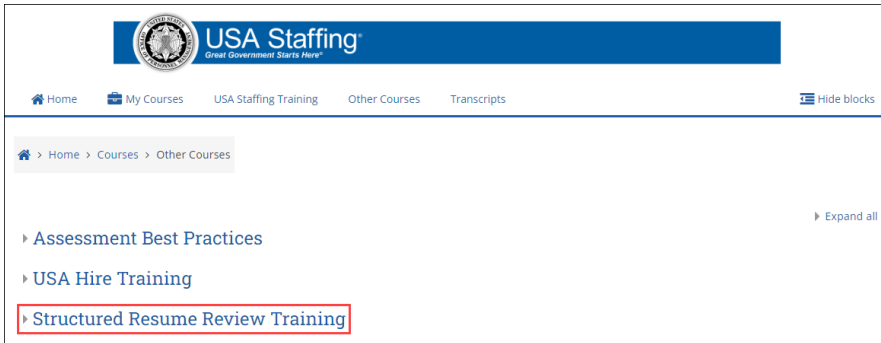


Image 5: Accessing Structured Resume Review Training.

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 web-based, 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 Course 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.