

Requesting an Account

1. To request a training account, complete the [USA Data Learner Access Request Form](#) with the information requested below. Once complete, please reach out to your Account Manager for the USA Staffing or USA Performance application (depending on which application(s) you utilize). If you are unable to identify your Account Manager, please contact your Agency Training Coordinator.

- Your **First** and **Last name**;
- **Work email address**;
- **Agency**; and
- **Subagency** (if applicable)

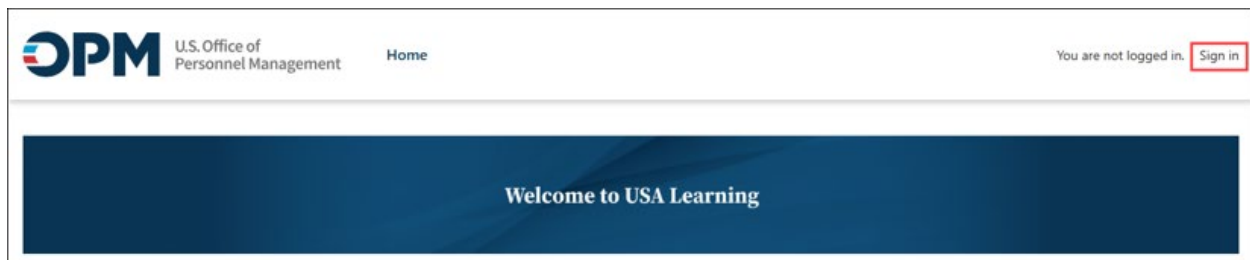
2. After your training account has been created, you will be notified.

Accessing an Account

3. Go to the Online Training Portal at: <https://usalearning.opm.gov/>

- Skip to Step 6 if you have a Training account connected to Login.gov or Entra.

4. To sign in, select **Sign in**.



5. Access the training site by selecting **Entra** or **Login.gov**. If technical issues occur, review this [page](#) for assistance.



U.S. Office of
Personnel Management

Sign in

 Cookies must be enabled in your browser

This is an official U.S. Government information system that is for authorized use only. This is a U.S. Office of Personnel Management federal government computer system that is for official use only. This system is subject to monitoring and anyone using this system expressly consents to such monitoring. Individuals found performing unauthorized activities may be subject to disciplinary action including criminal prosecution.

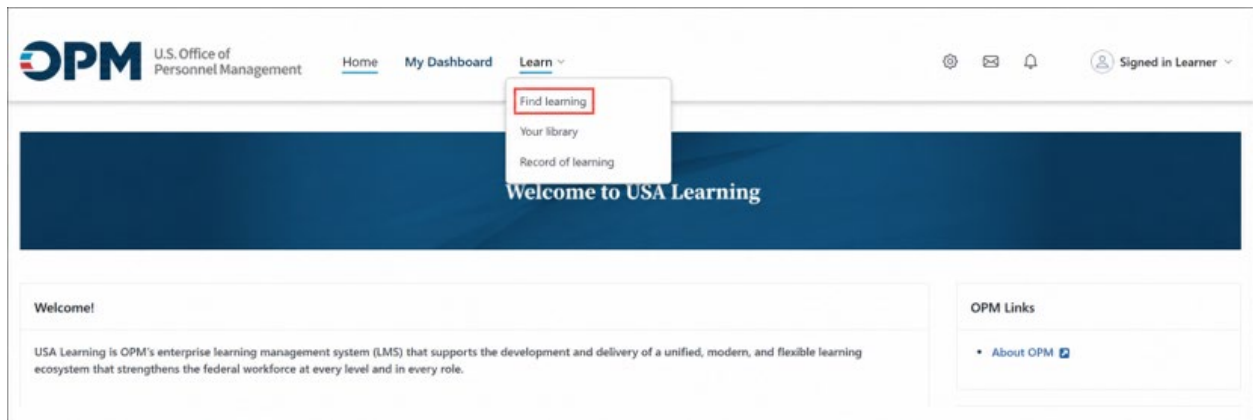
Privacy Act Statement:

- The main **authority** that permits collection of your information is 5 U.S.C. 4118.
- The main **purpose** for collecting your information is so OPM can provide online trainings and validate that you completed trainings.
- OPM may **disclose** information, including personally identifying information, pursuant to the following principal routine uses: to confirm your enrollment and/or completion status for a training; to verify certification status; when necessary and relevant to a legal proceeding; to respond to a Congressional inquiry; for record keeping; to investigate, respond to, or remunerate a suspected or confirmed breach; and to OPM contractors or similar to assist with accomplishing agency functions.
- Providing this information is voluntary but is required to complete required and optional trainings hosted by USA Learning.
- The OPM system of records notice for this collection is OPM/GOVT-1, General Personnel Records. The full text, including a complete list of routine uses is available at www.opm.gov/privacy

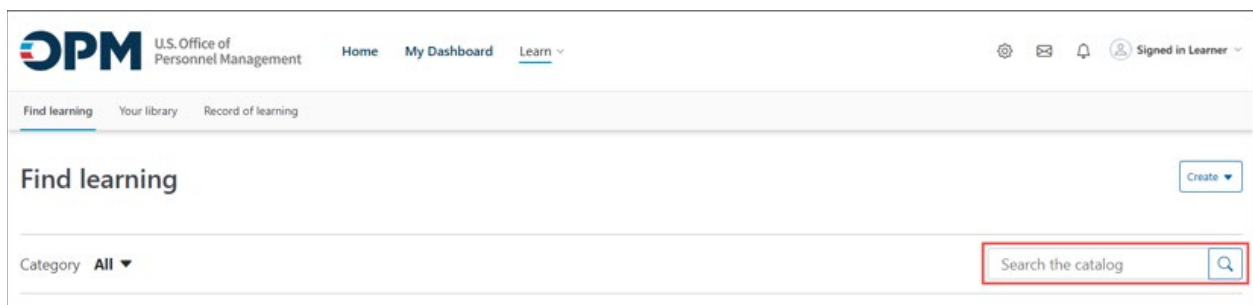
[Rules of Behavior](#) | [Help](#)

Accessing Training

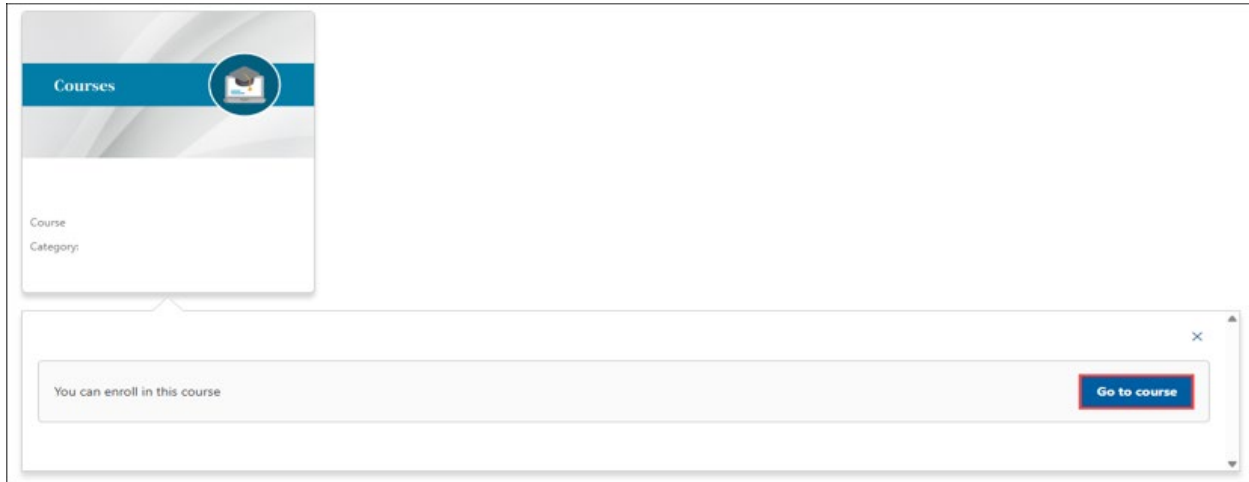
6. To access the USA Data Power BI Consumer Training course, select **Learn > Find Learning**.



7. Search for the appropriate title of the Course in the Search field.



8. Select the USA Data Power BI Consumer Training Course Card, then click on **Go to course**.



9. Enter **USASPowerBI#1!** for the Enrollment key and select **Enroll me**.

To view your certificates, once you have completed your course, select **My Dashboard**. You can see the courses you are enrolled in, **Course Name**, progress or completion **Status**, and a direct link to the **Certificate**.

Additional Assistance

If you have questions regarding the content of the courses, check online help or submit a Help Desk ticket.

- **USA Staffing:** Click [here](#) to submit a Help Desk ticket.
- **USA Performance:** Send an email to USAPHelp@opm.gov to submit a Help Desk ticket.

If you experience any issues with logging into your USA Learning account, technical aspects of the courses, or the completion certificate, access additional guidance through the [USA Learning Support Center Online Help](#) or submit a [Help Desk ticket](#).