

Application Training Exercise 1: Creating a Login.gov and Test USAJOBS Profile

Now that you have completed the online portion of training for Application, it is time to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

Applying to a job requires a Login.gov account, completed USAJOBS profile, and a released USA Staffing announcement. If you already have a Login.gov and USAJOBS account in the test environment, you can skip this practice exercise and proceed directly to the second exercise.

To access the entire practice training series on the USA Staffing Training Resources page at: https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources

Creating a Login.gov account and Test USAJOBS Profile

1. Go to the Test USAJOBS environment: <https://www.uat.usajobs.gov/>

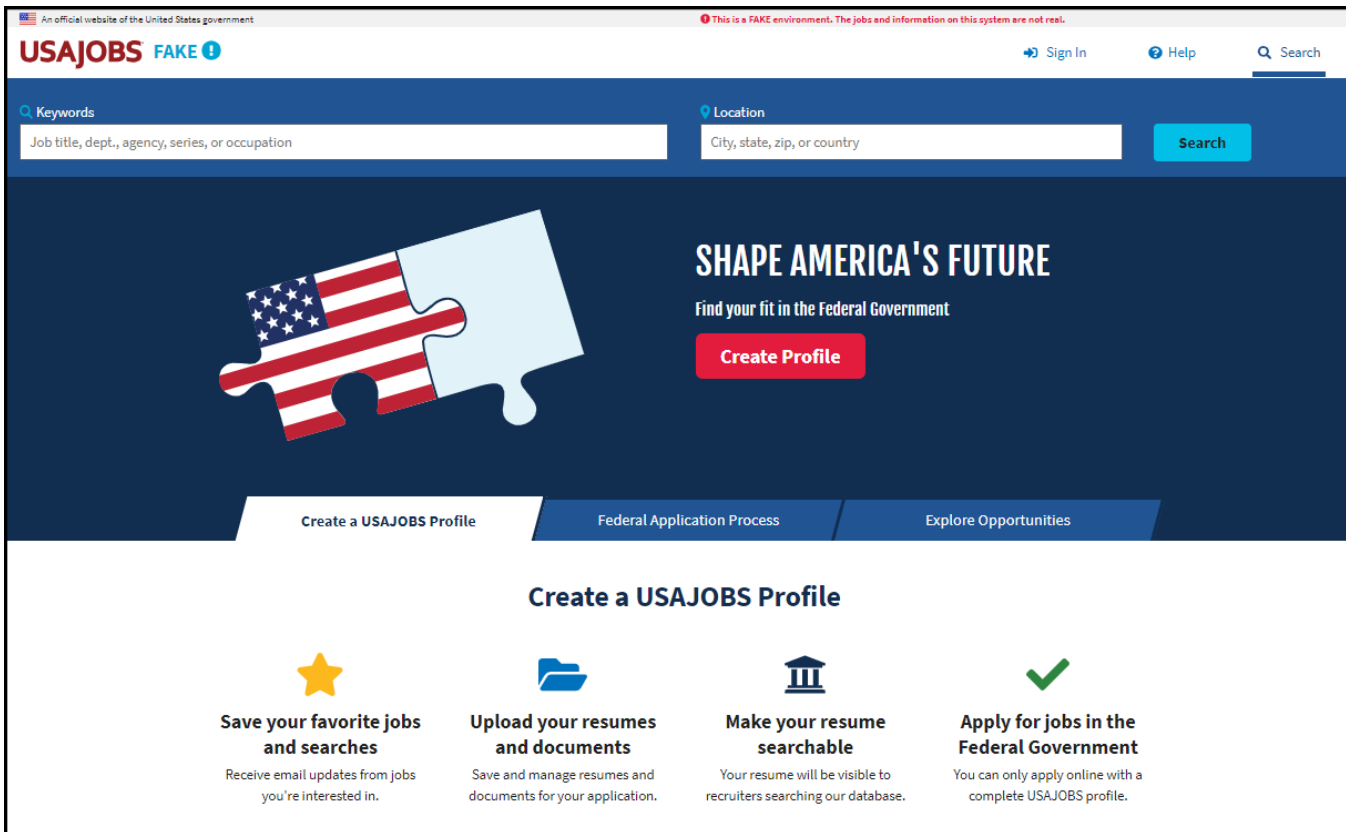


Image 1: USAJOBS test environment page.

2. Click **Sign In** at the top of the page.

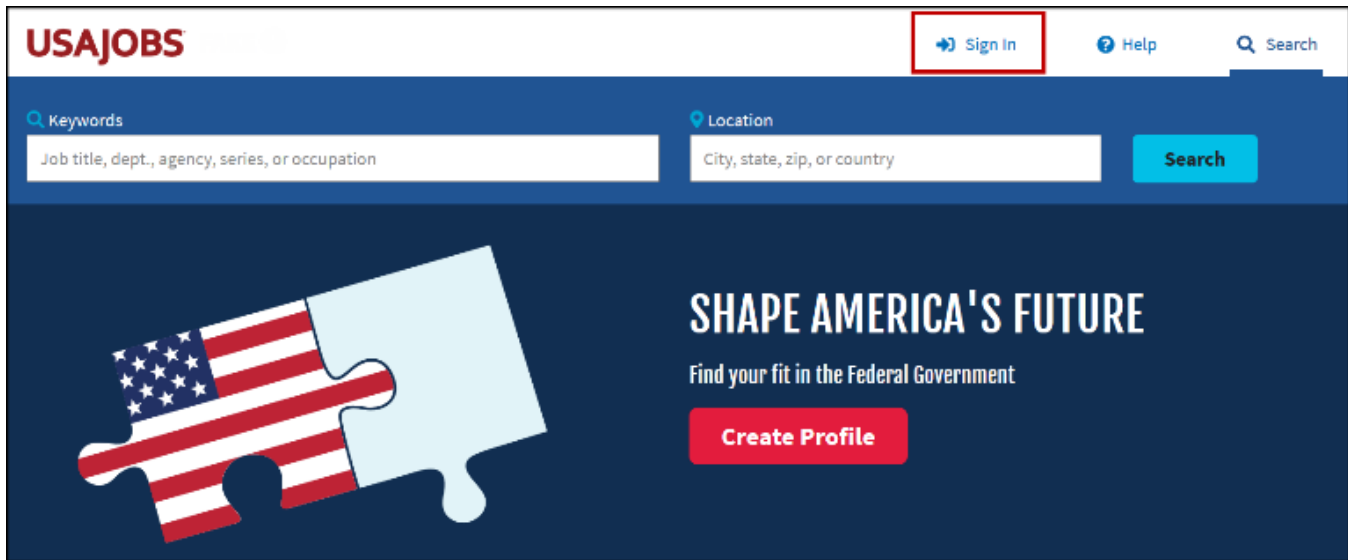


Image 2: USAJOBS page with Sign In button highlighted.

3. Once you click **Sign in**, you will be directed from USAJOBS to Login.gov. Click on **Create an account**.

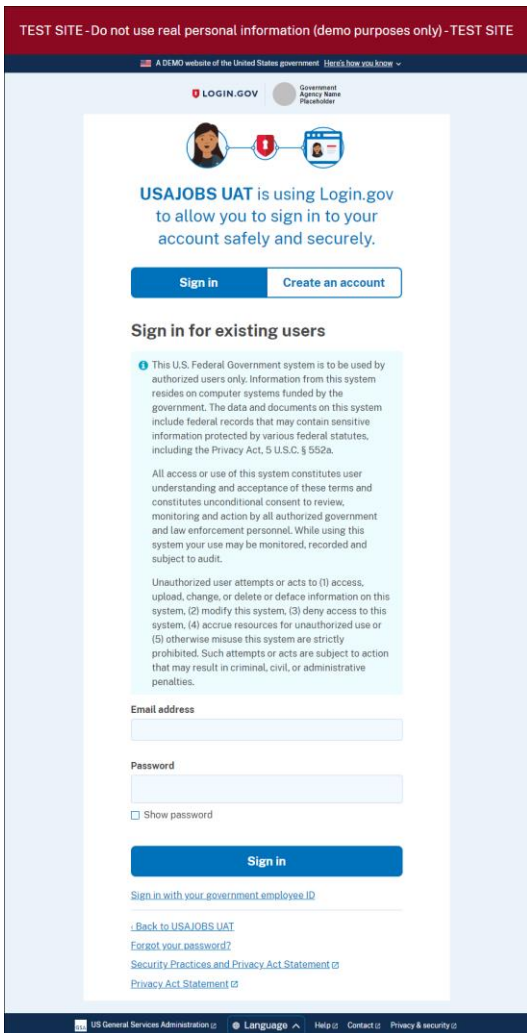


Image 3: USAJOBS Login.gov account page.

4. If you already have a Test USAJOBS account: Enter the email address used in your USAJOBS account and **Sign in**. This will allow the system to automatically link your existing USAJOBS account with your login.gov account.

If you do not have a USAJOBS account: Select **Create an account**, next enter your email address and click **Submit** after you have read and accept the Login.gov Rules of Use.

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Image 4: Login.gov Start Creating an account page.

5. You will receive an email from Login.gov to confirm your email address. To proceed, open the email and click on the **Confirm your email address** button. If your email receives messages in plain text mode, copy and paste the URL appearing below the button instead.

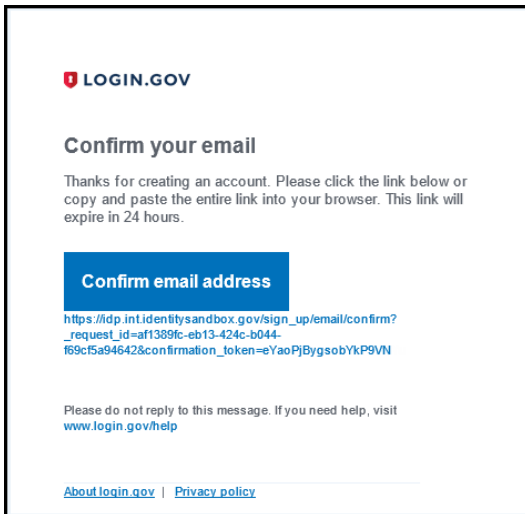


Image 5: Sample login confirmation page from e-mail.

6. Once you click the **Confirm** link the page will indicate that your e-mail has been confirmed and prompt you to create a password. Once you have entered a password, click **Continue**.

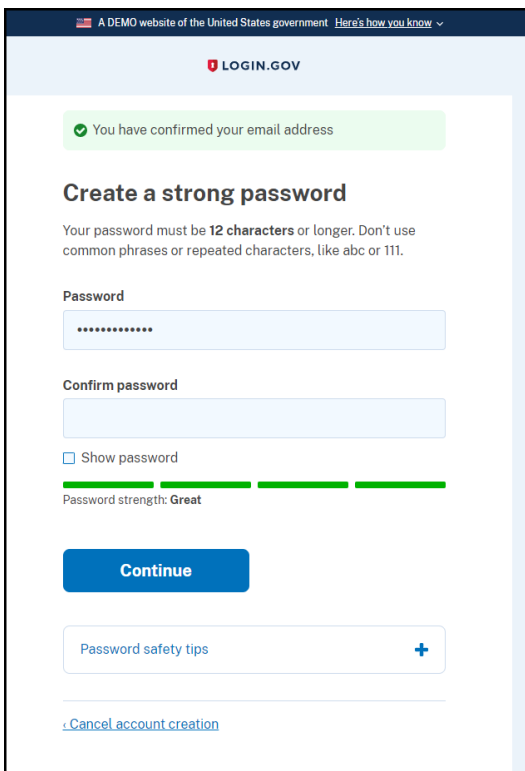


Image 6: Create password page of Login.gov.

7. Next, you will be prompted to secure your account. When selecting **Text or voice message**, you must have immediate access to the phone number you use as the next step will require you to input a confirmation code sent to the phone. When ready, click **Continue**.

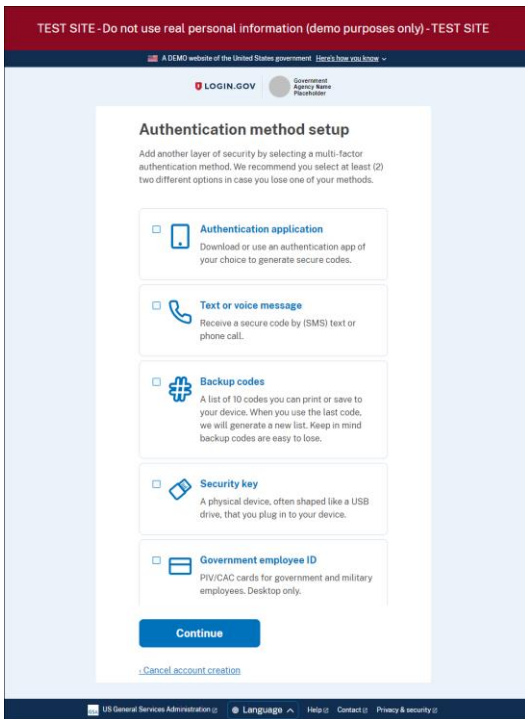


Image 7: The Secure your account page of Login.gov.

8. Once you receive the call or text, enter your one-time security code and click **Submit**.

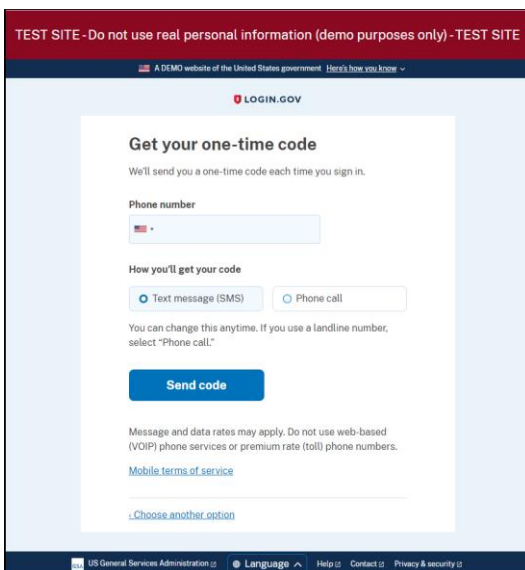


Image 8: Enter your security code page of Login.gov.

9. You have now successfully created your Login.gov account. Continue to USAJOBS.

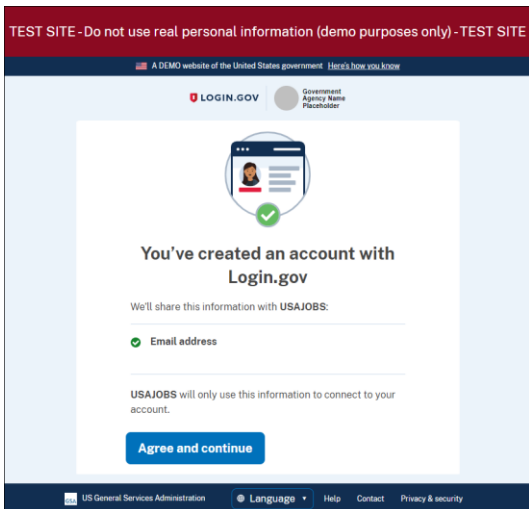


Image 9: Account creation success page of Login.gov.

10. If you registered an e-mail address that already had a USAJOBS account: Your account will now be linked.

If you registered an e-mail address that does not have a USAJOBS account: You will now complete your USAJOBS profile. To continue with an incomplete profile, click **Create Profile**.

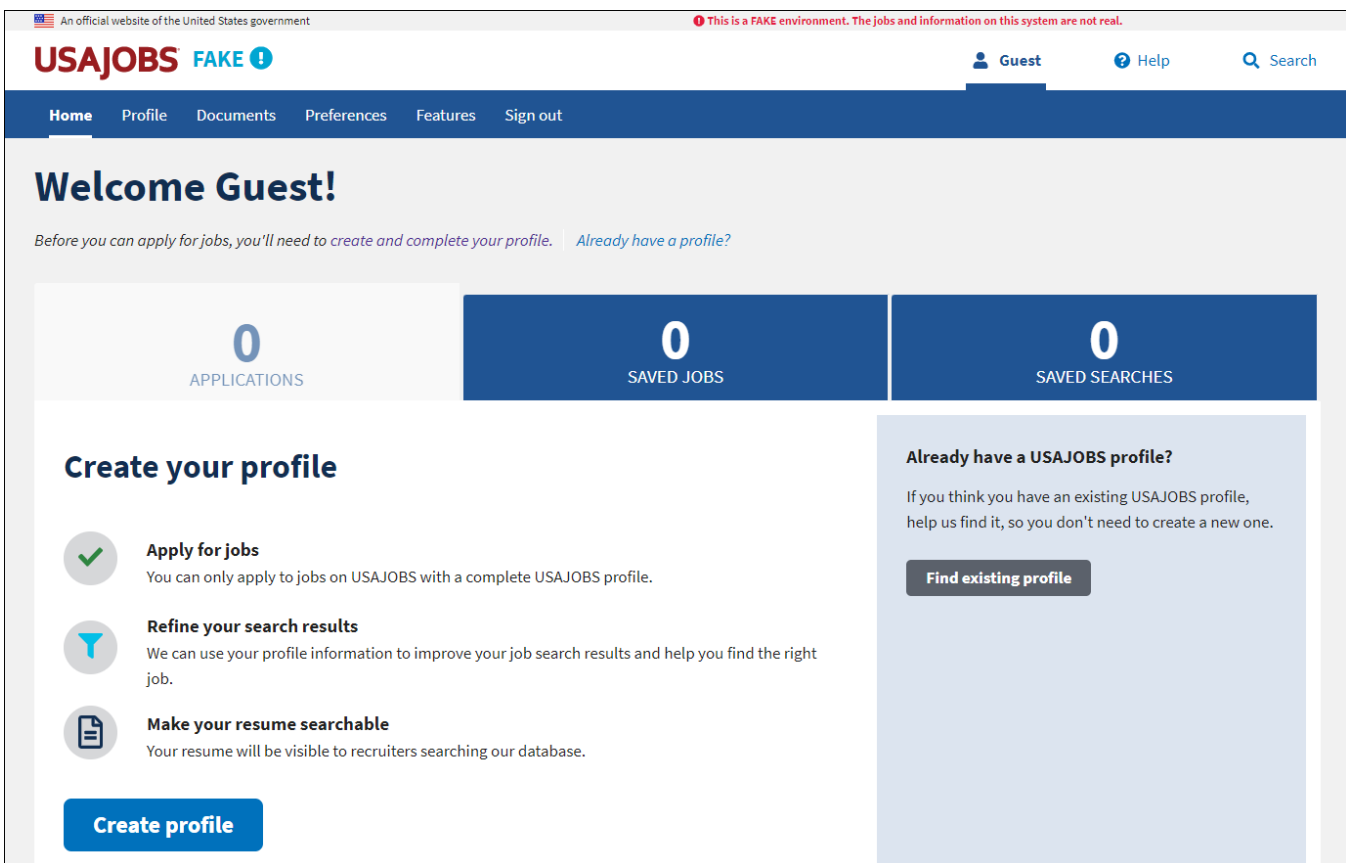


Image 10: USAJOBS main profile page for an incomplete applicant.

11. Let's complete your Profile, click on **Complete Profile**:

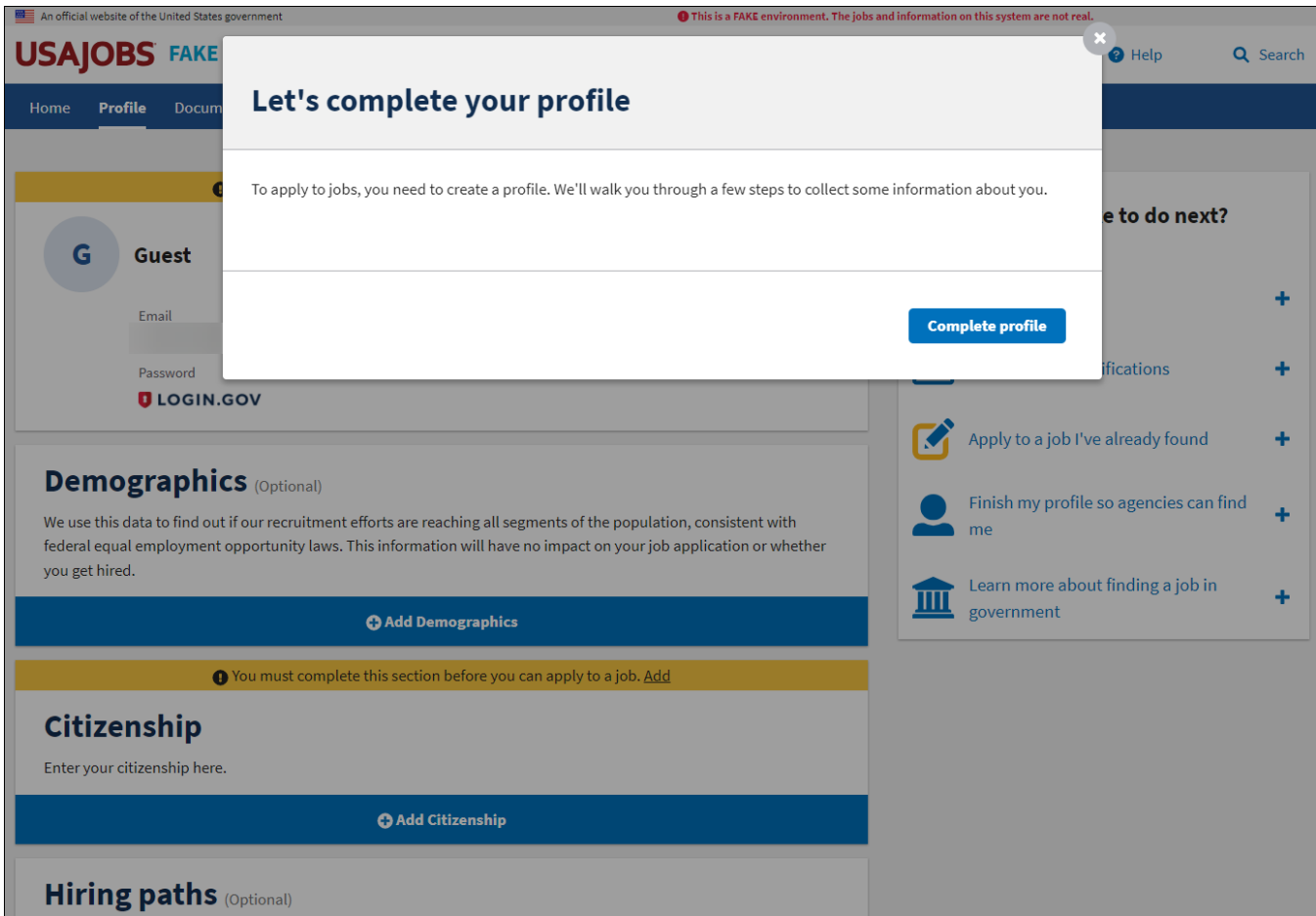


Image 11: USAJOBS main page. This page allows applicants to complete their profile.

12. Complete your name, address, and other contact information. Complete the Citizenship section. Complete the experience page describing your current and previous Federal Service, and your Military Service. Click **Create my profile**.

An official website of the United States government This is a FAKE environment. The jobs and information on this system are not real.

USAJOBS FAKE

Create your profile

You need to create a USAJOBS profile to apply for jobs, save searches and save jobs.

Contact Information

First name

Last name

Street address

Street address 2 (Optional)

Country

Find a country by scrolling through the list or opening the menu and typing the name of the country. To select, click or press enter on the highlighted country.

Postal code

City

State, territory or province

Telephone number

U.S. numbers - include area code. International numbers - include country calling code (+1, +1 340)

Telephone type

Citizenship

Are you a U.S. Citizen or National?

Yes

No

Please select the statement that best applies to your [Selective Service registration status](#).

Registered

I am a male born on or after January 1, 1960, and I have registered.

Exempt from registering

I am a female, and therefore I am exempt from registering.

I am a male born before January 1, 1960 and therefore I am exempt from registering.

I am a male born on or after January 1, 1960, and I have not registered, but I have an approved exemption.

Not registered

I am a male born on or after January 1, 1960, and I have not registered.

Federal Service

Please select the statement below which best reflects your federal employment status.

I am currently a federal civilian employee

I am a former federal civilian employee with [reinstatement](#) eligibility.

I am a former federal civilian employee but do not have [reinstatement](#) eligibility.

Not a federal employee

I am not and have never been a federal civilian employee.

Military Service

Have you served in the U.S. Armed Forces or are you a family member eligible for [derived preference](#)?

Yes

No

[Create my profile](#)

Image 12: Contact information contains Name, Address, and Phone number fields. Citizenship section contains information about your citizenship and selective service registration. Federal Experience reflects your federal employment status. Military Service captures if you served in an Armed Forces or are a family member eligible for preference.

13. Now your USAJOBS profile is complete.

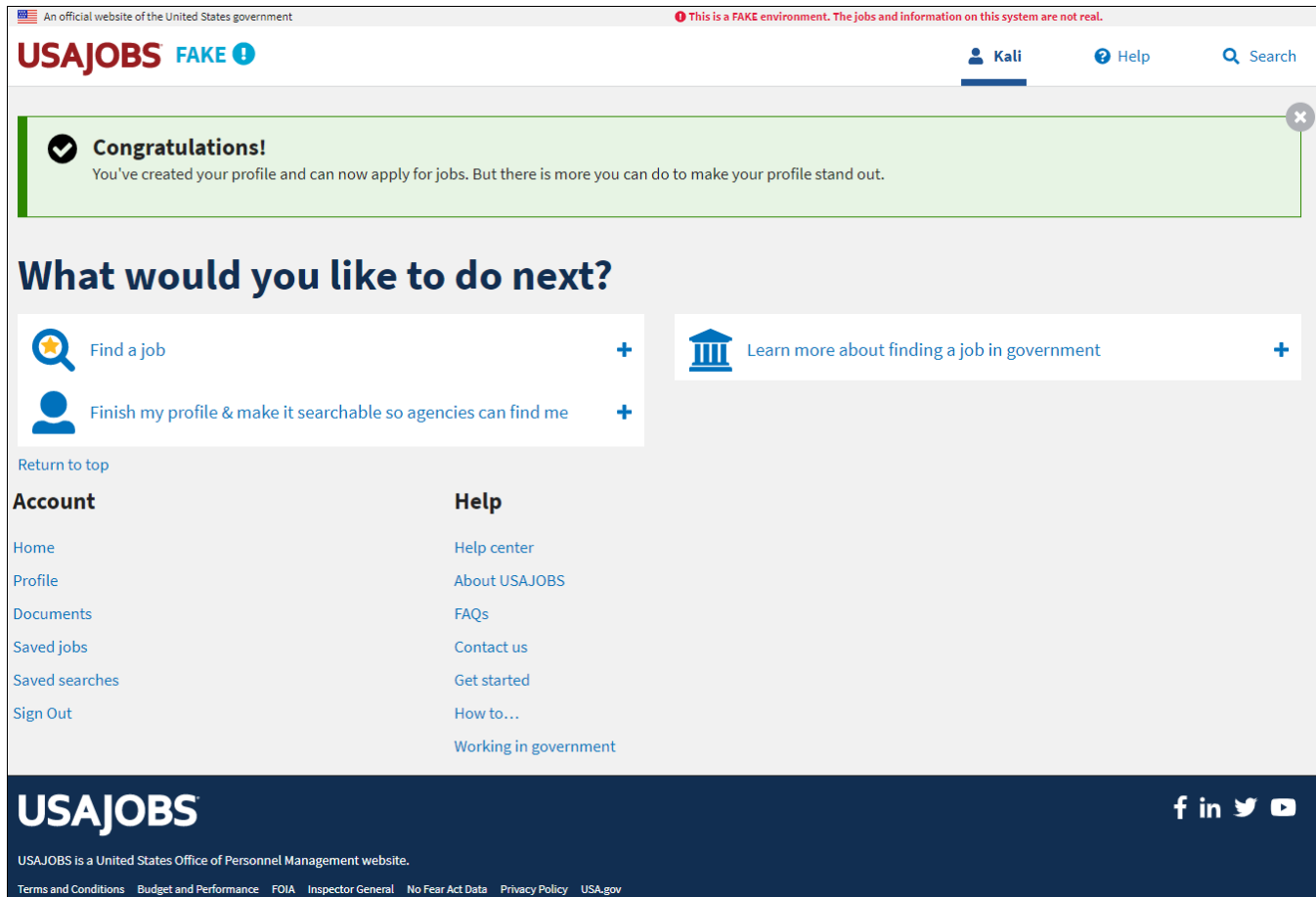


Image 13: Profile Complete page with button to Finish Profile.

14. Complete the other profile sections. Once ready, click the Documents link at the top of the page to add documents to your profile.

An official website of the United States government ● This is a FAKE environment. The jobs and information on this system are not real.

USAJOBS FAKE Kali Help Search

Home Profile Documents Preferences Features Sign out

KE Kali Erickson ✔ Complete - [Edit](#)

Address
[Redacted]

Email
[Redacted]

Password
LOGIN.GOV

Day Phone
[Redacted]

Citizenship ✔ Complete - [Edit](#)

U.S. Citizenship
I am a U.S. citizen

Selective Service Registration
Exempt - I am a female, and therefore I am exempt from registering.

Hiring paths (Optional)

Hiring paths help us know which jobs you may, or may not, be eligible for. Review and select the hiring paths that you belong to here.

[Add Hiring paths](#)

Experience ✔ Complete

Federal service [Edit](#)

Federal employment status
I am currently a Federal employee

Military service [Edit](#)

I have served in the U.S. Armed Forces
No

Work experience [Add](#)

Education (Optional)

List your educational history here. If you make your profile searchable, agencies can find you based on your education level.

[Add Education](#)

Demographics (Optional)

Answer a few questions about your demographics. We use this information to find out if our recruitment efforts are reaching all segments of the population, consistent with federal equal employment opportunity laws.

You don't have to fill out this information—it's voluntary and will have no impact on your job application or whether or not you get hired.

Review our [privacy policy](#) and the [Paperwork Reduction Act](#) for more information.

[Add Demographics](#)

Languages (Optional)

List languages that you're fluent in. If you make your profile searchable, agencies can find you based on the languages you speak.

[Add Languages](#)

Organizations (Optional)

List any organizations you belong to here. If you use our Resume Builder, you can pull this information into your Resume.

[Add Organizations](#)

References (Optional)

List your references here. If you use our Resume Builder, you can pull this information into your Resume.

[Add References](#)

What would you like to do next?

- [Find a job](#) +
- [Turn on email notifications](#) +
- [Apply to a job I've already found](#) +
- [Finish my profile so agencies can find me](#) +
- [Learn more about finding a job in government](#) +

[Return to top](#)

Account

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- [Documents](#)
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- [Saved searches](#)
- [Sign Out](#)

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- [Get started](#)
- [How to...](#)
- [Working in government](#)

USAJOBS f in t v

USAJOBS is a United States Office of Personnel Management website.

[Terms and Conditions](#) [Budget and Performance](#) [FOIA](#) [Inspector General](#) [No Fear Act Data](#) [Privacy Policy](#) [USA.gov](#)

Image 14: Applicant profile page.

15. On the Documents page, follow the system prompts to either **Upload** or **Build** a resume. Once the resume is added to an account, you can view it using the **View** button.

IMPORTANT NOTE: Do not upload an actual applicant’s resume to this test site or upload any documents with live Personally Identifiable Information (PII) including SSNs or other sensitive information. If needed, create a test document on your computer, save, and upload that to the account.

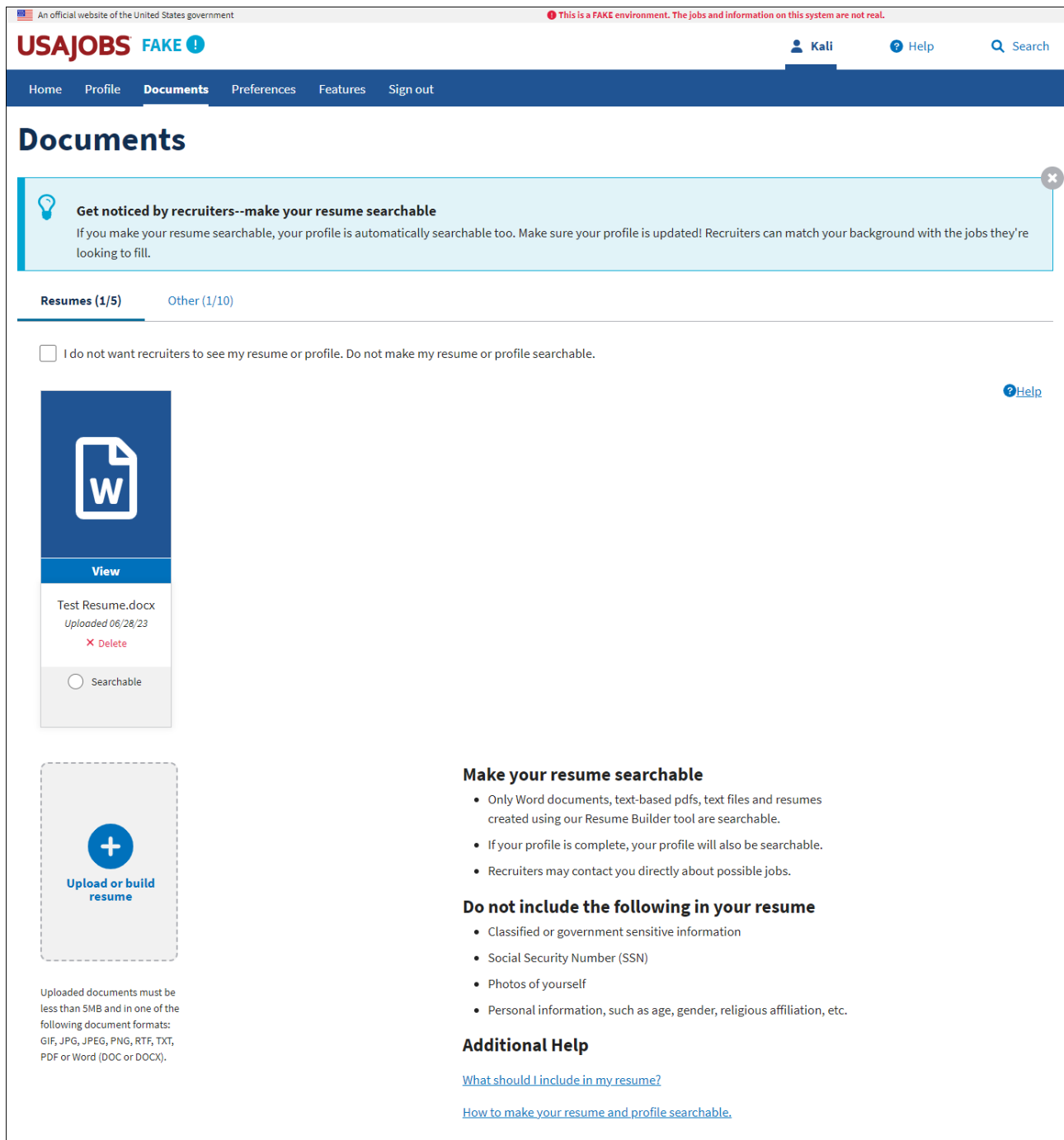


Image 15: Resumes page of the applicant’s Profile.

16. Next, click on the **Other** section for Documents and upload sample supporting documents for your test applicant. **Again, be sure your sample documents do not contain actual applicant information or PII.**

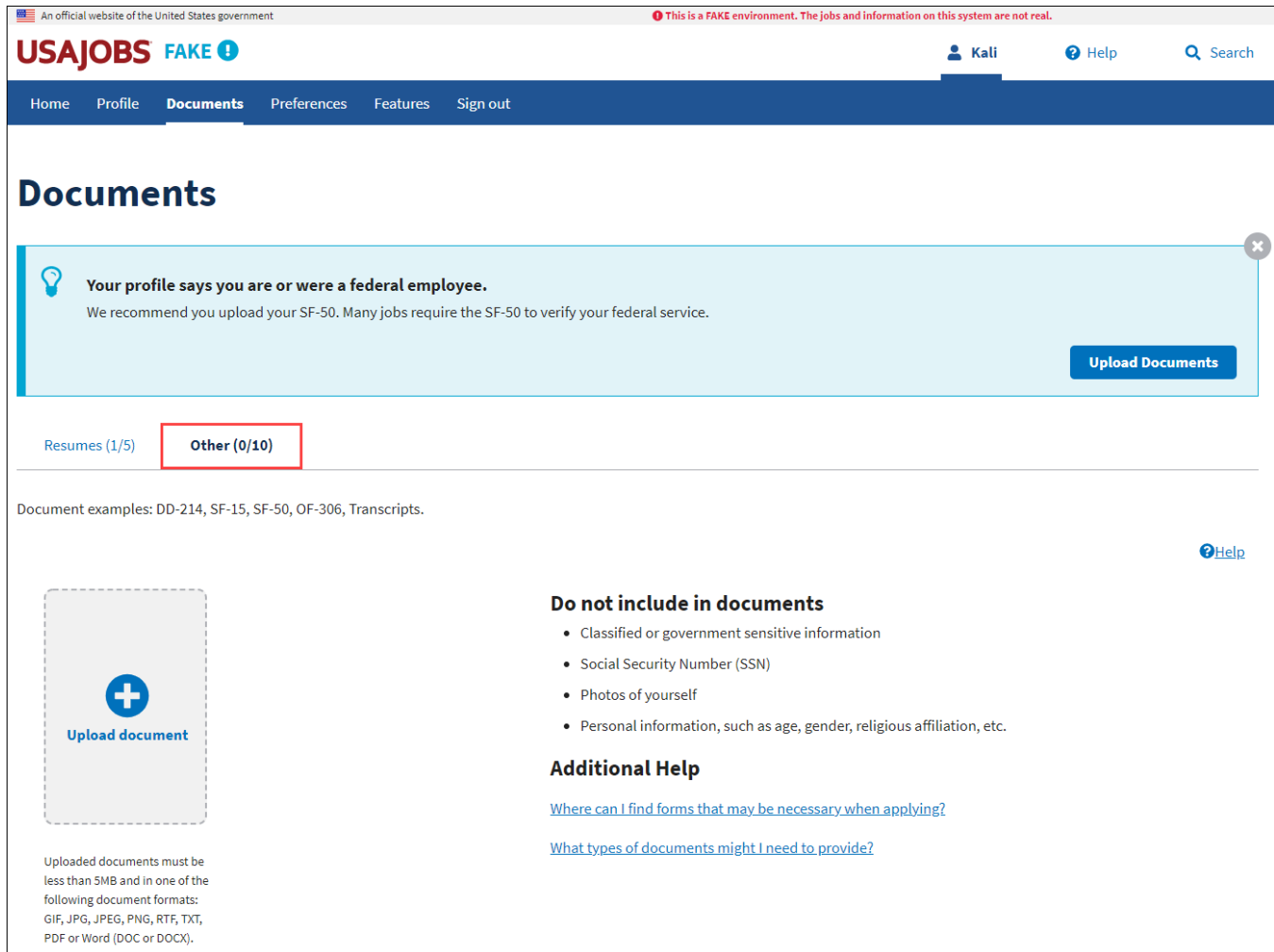


Image 16: Other Documents page with Other highlighted.

17. Now your test applicant is ready to apply to a job! Please proceed to the second exercise.

This concludes the first lesson on Application.