

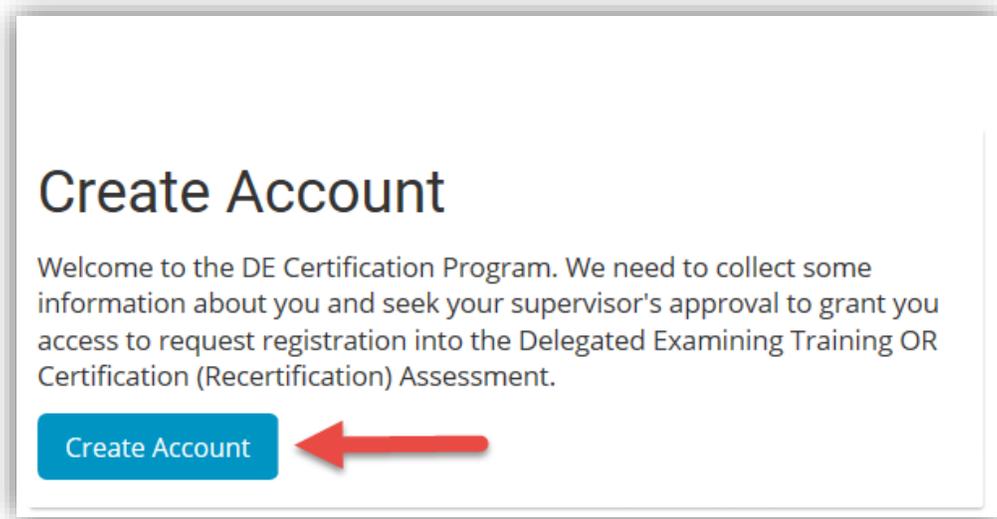


# DELEGATED EXAMINING

## ACCOUNT CREATION JOB AID

## Step 1

To create an account on the Delegated Examining Learning Management System, go to <https://de.usalearning.gov> , scroll down and select the "Create Account" button.



## Step 2

On the next page, fill in your email, create your password, your first name, last name, full name, position, and agency information. All items marked with an asterisk are required to be completed to submit the account application. When you select the agency and DEU name, the DEU ID will be prepopulated.

**New account**

▼ Email address and password

Email address \*

Email (again) \*

Your username is your full government issued email address, all lowercase.

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

Password \*

▼ Nominee Information

First Name \*

Middle Initial

Last Name \*

Name as it should appear on Certificate \*

Special Accommodation

▼ Position Information

Title \*

Official Job Series \*

Pay Plan \*

Grade \*

Type of Employment \*

Years in Federal Staffing Position \*

Months in Federal Staffing Position

**Callout 1:** Please remember your government email address is your user name. If you change agencies, contact the Help Desk to have it changed.

**Callout 2:** Please remember your password as you will need it to log back into your account.

▼ Agency Information

DEU ID \*

OR

- Select Agency Name -  - Select DEU Name -

Make sure you fill in the DEU Name. If you don't know the DEU Name, Select the Agency Name and the DEU Name will prepopulate.

If you do not know your DEU ID #, use the drop-down box to select your agency name which will auto populate the DEUID number.

### Step 3

Next, you will input the contact information for the agency branch that you are currently located at. Then you must enter in your supervisor's information. Once all the information is filled in, you will select and complete the security reCAPTCHA. Next, select the "Create my new account" button.

▼ Contact Information

Work Address

City/town

State

Zip Code

Country

Phone Number

Mobile Number

▼ Supervisor's Information

Supervisor's Name \*

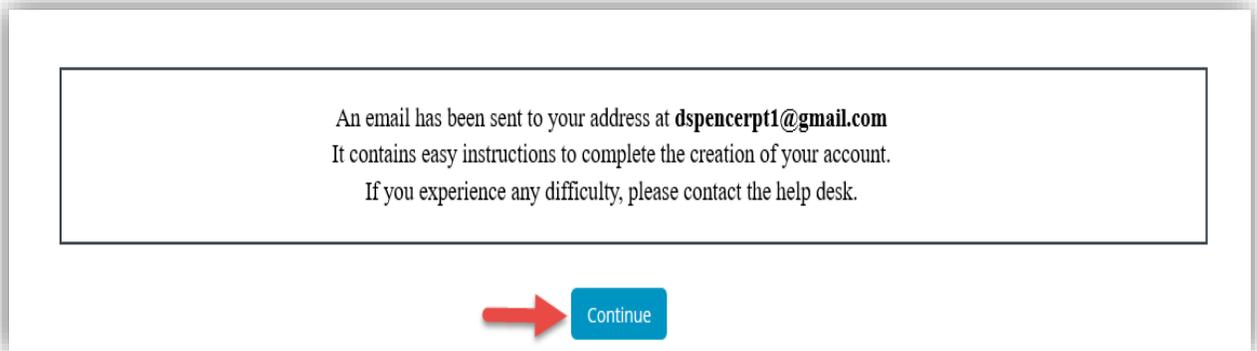
Supervisor's Email \*

Supervisor's Phone \*

Security question ?  I'm not a robot  reCAPTCHA  
Privacy - Terms

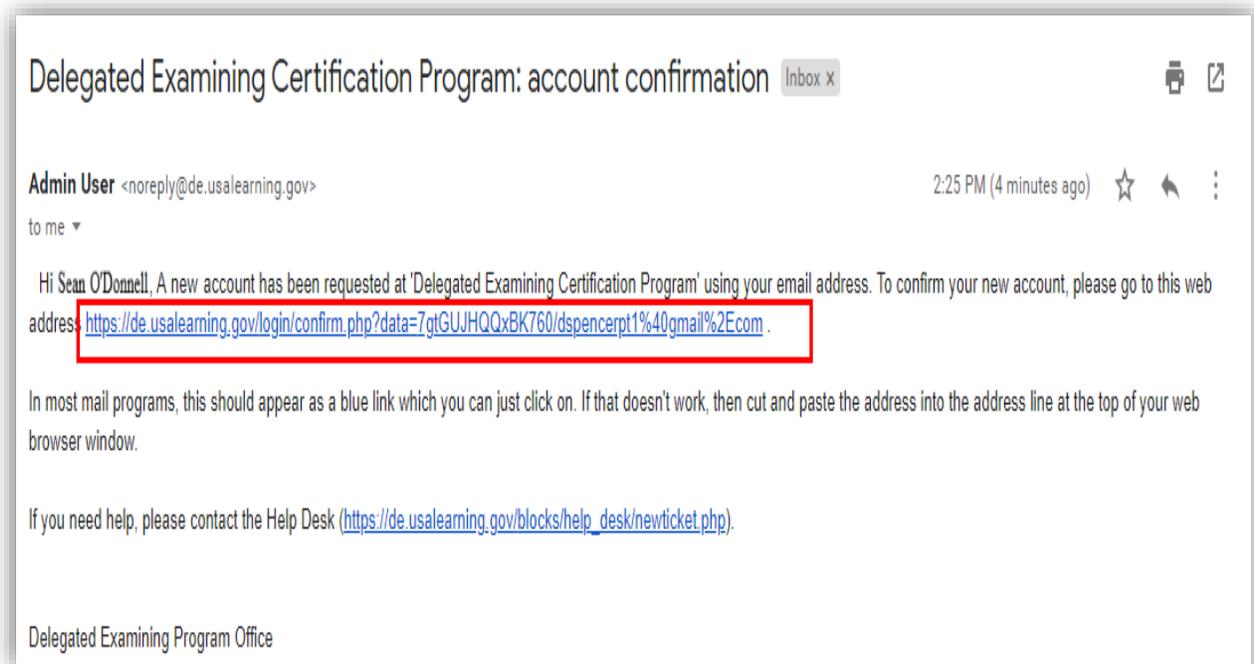
## Step 4

Once the account information is submitted, you will receive a confirmation screen informing you that an email has been sent to you to activate the account- click the "Continue" button to return to the <https://de.usalearning.gov> main page.



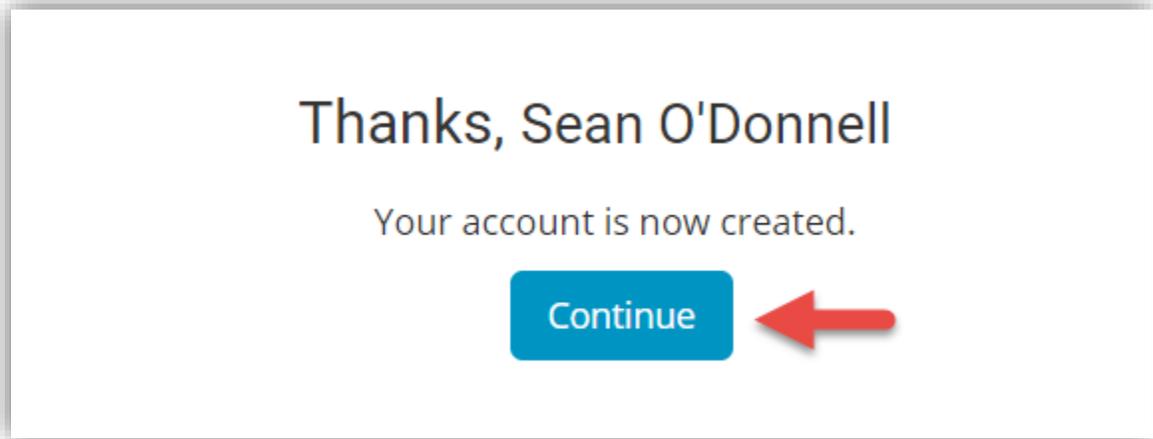
## Step 5

Access your email and open the account verification email. Select the activation link, or copy the link and paste it into the browser address bar.



## Step 6

Once you use the link by either selecting it or copying and pasting the link into your browser, you will be taken to a page that informs you that the account has been created. You will then click the "Continue" button to access the dashboard.



## Next Steps

Refer to Job Aids

- Training Course Registration
- Assessment Registration