

Single Sign-On Instructions

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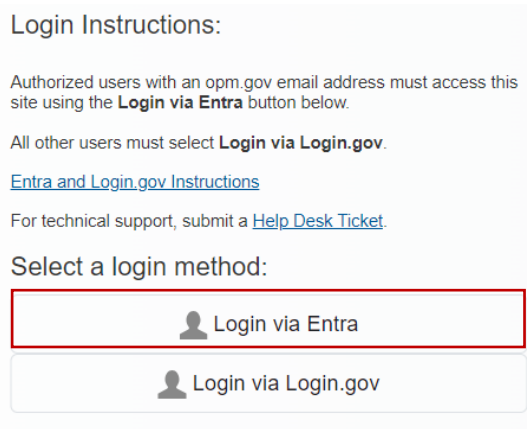
Overview

These instructions outline how to log into OPM systems using single sign-on multifactor authentication (MFA) protocols.

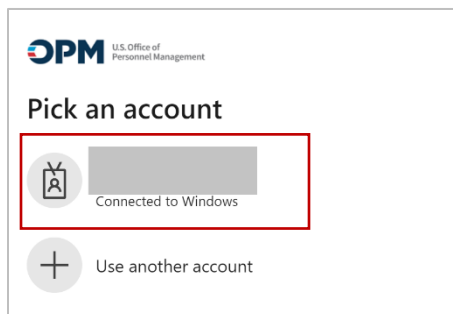
- If you **are an OPM employee** (an authorized user whose account is associated with an opm.gov email address) and you are:
 - Using a **government-issued device**: you will log in via *Entra* by completing the steps in [Section 1](#).
 - Using a **personal device**: you will log in via [Login.gov](#) by completing the steps in [Section 2](#).
- If you **are not an OPM employee** (your account is associated with an email address that is not opm.gov), you will log in via Login.gov by completing the steps in [Section 2](#).

Section 1: OPM employees using a government-issued device

1. Open your internet browser and navigate to <https://de.usalearning.gov>.
2. At the login screen, select the “Login via Entra” button.



3. You will be redirected to <https://login.microsoftonline.com>
4. You will be asked to select the appropriate certificate connected to your OPM PIV card/Microsoft account. *Note:* you may need to enter your PIN number.



5. After successful authentication, you will be automatically redirected back to de.usalearning.gov.

Help Desk Support: If you experience any technical problems or difficulty logging in, please check with your course/program team staff first for assistance. You can also submit a help desk ticket: [Help Desk - New Ticket | DECP \(usalearning.gov\)](#)

For live technical support, call (202) 753-0845 or toll free at (833) 200-0035 from 8:30 a.m. to 6 p.m. EST, Monday through Friday (excluding holidays).

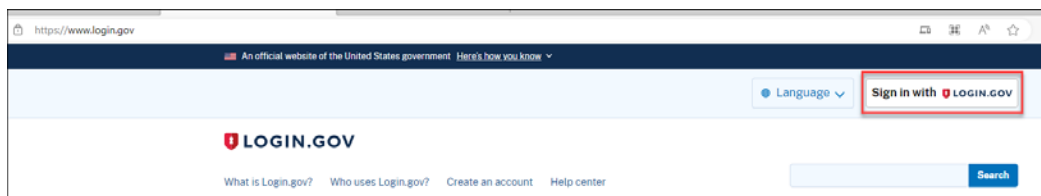
Section 2: OPM employees using a personal device and non-OPM employees

First, go directly to [Login.gov](https://www.login.gov), not the Delegated Examining Certification Program (DECP) website. Then, follow the instructions based on your [Login.gov](https://www.login.gov) user status:

- *If you are a new Login.gov user:* Follow the instructions in [Part 1: New Login.gov Users](#).
- *If you are an existing Login.gov user:* Follow the instructions in [Part 2: Existing Login.gov Users](#).

Part 1: New Login.gov Users

1. Open your internet browser and navigate to [Login.gov](https://www.login.gov) (<https://www.login.gov>).
2. Select the “*Sign in with Login.gov*” button.



3. Select the “*Create an account*” button.
4. Enter your email address.
 - a. Choose an email address that you’ll always be able to access.
 - b. Once your account is created, you can add an additional email address, such as a work email or alternate personal address, to access your account.
5. Check the box to confirm “*I read and accept the Login.gov rules of use.*”
6. Select the “*Submit*” button.

Sign in Create an account

Create an account for new users

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

7. Check your email for a message from [Login.gov](#).
8. Select the “*Confirm your email address*” button in the message. This will take you back to [Login.gov](#).
9. Create your [Login.gov](#) password.
 - a. This password will work with all email addresses added to your [Login.gov](#) profile.
10. Set up a second layer of security.
 - a. As an added layer of protection, [Login.gov](#) requires you set up an authentication method to keep your account secure. This is referred to as multi-factor authentication (MFA).
 - b. We encourage you to have more than one authentication method on your account. You can choose from several authentication options.
 - c. [Learn more about each authentication option](#) to choose the one that is right for you.
11. Once you have authenticated, you have created your [Login.gov](#) account and will be taken to your [Login.gov](#) account profile page.

Note: Your DECP account email address must be added to your [Login.gov](#) account for successful authentication and login:

12. Select the **+ Add new email** option.

The screenshot shows a user interface for account management. On the left is a sidebar with two sections: 'Your Account' and 'Your authentication methods'. The 'Your Account' section includes links for 'Add email address', 'Edit password', and 'Delete account'. The 'Your authentication methods' section includes links for 'Add phone number', 'Add authentication apps', 'Add face or touch unlock', and 'Add security key'. The main content area is titled 'Your account' and contains 'Email preferences'. Under 'Email addresses', there are three empty input fields, each with a 'Delete' link to its right. A blue button with a plus sign and the text '+ Add new email' is highlighted with a red box. Below this, the 'Language' section shows 'English' with an 'Edit' link to its right.

13. Enter your **DECP profile email address** in the field and click *“Submit.”*
 - a. You can add as many email addresses as you would like to support accessing numerous systems.

14. Select from the list of authentication methods to add other methods to your profile.

This screenshot is similar to the one above, showing the 'Your account' page. In this version, the 'Your authentication methods' section in the sidebar is highlighted with a red box. This section includes links for 'Add phone number', 'Add authentication apps', 'Add face or touch unlock', 'Add security key', 'Add federal employee ID', and 'Get backup codes'. The main content area remains the same, showing 'Email preferences' with three empty email address fields, a '+ Add new email' button, and a 'Language' section set to 'English'.

15. Open your internet browser and navigate to <https://de.usalearning.gov/login/index.php>.

16. At the login screen, select the *“Login via Login.gov”* button.

Login Instructions:

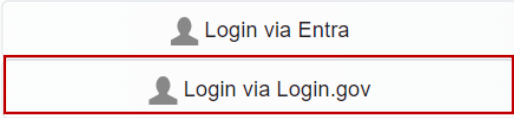
Authorized users with an opm.gov email address must access this site using the **Login via Entra** button below.

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

[Entra and Login.gov Instructions](#)

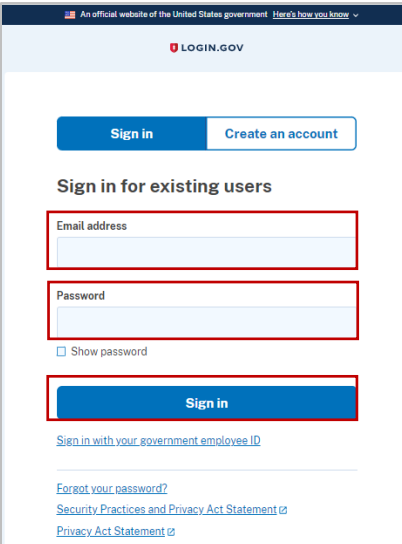
For technical support, submit a [Help Desk Ticket](#).

Select a login method:



The screenshot shows two buttons for selecting a login method. The top button is labeled 'Login via Entra' and the bottom button is labeled 'Login via Login.gov'. The bottom button is highlighted with a red border.

17. You will then be redirected to [Login.gov](#).
18. Enter your [Login.gov](#) credentials: *Note:* this will be your DECP profile email address (which you added as an additional email address in Step 12), along with your [Login.gov](#) password.
19. Select the “Sign in” button.

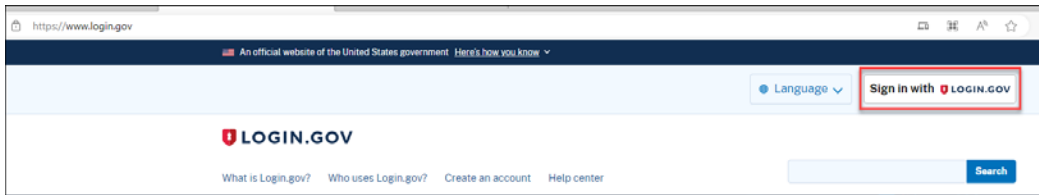


The screenshot shows the Login.gov sign-in page. At the top, there is a navigation bar with the text 'An official website of the United States government' and a link 'Here's how you know'. Below this is the 'LOGIN.GOV' logo. There are two buttons: 'Sign in' (highlighted with a red border) and 'Create an account'. Underneath is the heading 'Sign in for existing users'. There are two input fields: 'Email address' and 'Password'. Below the password field is a checkbox labeled 'Show password'. At the bottom of the form is a 'Sign in' button (highlighted with a red border). Below the button are links for 'Sign in with your government employee ID', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

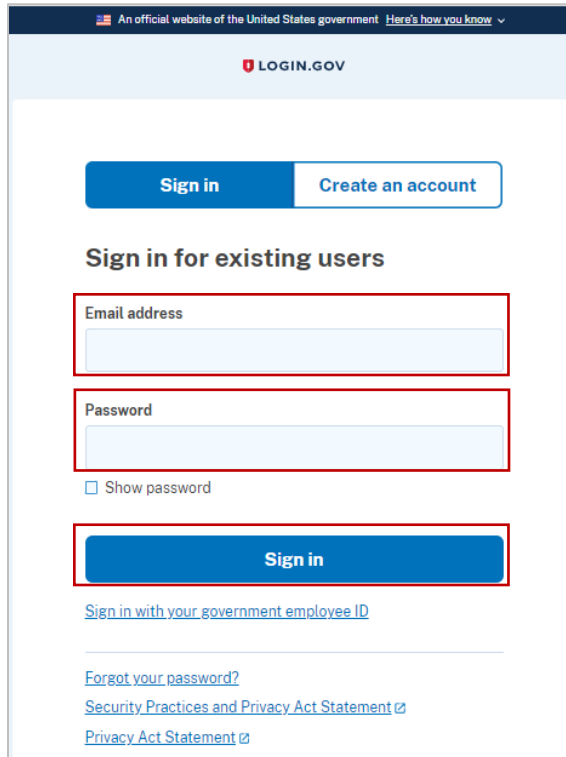
20. After successful authentication, you will be automatically redirected back to the [DECP website](#).

Part 2: Existing Login.gov Users:

1. Open your internet browser and navigate to the [Login.gov](https://www.login.gov/) homepage (<https://www.login.gov/>).
2. Select the **Sign in with Login.gov** button.



3. Enter your login credentials and select **Sign in**.



4. Complete your secondary authentication method for [Login.gov](https://www.login.gov). You will then be taken to your [Login.gov](https://www.login.gov) account profile page.

Note: Your DECP account email address **must be added** to your [Login.gov](https://www.login.gov) account for successful authentication and login.

5. Select the **+ Add new email** option.

The screenshot shows a user interface for account management. On the left is a sidebar with sections: 'Your Account' (containing 'Add email address', 'Edit password', 'Delete account') and 'Your authentication methods' (containing 'Add phone number', 'Add authentication apps', 'Add face or touch unlock', 'Add security key'). The main content area is titled 'Your account' and contains 'Email preferences'. Under 'Email addresses', there are three empty input fields, each with a 'Delete' link to its right. A blue button with a plus sign and the text '+ Add new email' is highlighted with a red rectangular box. Below this is a 'Language' section with a dropdown menu set to 'English' and an 'Edit' link.

6. Enter your **DECP profile email address** in the field and select **Submit**.
 - a. You can add as many email addresses as you would like to support accessing numerous systems.
7. Select from the list of authentication methods to add other methods to your profile.

This screenshot is similar to the previous one but shows a different part of the interface. The sidebar's 'Your authentication methods' section is highlighted with a red box and contains the following options: 'Add phone number', 'Add authentication apps', 'Add face or touch unlock', 'Add security key', 'Add federal employee ID', and 'Get backup codes'. The main content area shows the 'Email preferences' section with three empty email address fields and 'Delete' links. The '+ Add new email' button is now a plain blue button. Below it is the 'Language' section with 'English' selected and an 'Edit' link. A 'Password' section is partially visible at the bottom.

8. Open your internet browser and navigate to de.usalearning.gov.
9. At the login screen, select the *"Login via Login.gov"* button:

Login Instructions:


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


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

[Entra and Login.gov Instructions](#)

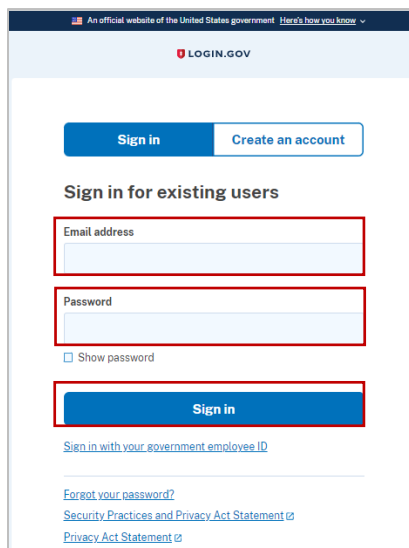
For technical support, submit a [Help Desk Ticket](#).

Select a login method:

 Login via Entra

 Login via Login.gov

10. You will then be redirected to [Login.gov](#).
11. Enter your [Login.gov](#) credentials: *Note:* this will be your DECP profile email address (which you added as an additional email address in Step 12), along with your [Login.gov](#) password.
12. Select the “*Sign in*” button.



13. After successful authentication, you will be automatically redirected back to the [DECP website](#).
14. To access the DECP website, please follow the instructions for [“Existing Login.gov users.”](#)

Help Desk Support: If you experience any technical problems or difficulty logging in, you may check with your course/program team staff first for assistance or you can submit a help desk ticket here: [Help Desk - New Ticket | DECP \(usalearning.gov\)](#)

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Section 3: Login.gov resource links for users

- **Login.gov Authentication Methods** - <https://www.login.gov/help/get-started/authentication-methods/>
- **Add or change your authentication method** - <https://login.gov/help/manage-your-account/add-or-change-your-authentication-method/>
- **Change the email address associated with your account** - <https://login.gov/help/manage-your-account/change-your-email-address/>