

# 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.

All users will log in via Login.gov by completing the steps in [Section 1](#).

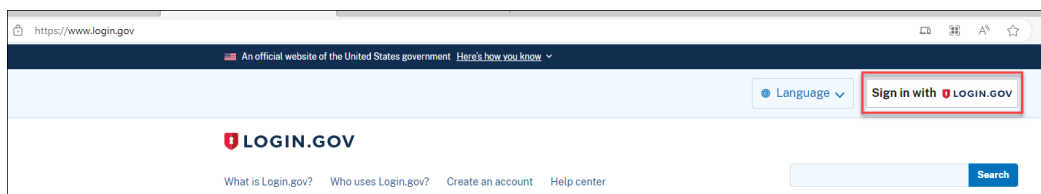
## Section 1: Using Login.gov

First, go directly to [Login.gov](https://www.login.gov), **not the Tribal Site**. 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.



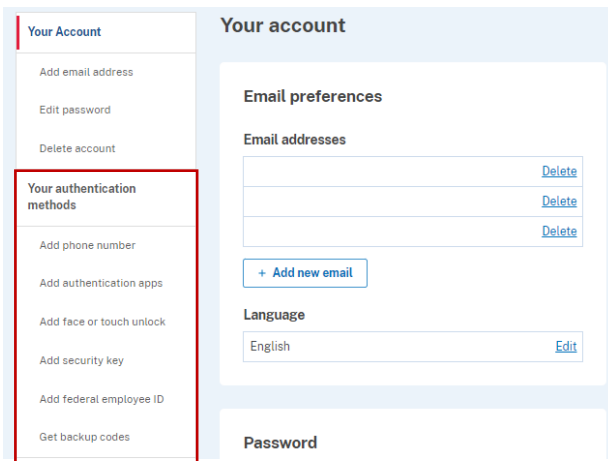
3. Select the “Create an account” button.
4. Enter your government issued email address.
5. Check the box to confirm “I read and accept the Login.gov rules of use.”
6. Select the “Submit” button.

A screenshot of the 'Create an account for new users' form on the Login.gov website. The form is titled 'Create an account for new users'. It contains several sections: a 'Sign in' button and a 'Create an account' button (highlighted with a red box); an 'Enter your email address' text input field (highlighted with a red box); a 'Select your email language preference' section with radio buttons for 'English (default)', 'Español', and 'Français'; a checkbox for 'I read and accept the Login.gov Rules of Use' (highlighted with a red box); and a 'Submit' button (highlighted with a red box). The 'Rules of Use' link is underlined and blue.

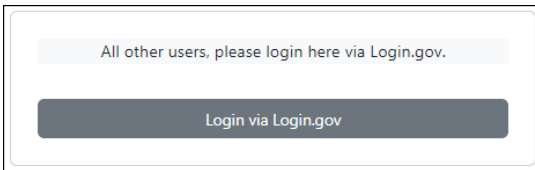
7. Check your email for a message from [Login.gov](#).
8. Select the “*Confirm your email address*” button in the message. This will take you back to [Login.gov](#).
9. Create your [Login.gov](#) password.
  - a. This password will work with all email addresses added to your [Login.gov](#) profile.
10. 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.
12. Select the **+ Add new email** option.

The screenshot shows the 'Your account' page. On the left, a sidebar lists navigation options: 'Your Account' (with sub-options: Add email address, Edit password, Delete account), 'Your authentication methods' (with sub-options: Add phone number, Add authentication apps, Add face or touch unlock, Add security key), and 'Your account' (which is the active section). The main content area, titled 'Your account', contains 'Email preferences'. Under 'Email addresses', there are three empty input fields, each with a 'Delete' link to its right. Below these is a button labeled '+ Add new email' which is highlighted with a red rectangle. At the bottom, there is a 'Language' section with 'English' selected and an 'Edit' link.

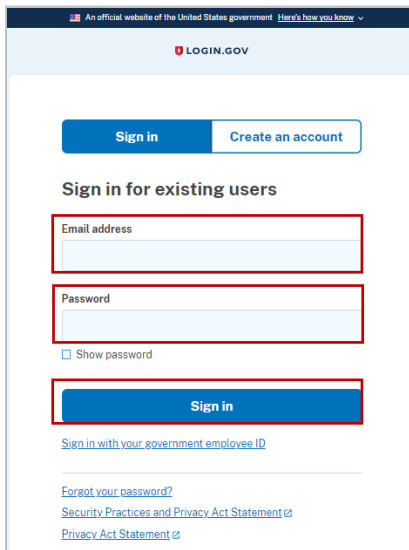
13. Enter your email address in the field and click “*Submit.*”
  - a. You can add as many email addresses as you would like to support accessing numerous systems.
14. Select from the list of authentication methods to add other methods to your profile.



15. Open your internet browser and navigate to <https://tribal.usalearning.gov/plugins/auth/saml2/index.php>.
16. At the login screen, select the “Login via Login.gov” button.



17. You will then be redirected to [Login.gov](https://login.gov).
18. Enter your [Login.gov](https://login.gov) credentials.
19. Select the “Sign in” button.

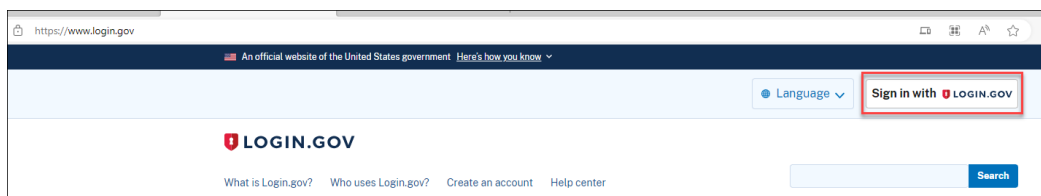


20. After successful authentication, you will be automatically redirected back to <https://tribal.usalearning.gov/index.php> and logged into the site.

**Note: If you have not yet registered an account at the Tribal site you will be taken to the first-time registration screen to set up your account.**

## Part 2: Existing Login.gov Users:

1. If you are not using your **government issued email address**, you must add it to Login.gov to access the **Tribal** site.
2. Open your internet browser and navigate to the [Login.gov](https://www.login.gov/) homepage (<https://www.login.gov/>).
3. Select the **Sign in with Login.gov** button.



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

The screenshot shows the Login.gov sign-in interface. At the top, there is a header 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. The main content area has two buttons: "Sign in" (highlighted with a red box) and "Create an account". Under the "Sign in" button, the text "Sign in for existing users" is displayed. Below this are two input fields: "Email address" and "Password", both highlighted with red boxes. A checkbox labeled "Show password" is located below the password field. A large blue "Sign in" button is positioned below the input fields, also highlighted with a red box. At the bottom, there are several links: "Sign in with your government employee ID", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

5. Complete your secondary authentication method for [Login.gov](https://login.gov). You will then be taken to your [Login.gov](https://login.gov) account profile page.
6. Select the **+ Add new email** option.

The screenshot shows the "Your account" profile page. On the left is a sidebar with a "Your Account" section containing links: "Add email address", "Edit password", and "Delete account". Below this is a "Your authentication methods" section with links: "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 red box highlights the "+ Add new email" button below these fields. Below the email addresses, there is a "Language" section with a dropdown menu showing "English" and an "Edit" link.

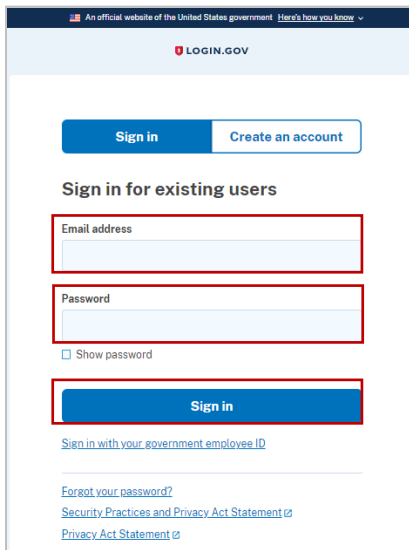
7. Enter your **government issued email address** in the field and select **Submit**.
8. Select from the list of authentication methods to add other methods to your profile.

The screenshot shows a web interface for account management. On the left is a sidebar with two main sections: 'Your Account' and 'Your authentication methods'. The 'Your authentication methods' section is highlighted with a red rectangular box. The main content area on the right is titled 'Your account' and contains sections for 'Email preferences', 'Email addresses', 'Language', and 'Password'. The 'Email addresses' section shows three empty rows, each with a 'Delete' link. The 'Language' section shows 'English' with an 'Edit' link. The 'Password' section is partially visible at the bottom.

9. Open your internet browser and navigate to <https://tribal.usalearning.gov/plugins/auth/saml2/index.php>.
10. At the login screen, select the “Login via Login.gov” button:

The screenshot shows a login screen with a light gray background. At the top, there is a text prompt: 'All other users, please login here via Login.gov.' Below this prompt is a dark gray button with the text 'Login via Login.gov' in white.

11. You will then be redirected to [Login.gov](https://login.gov).
12. Enter your [Login.gov](https://login.gov) credentials: *This should be your government issued email address.*
13. Select the “Sign in” button.



14. After successful authentication, you will be automatically redirected back to <https://tribal.usalearning.gov/index.php> and logged into the site.

**Note:** If you have not yet registered an account at the Tribal site you will be taken to the first-time registration screen to set up your account.

**Help Desk Support:** If you experience any technical problems or difficulty logging in you can submit a help desk ticket: <https://tribal.usalearning.gov/plugins/blocks/helpdesk/index.php>.

You can also call the Help Desk at 202-753-0845 within the Washington, DC area or toll free at 833-200-0035 (Weekdays 8:30AM to 6:00PM Eastern Time).

### 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/>