
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](#).

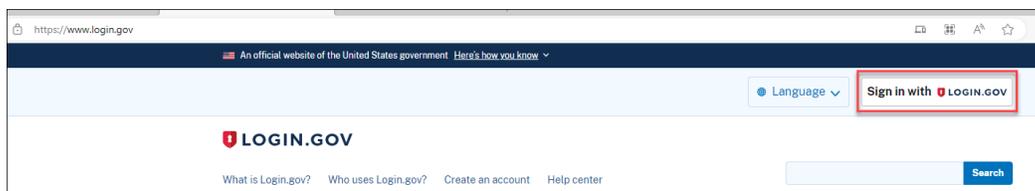
Section 1: Using Login.gov

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:

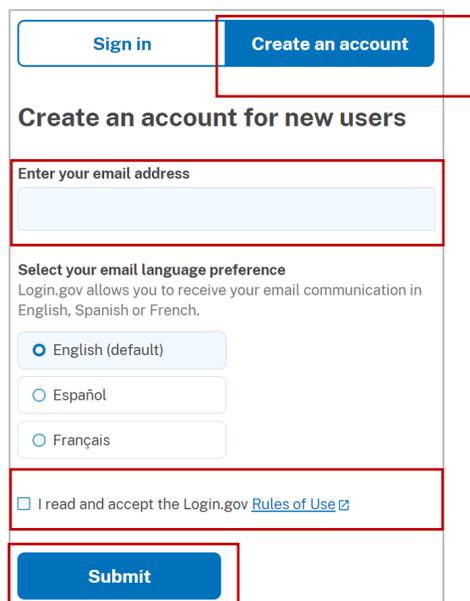
- *If you are a new Login.gov user:* Follow the instructions in [Part 1: New Login.gov Users](#).
- *If you are an existing Login.gov user:* Follow the instructions in [Part 2: Existing Login.gov Users](#).

Part 1: New Login.gov Users

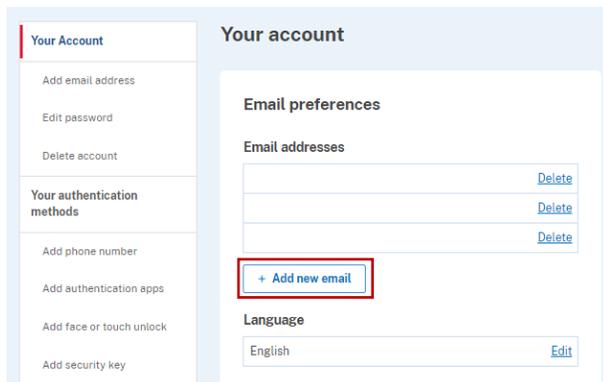
1. Open your internet browser and navigate to [Login.gov](https://www.login.gov) (<https://www.login.gov>).
2. Select the “Sign in with Login.gov” button.



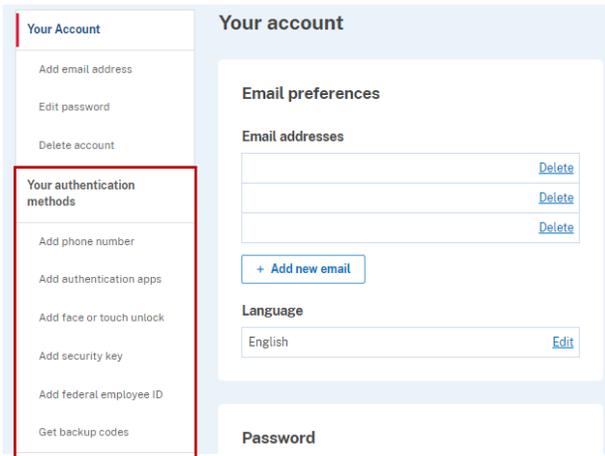
3. Select the “Create an account” button.
4. Enter your government issued email address.
5. Check the box to confirm “I read and accept the Login.gov rules of use.”
6. Select the “Submit” button.

A screenshot of the 'Create an account for new users' form. At the top, there are two buttons: 'Sign in' and 'Create an account'. The 'Create an account' button is highlighted with a red box. Below the buttons is the heading 'Create an account for new users'. The form contains several sections: 'Enter your email address' with a text input field; 'Select your email language preference' with radio buttons for 'English (default)', 'Español', and 'Français'; a checkbox for 'I read and accept the Login.gov Rules of Use'; and a 'Submit' button at the bottom. The 'Create an account' button, the email address field, the language preference section, and the 'Submit' button are all highlighted with red boxes.

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.



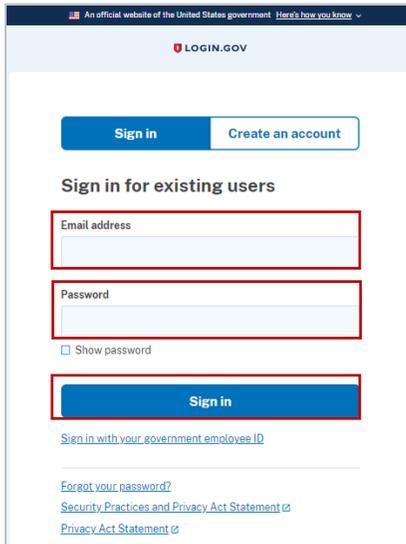
13. Enter your email address in the field and click “*Submit.*”
 - a. You can add as many email addresses as you would like to support accessing numerous systems.
14. Select from the list of authentication methods to add other methods to your profile.



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.

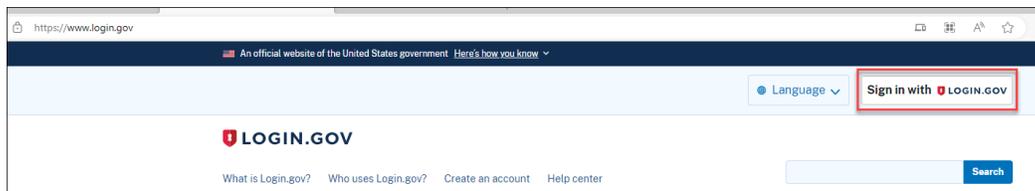


20. After successful authentication, you will be automatically redirected back to <https://tribal.usalearning.gov/index.php> and logged into the site.

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**.

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

Show password

[Sign in](#)

[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

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

Your Account

Add email address

Edit password

Delete account

Your authentication methods

Add phone number

Add authentication apps

Add face or touch unlock

Add security key

Your account

Email preferences

Email addresses

[Delete](#)

[Delete](#)

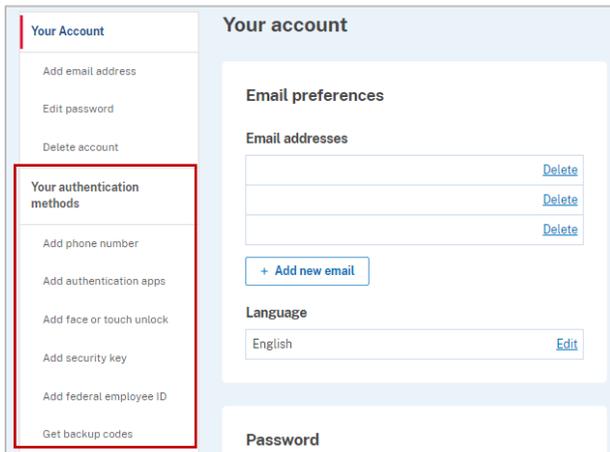
[Delete](#)

[+ Add new email](#)

Language

English [Edit](#)

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.



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:



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.

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

Show password

[Sign in](#)

[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

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/>