

Single Sign-On Instructions

CONTENTS

Single Sign-On Instructions.....	1
Overview	1
Section 1: OPM employees using a government-issued device	2
Section 2: OPM employees using a personal device and non-OPM employees	3
Part 1: New Login.gov Users	3
Part 2: Existing Login.gov Users:	6
Section 3: Login.gov resource links for users.....	10

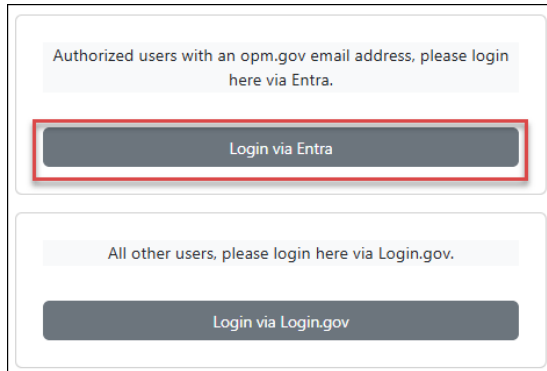
Overview

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

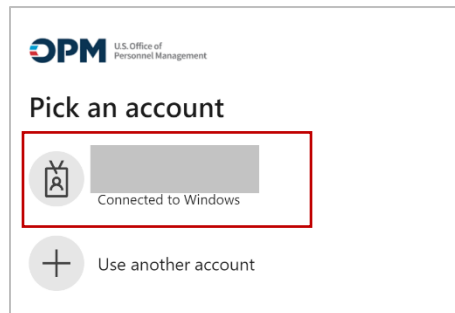
- If you **are an OPM employee** (an authorized user whose account is associated with an opm.gov email address) and you are:
 - Using a **government-issued device**: you will log in via *Entra* by completing the steps in [Section 1](#).
 - Using a **personal device**: you will log in via [Login.gov](#) 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 [Tribal 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 [Tribal Gov](#).
6. **Existing users** will automatically be logged into GSA FACA.
7. **New users** will be taken to the first-time user registration page. You must include the email address associated with your Entra account.

Help Desk Support: If you experience any technical problems or difficulty logging in you can submit a help desk ticket: <https://tribaldevallearning.net/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).

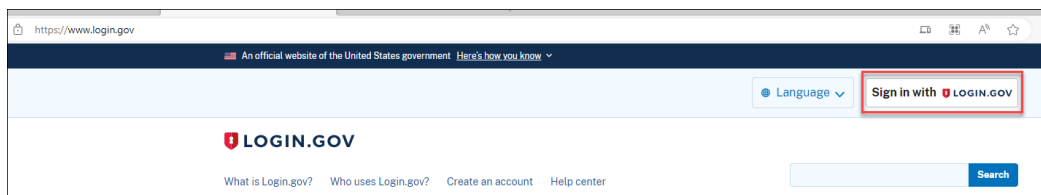
Section 2: OPM employees using a personal device and non-OPM employees

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

The screenshot shows the 'Create an account' form on the Login.gov website. Red rectangular boxes highlight the following elements: the 'Create an account' button at the top right; the 'Enter your email address' input field; the language selection section with radio buttons for English (default), Español, and Français; the checkbox for accepting the Terms of Use; and the 'Submit' button at the bottom.

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

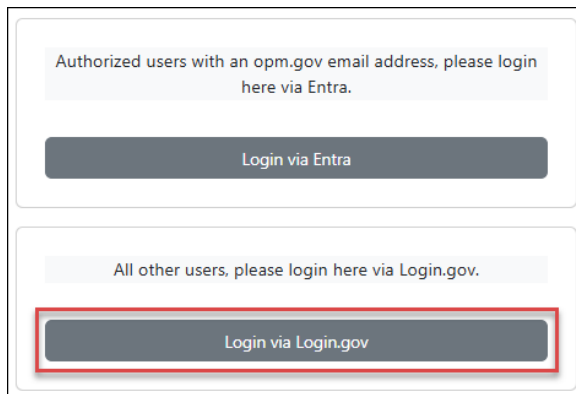
The screenshot shows a web interface for account management. On the left is a sidebar with two main sections: 'Your Account' and 'Your authentication methods'. The 'Your Account' section includes links for 'Add email address', 'Edit password', and 'Delete account'. The 'Your authentication methods' section 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 an 'Email preferences' section. Under 'Email preferences', there is an 'Email addresses' section with three empty input fields, each with a 'Delete' link to its right. Below these fields is a button labeled '+ Add new email', which is highlighted with a red rectangle. At the bottom of the 'Email preferences' section is a 'Language' section with a dropdown menu currently set to 'English' and an 'Edit' link to its right.

13. Enter the email address you will use for the **Tribal Gov** site 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. However, in this version, the 'Your authentication methods' section in the sidebar is highlighted with a red rectangle. This section contains 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 the 'Email preferences' section with the 'Email addresses' list and the '+ Add new email' button.

15. Open your internet browser and navigate to [Tribal Gov](https://tribalgov.gov).
16. At the login screen, select the “*Login via Login.gov*” button.



Authorized users with an opm.gov email address, please login here via Entra.

Login via Entra

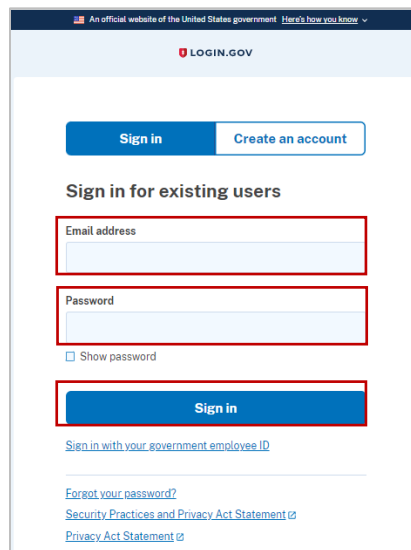
All other users, please login here via Login.gov.

Login via Login.gov

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.



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](#)

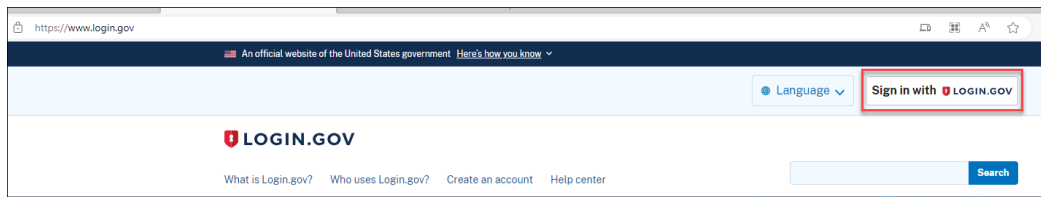
[Privacy Act Statement](#)

20. **Existing users** will automatically be logged into Tribal Gov.

21. **New users** will be taken to the first-time user registration page. You must include the email address that you used in your Login.gov account.

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**.

A screenshot of the Login.gov sign-in page. The page has a blue header with the 'LOGIN.GOV' logo. Below the header, there are two buttons: 'Sign in' (highlighted with a red box) and 'Create an account'. The main heading is 'Sign in for existing users'. There are two input fields: 'Email address' (highlighted with a red box) and 'Password' (highlighted with a red box). Below the password field is a checkbox labeled 'Show password'. A large blue 'Sign in' button is also highlighted with a red box. At the bottom, there are links for 'Sign in with your government employee ID', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

4. 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.
5. Select the **+ Add new email** option.

The screenshot shows the 'Your account' page. On the left is a sidebar with 'Your Account' and 'Your authentication methods' sections. The main content area is titled 'Your account' and contains 'Email preferences' and 'Language' sections. The 'Email addresses' list is empty, and the '+ Add new email' button is highlighted with a red rectangle.

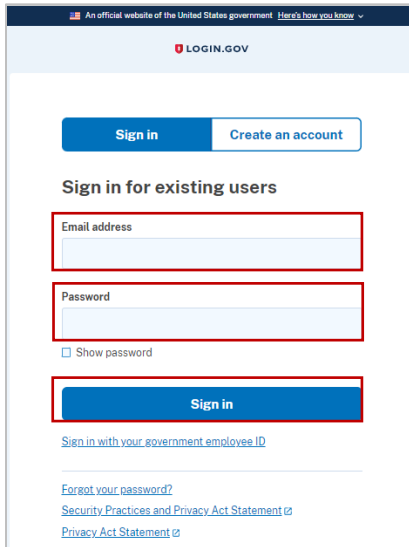
6. Enter the email address you will use for Tribal Gov.
7. Select from the list of authentication methods to add other methods to your profile.

This screenshot is similar to the previous one but shows the 'Your authentication methods' section in the sidebar highlighted with a red rectangle. The main content area now includes a 'Password' section at the bottom.

22. Open your internet browser and navigate to [Tribal Gov](https://tribalgov.gov).
23. At the login screen, select the “*Login via Login.gov*” button.

The screenshot shows the Tribal Gov login screen. It has two main sections: one for 'Authorized users with an opm.gov email address, please login here via Entra.' with a 'Login via Entra' button, and another for 'All other users, please login here via Login.gov.' with a 'Login via Login.gov' button. The 'Login via Login.gov' button is highlighted with a red rectangle.

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



11. After successful authentication, you will be automatically redirected back to [Tribal Gov](https://tribal.gov).
12. **Existing users** will automatically be logged into Tribal Gov.
13. **New users** will be taken to the first-time user registration page. You must include the email address that you used in your Login.gov account.

Help Desk Support: If you experience any technical problems or difficulty logging in you can submit a help desk ticket: <https://tribaldev.usalearning.net/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/>