USA Performance Learning Management System (LMS) Single Sign-On Instructions
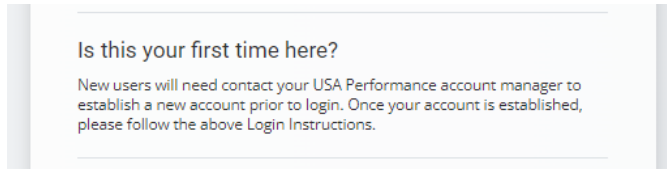
CONTENTS

Overview

USA Performance LMS provides training courses, guides and resources via an online training portal created for agency and organization administrators. These instructions outline how to log into OPM systems: USA Performance LMS, using single sign-on multifactor authentication (MFA) protocols.

- All **first-time users** will need to contact their USA Performance account manager for a LMS profile to log into the training system.

- If you **are an OPM employee** (an authorized user whose account is associated with an opm.gov email address) and you are:

    o Using a **government-issued device**: you will log in via *Entra* by completing the steps in Section 1.

    o 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.
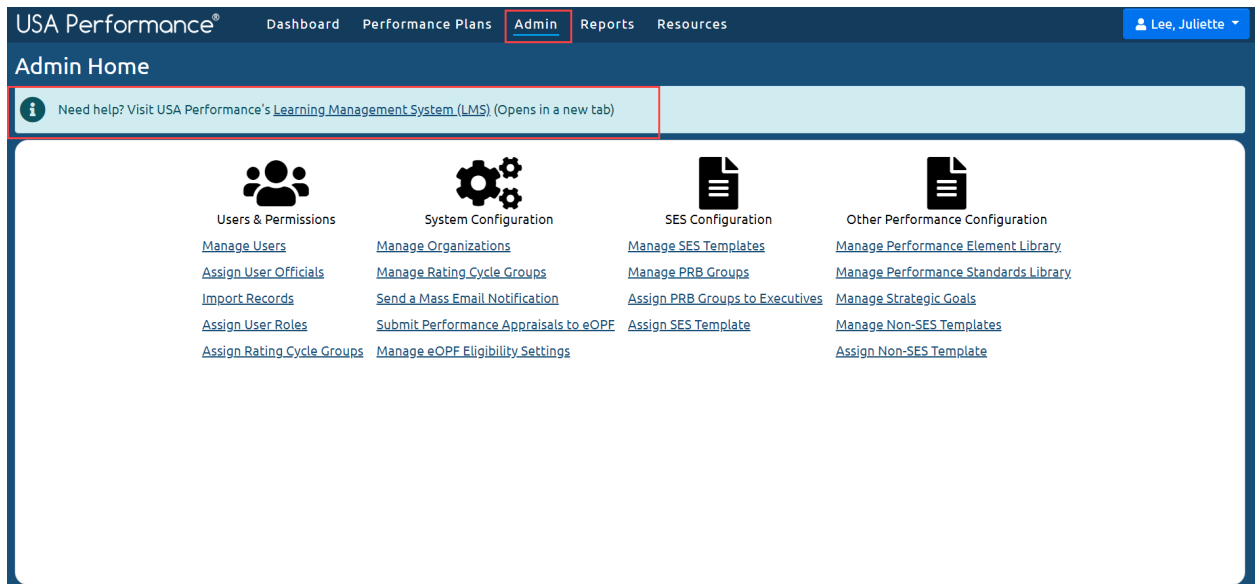
Section 1: Is this your first time here?

To log into the USA Performance LMS, first time users will need to contact their USA Performance account managers to establish a LMS profile. Once the profile is created, the user will be notified to access the LMS.
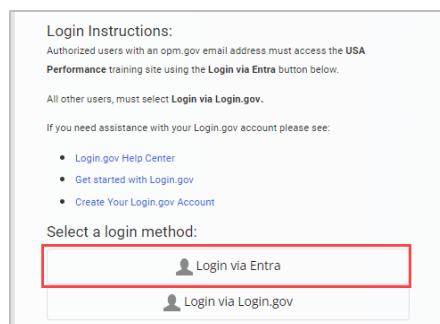
Is this your first time here?

New users will need contact your USA Performance account manager to establish a new account prior to login. Once your account is established, please follow the above Login Instructions.

Section 2: OPM employees using a government-issued device

1. Open your internet browser and navigate to USA Performance LMS, https://usaptraining.opm.gov/ or from the *USA Performance **Admin*** page USA Performance® - Login Page (opm.gov).

USA Performance®   Dashboard   Performance Plans   Admin   Reports   Resources   👤 Lee, Juliette ▼

Admin Home

ⓘ Need help? Visit USA Performance's Learning Management System (LMS) (Opens in a new tab)

Users & Permissions
Manage Users
Assign User Officials
Import Records
Assign User Roles
Assign Rating Cycle Groups

System Configuration
Manage Organizations
Manage Rating Cycle Groups
Send a Mass Email Notification
Submit Performance Appraisals to eOPF
Manage eOPF Eligibility Settings

SES Configuration
Manage SES Templates
Manage PRB Groups
Assign PRB Groups to Executives
Assign SES Template

Other Performance Configuration
Manage Performance Element Library
Manage Performance Standards Library
Manage Strategic Goals
Manage Non-SES Templates
Assign Non-SES Template

2. At the login screen, select the *"Login via Entra"* button.

Login Instructions:
Authorized users with an opm.gov email address must access the **USA Performance** training site using the **Login via Entra** button below.

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

If you need assistance with your Login.gov account please see:

- Login.gov Help Center
- Get started with Login.gov
- Create Your Login.gov Account

Select a login method:

👤 Login via Entra

👤 Login via Login.gov

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.
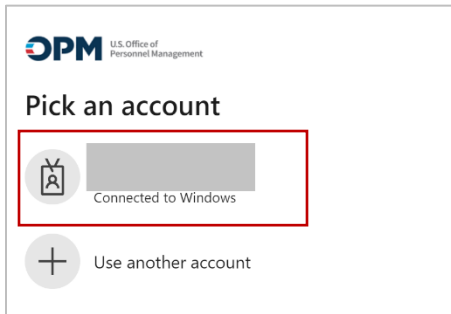
5. After successful authentication, you will be automatically redirected back to USA Performance LMS.

Help Desk Support: If you experience any technical problems or difficulty logging in you can submit a help desk ticket: https://usaptraining.opm.gov/blocks/help_desk/newticket.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: OPM employees using a personal device and non-OPM employees

First, go directly to Login.gov, **not USA Performance LMS.** Then, follow the instructions based on your 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) or from the *USA Performance **Admin** page*.

2. Select the *"Sign in with Login.gov"* button.
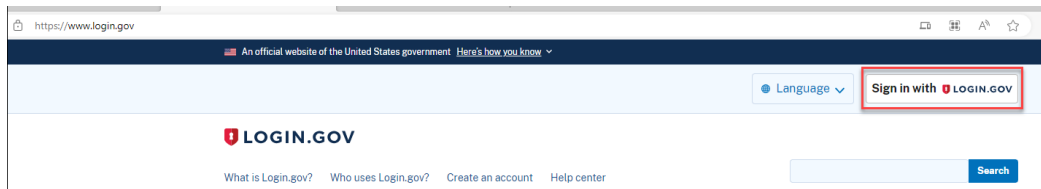
3. Select the *"Create an account"* button.

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.

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 USA Performance account email address must be added to your Login.gov account for successful authentication and login:
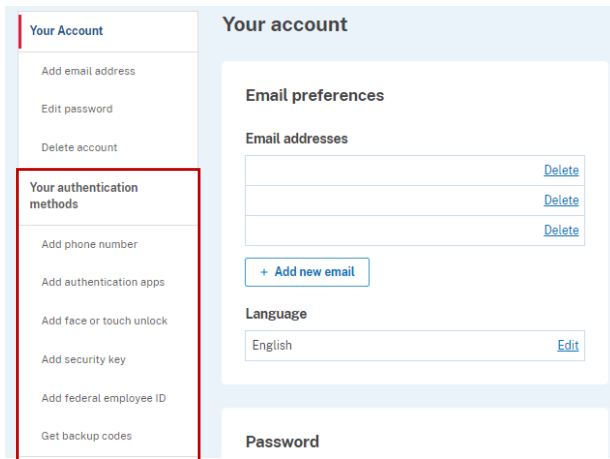
12. Select the **+ Add new email** option.
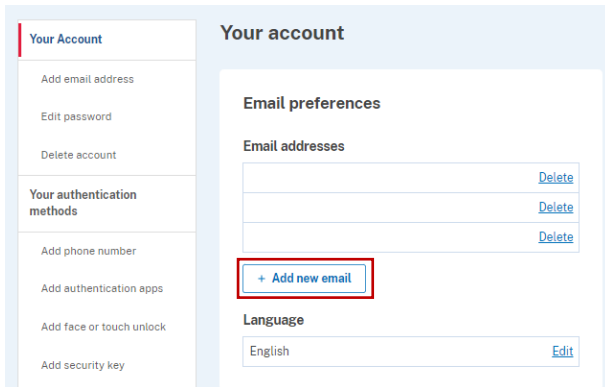
13. Enter your **work email address associated to your USA Performance profile** in the field and click *"Submit."*
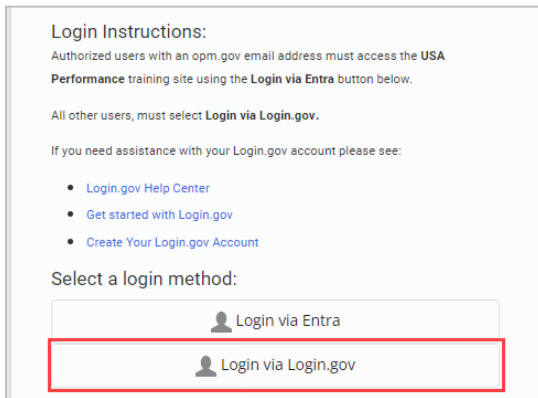
    a. You can add as many email addresses as you would like to support accessing numerous systems.

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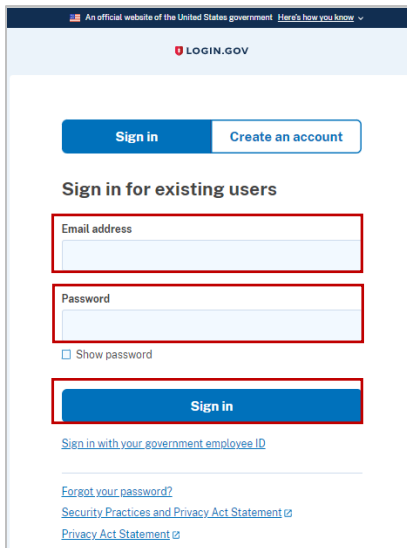

15. Open your internet browser and navigate to USA Performance LMS.

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

17. You will then be redirected to Login.gov.

18. Enter your Login.gov credentials: *Note:* this will be your **work email address associated to your USA Performance LMS profile** (which you added as an additional email address in Step 12), along with your Login.gov password.

19. Select the "Sign in" button.

20. After successful authentication, you will be automatically redirected back to **USA Performance LMS** (https://usaptraining.opm.gov/).

Part 2: Existing Login.gov Users:

1. Open your internet browser and navigate to the Login.gov homepage (https://www.login.gov/).

2. Select the **Sign in with Login.gov** button.
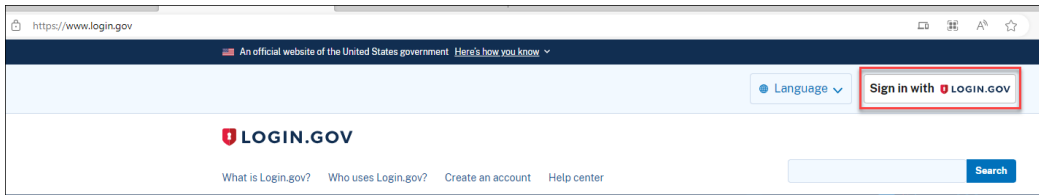
3. Enter your login credentials and select **Sign in**.
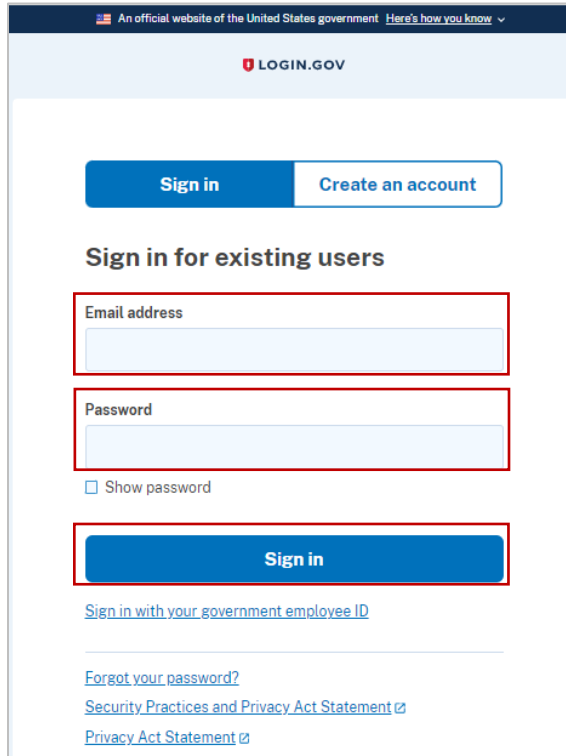
4. Complete your secondary authentication method for Login.gov. You will then be taken to your Login.gov account profile page.

Note: Your work email address associated to USA Performance LMS must be added to your Login.gov account for successful authentication and login.

5. Select the **+ Add new email** option.
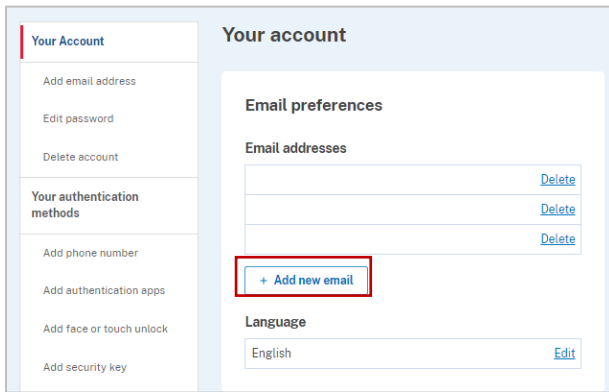
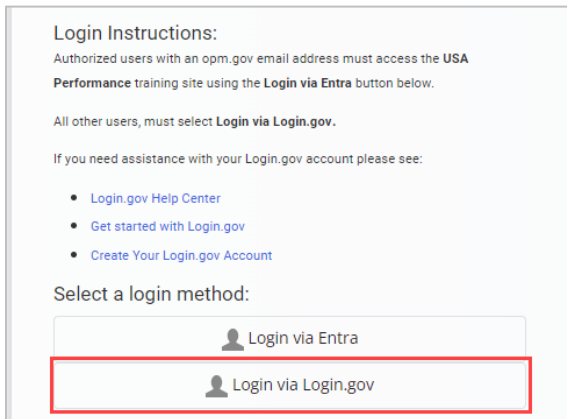6. Enter your **work email address associated to USA Performance LMS** in the field and select **Submit**.

   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.
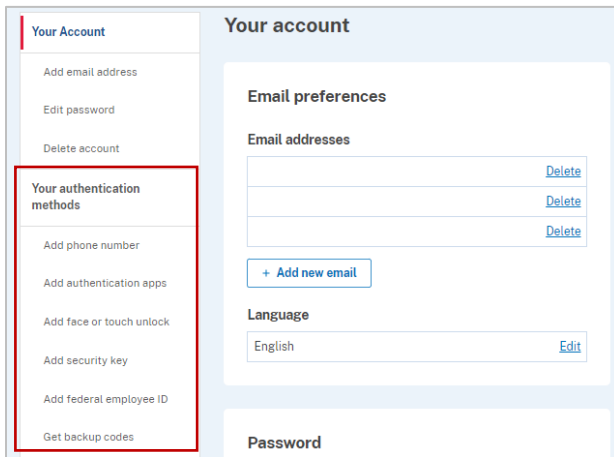

8. Open your internet browser and navigate to USA Performance LMS.

9. At the login screen, select the *"Login via Login.gov"* button:

10. You will then be redirected to Login.gov.

11. Enter your Login.gov credentials: *Note:* this will be your work email address associated to USA Performance LMS profile (which you added as an additional email address in Step 12), along with your Login.gov password.

12. Select the *"Sign in"* button.
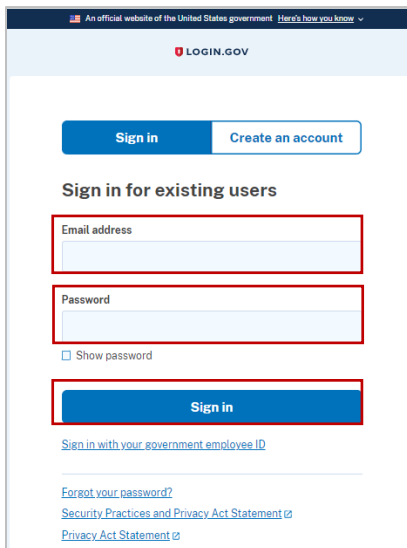
13. After successful authentication, you will be automatically redirected back to USA Performance LMS (https://usaptraining.opm.gov/).

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Section 4: 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/