# HOW TO CREATE A WRP AND LOGIN.GOV ACCOUNT AND SIGN IN

The Workforce Recruitment Program (WRP) uses Login.gov to enable users to sign in to the WRP.gov website. Login.gov is a secure sign-in service used to log in to participating Federal Government agency websites. Please follow the steps below to register and sign into WRP.

### **Register for WRP**

- Go to <u>WRP.gov</u> and select your respective user type's button using the "Students", "Recruiters", "Employers", or "School Coordinator" button on the top of the page.
- 2. Important: Before you create a Login.gov account, click "Register Now!" for your respective user type to register for a WRP account. Employers, Recruiters, and School Coordinators should register with your work email address. Students should register with an email that is professional and that you check frequently. Non-Employer users must register for a new account each year.



- 3. Your registration will be approved by WRP, usually within 2-3 business days. You will then receive a welcome or registration approval email from WRP.
- 4. Click on the link in the email or return to <u>WRP.gov</u> and select your respective user type's button at the top of the page.
- 5. Click the "<u>Sign in with Login.gov</u>" button.

# Do you have a Login.gov account using the email with which you registered for WRP?

Please note that you must use the exact same email address for your WRP and Login.gov accounts.



If you answered 'No' to the above question, go on to <u>Create a Login.gov Account</u>. If you answered 'Yes' to the above question, skip down to <u>Sign in to Your Existing</u> <u>Login.gov Account</u>.

#### Create a Login.gov Account

- 6. Click the button "Create an Account" and provide the same email address that you used to register for WRP.
- 7. Login.gov will send a confirmation email to the email address you provided. Find the email from Login.gov with the subject "Confirm your email." Open this email and click the "Confirm email address" button.
- 8. You will be redirected to Login.gov where you will be asked to set up a password for your account. Enter a strong password and click "Continue."

UOGIN.GOV	Government Agency Name Placeholder
You have confirmed your er	nail address
Create a strong pa	ssword
It must be at least 12 characters lo password. That's it!	ong and not be a commonly used
Password	Show password
*****	
Password strength: Great!	
a a a a a a a a a a a a a a a a a a a	
Continue	4
<b>Continue</b> Password safety tips	+

# Workforce Recruitment Program

 As an added layer of protection, Login.gov requires you to set up a second authentication method to keep your account safe. Select from one of the methods listed on the page.

<u>Federal Employers and Recruiters:</u> There are a number of authentication methods available, including using your government or military PIV or CAC card.

<u>School Coordinators and Students:</u> The first two options listed are not available to the general public in most cases, so the best option is to use a phone or authentication app to receive a security code.

Click "Continue" at the bottom of the page.

10.Click on "Agree and continue" to be returned to the WRP website. You will automatically be logged into WRP if your WRP registration has been approved and can start your new application.

Authentication method setup	
Add a second layer of security so only you can sign in to your account.	
Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.	
Select an option to secure your account:	
O Security key	
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.	Select one opti
HORE SECONE	Easiest is Phon
Government employee ID	
your PIN.	
MORE SECURE	
O Phone	
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.	
O Backup codes	
We'll give you 10 codes. You can use backup codes as your	
only authentication method, but it is the least recommended method since notes can get lost. Keep them	
in a safe place.	
LENGT SECONE	
Continue	
< <u><cancel account="" creation<="" u=""></cancel></u>	
LOGIN.GOV     Government     Agency Mane     Ploceholder	
A phone was added to your account.	
A phone was added to your account.	
A phone was added to your account.           Image: Constraint of the state	
A phone was added to your account.           Image: Constraint of the second sec	
<ul> <li>A phone was added to your account.</li> <li>Image: Comparison of the second second</li></ul>	
A phone was added to your account.   Image: State of the state of	

## Sign in to Your Existing Login.gov Account

- 1. Enter your email address and password and click on "Sign In." The email addresses for your WRP account and Login.gov accounts must be the same.
- 2. You will be asked to authenticate your account using the second authentication method you have selected. If you have opted for phone verification, a code will be sent to the number. Enter the code and click on "Submit."

Enter your secur	tity code
We sent a security code to minutes.	. This code will expire in 10
One-time security code	
Submit	
C Get another code	Remember this browser
Don't have access to	o your phone right now?

3. You will be logged in and redirected to the WRP website.

If you have questions or want more information about Login.gov, please go to the <u>Login.gov Help Center</u>. If you have questions about your WRP account, please email <u>wrp@dol.gov</u>.