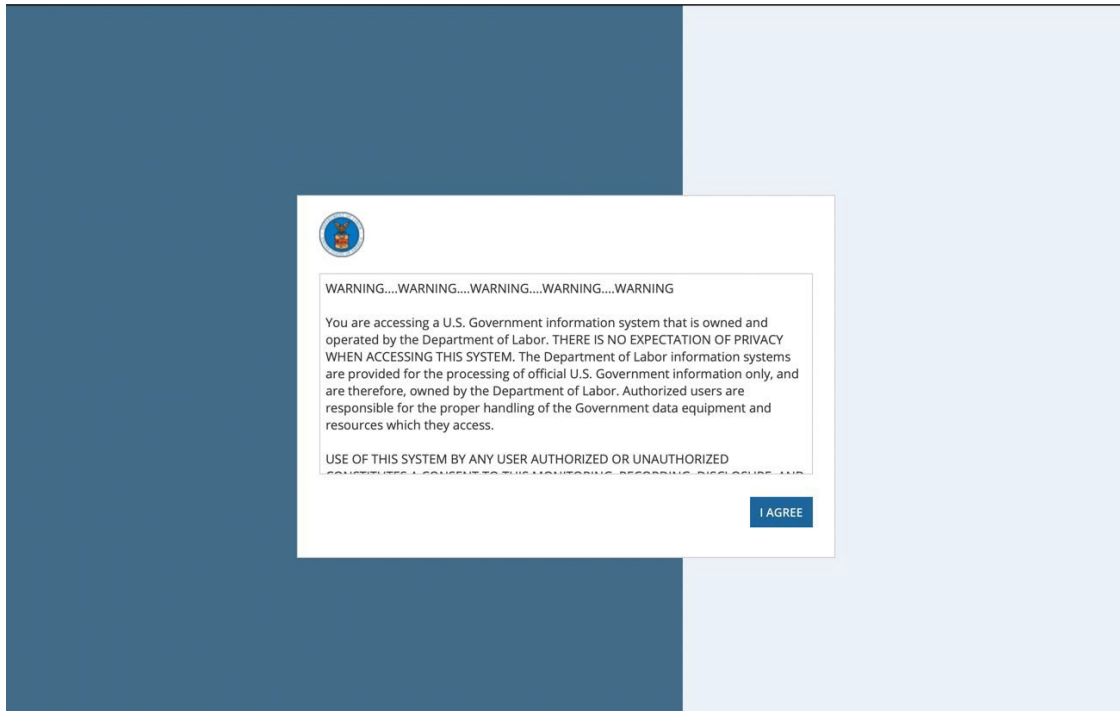
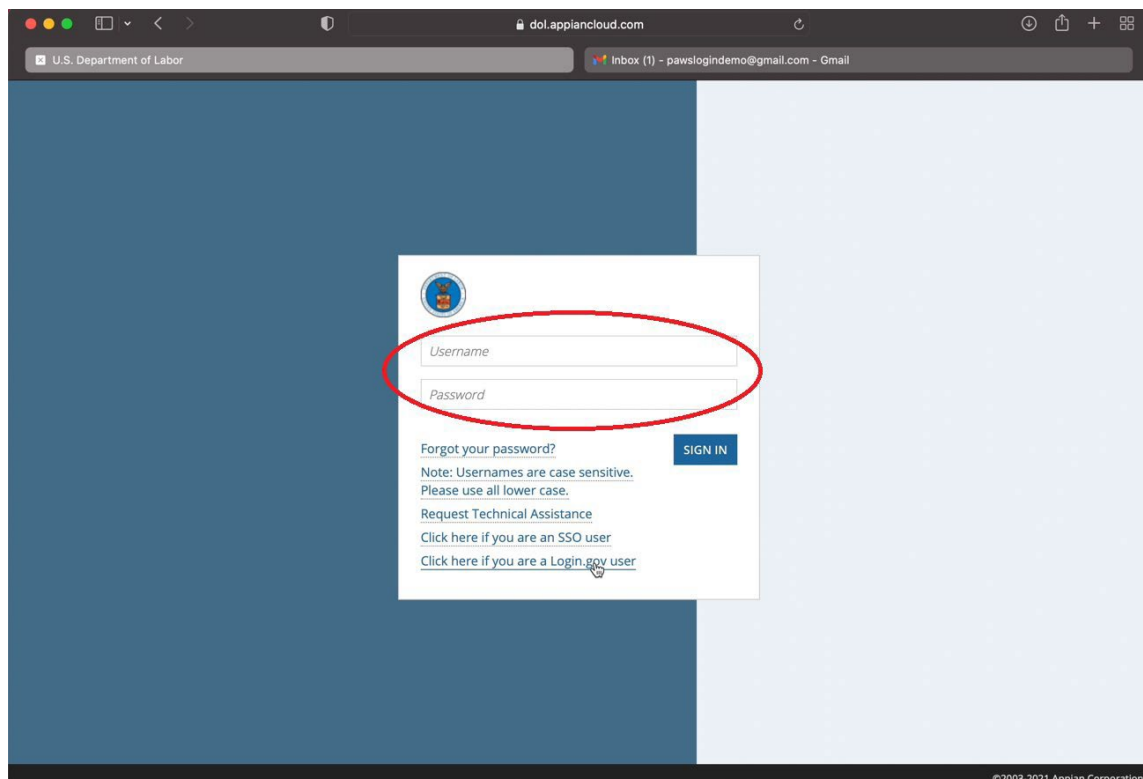


Instructions for Accessing the Workforce Integrated Performance System (WIPS) through Login.Gov

1. Go to the WIPS home page (<https://dol.appiancloud.com/suite>)

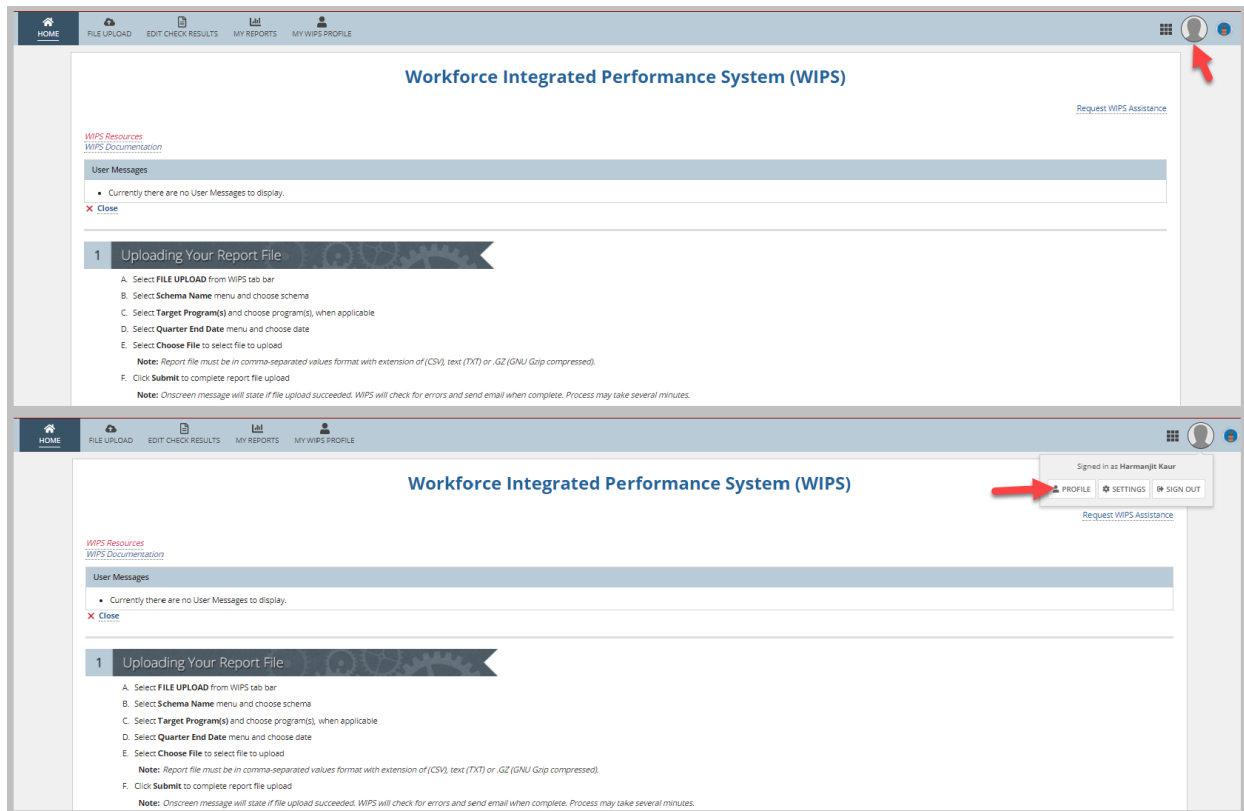


2. Select "I Agree" after reading the disclosure.



3. Log in using your current Username and Password.

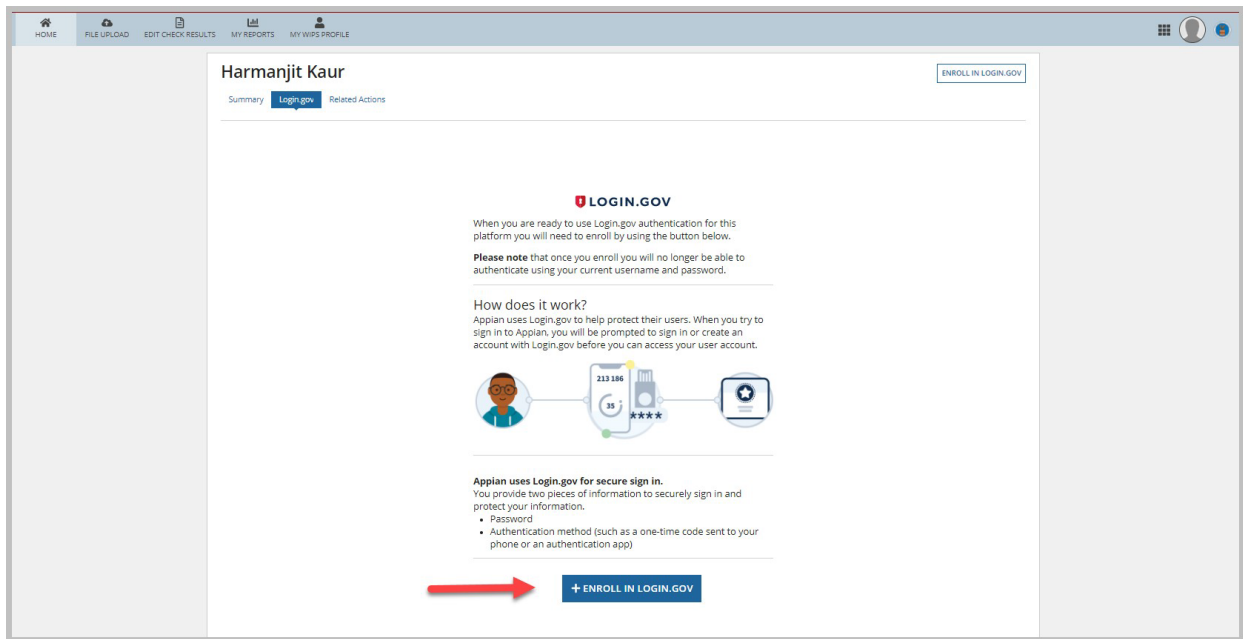
4. Click on Profile Icon in the upper right hand corner and select “Profile.”



5. Click on the login.gov tab in the Profile page.

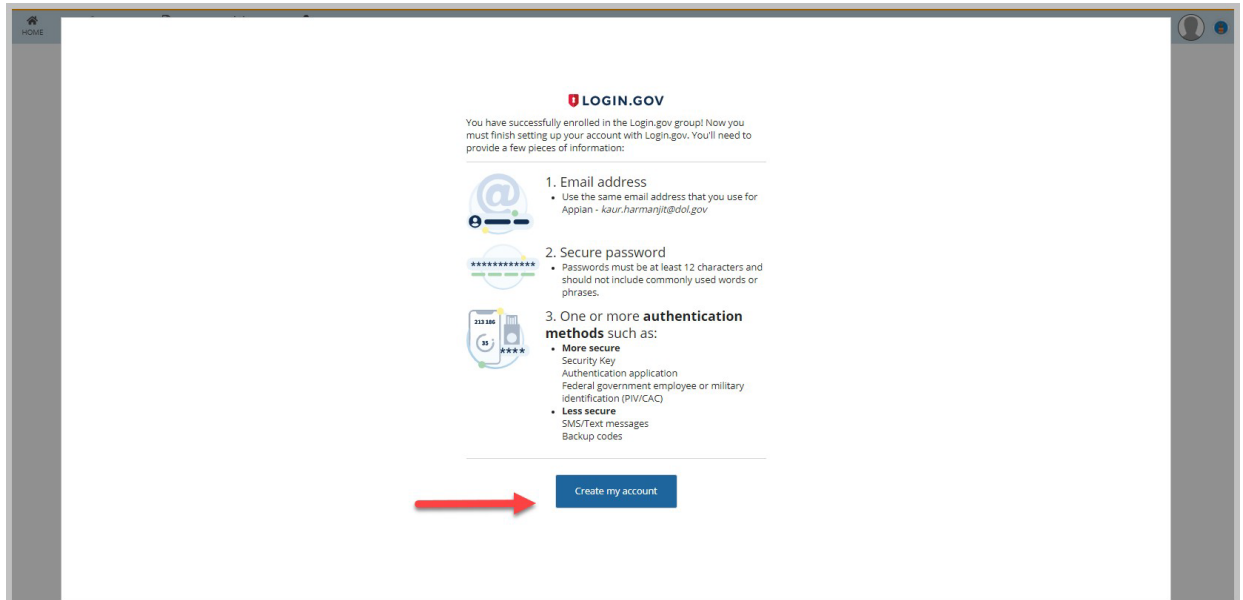


6. Click on the “ENROLL IN LOGIN.GOV” button (including users that already have a login.gov account).

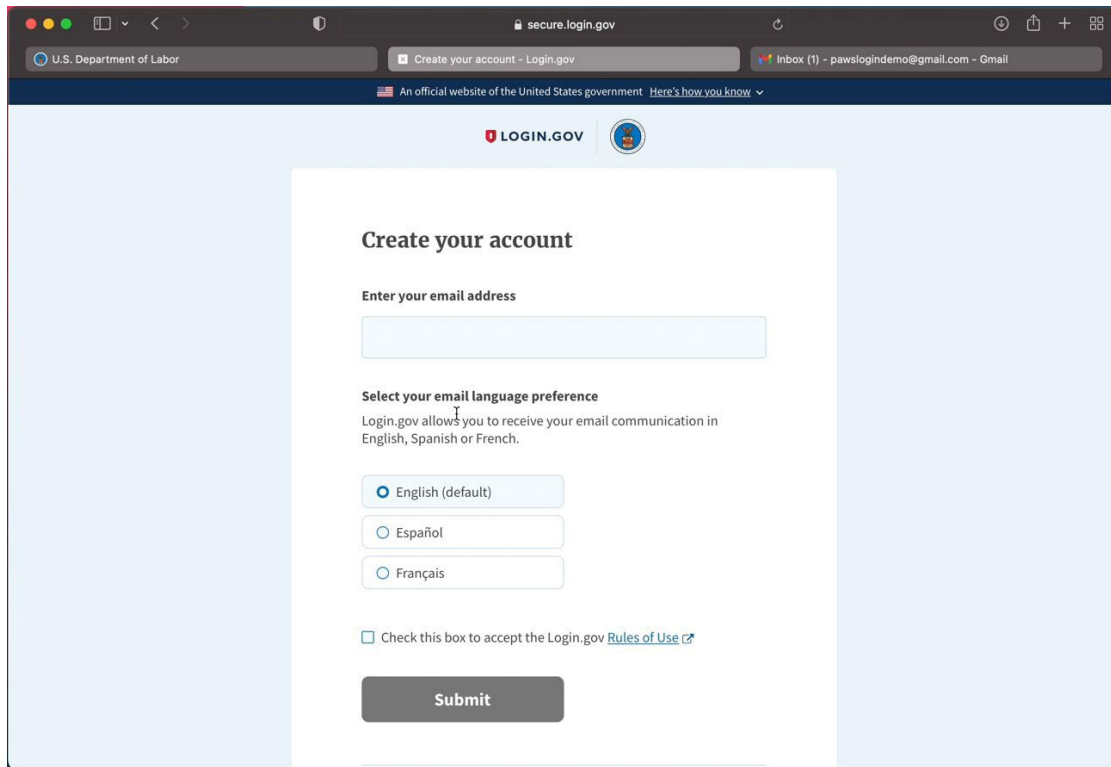


7. You will be taken to the Login.gov page. Because this login is used across multiple agencies, you may already have an account. If you do, stop here and the next time you log in to WIPS you will log in by clicking “Click here if you are a login.gov user.”

If you do not currently have an account, click on “Create my account” to make a new login.

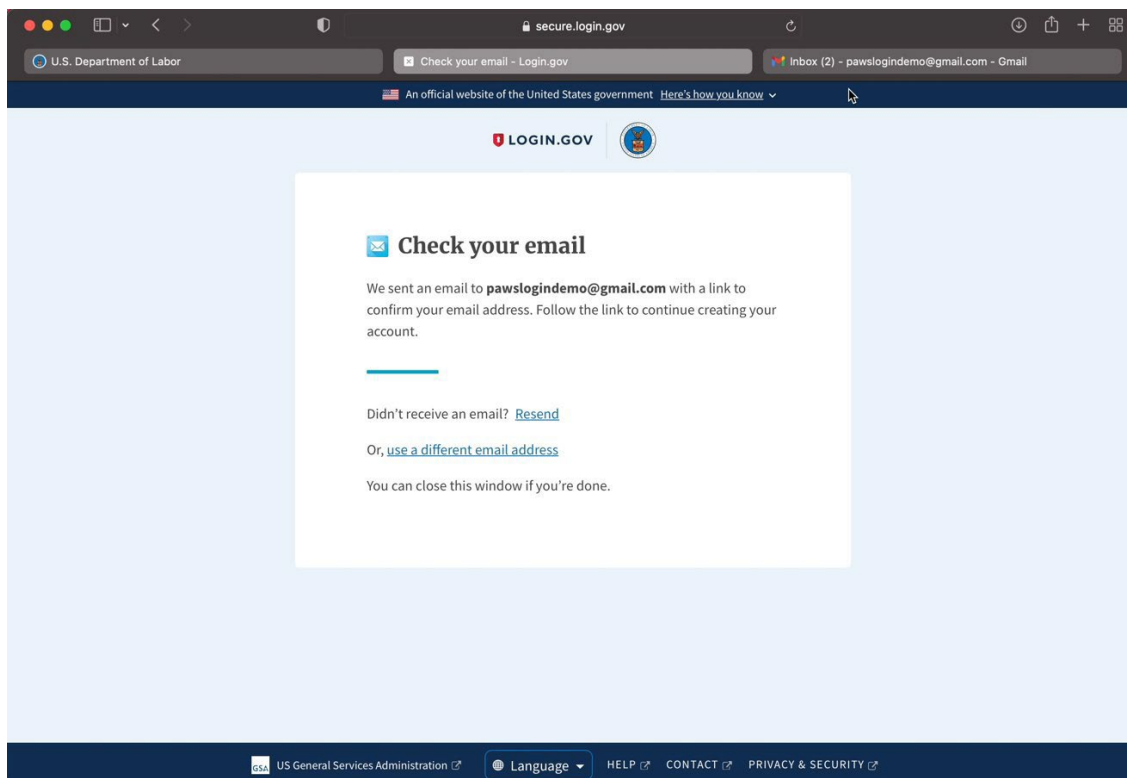


8. Enter your email address and select your language. The email you enter must match the one assigned to your WIPS account. If you need to use a different email for your WIPS account, submit a WIPS technical assistance request. Make sure to review the Rules of Use and check the box before clicking “Submit.”



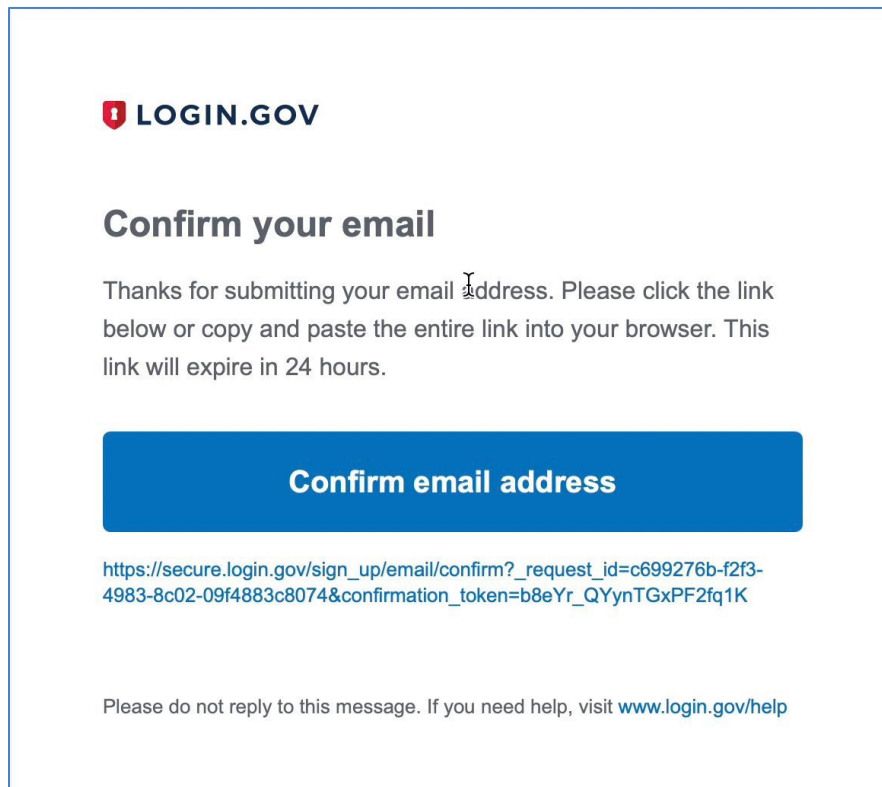
The screenshot shows the 'Create your account' page on the secure.login.gov website. The page has a light blue background with a white central form. At the top of the form, it says 'Create your account'. Below this, there is a section titled 'Enter your email address' with a text input field. Underneath, there is a section titled 'Select your email language preference' with a note: 'Login.gov allows you to receive your email communication in English, Spanish or French.' There are three radio button options: 'English (default)', 'Español', and 'Français'. Below these is a checkbox labeled 'Check this box to accept the Login.gov Rules of Use' with a link to the rules. At the bottom of the form is a dark grey 'Submit' button. The browser's address bar shows 'secure.login.gov' and the page title is 'Create your account - Login.gov'.

9. Login.Gov will then send a verification email to your email account.

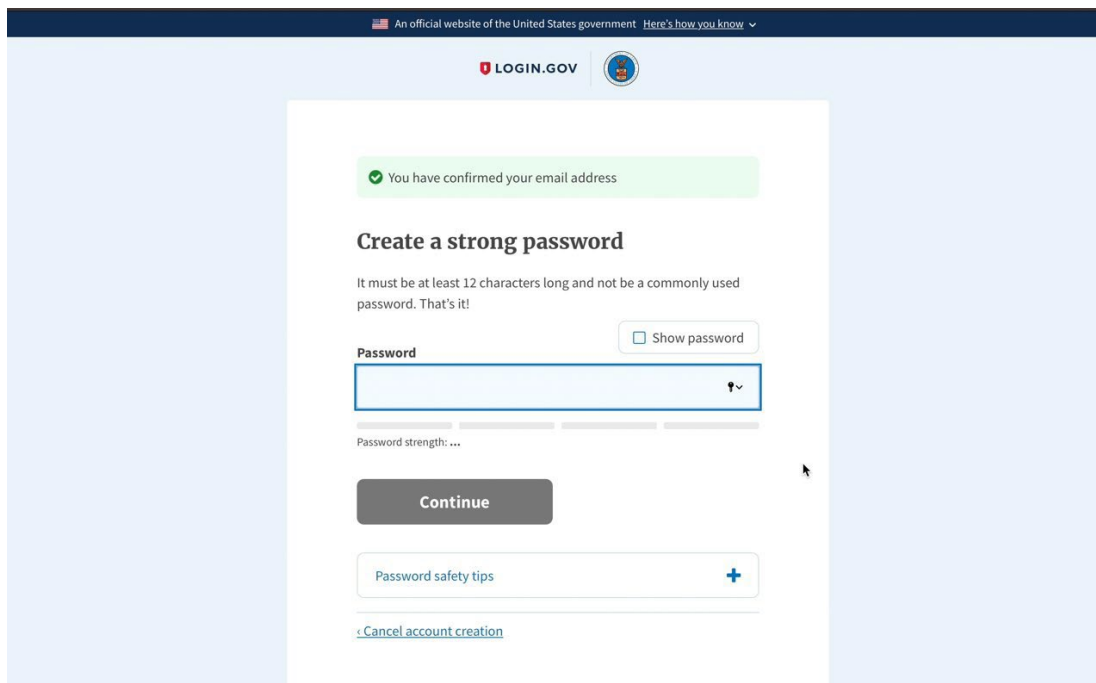


The screenshot shows the 'Check your email' page on the secure.login.gov website. The page has a light blue background with a white central form. At the top of the form, there is an envelope icon and the text 'Check your email'. Below this, it says: 'We sent an email to pawslogindemo@gmail.com with a link to confirm your email address. Follow the link to continue creating your account.' There is a blue progress bar. Below the progress bar, there is a link 'Resend' and a link 'Or, use a different email address'. At the bottom of the form, it says: 'You can close this window if you're done.' The browser's address bar shows 'secure.login.gov' and the page title is 'Check your email - Login.gov'.

10. Click on the “Confirm email address” link.

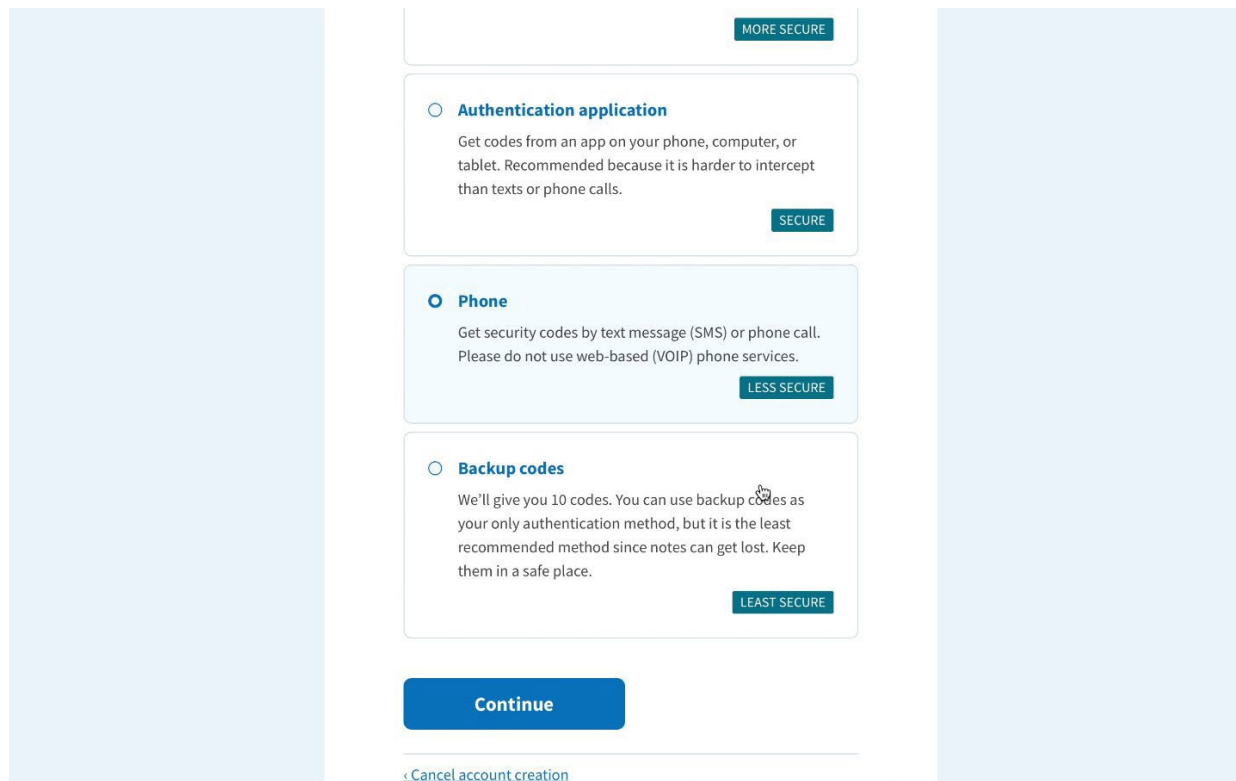


11. Login.Gov will then ask you to create a password of at least 12 characters. Click “Continue” when you are satisfied with your password.



12. Login.Gov requires two-factor authentication. Users may select the authentication and strong authentication methods are recommended. However, most commonly, users use a phone number for authentication.

13. To set up phone as your authentication method, scroll down and select “Phone” and then press “Continue.”



This screenshot shows the authentication method selection screen. It features three radio button options: "Authentication application" (labeled "MORE SECURE"), "Phone" (labeled "LESS SECURE"), and "Backup codes" (labeled "LEAST SECURE"). The "Phone" option is selected. Below the options is a blue "Continue" button and a link to "Cancel account creation".

MORE SECURE

☐ **Authentication application**
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

SECURE

☒ **Phone**
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.

LESS SECURE

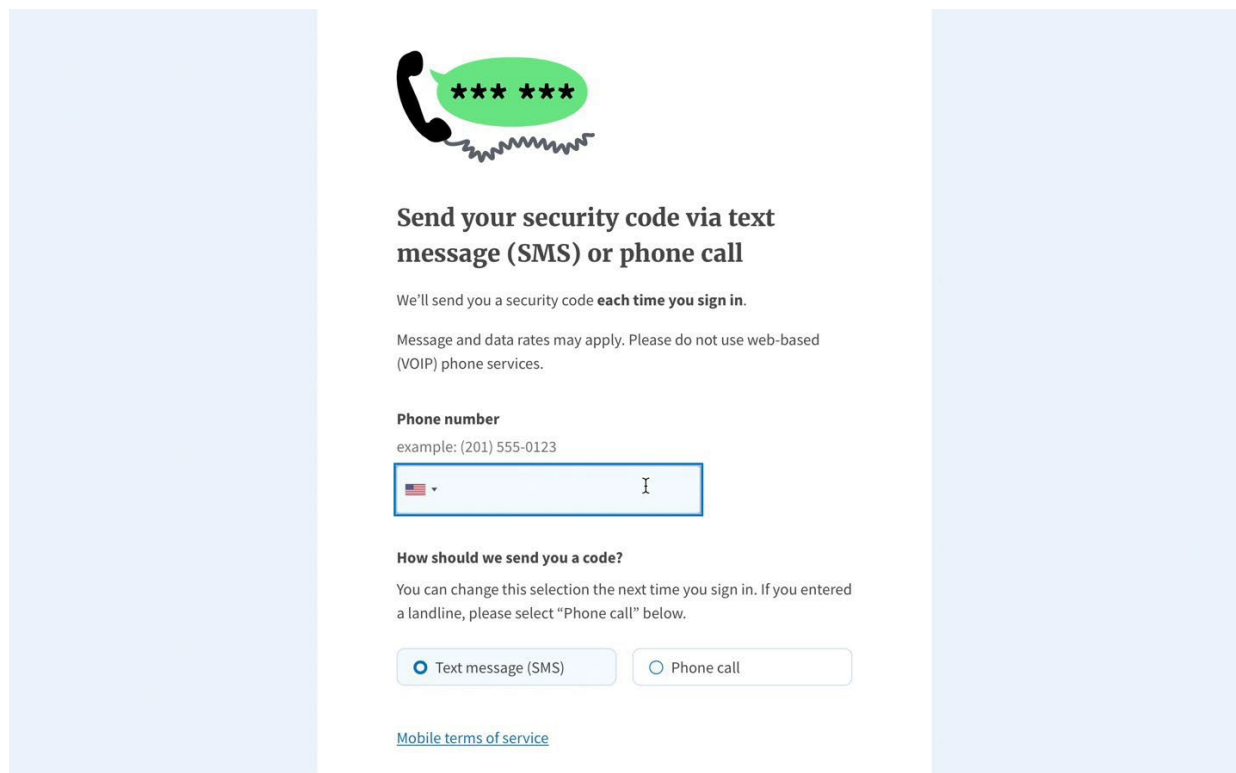
☐ **Backup codes**
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since codes can get lost. Keep them in a safe place.

LEAST SECURE

Continue

[Cancel account creation](#)

14. Enter your phone number and select Text or Phone call before clicking “Continue.” Note that some business phones use voice-over-ip (VOIP) and are not allowable numbers. Cell phones are most commonly used.



This screenshot shows the screen for entering a phone number and selecting the delivery method for the security code. It includes a phone icon with masked digits, instructions on how the code will be sent, a phone number input field with a country code dropdown, and radio buttons for "Text message (SMS)" and "Phone call".



Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**.

Message and data rates may apply. Please do not use web-based (VOIP) phone services.

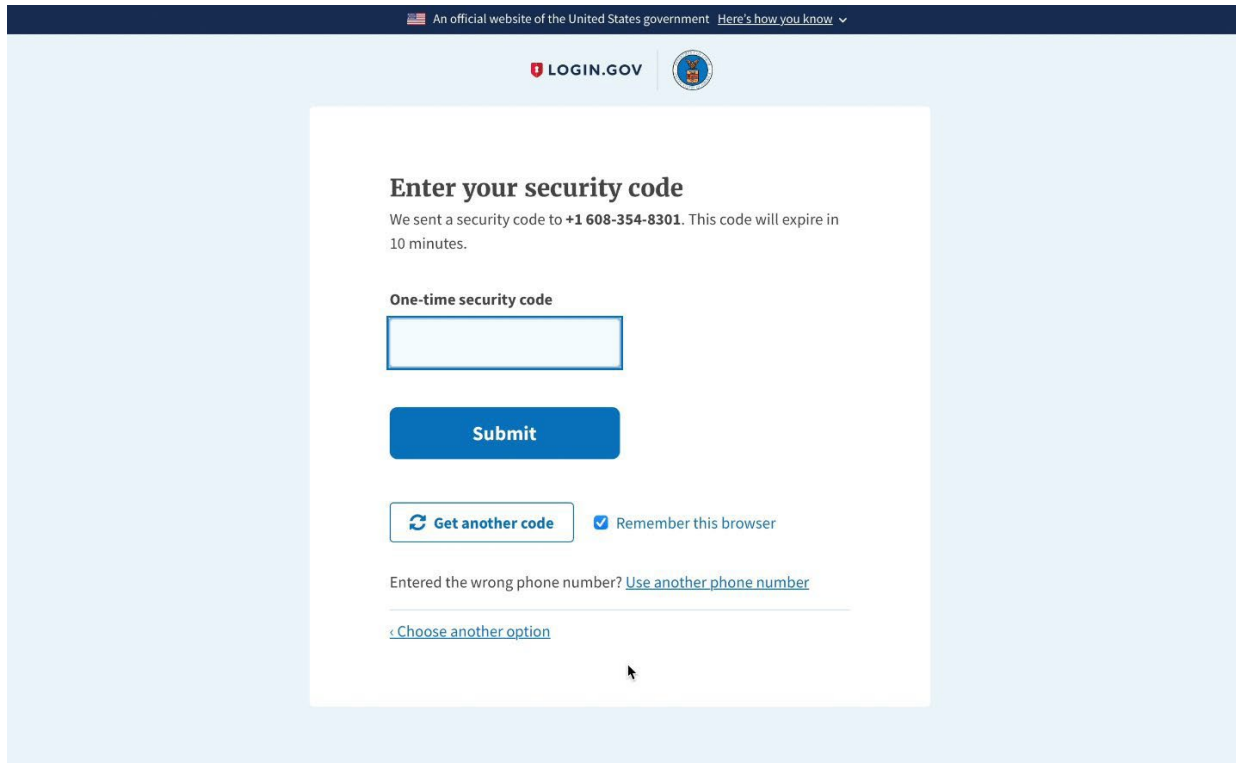
Phone number
example: (201) 555-0123

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

☒ Text message (SMS) ☐ Phone call

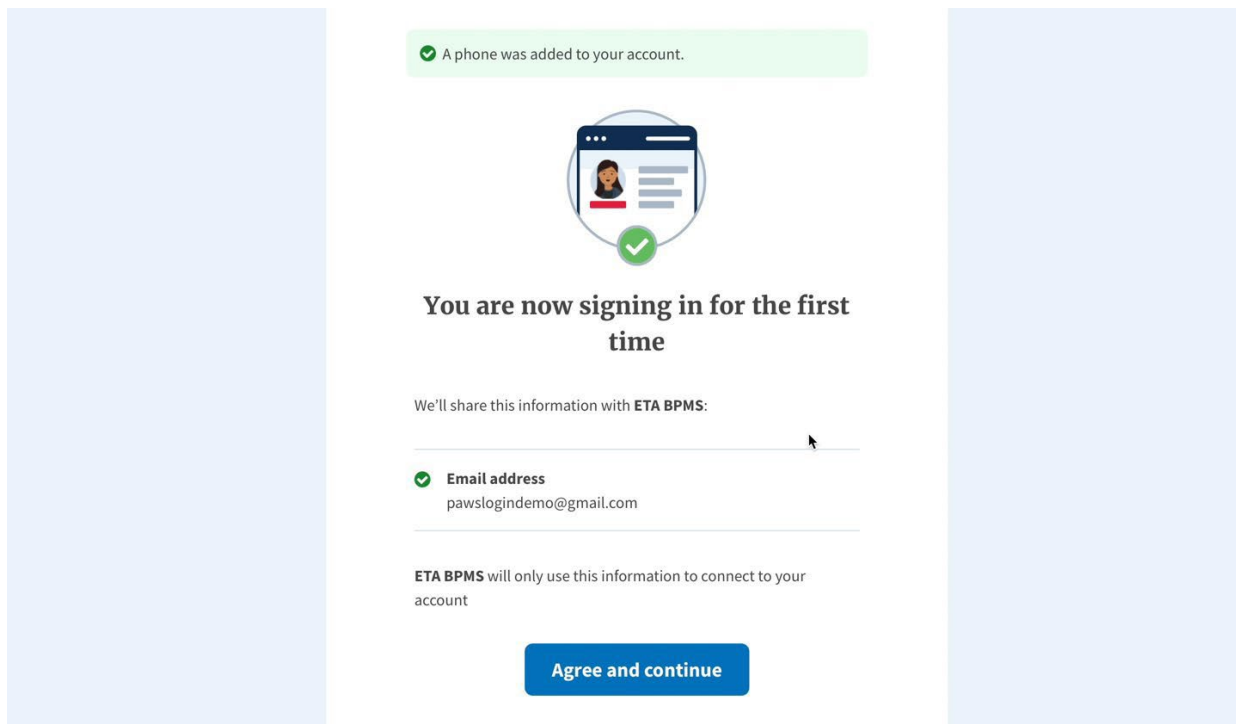
[Mobile terms of service](#)

15. You will receive an alpha-numeric security code by text or phone call that should be entered on the one-time security code box. Then select “Submit.”



The screenshot shows the Login.gov interface for entering a security code. At the top, there is a dark blue header with the text "An official website of the United States government" and a link "Here's how you know". Below the header, the "LOGIN.GOV" logo is displayed. The main content area is a white card with the heading "Enter your security code". Below the heading, it states: "We sent a security code to +1 608-354-8301. This code will expire in 10 minutes." There is a text input field for the "One-time security code". Below the input field is a blue "Submit" button. At the bottom of the card, there is a "Get another code" button with a refresh icon, a checked checkbox for "Remember this browser", and two links: "Entered the wrong phone number? Use another phone number" and "Choose another option".

16. Login.Gov will confirm the new authentication method was added. Press “Agree and continue.”



The screenshot shows the Login.gov confirmation page. At the top, a green notification bar says "A phone was added to your account." with a checkmark icon. Below this is a circular icon containing a user profile and a green checkmark. The main heading is "You are now signing in for the first time". Below the heading, it says "We'll share this information with ETA BPMS:". There is a text input field for the "Email address" with the value "pawslogindemo@gmail.com". Below the input field, it states "ETA BPMS will only use this information to connect to your account". At the bottom, there is a blue "Agree and continue" button.

17. You are now set up to use Login.gov. The next time you login to WIPS you will log in by clicking “Click here if you are a login.gov user.”