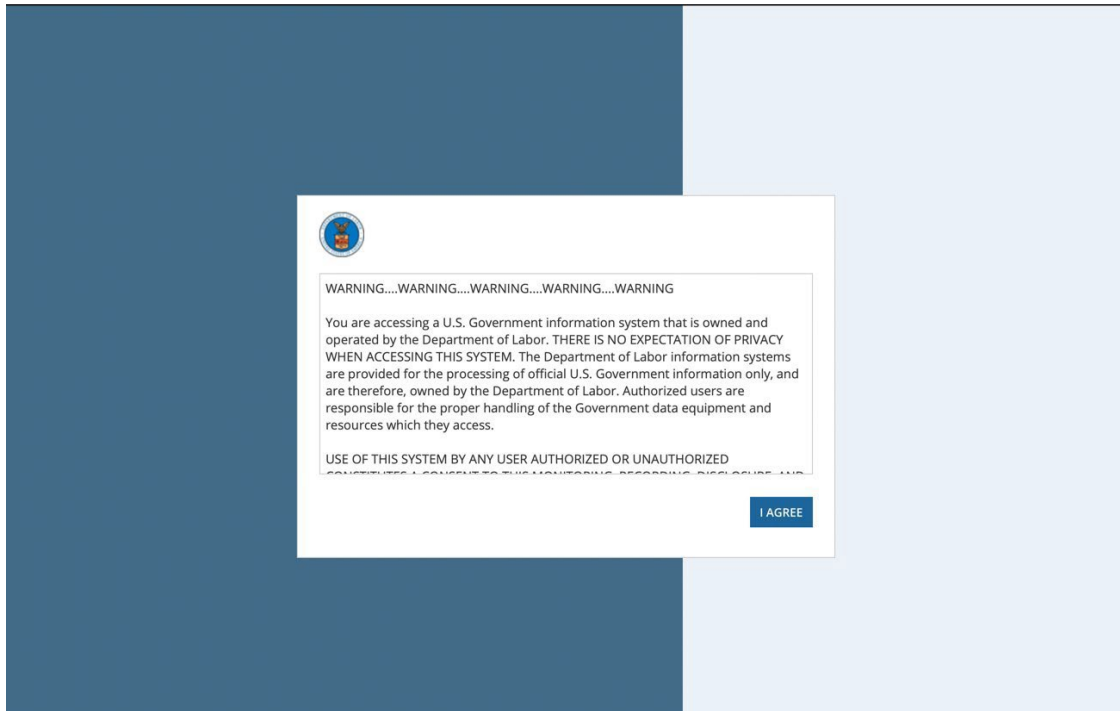
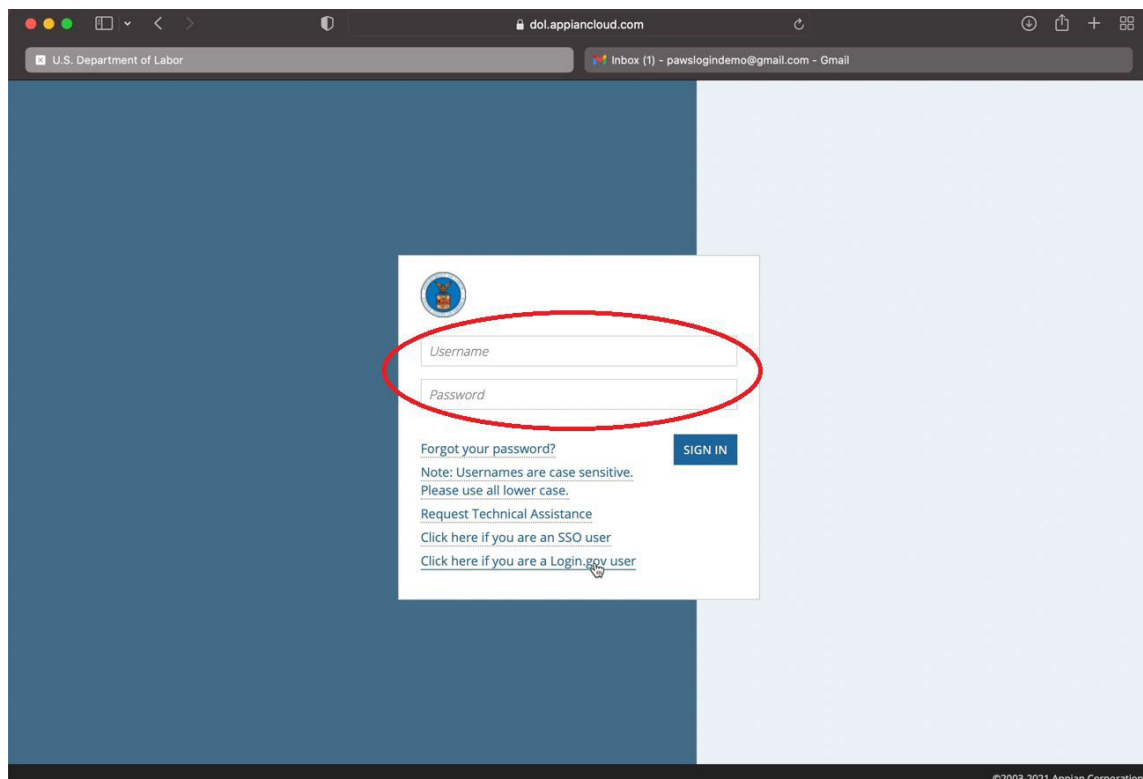


Instructions for Accessing the Workforce Integrated Performance System (WIPS) through Login.Gov

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

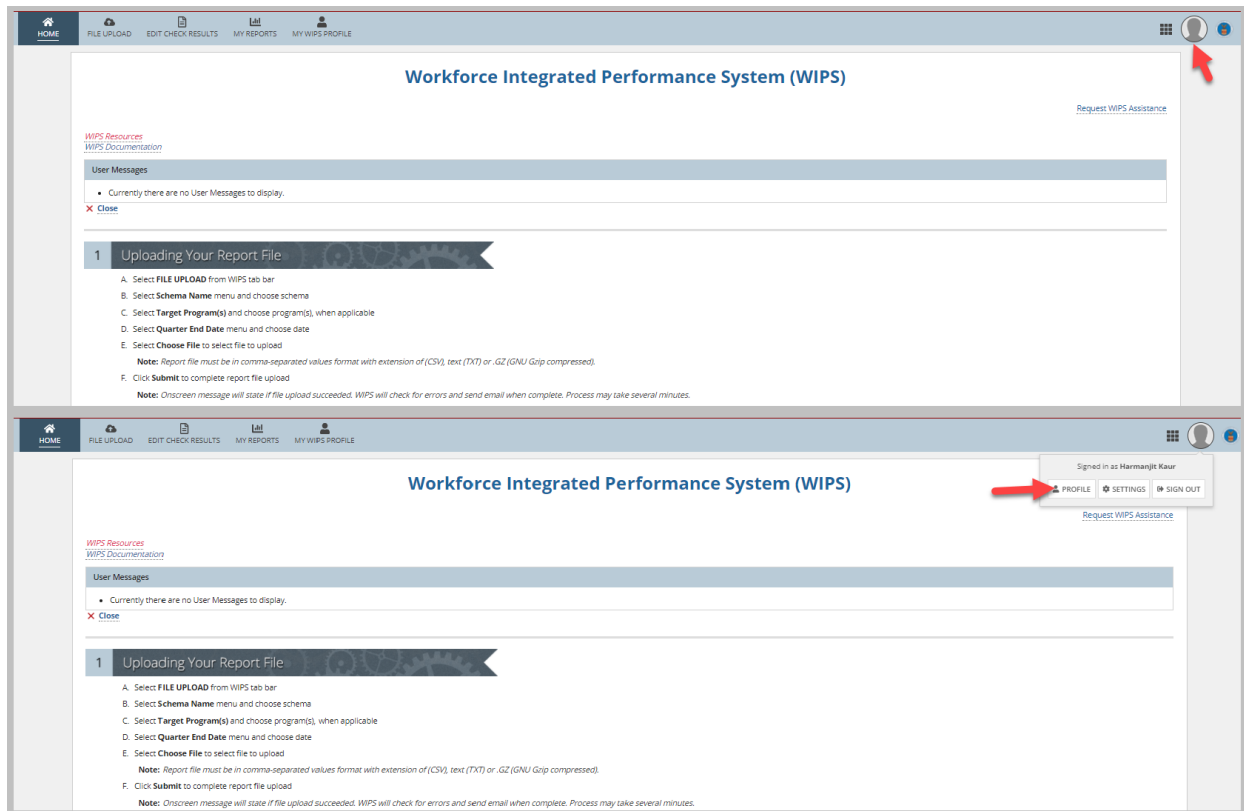


2. Select "I Agree" after reading the disclosure.



3. Log in using your current Username and Password.

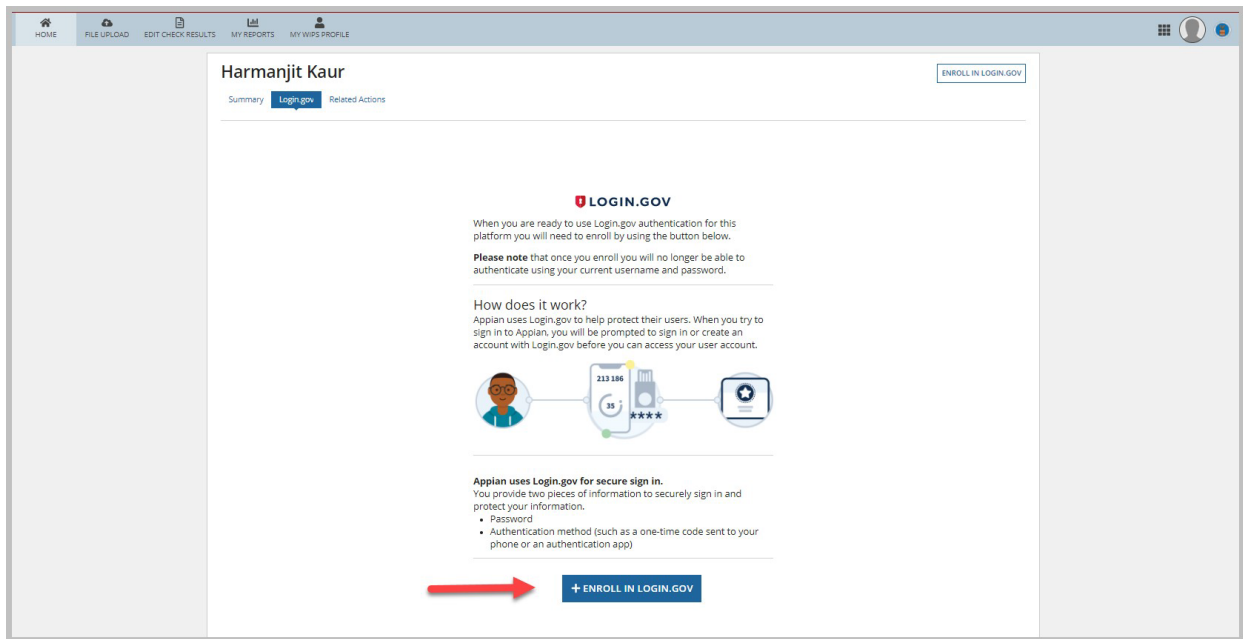
4. Click on Profile Icon in the upper right hand corner and select “Profile.”



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

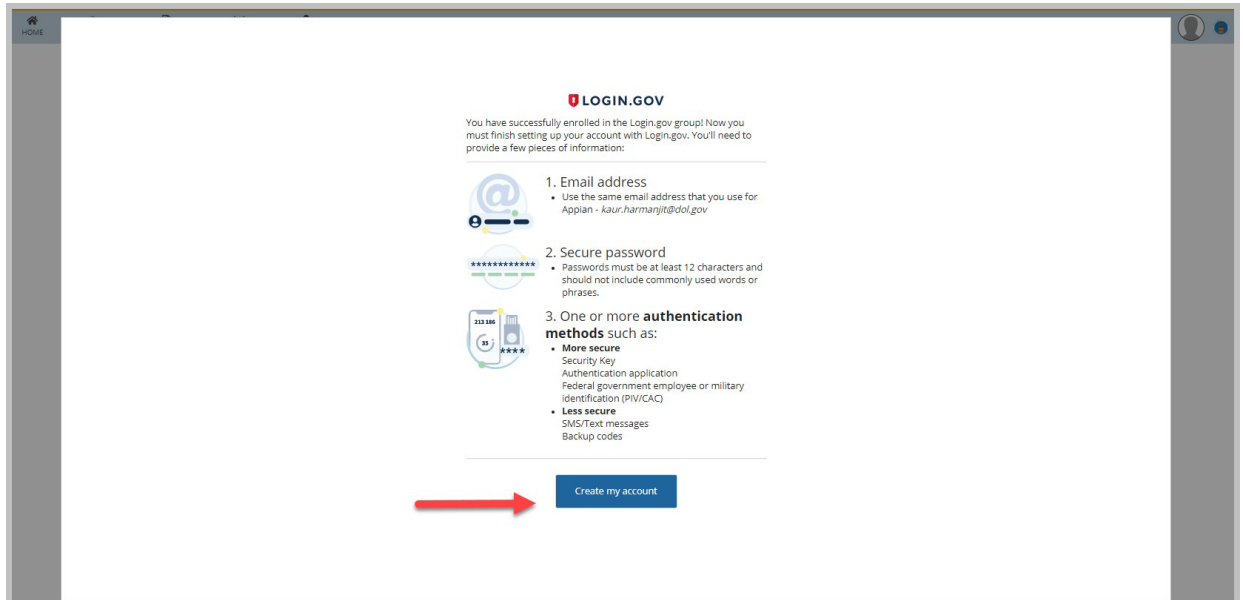


6. Click on the “ENROLL IN LOGIN.GOV” button (including users that already have a login.gov account).



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.”

Create your account

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

☐ Check this box to accept the Login.gov [Rules of Use](#)

Submit

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

Check your email

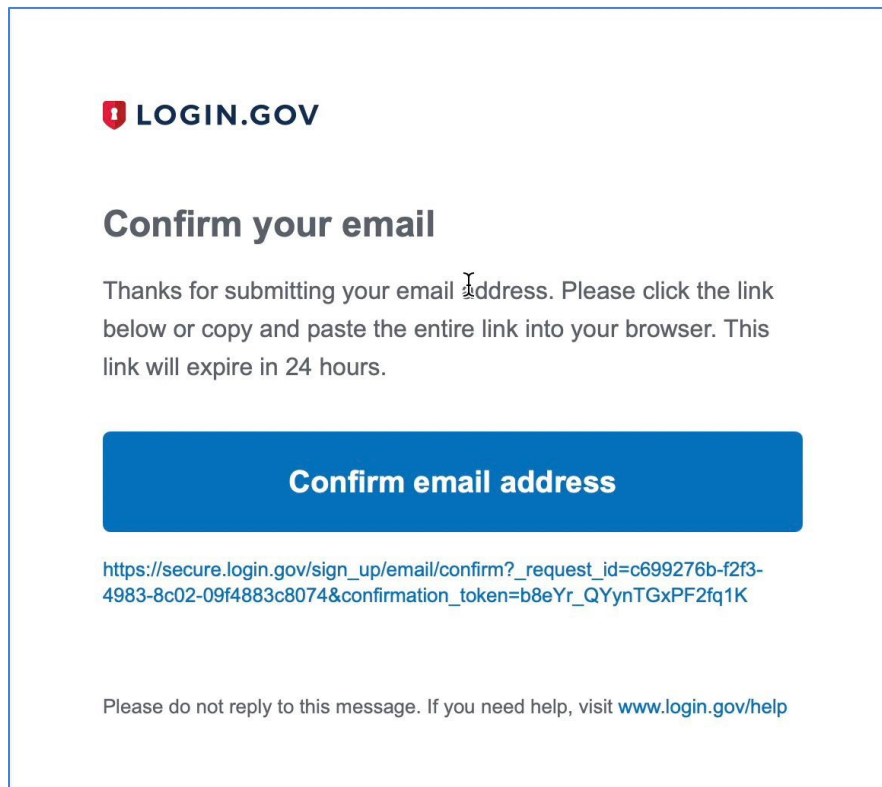
We sent an email to **pawslogindemo@gmail.com** with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

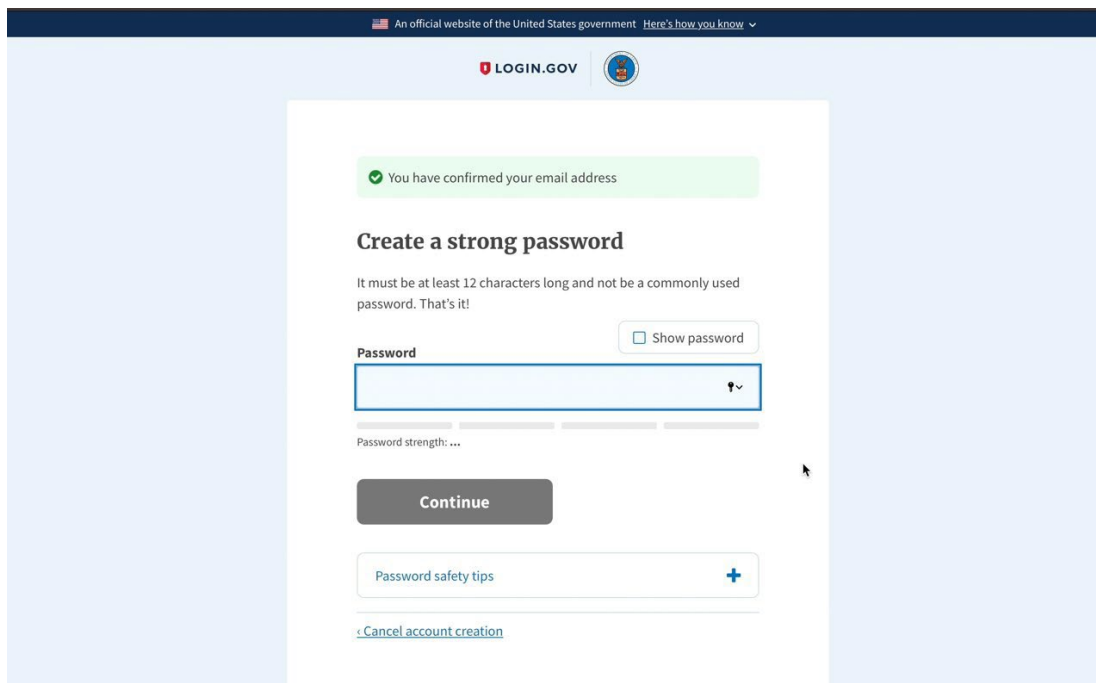
Or, [use a different email address](#)

You can close this window if you're done.

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

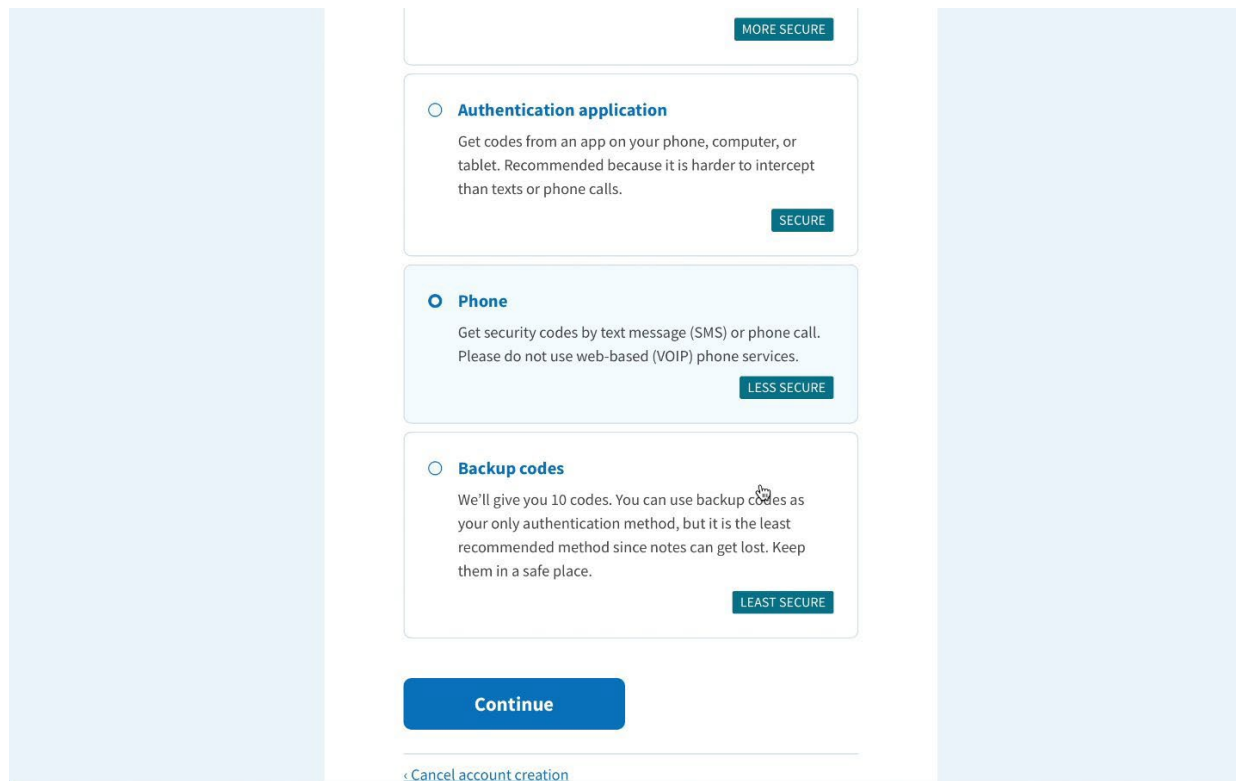


11. Login.Gov will then ask you to create a password of at least 12 characters. Click “Continue” when you are satisfied with your password.



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 application' 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 for 'Cancel account creation'.

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**

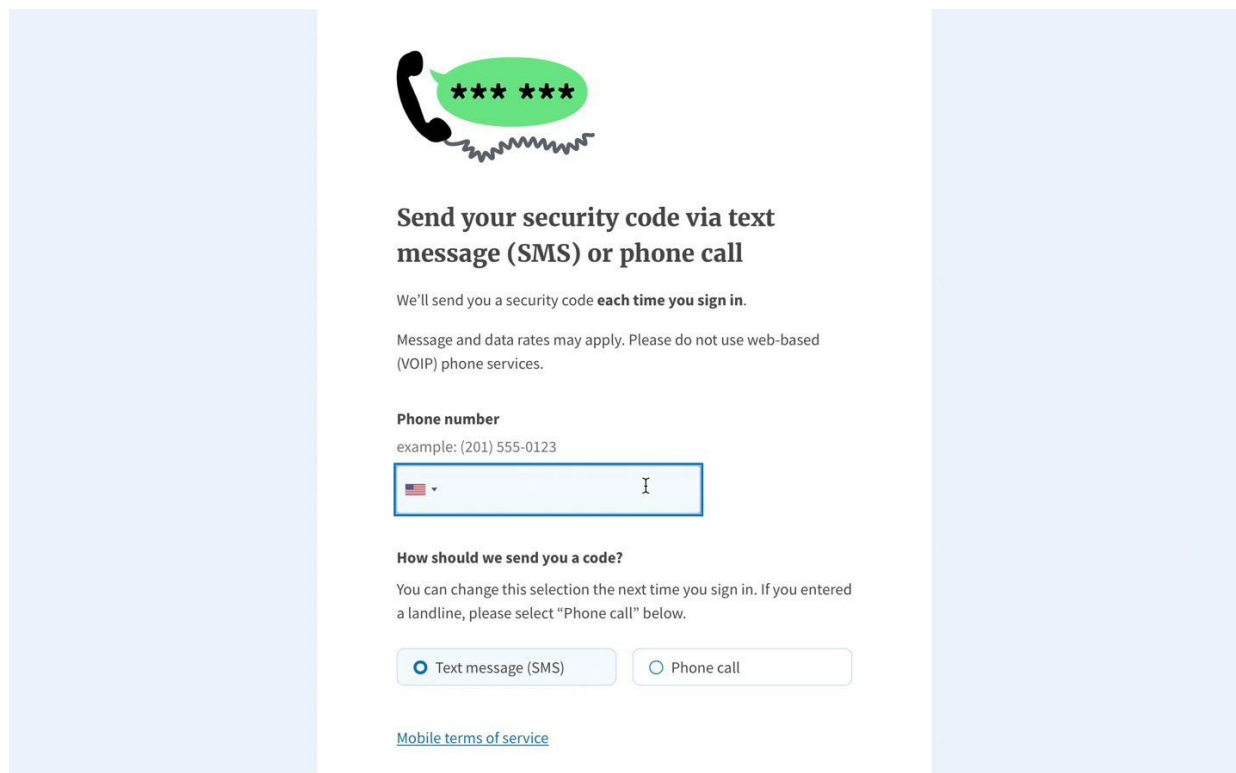
Phone
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services. **LESS SECURE**

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 notes 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 'Send your security code via text message (SMS) or phone call' screen. It includes a phone icon with a green speech bubble containing '*** **'. Below the icon is the title 'Send your security code via text message (SMS) or phone call' and a sub-header 'How should we send you a code?'. There is a text input field for the phone number with a dropdown menu for the country code (USA selected). Below the input field are two radio button options: 'Text message (SMS)' (selected) and 'Phone call'. At the bottom is a link for 'Mobile terms of service'.

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.”

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

LOGIN.GOV

Enter your security code

We sent a security code to +1 608-354-8301. This code will expire in 10 minutes.

One-time security code

Submit

[Get another code](#) ☒ Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)

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

✓ A phone was added to your account.



You are now signing in for the first time

We'll share this information with **ETA BPMS**:

✓ **Email address**
pawslogindemo@gmail.com

ETA BPMS will only use this information to connect to your account

Agree and continue

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.”