How to Request an Account (HE Program)

External Learners who need an account with DOI Talent must follow the following steps:


2. Read the acknowledgement and select “Confirm” and then “Submit”

3. Create a username. Your username must be the email address where you would like to receive system notifications from DOI Talent.
4. Choose a password. Your password must be:
   a. at least 12 characters long,
   b. contain at least 1 number,
   c. at least 1 lower case letter,
   d. at least 1 upper case letter, and at least 1 alphanumeric character (i.e. #, -, !). Click the "Unmask," box to see your password and write it down.

5. Next, fill out the More details section. Be sure to fill out every field, even if it does not have a red asterisk next to it.

**STOP**

****DO NOT CLICK THE REQUEST ACCOUNT BUTTON AT THIS TIME!!!****
6. Click the arrow next to “Other fields”

7. Complete the “Other Fields” section. **LEAVE DOMAIN ID FIELD BLANK**

![Other fields](image)

- **Role ID**: IN_OTHER
- **Domain ID**: Leave blank
- **Postal Address City**: YOURCITYHERE
- **Postal Address State**: WV
- **Postal Address Zip Code**: 12345
- **Sponsoring Bureau**: FISH AND WILDLIFE SERVICE
- **Affiliation**: VOLUNTEER
- **Affiliate Org/Sponsor**: FWS Heavy Equipment
- **Comments**: Heavy Equipment Training

8. When finished, now you may click “Request Account”. You will receive an email when your account is approved. If you have questions about the status of your account contact the Help Desk at Phone: 1-888-367-1622, menu option 3, then 7 (Monday - Friday, 6:00 am - 5:30 pm, Mountain) Email: HRMS_Helpdesk@ios.doi.gov

**NOTE:** It may take up to 3 business days for your account to be approved. Failure to supply the requested information above may cause your request to be delayed or rejected.
9. Once your account is created, return to the login screen at

10. **IMPORTANT**: Please read the instructions and select the login method appropriate for you.
    a. DOI Employees select the DOI Employees box and log in with your PIV card.
    b. If you are affiliated with a U.S. government agency, have a .gov or .mil email AND have a PIV card, choose the Max.gov button. (When you are finished logging in through max.gov proceed to step 17)
    c. All others select Login.gov and proceed to step 11.

11. Sign in to Login.gov with your email address and the password that you selected when you requested your DOI Talent account.

12. If you forgot your password, click the “Forgot your password?” link, please enter the email address that you used when you requested your DOI Talent account.
13. Follow the prompts to authenticate the login. You will need authenticate twice. Make your choice from the list of options and follow the prompts.

**Need Help with Authentication?**

At the bottom of the screen are options for “Help” and “Contact”
You can find job aids to give you more information about how to complete the authentication methods by clicking “HELP”

If you need hands-on assistance with any of the login.gov steps, click “CONTACT.”

14. You should now see your details for login.gov:

Your account

<table>
<thead>
<tr>
<th>LOGIN INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email addresses</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:example@gmail.com">example@gmail.com</a></td>
<td>+ Add email</td>
</tr>
<tr>
<td>Password</td>
<td>**********</td>
</tr>
<tr>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TWO-FACTOR AUTHENTICATION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Phone numbers</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Authentication apps</td>
<td>+ Add</td>
</tr>
<tr>
<td>google authenticate</td>
<td></td>
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</tbody>
</table>

15. Return to DOI Talent via [https://doitalent.ibc.doi.gov/login/index.php?samloff](https://doitalent.ibc.doi.gov/login/index.php?samloff) and click the link for Login.gov once again, enter your email and your DOI Talent password. (Or, your new password if you recently changed it)
16. You will see this login message below, click “Continue”

17. Re-confirm the acknowledgement.
Congratulations, you should now be on your DOI Talent home page!

From here forward, to login to DOI Talent you will only need to do steps 17-20.

DO NOT try to log in to DOI Talent using the Admin Login fields, you MUST click the “Login.gov” link to access DOI Talent.