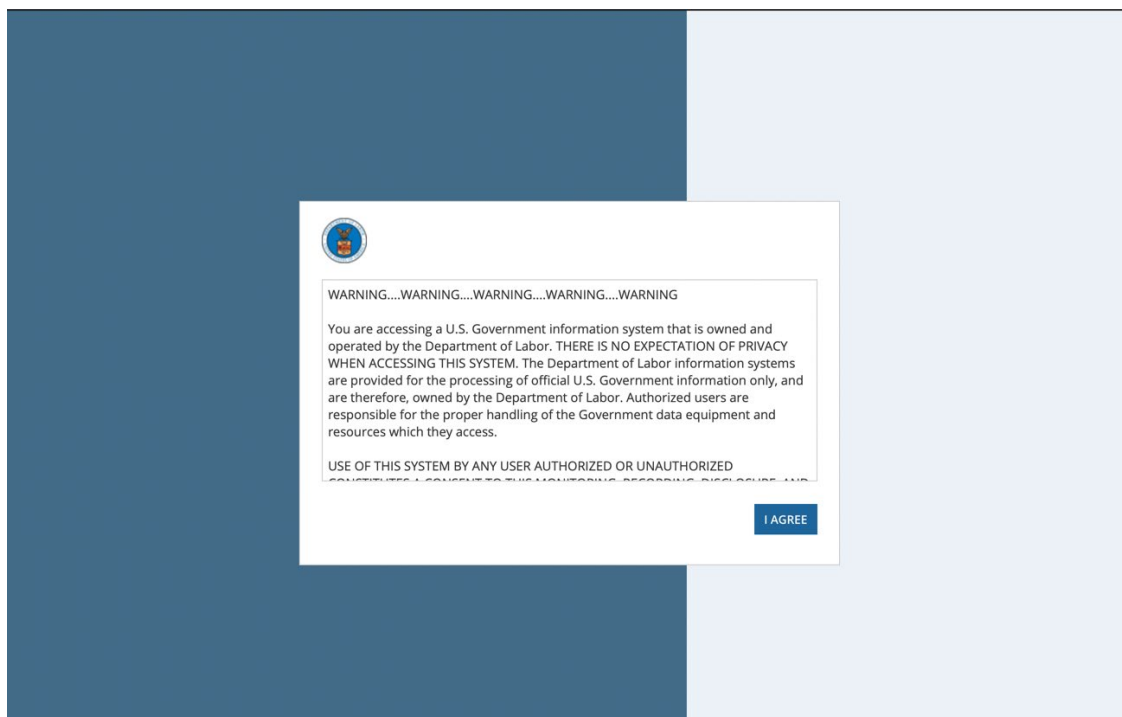
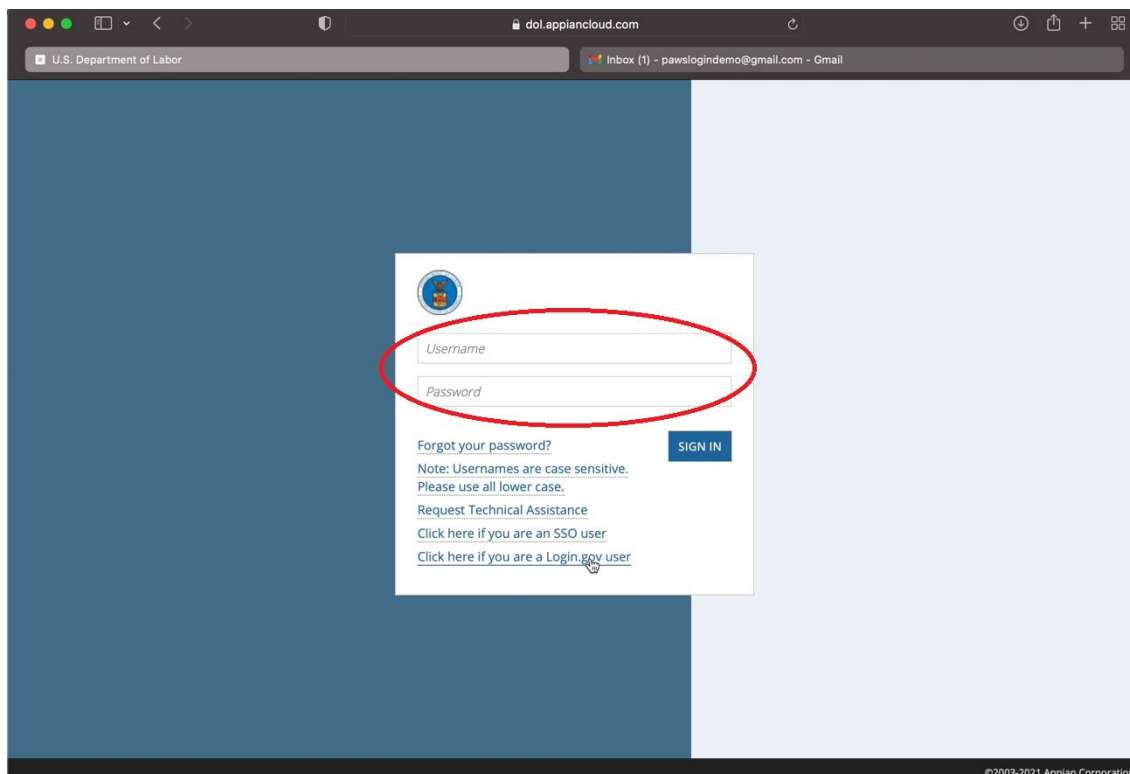


# Instructions for Accessing the Workforce Integrated Performance System (WIPS) through Login.Gov

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

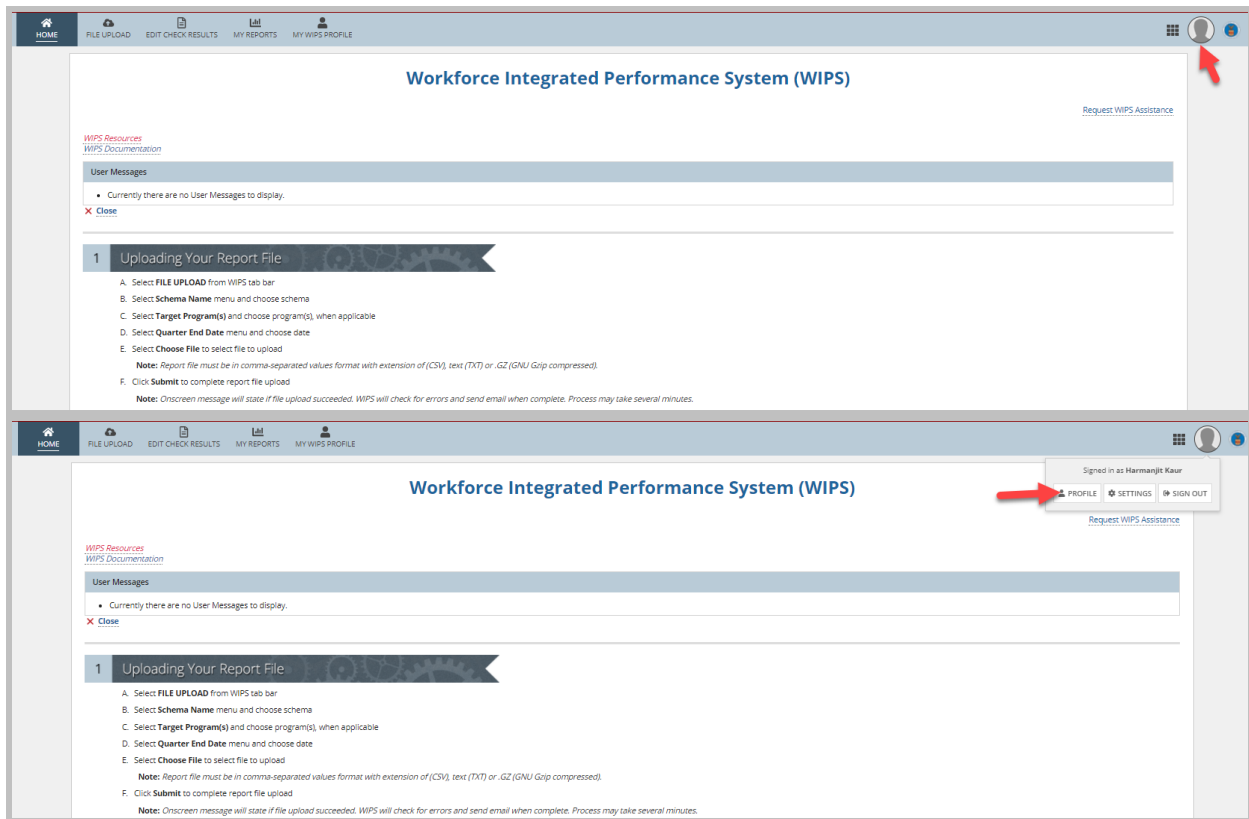


2. Select "I Agree" after reading the disclosure.

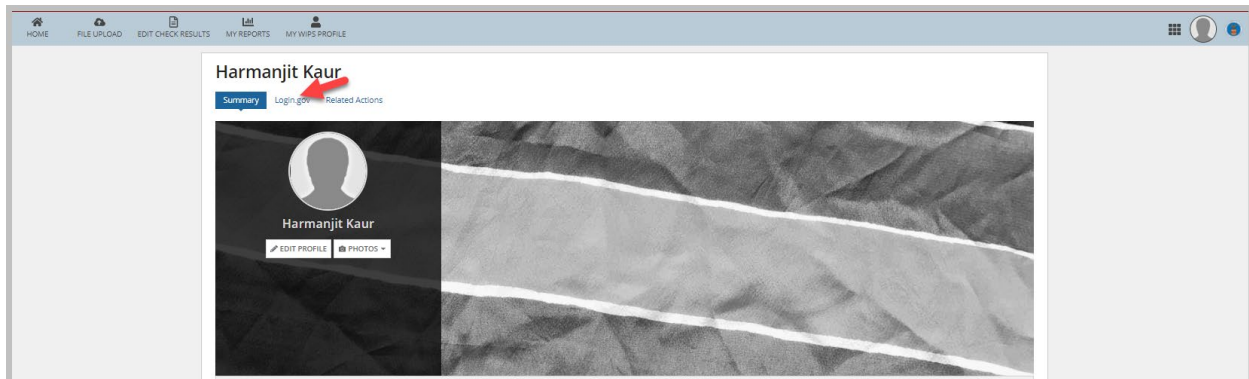


3. Log in using your current Username and Password.

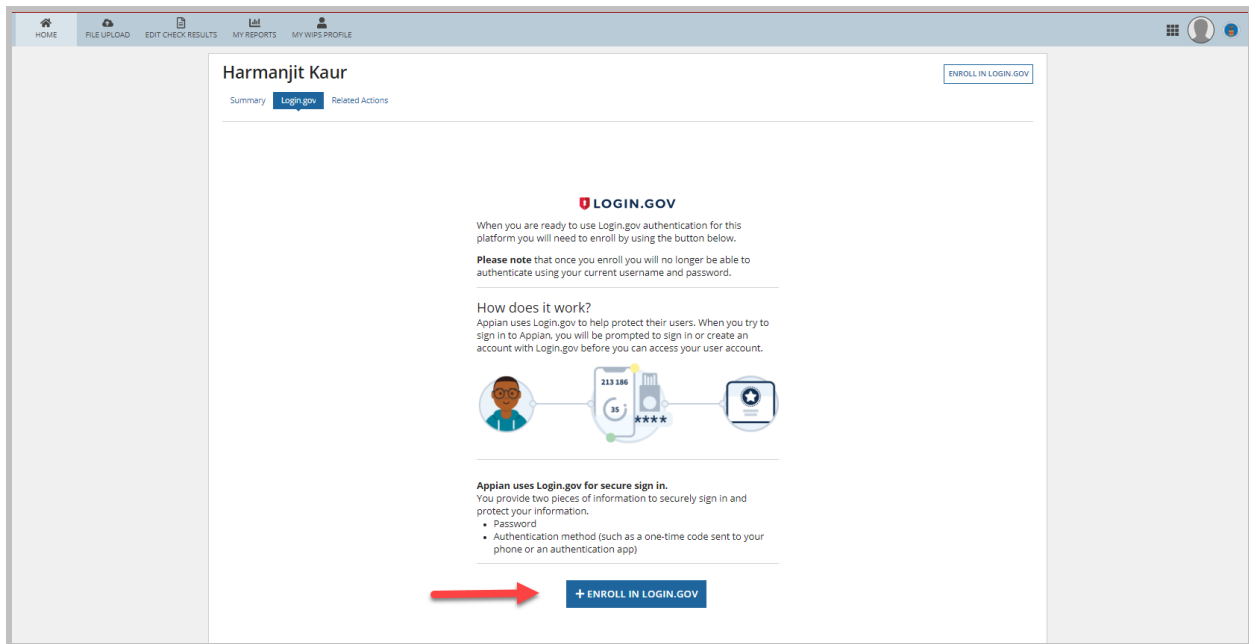
4. Click on Profile Icon and select "Profile."



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

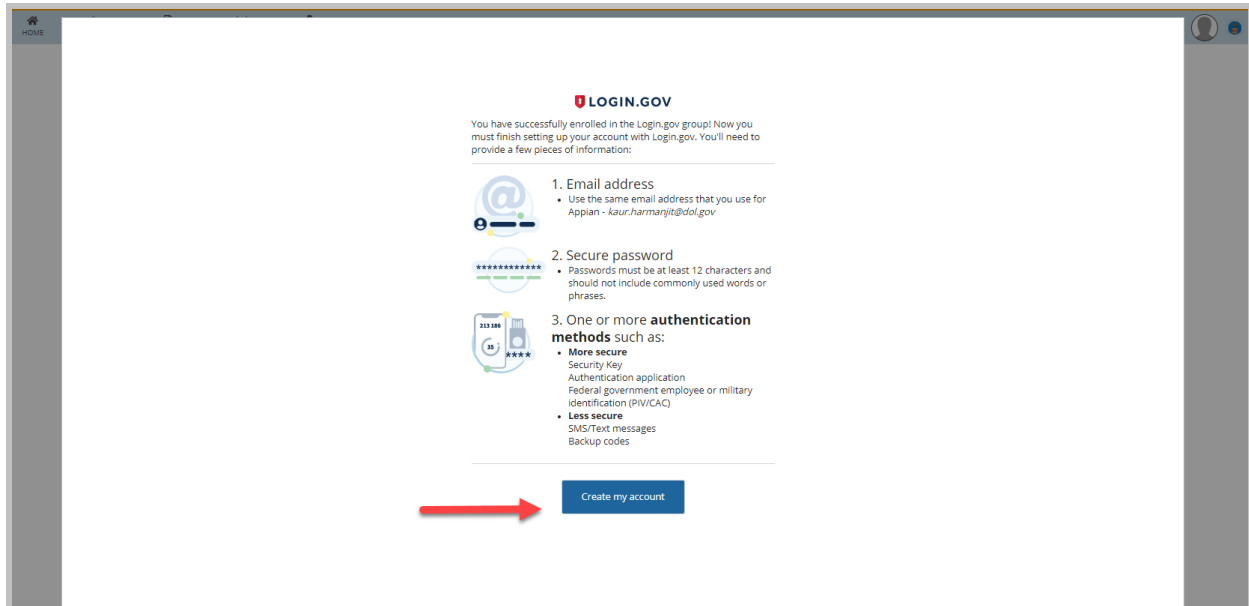


6. Click on the “ENROLL IN LOGIN.GOV” button (including users that already have a login.gov account).

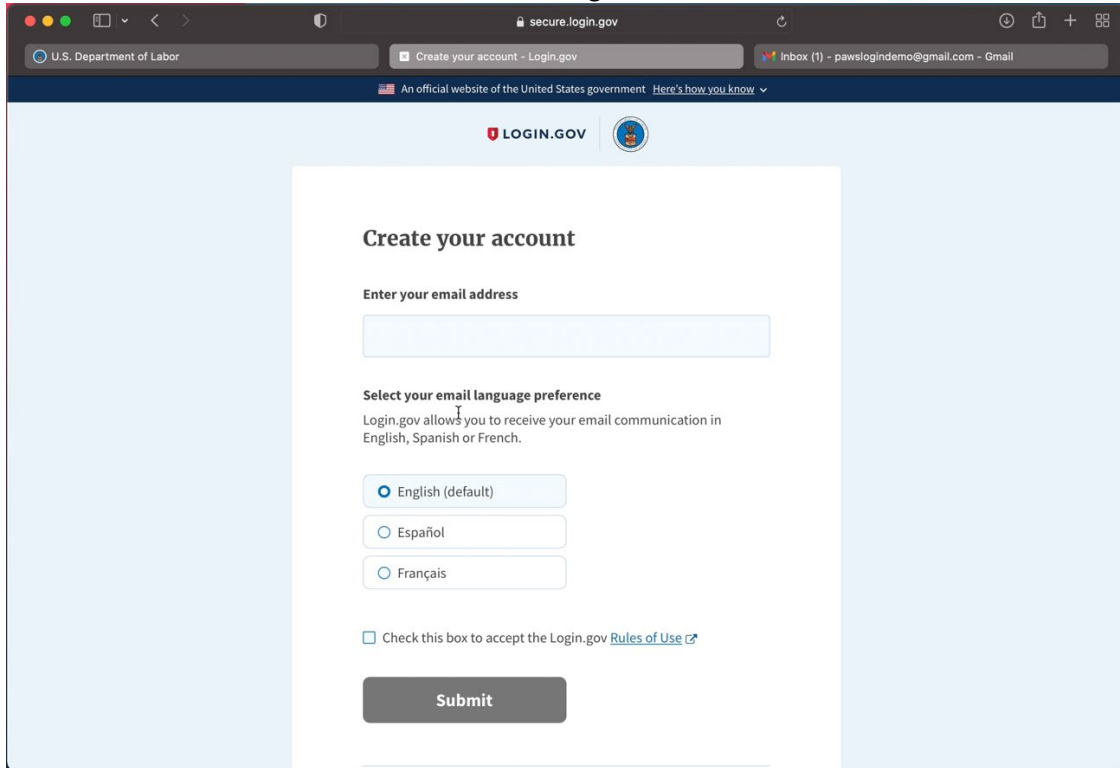


7. You will be taken to this login.gov page. Because this login is used across multiple agencies, you may already have an account. If you do, stop here and the next time you log in to WIPS you will log in by clicking “Click here if you are a login.gov user.”

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

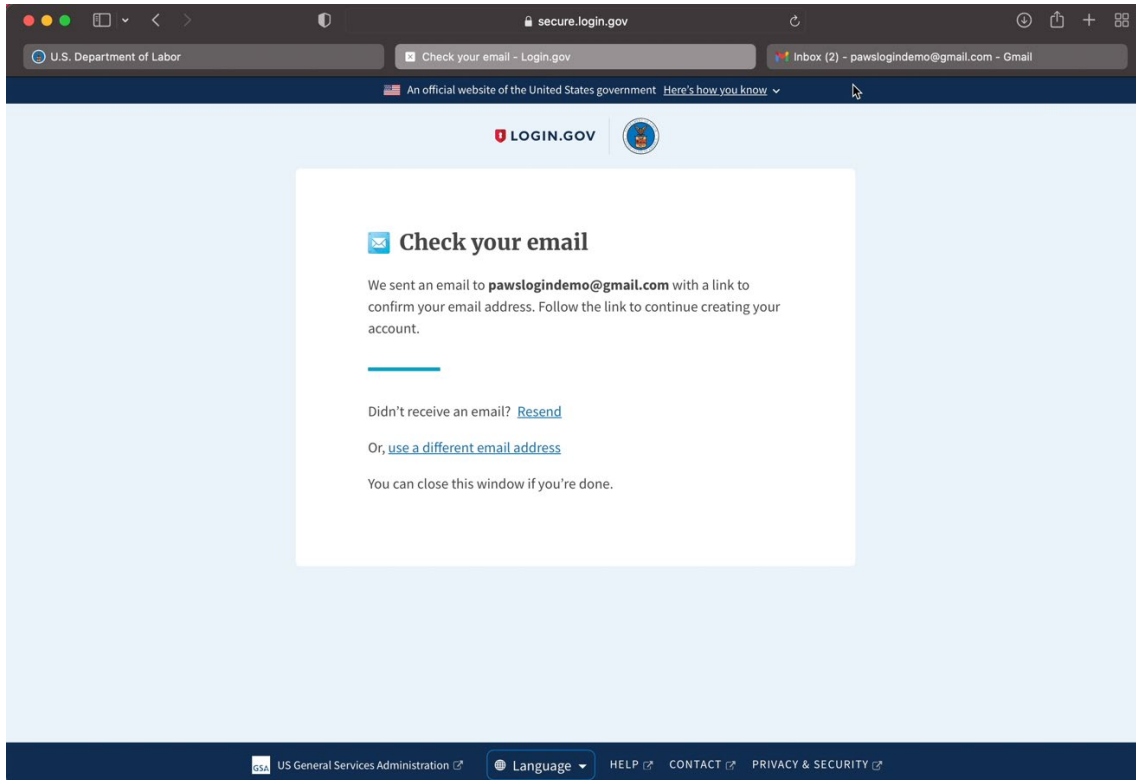


8. Enter your email address and select your language. This email must match the one assigned to your WIPS account. If you need to use a different email, submit a WIPS technical assistance request. Make sure to review the Rules of Use and check the box before clicking “Submit.”



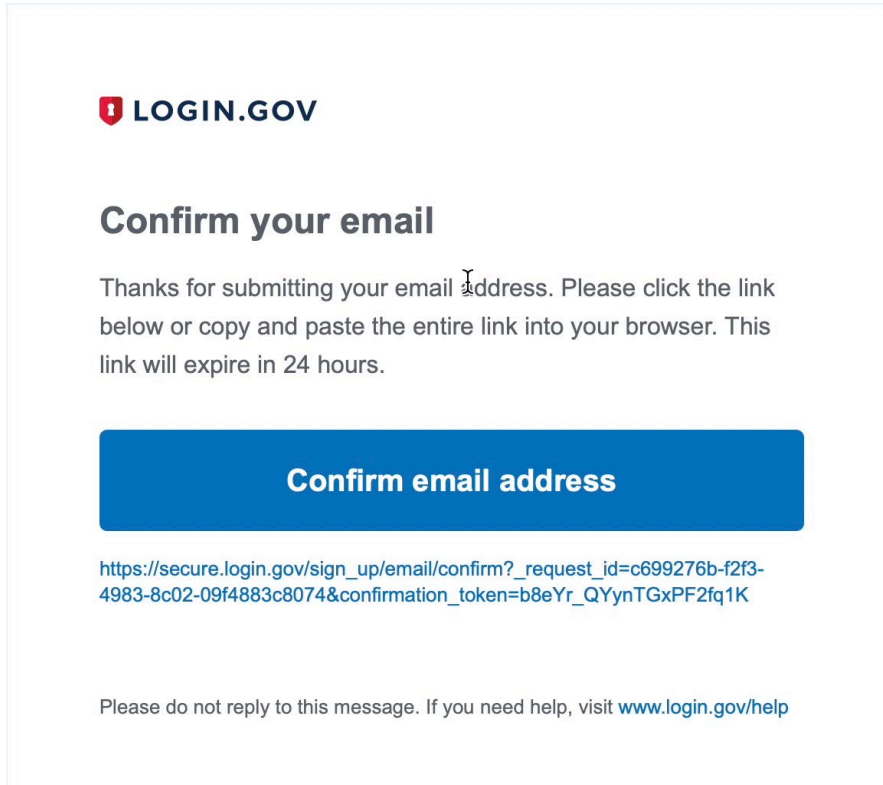
The screenshot shows the 'Create your account' page on the secure.login.gov website. The page has a light blue background and a white central form area. At the top of the form, it says 'Create your account'. Below that, there is a section titled 'Enter your email address' with a text input field. The next section is 'Select your email language preference', with a subtext: '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.

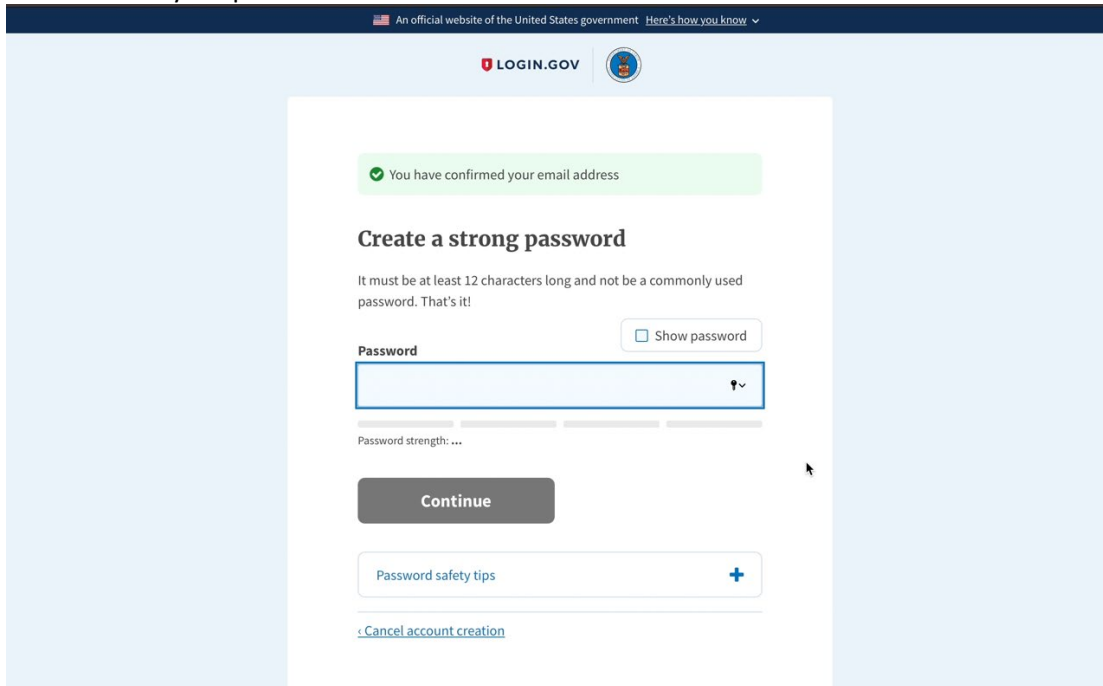


The screenshot shows the 'Check your email' page on the secure.login.gov website. The page has a light blue background and a white central form area. At the top of the form, it says 'Check your email' with an envelope icon. Below that, it says: 'We sent an email to pawslologindemo@gmail.com with a link to confirm your email address. Follow the link to continue creating your account.' There is a horizontal line below this text. Below the line, there are two links: 'Didn't receive an email? Resend' and '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'. The footer of the page includes the US General Services Administration logo, a 'Language' dropdown menu, and links for 'HELP', 'CONTACT', and 'PRIVACY & SECURITY'.

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.”

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 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.

**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.

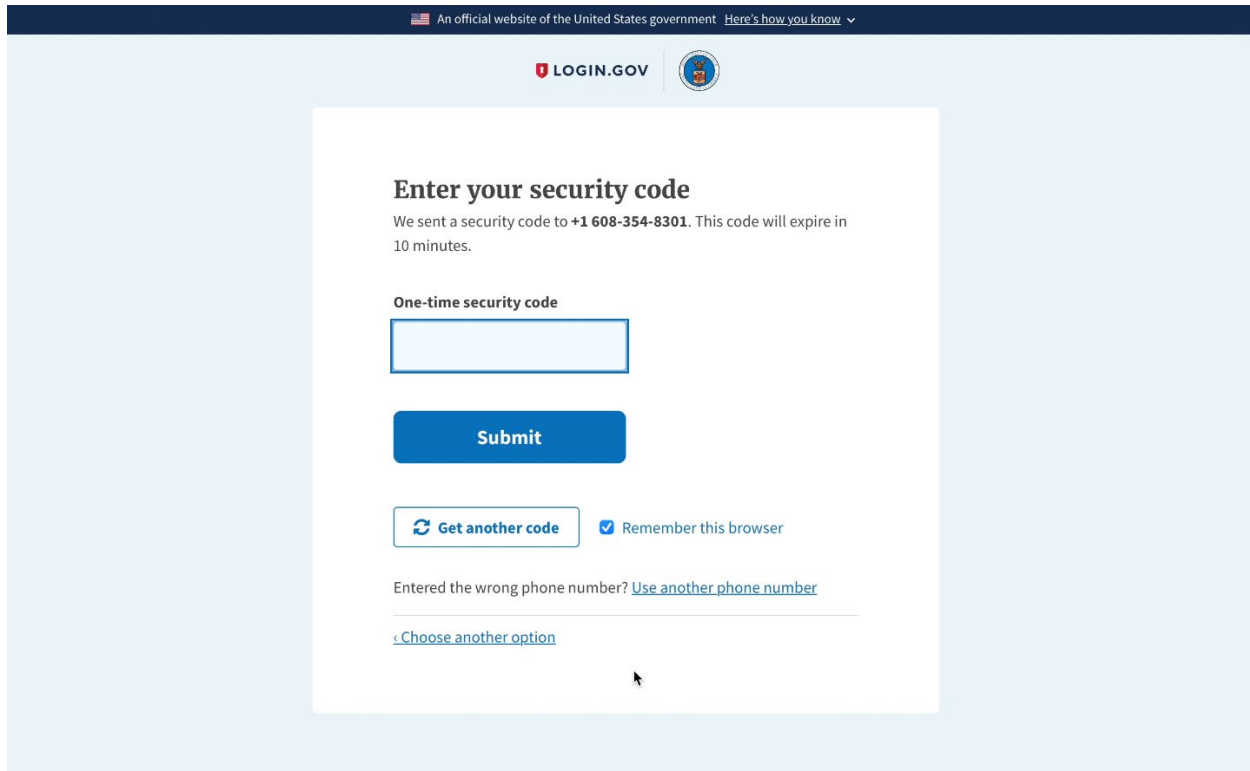
**Phone number**  
example: (201) 555-0123

**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

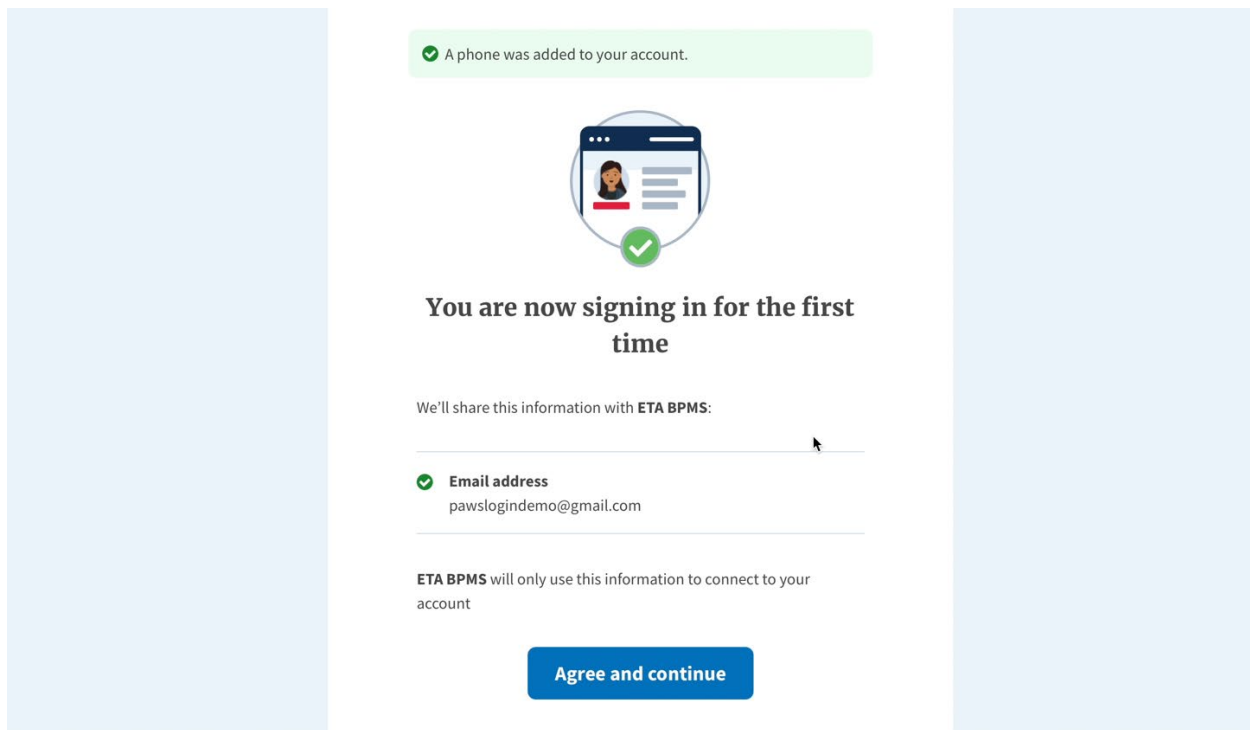
**Submit**

[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

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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.”