

# Creating an Account in Login.gov and Verifying Credentials in OKTA

In support of the A1\Air Force requirement for non-CAC access and utilization of Air Force services. This document outlines the appropriate courses of action to register for non-CAC access to MyVector.

## Prerequisites:

You must have access to a cell phone to complete the actions below. We recommend you have access to a computer and a cell phone for the individual steps. The process requires you to create an account in login.gov, download OKTA Verify software, use your cell phone to verify your information, then access MyVector with username and password.

## Registration for Non-CAC holders

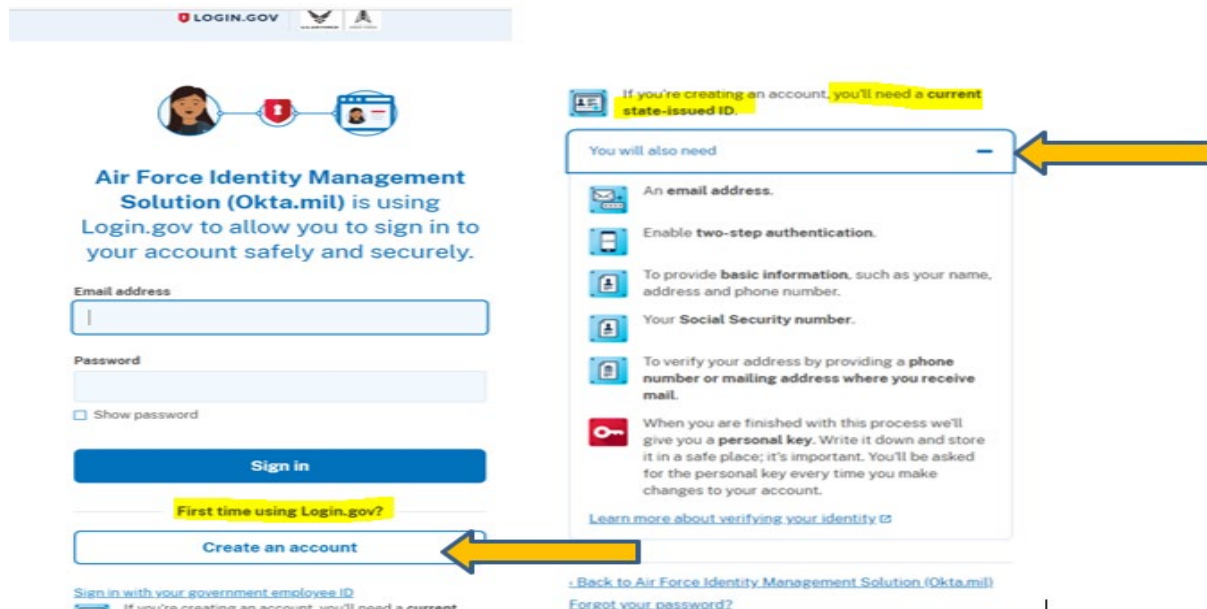
Registration Process for users with-out a Common Access Card (CAC). The process requires you to create an account in login.gov, download OKTA Verify software, use your cell phone to verify your information, then access MyVector with username and password.

## Instructions for Login.gov

**Step 1.** Go to Login.gov Follow registration steps outlined below or the on-screen prompts If you have any issues or questions, **contact login.gov 24/7 help desk at (844) 875-6446**

**Step 2.** Select **“Create an account”**

**Step 3.** Enter your email address and select your language. Make sure to review the Rules of Use and check the box before Selecting **“Submit.”**



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LOGIN.GOV U.S. AIR FORCE U.S. ARMY

## 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

I read and accept the Login.gov [Rules of Use](#)

**Submit**

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

**Step 4.** Login.Gov will then send a verification email to your email account.

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## Check your email

We sent an email to \_\_\_\_\_ with a link to confirm your email address. Follow the link to continue creating your account.

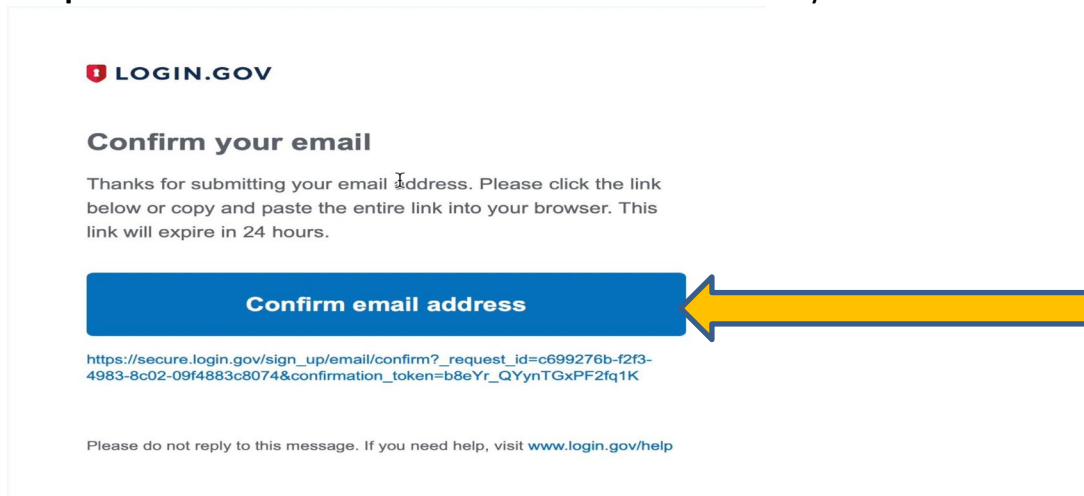
\_\_\_\_\_

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

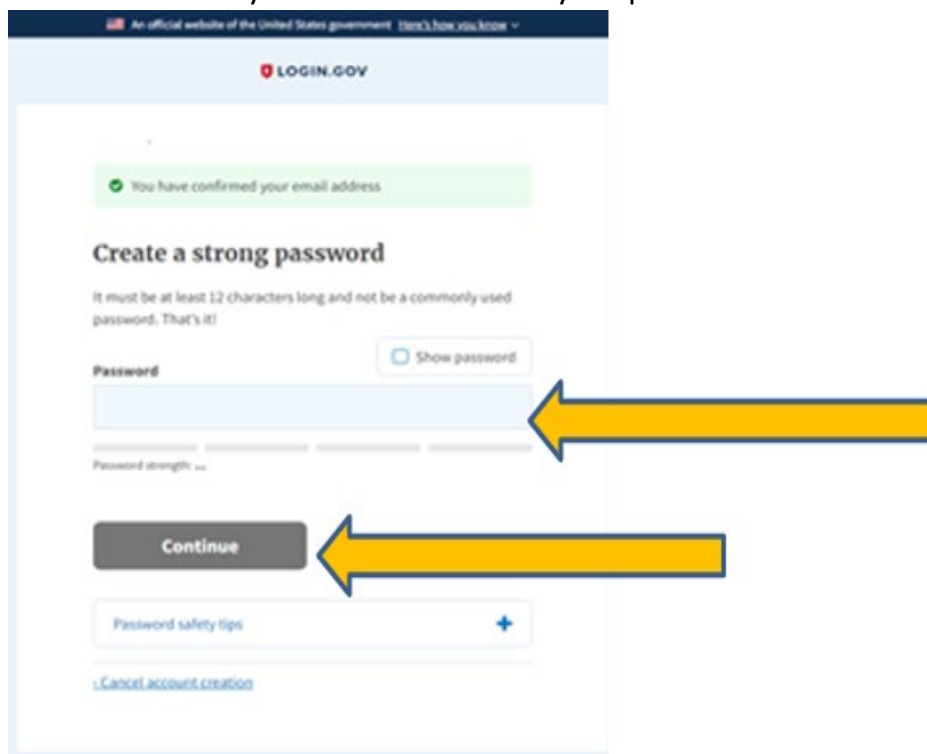
Or, [use a different email address](#)

You can close this window if you're done.

**Step 5.** Select on the “**Confirm email address**” link from your email



**Step 6.** Login.Gov will then ask you to create a password of at least 12 characters. Select “**Continue**” when you are satisfied with your password.



**Step 7.** Login.Gov requires two-factor authentication. Select Authentication application and select “Continue”

### Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

**Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.

**Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Authentication application**  
Download or use an authentication app of your choice to generate secure codes.

**Text or voice message**  
Receive a secure code by (SMS) text or phone call.

**Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

**Continue**

**Step 8.** Install Okta Verify on your phone by going to the Google Play or Apple App store.

2:51 78%  
← okta verify mobile app 🔍 ⬇️

**Okta Verify**  
Okta Inc. **Install**

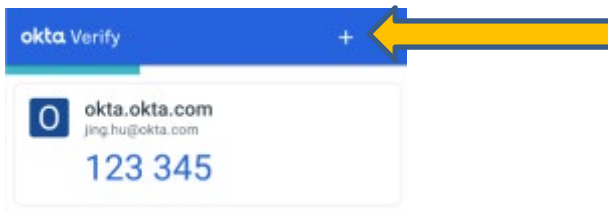
4.5 ★ 21K reviews  
5M+ Downloads  
Everyone

Okta MFA

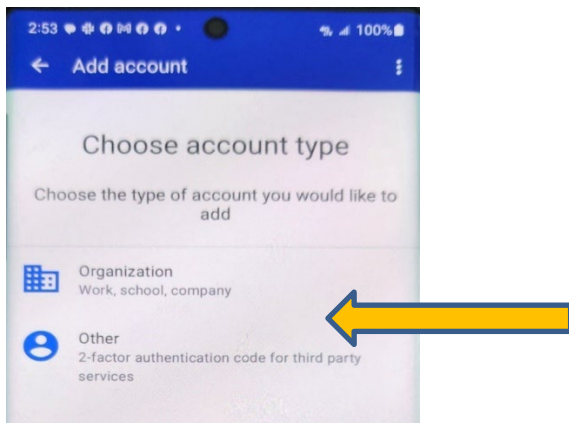
Ads · Related to your search

- Aura: Security & Protection**  
4.4 ★
- Verifly**  
4.5 ★
- Authenticator App - 2FA**  
4.4 ★
- Authenticator**  
4.4 ★

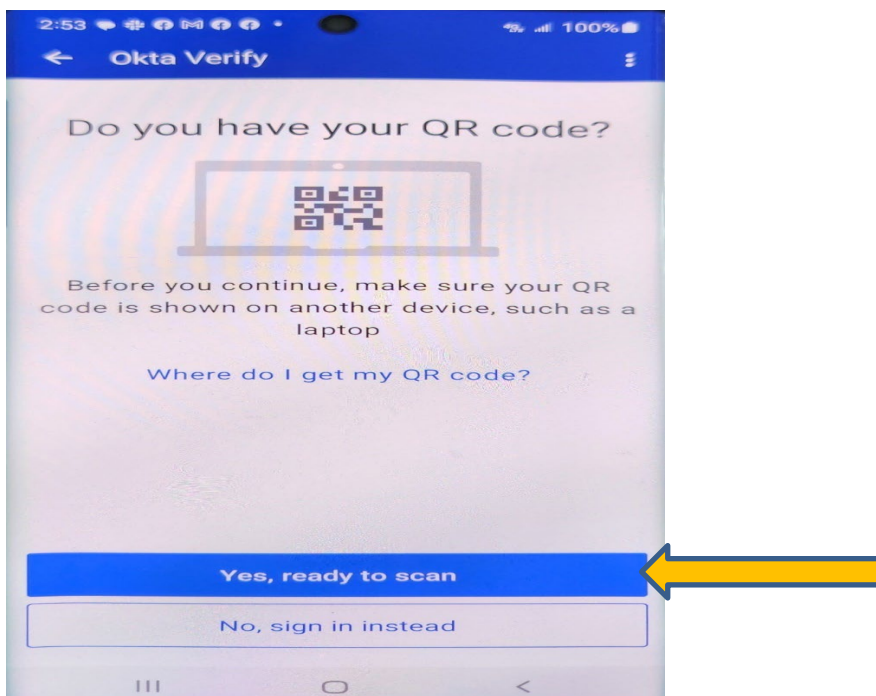
**Step 9.** Open OKTA app on your phone, Click on the plus sign.



**Step 10.** Choose account type, select **Organization**.



**Step 11.** Next screen Do you have your QR code? Select 'Yes, ready to Scan'.




**Step 12.** Enter nickname Scan the QR barcode from your screen, enter temporary code from your OKTA app and **“Submit.”**

The screenshot shows the 'Add an authentication app' page on LOGIN.GOV. It includes a title, a sub-header, and four numbered steps. Step 1 is 'Give it a nickname' with a text input field. Step 2 is 'Open your authentication app'. Step 3 is 'Scan this QR barcode with your app' with a QR code and a text input field for a manual code. Step 4 is 'Enter the temporary code from your app' with a text input field. A 'Submit' button is at the bottom. A yellow arrow points to the nickname field, another to the QR code, a third to the temporary code field, and a fourth to the Submit button. A text box next to the QR code says 'Sample only do not use this QR barcode'. An inset image shows an OKTA Verify app screen with a code '729 018'.

**Add an authentication app**

Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

- 1 Give it a nickname**  
If you add more than one app, you'll know which one is which.
- 2 Open your authentication app**
- 3 Scan this QR barcode with your app**  
  
Or enter this code manually into your authentication app
- 4 Enter the temporary code from your app**  
Example: 123456  
  
 Remember this browser

[Choose another option](#)

Sample only do not use this QR barcode

okta Verify  
Login.gov  
729 018


**Step 13.** You have now added OKTA to your Login.Gov account. Choose **“Skip for now”**.

The screenshot shows the 'You've added your first authentication method' page on LOGIN.GOV. It features a success message, a user profile icon, and a heading. Below the heading is a paragraph of text and two buttons: 'Add another method' and 'Skip for now'. A yellow arrow points to the 'Skip for now' link.

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**LOGIN.GOV**

✓ An authentication app was added to your account.



**You've added your first authentication method! Add a second method as a backup.**

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

[Skip for now](#)

US General Services Administration Language Help Contact Privacy & security

## Identity Verification

**Step 14.** Select ‘Continue’, note what you will need to get started.

The screenshot shows the LOGIN.GOV interface for identity verification. At the top, there are logos for LOGIN.GOV, U.S. AIR FORCE, and SPACE FORCE. Below the logos is a progress bar with five steps: 'Getting started' (highlighted with a green circle), 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The main heading is 'Get started verifying your identity'. Below this, a paragraph states: 'Air Force Identity Management Solution (Okta.mil) needs to make sure you are you — not someone pretending to be you.' This is followed by the heading 'You will need your:' and a numbered list of three requirements: 1. State-issued ID (Your ID cannot be expired.), 2. Social Security number (You will not need the card with you.), and 3. Phone number OR home address. Under the third requirement, there are two bullet points: 'Verify by phone: We'll call or text your phone number. This takes a few minutes.' and 'Verify by mail: We'll mail a letter to your home address. This takes about 3 to 7 business days.' Below the list is a link: 'Learn more about verifying by phone or mail'. At the bottom, there is a blue 'Continue' button with a large yellow arrow pointing to it from the right.

**Step 15.** Check the Secure your account and “Select Continue”.

The screenshot shows the LOGIN.GOV interface for identity verification, Step 15. At the top, there is a banner: 'An official website of the United States government Here's how you know'. Below this are logos for LOGIN.GOV, U.S. AIR FORCE, and SPACE FORCE. A progress bar shows five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account' (highlighted with a green circle). The main heading is 'How verifying your identity works'. Below this, a paragraph states: 'Identity verification happens in two parts:'. This is followed by two sections: 'Verify your identity' (We'll ask for your personal information to verify your identity against public records.) and 'Secure your account' (We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.). Below these sections is a checkbox that is checked, with the text: 'By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.' Below this is a link: 'Learn more about our privacy and security measures'. At the bottom, there is a blue 'Continue' button with a large yellow arrow pointing to it from the right, and a 'Cancel' link below it.

**Step 16.** Enter your cell phone number and Select “Send Link”.

## How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.



### Recommended

#### Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

**Send link**



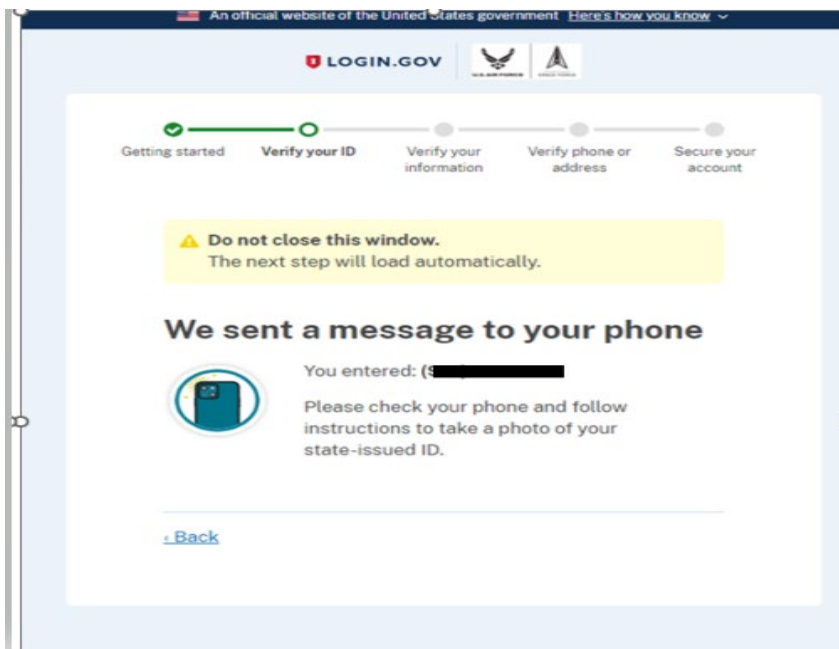
#### Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

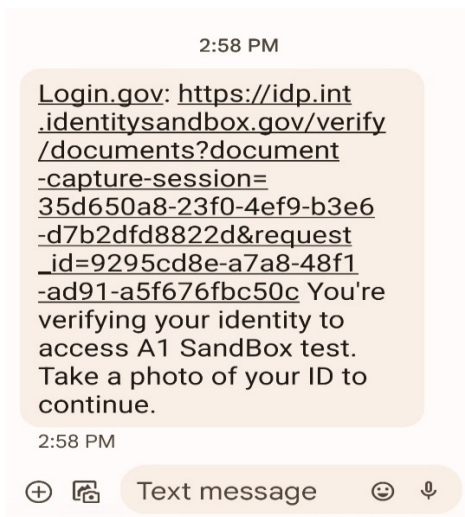
**Upload photos**

[Cancel](#)

**Step 17.** Do not close this window, continue to step 18.



**Step 18.** Click on link from text message sent to your phone.



**Step 19.** Follow directions on phone to **upload your State-issued ID.**



**⚠️ You're using Login.gov to verify your identity for access to A1 SandBox test and its services.**

**ONLY ADD YOUR ID IF:**

- You are using your own Login.gov account
- You asked Login.gov to verify your ID using your phone
- You are trying to access **A1 SandBox test** services

### Add your state-issued ID

We'll collect information about you by reading your state-issued ID. We use this information to verify your identity.

- For best results:
- Use a dark background
  - Take the photo on a flat surface
  - Do not use the flash on your camera

Front of your ID

### Add your state-issued ID

We'll collect information about you by reading your state-issued ID. We use this information to verify your identity.

- For best results:
- Use a dark background
  - Take the photo on a flat surface
  - Do not use the flash on your camera

Front of your ID



**Take photo** or [Upload photo](#)

Back of your ID



**Step 20.** Select “Submit” when photos have been uploaded.

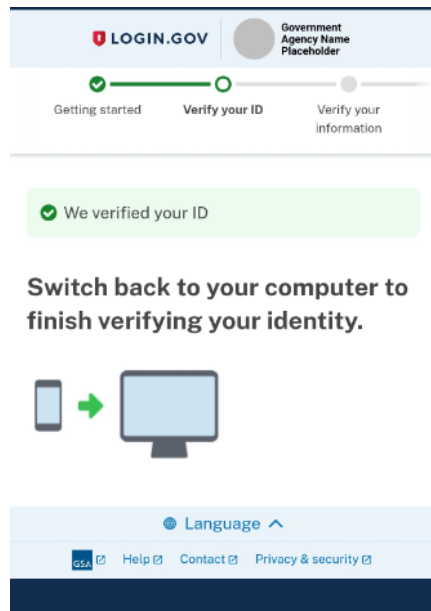
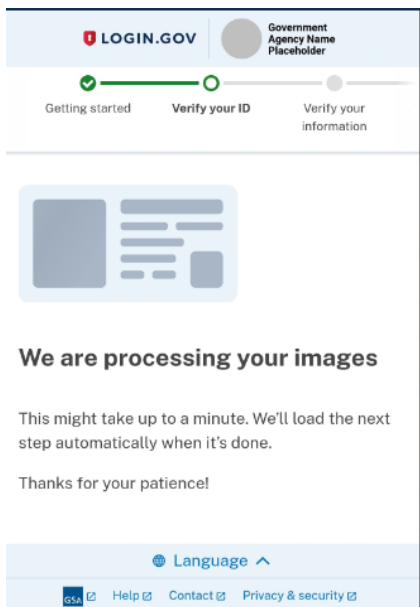
[Retake photo](#) or [Upload photo](#)



Having trouble? Here's what you can do:

[More tips for adding photos of your ID](#) >

**Step 21.** Wait for images to process, when complete switch back to your computer to finish verifying your identity.



## Step 22. Enter your Social Security Number and Select “Continue”

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LOGIN.GOV

Getting started  Verify your ID  **Verify your information**  Verify phone or address  Secure your account

### Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

**Social Security number**  
Example: 123-45-6789

Show Social Security number

**Continue**

[Cancel](#)

US General Services Administration [Language](#) [Help](#) [Contact](#) [Privacy & security](#)

## Step 23. Verify your information, Select “Continue”

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LOGIN.GOV

Getting started  Verify your ID  **Verify your information**  Verify phone or address  Secure your account

### Verify your information

First name:  
Last name:

Address line 1: [Update](#)  
Address line 2:  
City: SAN ANTONIO  
State: TX  
ZIP Code: `

Social Security number: 0\*\*-\*\*-\*\*\*\*8 [Update](#)

Show Social Security number

**Continue**

[Cancel](#)

## Step 24. Enter your phone number, select text or phone call, select “Send code”

The screenshot shows the LOGIN.GOV interface. At the top, there are logos for LOGIN.GOV, USA, and the Department of Justice. Below the logos is a progress bar with five steps: Getting started, Verify your ID, Verify your information, Verify phone or address, and Secure your account. The 'Verify phone or address' step is currently active, indicated by a green circle. Below the progress bar, a green box contains the text 'We verified your information'. The main heading is 'Verify your phone number'. Below this, there is a paragraph explaining that the system will check the number and send a one-time code. A section titled 'Enter a phone number that is:' lists two requirements: being based in the United States and being a primary number. A link 'Learn more about what phone number to use' is provided. Below this is a 'Phone number' input field with a dropdown menu showing '(910)'. A large yellow arrow points to this field. Below the input field is a section titled 'How should we send a code?' with a note that if a landline was entered, 'Phone call' should be selected. There are two radio buttons: 'Text message (SMS)' (selected) and 'Phone call'. Below this is a blue 'Send code' button, with a large yellow arrow pointing to it.

### **If you receive an error stating your phone number didn't match the one on file:**

Your name must be on the phone bill for the phone number you use. If not, you cannot verify or create an account online. You must verify by mail. Select verify by mail option. Login.gov will send a letter within 5-7 business days. You have 30 days to use the 10-digit code provided in the letter to create/verify your account. You must know your email address and password. The letter provides instructions on what to do.

### **If the system can't verify your email or phone number:**

If you know your email and phone but it can't be verified by the system, you can request a delete and reactivation of them. Login to login.gov and search on delete account. They will delete your email, password, and phone number associated with account. This takes 24 hours to do, you will receive 2 emails one immediately and the other 24 hours later. You can reuse the email after the 24 hours and upon receipt of second email with instructions.

**Step 25.** Enter your one-time code (expires in 10 minutes) and hit “Submit”

LOGIN.GOV

Getting started Verify your ID Verify your information **Verify phone or address** Secure your account

### Enter your one-time code

We sent a text (SMS) with a one-time code to +1 [REDACTED]. This code will expire in 10 minutes.

**One-time code**  
Example: 123ABC

**Submit**

[Send another code](#)

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

[Cancel](#)

**Step 26.** Re-Enter your Login.gov password, select “Continue”

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LOGIN.GOV

Getting started Verify your ID Verify your information Verify phone or address **Secure your account**

✔ We verified your phone number

### Re-enter your Login.gov password to protect your data

When you re-enter your password, Login.gov will protect the information you've given us, so that only you can access it.

[Read more about how Login.gov protects your personal information](#)

**Password**

Show password [Forgot password?](#)

Your verified information +


**Continue**

[Cancel](#)

## Step 27. Select “Continue”

✔ We secured your verified information

### Save your personal key



Your personal key was generated on **May 25, 2023 at 12:20 PM**

[Copy](#) [Download \(text file\)](#) [Print](#)

[What is a personal key?](#) +

**You need your personal key if you forget your password. Keep it safe and don't share it with anyone.**


If you reset your password without your personal key:

- You'll lose access to your account
- You'll need to verify your identity again

Please check this box to continue.

**Continue** ←

## Step 28. Select “Agree and Continue”



### Connect your verified information to Air Force Identity Management Solution (Okta.mil)

Air Force Identity Management Solution (Okta.mil) needs to know who you are to connect your account. We'll share this information with Air Force Identity Management Solution (Okta.mil):

- ✔ Full name
- ✔ Mailing address
- ✔ Phone number
- ✔ Email address
- ✔ Date of birth
- ✔ Social Security number  
0\*\*-\*\*-\*8
- ✔ Updated on  
May 25, 2023 at 5:20 PM

⚠ Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

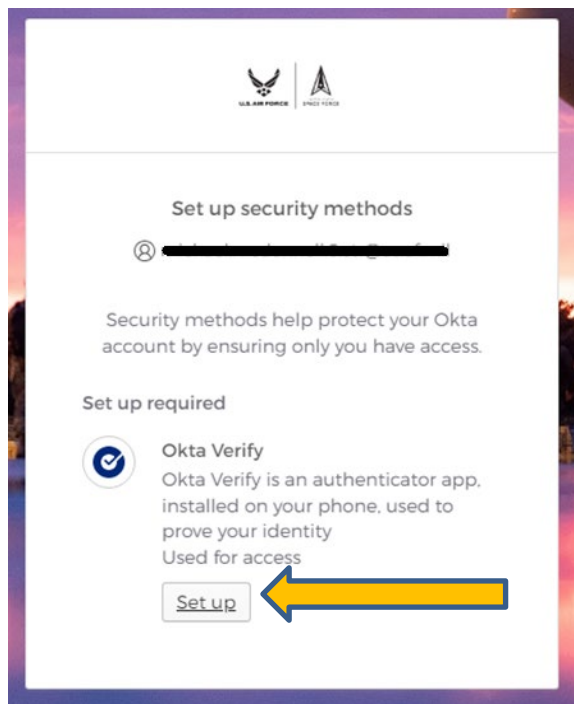
**Agree and continue** ←

## Instructions for Okta Verify

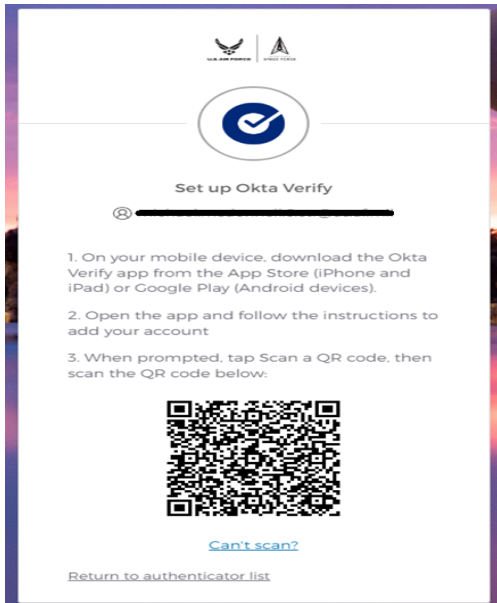
Once you have completed Login.Gov Identity Verification, you will be taken to Okta Verify. If you have any issues or questions, **contact the A1 Service desk at 800-525-0102, option 6 or email [a1dta.a1.sd@us.af.mil](mailto:a1dta.a1.sd@us.af.mil)**

**Note:** If you receive an expiration error logging into Okta after completing the Identity Verification, please go to this link and log back in with your Login.gov credentials. [Okta Registration \(Login.gov\)](#)

**Step 30.** Setup Okta Verify for Okta Login. **Click Setup**

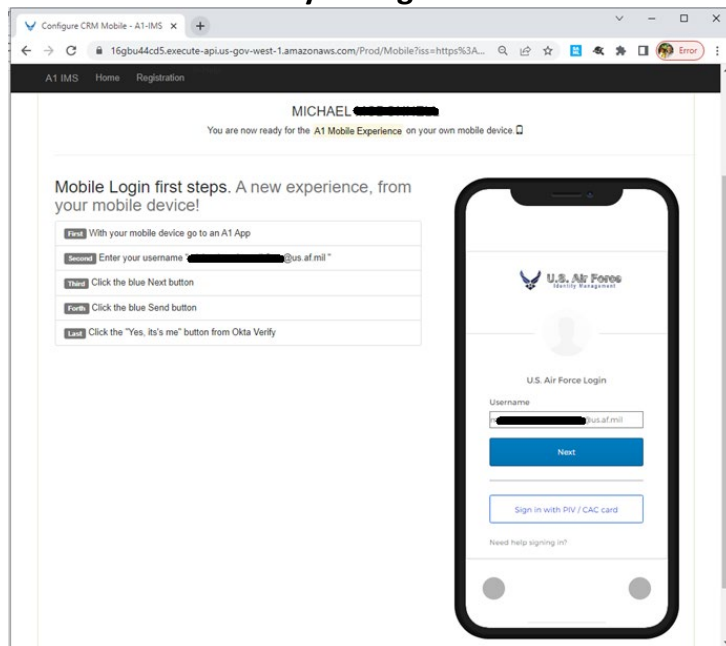


### Step 31. Open the Okta Verify App on your smart device



Scan The on-screen bar code.

### You have successfully configured non-CAC access



Keep track of the username as this will be your **username** used for logging into the MyVector.