

How to Request an Account

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

1. Go to <https://doitalent.ibc.doi.gov/login/index.php?saml=off> and click “Request new Account”

Admin Login

Username

Password

Admin Login

Forgotten your username or password?

Cookies must be enabled in your browser

Welcome to DOI Talent!

This system uses a two-step authentication process using Max.gov or Login.gov to provide access. Please choose the appropriate button below.

- If you are affiliated with a U.S. government agency, have a .gov or a .mil email AND have a PIV card, choose the Max.gov button.
- All others should choose Login.gov.

Note: DOI Talent accounts are routinely suspended after 30 days of inactivity. If your account requires reactivation, please notify the DOI Talent Help Desk at 888-367-1622 Option 3 then 6, and your concern will be forwarded to the appropriate bureau.

Request new account

Log in using your account on:

- DOI Employees
- Max.gov
- Login.gov

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

Acknowledgement

By selecting Confirm, I acknowledge the above statements were provided to me. (Confirmation is required to access the site.)

Confirm

Do Not Confirm

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:
- at least 12 characters long,
 - contain at least 1 number,
 - at least 1 lower case letter,
 - 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.

▼ Choose your username and password

Username*

The password must have at least 12 characters.

Password* **Unmask**

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.**

▼ More details

Email address*

Last name*

First name*

City/town

Country ▼



******DO NOT CLICK THE REQUEST ACCOUNT BUTTON AT THIS TIME!!!!******

6. Click the arrow next to “Other fields”



7. Complete the “Other Fields” section.

A screenshot of the "Other fields" form. The form contains the following fields:

- Role ID: IN_OTHER (dropdown)
- Domain ID: (empty dropdown) with a red arrow pointing to it from a yellow callout box labeled "LEAVE BLANK".
- Postal Address City: Shepherdstown (text input)
- Postal Address State: WV (dropdown)
- Postal Address Zip Code: 25438 (text input)
- Sponsoring Bureau: FISH AND WILDLIFE SERVICE (dropdown)
- Affiliation: VOLUNTEER (dropdown)
- Affiliate Org/Sponsor: Friends of TAB (text input)
- Comments: to take NCTC Courses (text input)

At the bottom are two buttons: "Request account" and "Cancel".

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 <https://doitalent.ibc.doi.gov/login/index.php?saml=off>

Admin Login

Username

Password

Admin Login

[Forgotten your username or password?](#)

[Cookies must be enabled in your browser](#)

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Request new account

Log in using your account on:

- DOI Employees
- Max.gov
- Login.gov

10. **IMPORTANT:** Please read the instructions and select the login method appropriate for you.
- DOI Employees select the DOI Employees box and log in with your PIV card.
 - If you are affiliated with a U.S. government agency, have a .gov or a .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)
 - 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.

Sign in

Email address

Password

Show password

Sign In

Don't have an account? [Create an account](#)

[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

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 to authenticate twice. Make your choice from the list of options and follow the prompts.

STEP 3 OF 4

First authentication method setup (1 of 2)

Add a second layer of security so only you can sign in to your account.

You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.

Select an option to secure your account:

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.

MORE SECURE

Security key

Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

MORE SECURE

Phone

Get security codes by text message (SMS) or phone call

Government employee ID

Insert your government or military PIV or CAC card and enter your PIN

I don't have any of the above

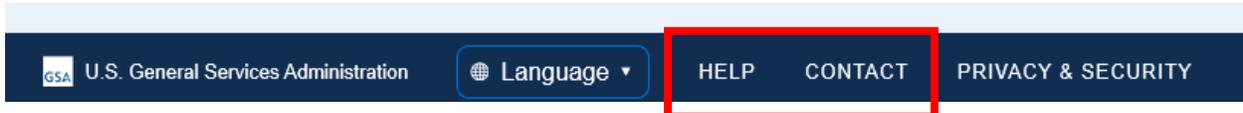
We'll give you 10 codes to use and keep in a safe place. You can use backup codes as your only authentication method. Not recommended because notes could get lost.

LESS SECURE

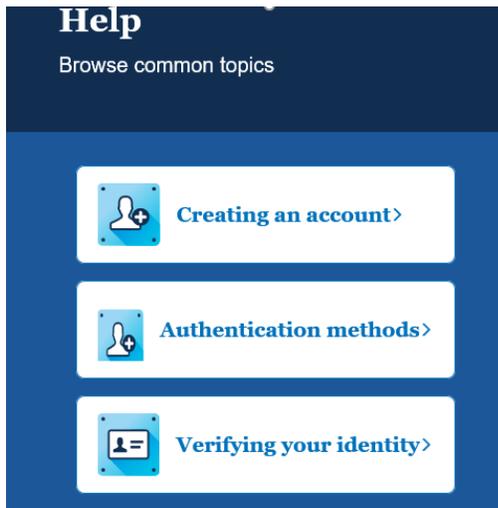


Need Help with Authentication?

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

LOGIN INFORMATION	
Email addresses	+ Add email
@gmail.com	
Password	***** Edit

TWO-FACTOR AUTHENTICATION	
Phone numbers	+ Add phone
+1 304- default	Manage
Authentication apps	+ Add
google authenticate	

15. Return to DOI Talent via <https://doitalent.ibc.doi.gov/login/index.php?saml=off> 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”



You are now logging in for the first time

We'll share this information with DOI:

✔ Email address [redacted]@gmail.com

DOI will only use this information to connect to your account

Continue

17. Re-confirm the acknowledgement.

Acknowledgement

By selecting Confirm, I acknowledge the above statements were provided to me. (Confirmation is required to access the site.) *

- Confirm
 Do Not Confirm

Submit

18. Congratulations, you should now be on your DOI Talent home page!

The screenshot shows the DOI Talent home page dashboard. At the top, there is a navigation bar with links for Home, My Learning, Find Learning, Reports, Help, and External Requests. Below this, there is a section for OPERATIONAL ALERTS with a SYSTEM NOTICES section stating "No system warnings at this time." and a notice about routine maintenance on Sundays. The main content area is divided into several sections: NAVIGATION (Home, Dashboard, Site pages, Courses), FRONT PAGE (Site badges, Tags, Calendar, Site news), TASKS (You currently have no tasks), MAIN MENU (Site news), About Assigned Supervisors (New Employees & Contractors, Existing Employees, Position changes or supervisor changes), CURRENT LEARNING (You do not have any current learning), PAPERLESS PERFORMANCE PLANS (They're here!, WHERE DO YOU START, you ask?, Are you changing positions, or is your rating official changing?), and FEATURED RESOURCES AND REQUIRED COURSES (Looking for..., A Skillssoft course?, Here are some links to several courses you might need: Telework for Managers, Telework for Employees, DOI Talent Employee Introductory Tutorial, DOI Talent Supervisor Introductory Tutorial).

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.

