# GSA Learning Academy User Registration

Customers who want to use the GSA Learning Academy, a learning management system which houses customized, online training content, must first register via the GSA Learning Academy User Registration site.
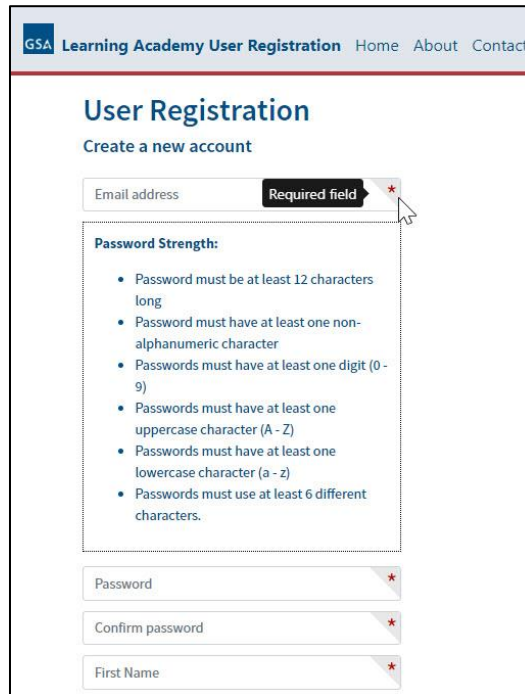
The following instructions detail how to complete the registration process to begin using the GSA Learning Academy.
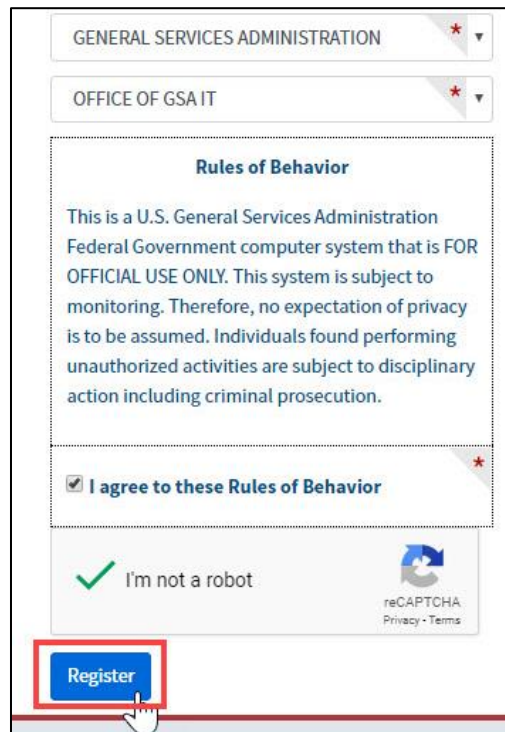
Register your email address

1. Go to the [GSA Learning Academy User Registration site](#).
2. From the home page, click on the **Register** button at the top of the screen.
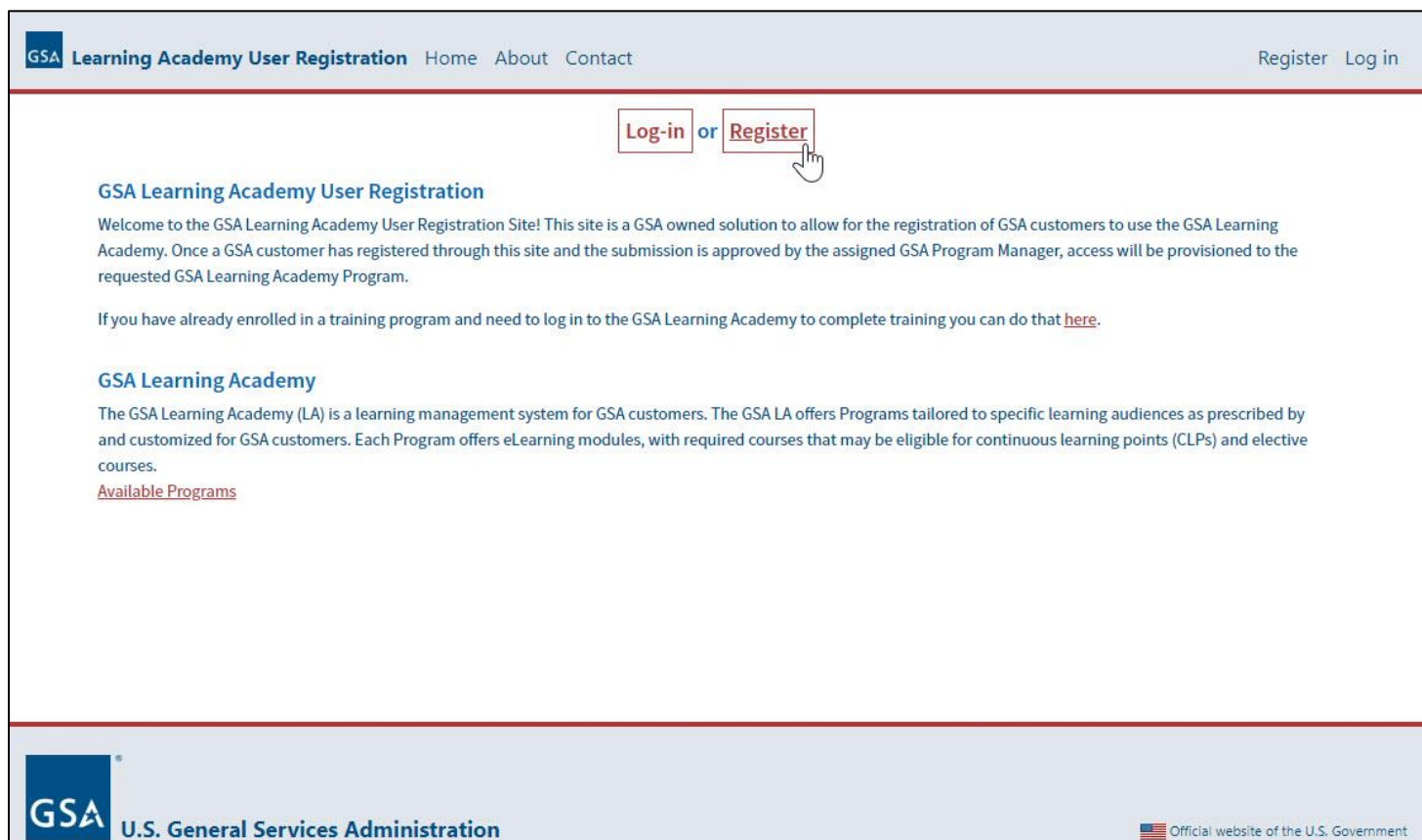
3. The user registration page will appear. Fill in the required fields (marked with a red asterisk *) to create a new account.
   a. Required fields include email address, password, confirm password, first name, last name, job title, agency and sub-agency.

4. Review the **Rules of Behavior** notice, and select the checkbox by the statement, "I agree to these Rules of Behavior."
5. Select the **"I'm not a robot"** checkbox.
6. Once you have filled in all the required fields and checked both boxes, select the **Register** button.

7. A new screen will appear, prompting you to complete your registration by checking your email and clicking on the link provided.
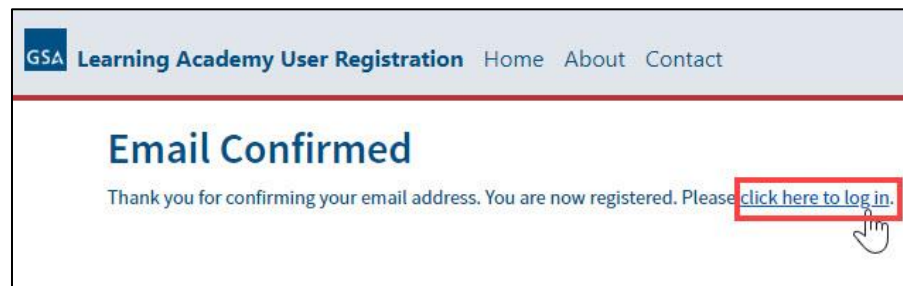

8. Check your inbox, and open the email you receive from the GSA Learning Academy User Registration system.

9. Click the link provided in the email to confirm your email address.

10. A new screen will appear, confirming your email address. Click the link to log into the user registration system.

11. On the login screen, fill in your email and password. Select the Rules of Behavior and "I'm not a robot" checkboxes. Click **Log in**.

2-Factor Authentication

Once you have confirmed your email address, you will need to complete the following steps to **complete the two-factor authentication process**.

In order to register for a program in the GSA Learning Academy User Registration system, you will need to use an **authenticator app on a smartphone** to scan the QR Code provided. Once your account is established, you will need to open the authenticator app on your phone and input a six-digit code to complete the login process.

1. To set up two-factor authentication, go to your mobile device's app store (i.e., Google Play or App Store).

2. In the search field, type in **authenticator** or **authenticate**. Install and open your app of choice. Examples of authentication apps include **Google Authenticator**, **SecureAuth Authenticate** and **Microsoft Authenticator**. You only need one of these apps installed to complete the authentication process.
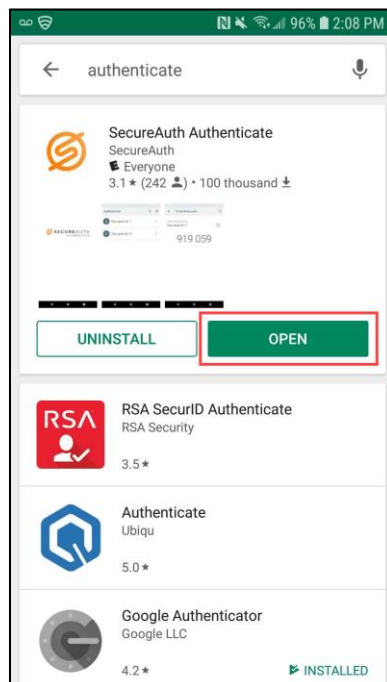
3. With your authenticator app opened, **scan the QR Code or enter the key provided** (vib5 nejj vgcp 7fu6 7azy m24o wv6y tuse). Spaces and casing do not matter if you enter the key provided.
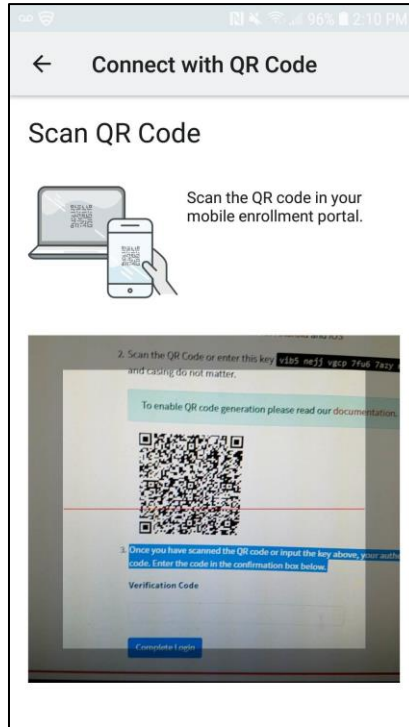
4. Once you scan the QR code or input the key, your authenticator app will provide you with a **temporary passcode** (normally 6 digits).
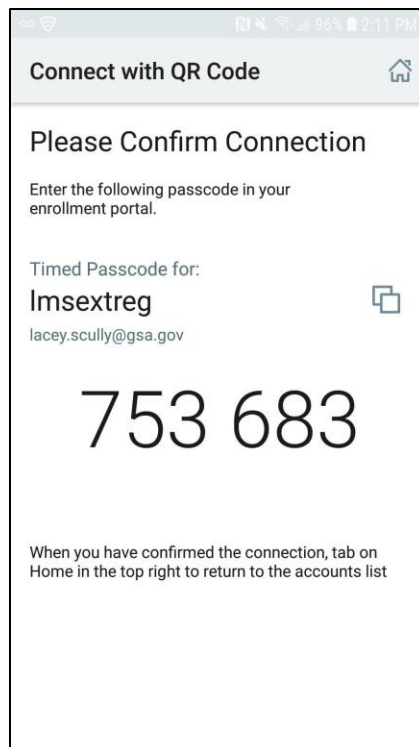
5. Enter the code in the **Verification Code** field (spacing does not matter when entering the code), and select the **Complete Login** button.

Two-factor authentication

the QR Code below. Once your account is established, you will need to open the authenticator app on your phone and input a six-digit code to complete the login process.

Follow these instructions to set up two-factor authentication:

1. Go to your device's mobile application store and search for 'authenticator' or 'authenticate' and download the app of your choice.

   Examples of these apps are:
   - Google Authenticator for Android and iOS
   - SecureAuth Authenticate for Android and iOS
   - Microsoft Authenticator for Android and iOS

2. Scan the QR Code or enter this key `vib5 nejj vgcp 7fu6 7azy m24o wv6y tuse` into your authenticator app. Spaces and casing do not matter.

   To enable QR code generation please read our documentation.

3. Once you have scanned the QR code or input the key above, your authenticator app will provide you with a unique code. Enter the code in the confirmation box below.

Verification Code

753683

Complete Login

6. **You have successfully logged in and can now request to enroll in a GSA Learning Academy program.**

Request Enrollment

Once you have completed the two-factor authentication process, you can request to enroll in a GSA Learning Academy program.

1. Once you have logged in using two-factor authentication, select the **Click Here** button at the top of the page to request to enroll in a program.

2. On the Programs Enrollments page, select the **Request Enrollment** button.
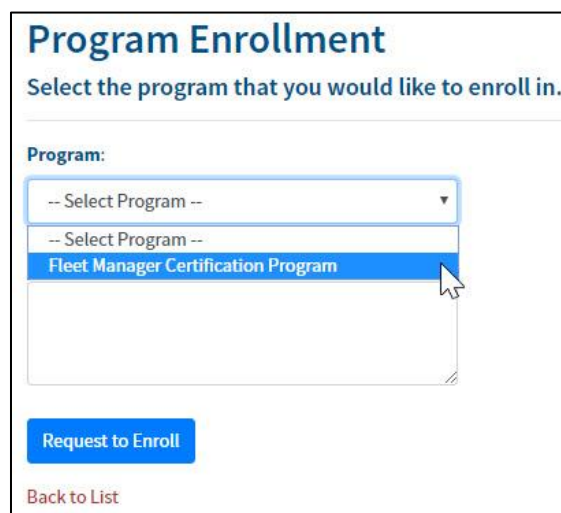
3. From the **Program** drop-down menu, select the program in which you would like to enroll.
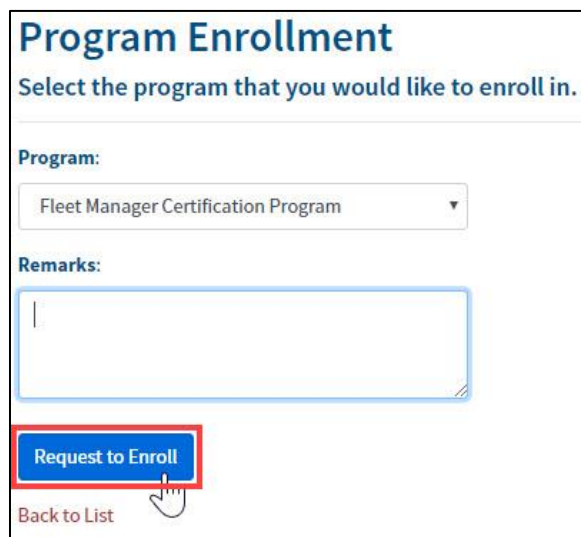
4. Enter remarks if necessary, and select the **Request to Enroll** button.

5. You will return to the Programs Enrollment page, where your request to register will appear as **Pending**. Your request has been sent to the program manager for review.

6. Use the **View Details** hyperlink to review the details of your request.

7. Use the **Withdraw** button to cancel your request to participate in the program. If you withdraw from the program, you do have the option to re-enroll.

8. **Once your request has been submitted, a program manager will review and either approve or deny your request.**
9. You will receive a message from the GSA Learning Academy User Registration email address once the program manager approves your request.


10. Once you receive confirmation that your request to enroll in the program has been approved, you will receive a welcome email from the GSA Learning Academy (learning management system) in approximately three business days with instructions on how to log into the learning management system (this is different than logging into the user registration system).

GSA Learning Academy Login

After your request to register for a GSA Learning Academy program has been approved, **you will receive an additional email from the GSA Learning Academy in approximately three business days**. This email will contain a link you will use to create a password, log into the GSA Learning Academy and begin the training program.

The GSA Learning Academy (where you will complete the training program) is separate from the User Registration system. Therefore, you will need to create a new password to log into the GSA Learning Academy to begin the program.

1. In the welcome message from GSA Learning Academy, **click on the URL** to set up a new password for the learning management system. Your username (which is your email address) will also be included in the welcome email.
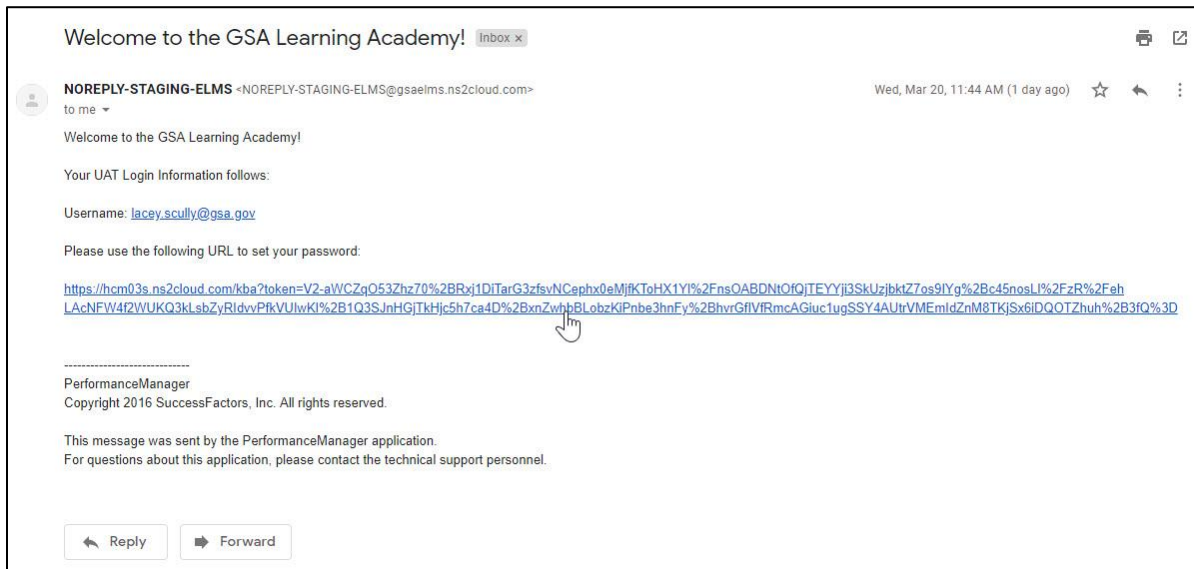
2. Once you click on the link, a page will appear, prompting you to **create a new password**. Use the requirements listed to create a password to log into the GSA Learning Academy.
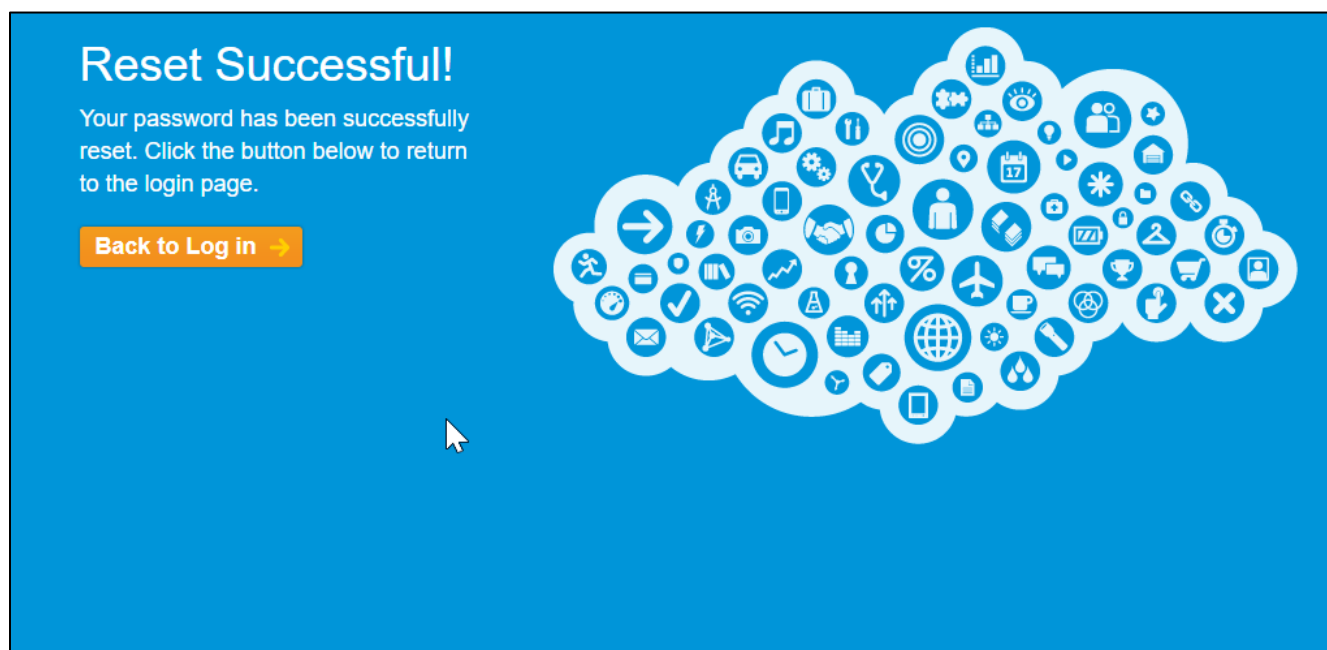
3. Once you create your password, select the **Back to Log in** button to log into the GSA Learning Academy.

4. On the login screen, enter your username (email address) and newly created password, and select the **Log in** button.
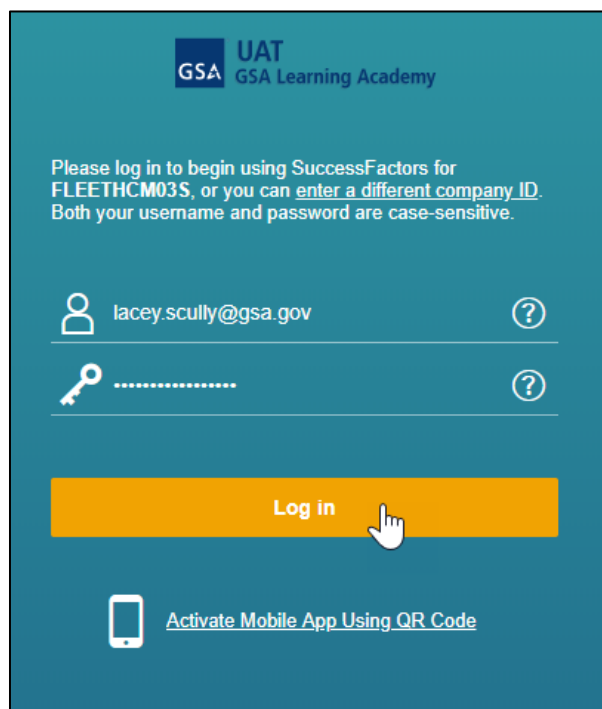
5. **You have successfully logged into the GSA Learning Academy and can begin your training program.**