

## BEFORE YOU GET STARTED



### Make sure you:

- 1 Have a USAJOBS and Open Opportunities profile.
- 2 Are a member of the U.S. Department of State Internship Program (Unpaid) Community.
- 3 Have received an email from the Agency Talent Portal (ATP) inviting you to join ATP.

## CREATING YOUR ACCOUNT

- 1 Before you can sign in to the Agency Talent Portal (ATP), your Agency Administrator, Community Manager, or the USAJOBS Team will send an invitation email to your federal email address.  
  
**Important:** The email you'll receive will include a link that you will need to click on. This link is time-sensitive and will expire in 24 hours. If for some reason you're unable to click the link before it expires, please send an email to [Recruiter-Help@USAJOBS.gov](mailto:Recruiter-Help@USAJOBS.gov).
- 2 Click the link in your email to go to the "Create Password" page and create your password. This criteria for this password will be displayed on the page. After you click **Create Password**, you will be brought to the sign-in page.
- 3 Sign-in using your federal email address and password. You will see our Acceptable Use Policy, which informs you of the proper use and limits of the Agency Talent Portal. If you accept this policy, you will be directed to the Required Details page to provide additional information for your profile
- 4 The information on the Required Details page will be used by the USAJOBS program and your Agency Administrator to manage your account and data. Once that form is completed, click the "Submit" button and you will be directed to the Agency Talent Portal landing page. This landing page is customized depending on what type of access you have been granted.