Registering Your PIV/CAC/SmartCard for Increased Security

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 an Agency Talent Portal account.

REGISTERING YOUR PIV/CAC/SMARTCARD

▶ Now that you're Agency Talent Portal profile has been created and you can sign-in, let's take another step that makes your data more secure and your account easier for you to access. This guide will teach you how to register your PIV, CAC, or SmartCard to your Agency Talent Portal profile.

① Navigate to the Agency Talent Portal sign in page at agencyportal.usajobs.gov. **Note:** If you are already signed-in, you need to sign-out by clicking into the top navigation bar and selecting "Sign Out" before you can continue this process.

② Select **Sign in with PIV Card**. Then select a PIV, CAC, or SmartCard certificate. This certificate is the same one that you normally select when signing in to your agency's VPN or when authenticating to other federal services.

③ After you have selected a certificate you'll need to enter your PIN. After entering your PIN, you will need to use your email address and password to sign in to your Agency Talent Portal profile. Once you've done that, your PIV, CAC, or SmartCard certificate will be registered with the Agency Talent Portal. The next time you attempt to sign in, you will just need to select the "Sign in with PIV Card" option and provide your PIN. You'll then be directed to our landing page.

▶ If you ever need to register a new certificate, you can repeat this process of selecting the certificate, then authenticating with your email address and password.

▶ Some users may experience an issue registering their PIV. This could be caused by selecting an invalid certificate (often a "Digital Signature" or expired certificate), or by entering an incorrect PIN. If this occurs, you'll be presented an error page. To correct this situation, please close your browser and try again.