A1 Digital Transformation Activity (DTA)
A1 ICAM Solution
Identity, Credential, and Access Management (ICAM)
Instructions for Logging into MyVECTOR

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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."**
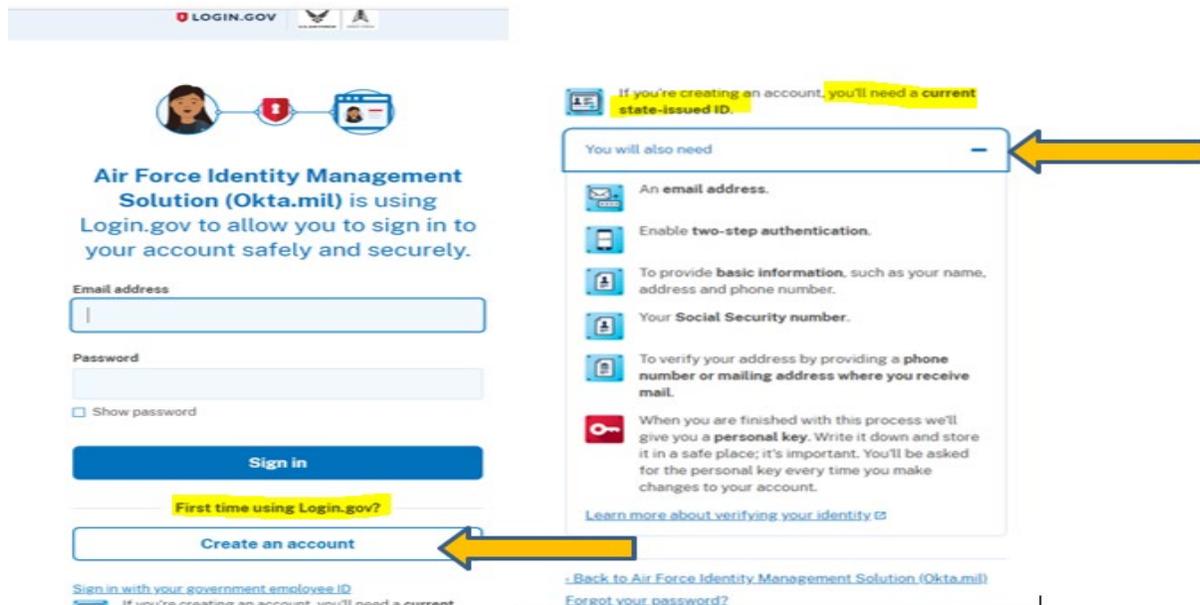
LOGIN.GOV   U.S. AIR FORCE | SPACE FORCE

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.

LOGIN.GOV   U.S. AIR FORCE | SPACE FORCE

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

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://secure.login.gov/sign_up/email/confirm?_request_id=c699276b-f2f3-4983-8c02-09f4883c8074&confirmation_token=b8eYr_QYynTGxPF2fq1K

Please do not reply to this message. If you need help, visit www.login.gov/help

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.

An official website of the United States government Here's how you know ∨

LOGIN.GOV

✅ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

☐ Show password

Password

Password strength: ...

Continue

Password safety tips +

Cancel account creation
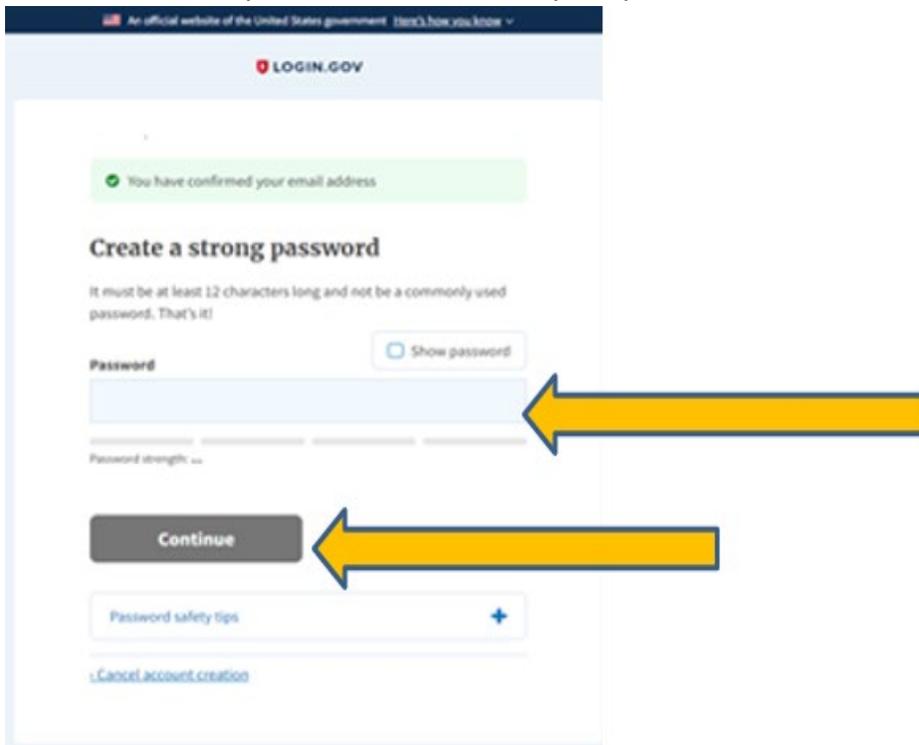
Step 7. Login.Gov requires two-factor authentication. Select Authentication application and select "**Continue**"

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.

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Step 9. Open OKTA app on your phone, Click on the plus sign.
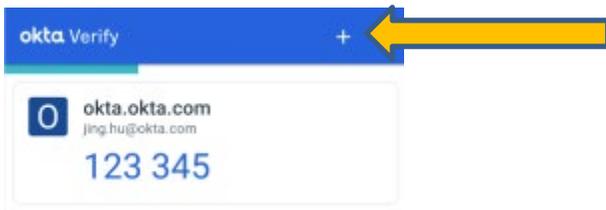
Step 10. Choose account type, select **Organization**.
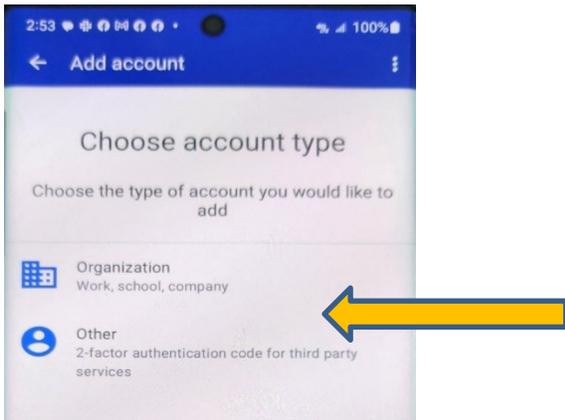
Step 11. Next screen Do you have your QR code? Select '**Yes, ready to Scan"**.

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

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

Identity Verification

Step 14. Select '**Continue"**, note what you will need to get started.

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

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.

An official website of the United States government Here's how you know ⌄

🛡 LOGIN.GOV

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

⚠ **Do not close this window.**
The next step will load automatically.

We sent a message to your phone

You entered: (█████████)

Please check your phone and follow instructions to take a photo of your state-issued ID.

‹ Back

Step 18. Click on link from text message sent to your phone.
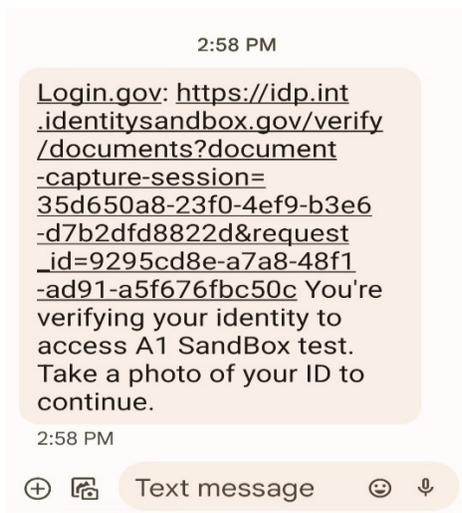
Step 19. Follow directions on phone to **upload your State-issued ID**.

Step 20. Select "**Submit**" when photos have been uploaded.

Step 21. Wait for images to process, when complete switch back to your computer to finish verifying your identity.
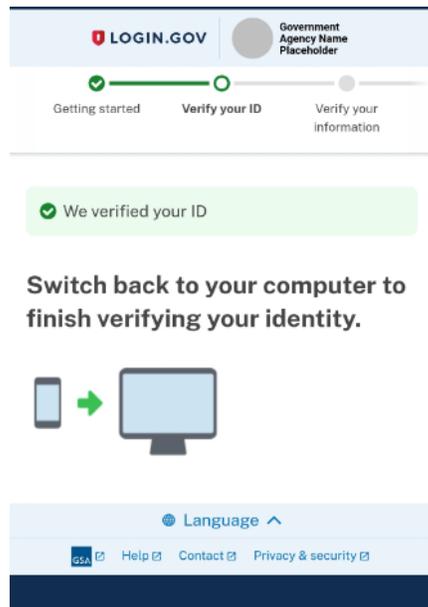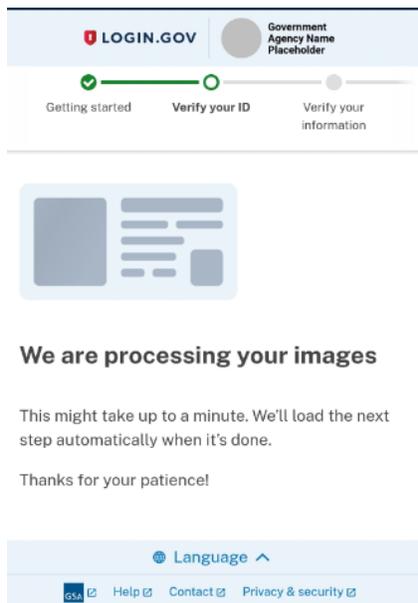
Step 22. Enter your Social Security Number and Select "**Continue"**

Step 23. Verify your information, Select "**Continue**"

Step 24. Enter your phone number, select text or phone call, select "**Send code**"

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**"

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

Step 27. Select "**Continue**"

Step 28. Select "**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**

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**
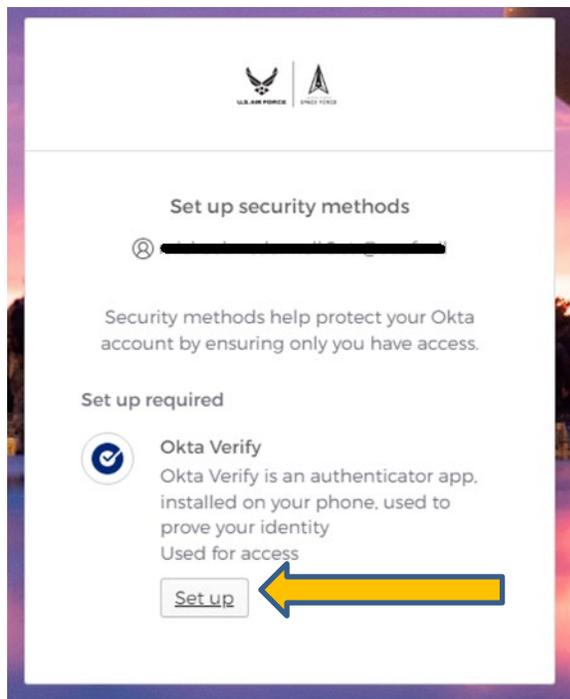
Step 31. Open the Okta Verify App on your smart device
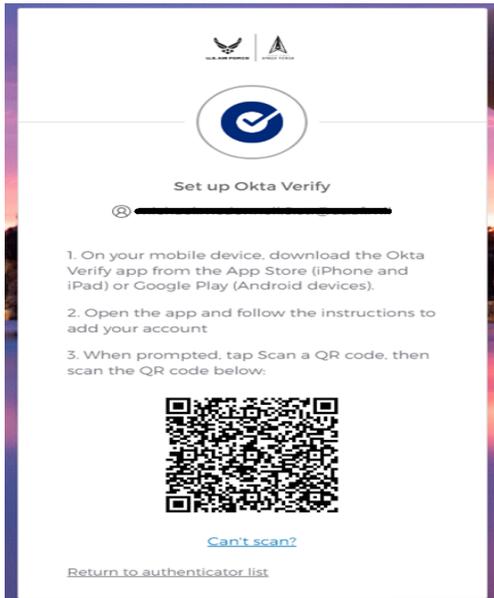
Scan The on-screen bar code.

You have successfully configured non-CAC access
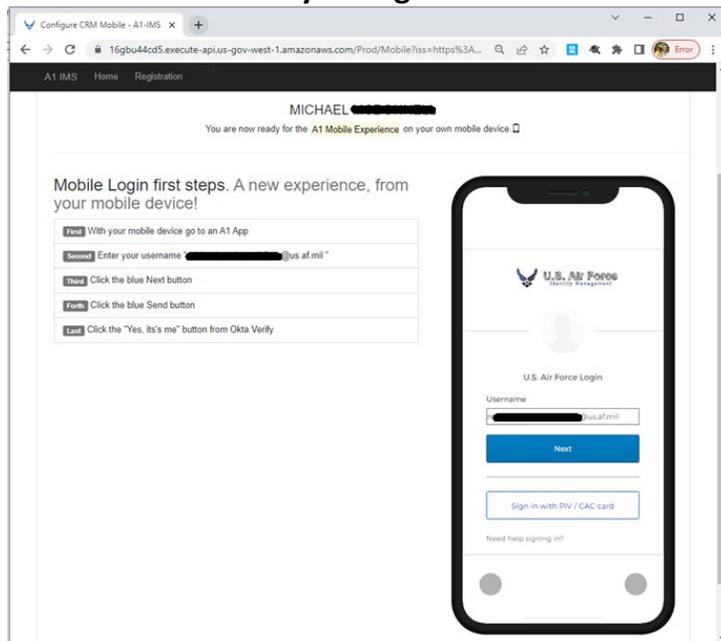
Keep track of the username as this will be your **username** used for logging into the MyVector.

Instructions for Logging into MyVECTOR Non-CAC for the first time

Step 1. Go to MyVECTOR
https://myvector.us.af.mil/myvector/PublicHome/NoticeAndConsent

Step 2. Select "**First-time non-CAC user registration**"
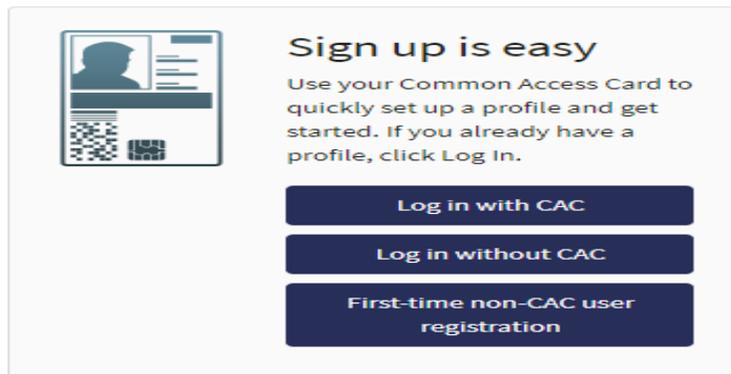
Step 3. In the **Username box**, put in your personal email address and click next. e,g., john.smith@gmail.com
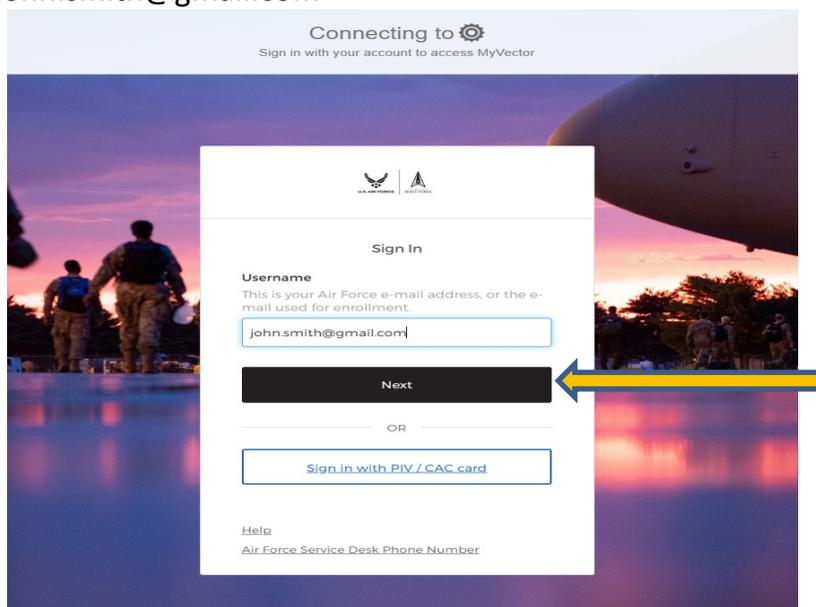
Step 4. You will be taken to Login.gov,

Follow the on-screen prompts until you receive the screen below

Step 5. You will be returned to MyVECTOR, Select "**I Agree"**

Step 6. In the **Username box**, please put in your personal email address used in step 3.
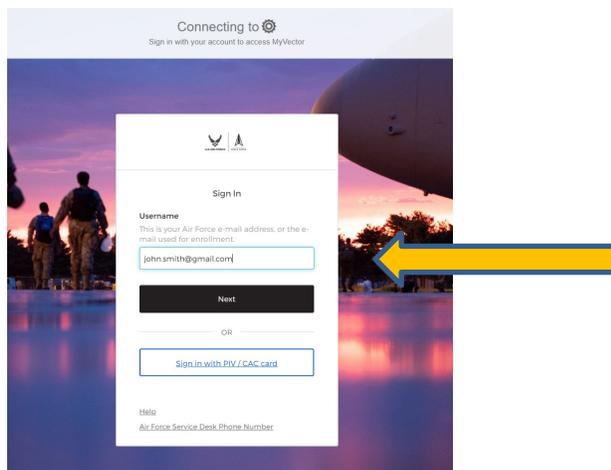
Note: If the registration process timed-out before Okta was able to setup Okta verify. You will be taken back to Login.gov to login.

Step 7. Enter your email address and password used for Login.gov and select "**Sign in**"

Step 8. Enter your One-time code and select "**Submit**".
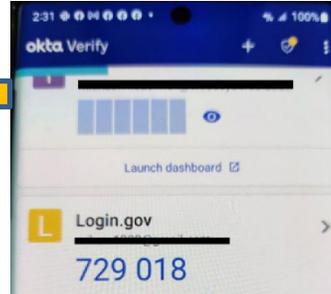
Step 11. First Time Login and Okta Verify

First Time Login and Okta Verify

You will be taken through the process of configuring Okta verify for all subsequential login attempts.   Follow the on-screen prompts until you receive the screen below

Step 12. You are now in MyVector
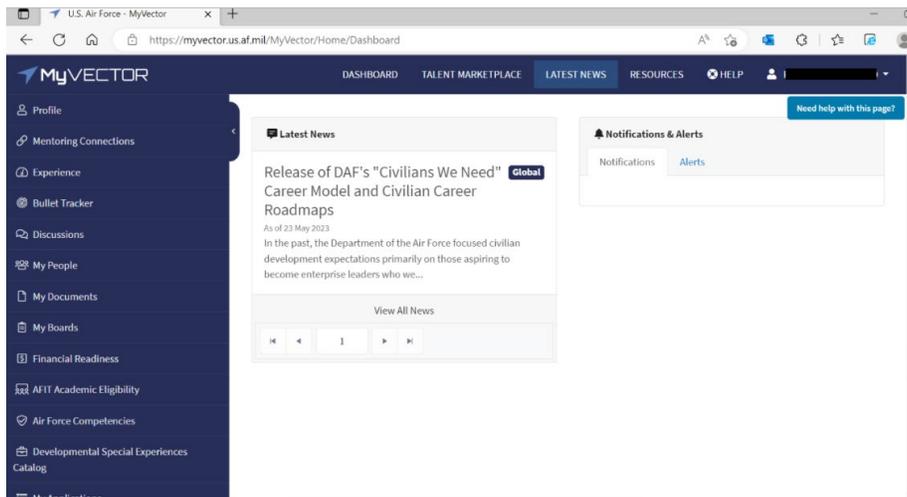
Non-CAC Login (After first time)

After the initial login in to MyVector subsequential logins will be preformed though Okta directly.

Step 1. Go to MyVECTOR
https://myvector.us.af.mil/myvector/PublicHome/NoticeAndConsent

Step 2. Select "**Log in without CAC**"
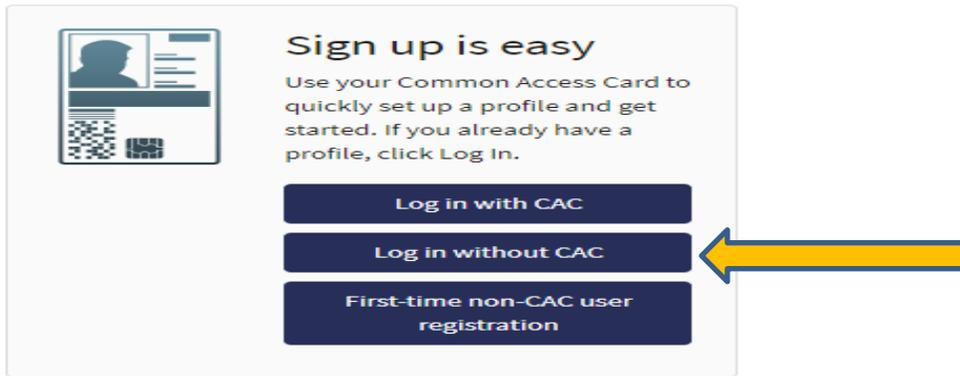
Step 3. In the **Username box**, put in your personal email address and click next. e,g., john.smith@gmail.com
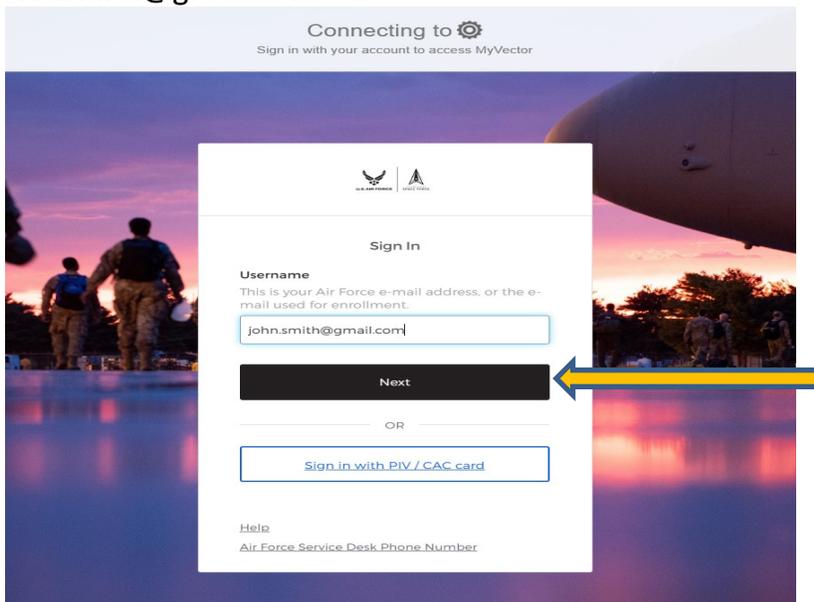
Step 2. In the username field provide the e-mail address that was used for setting up Login.gov. johnthan.smith@gmail.com
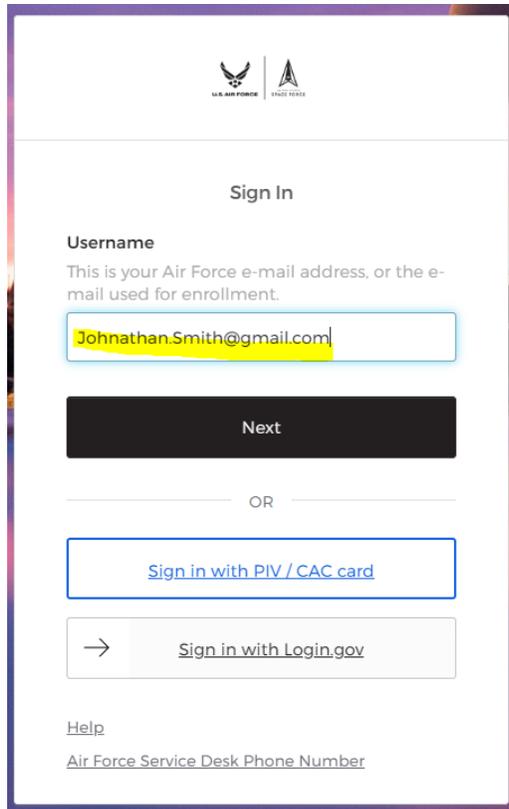
Step 3. Click **Next**
You will reactive a request on the smart phone device that was used during the Okta Verify setup step

Note: If prompted to select a verification Option select Get a push notification.
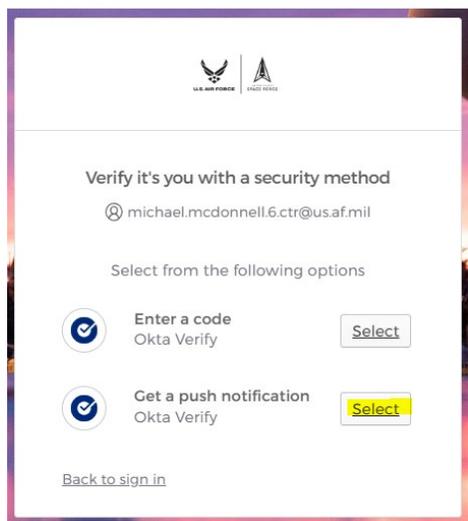
You Should now be logged into MyVector!