



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

6 June 2023

v. 1.0 updated 28 July 2023

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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

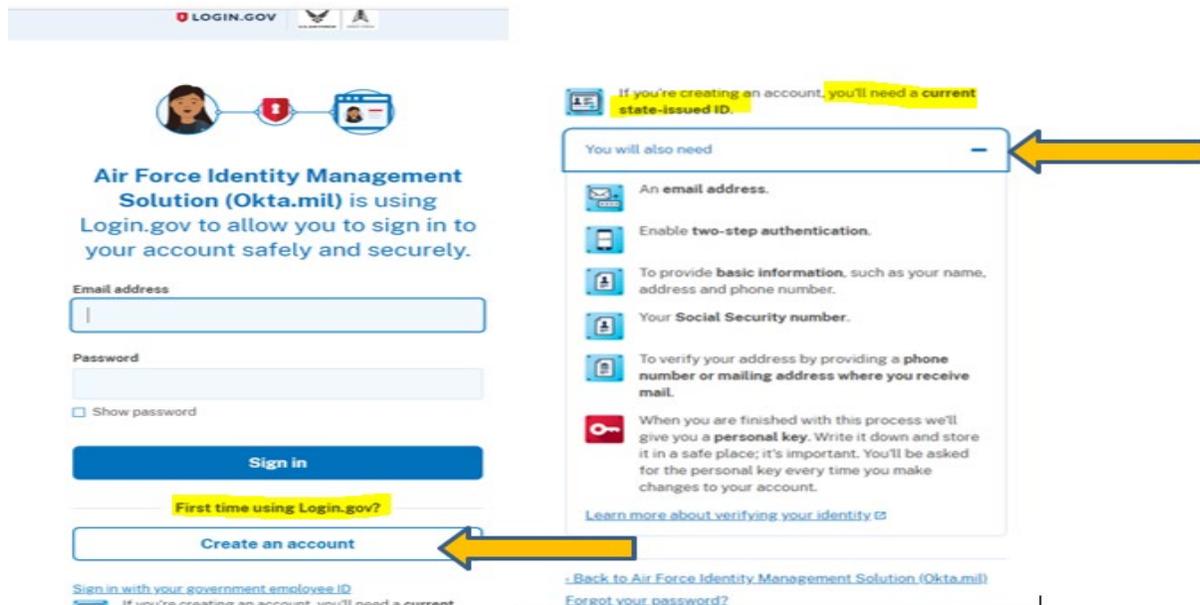
Registration Process for users with-out a Common Access Card (CAC). The process requires you to create an account in login.gov, download OKTA Verify software, use your cell phone to verify your information, then access MyVector with username and password.

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.”**



An official website of the United States government [Here's how you know](#)

LOGIN.GOV U.S. AIR FORCE U.S. ARMY

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.

An official website of the United States government [Here's how you know](#)

LOGIN.GOV U.S. AIR FORCE U.S. ARMY

Check your email

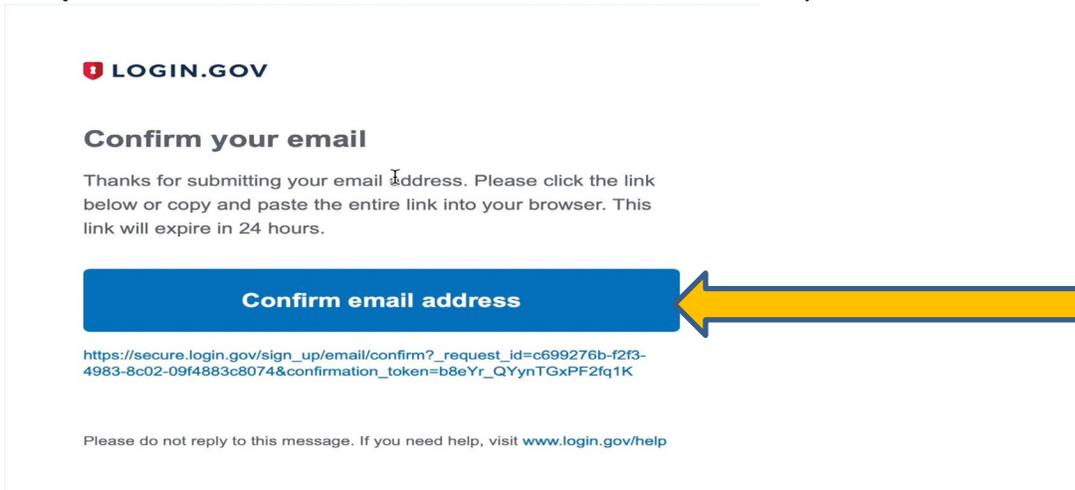
We sent an email to _____ with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

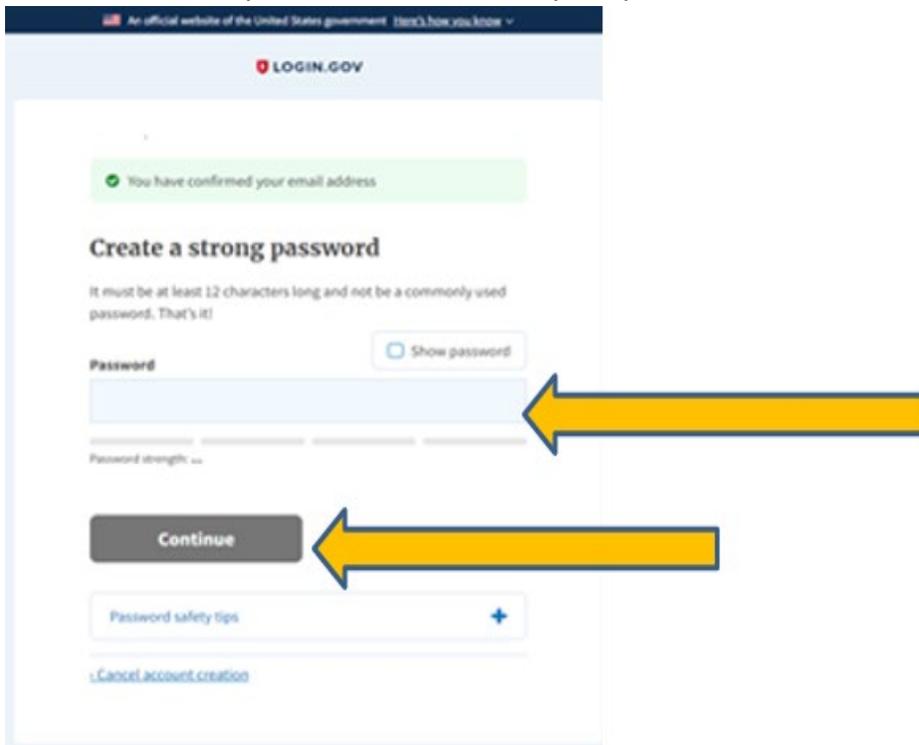
Or, [use a different email address](#)

You can close this window if you're done.

Step 5. Select on the “**Confirm email address**” link from your email



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.



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.

The screenshot shows five authentication methods, each with a checkbox and a description:

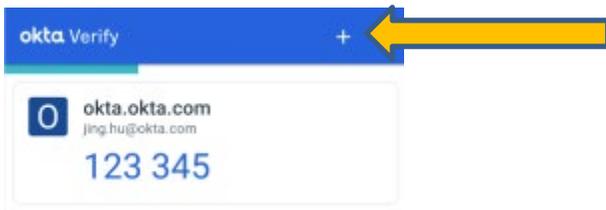
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- Authentication application**
Download or use an authentication app of your choice to generate secure codes. **←**
- 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.

At the bottom of the screen is a blue button labeled "Continue".

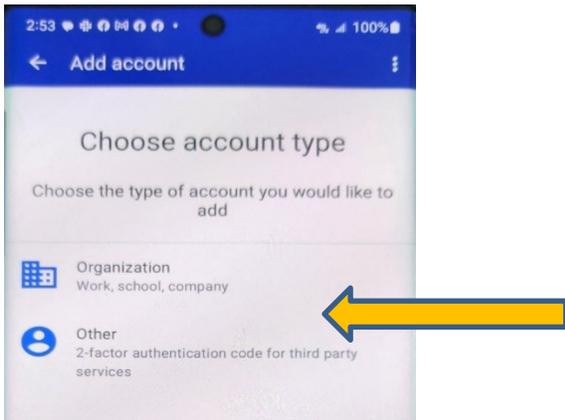
Step 8. Install Okta Verify on your phone by going to the Google Play or Apple App store.

The screenshot shows the Google Play Store search results for "Okta Verify". The search bar contains "okta verify mobile app". The top result is "Okta Verify" by Okta Inc., with a 4.5 star rating, 21K reviews, and 5M+ downloads. A green "Install" button is visible next to the app name. Below the app name are several preview images of the app on different devices. At the bottom, there are ads for related apps: "Aura: Security & Protection", "Verifly", "Authenticator App - 2FA", and "Ar Lc".

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.”**

The screenshot shows the 'Add an authentication app' page on Login.gov. It includes a four-step process: 1. Give it a nickname (with a text input field), 2. Open your authentication app, 3. Scan this QR barcode with your app (with a QR code and a warning box stating 'Sample only do not use this QR barcode'), and 4. Enter the temporary code from your app (with a text input field). A 'Submit' button is at the bottom. A yellow arrow points to the nickname field, another to the temporary code field, and a third to the Submit button. An inset image shows the OKTA Verify app interface with a code '729 018' displayed.

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

The screenshot shows the confirmation page on Login.gov. It features a green success message: 'An authentication app was added to your account.' Below this, it says 'You've added your first authentication method! Add a second method as a backup.' and provides a brief explanation of why a second method is recommended. At the bottom, there are two buttons: 'Add another method' and 'Skip for now'. A yellow arrow points to the 'Skip for now' link.

Identity Verification

Step 14. Select ‘Continue’, note what you will need to get started.

The screenshot shows the LOGIN.GOV interface for identity verification. At the top, there are logos for LOGIN.GOV, U.S. AIR FORCE, and SPACE FORCE. Below these is a progress bar with five steps: 'Getting started' (highlighted with a green circle), 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The main heading is 'Get started verifying your identity'. Below this, a paragraph states: 'Air Force Identity Management Solution (Okta.mil) needs to make sure you are you — not someone pretending to be you.' This is followed by the heading 'You will need your:' and a numbered list of three requirements: 1. State-issued ID (Your ID cannot be expired.), 2. Social Security number (You will not need the card with you.), and 3. Phone number OR home address. Under the third requirement, there are two sub-points: 'Verify by phone: We'll call or text your phone number. This takes a few minutes.' and 'Verify by mail: We'll mail a letter to your home address. This takes about 3 to 7 business days.' A link 'Learn more about verifying by phone or mail' is provided. At the bottom, a blue 'Continue' button is highlighted with a large yellow arrow pointing to it from the right.

Step 15. Check the Secure your account and “Select Continue”.

The screenshot shows the LOGIN.GOV interface for identity verification, Step 15. At the top, there is a banner: 'An official website of the United States government Here's how you know'. Below this are the LOGIN.GOV, U.S. AIR FORCE, and SPACE FORCE logos. The progress bar shows five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account' (highlighted with a green circle). The main heading is 'How verifying your identity works'. Below this, a paragraph states: 'Identity verification happens in two parts:'. This is followed by two sub-sections: 'Verify your identity' (We'll ask for your personal information to verify your identity against public records.) and 'Secure your account' (We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.). Below these is a checkbox that is checked, with the text: 'By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.' A link 'Learn more about our privacy and security measures' is provided. At the bottom, a blue 'Continue' button is highlighted with a large yellow arrow pointing to it from the right. Below the button is a 'Cancel' link.

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



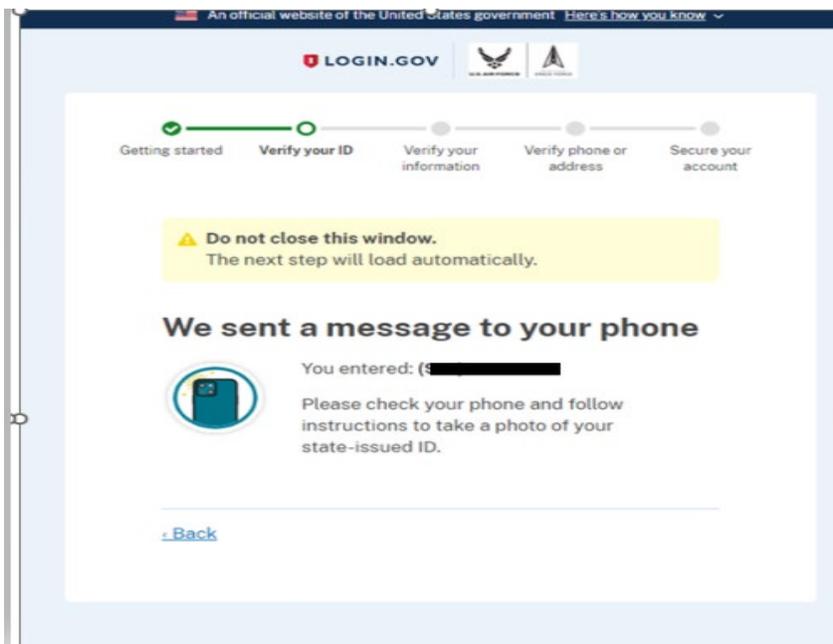
Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

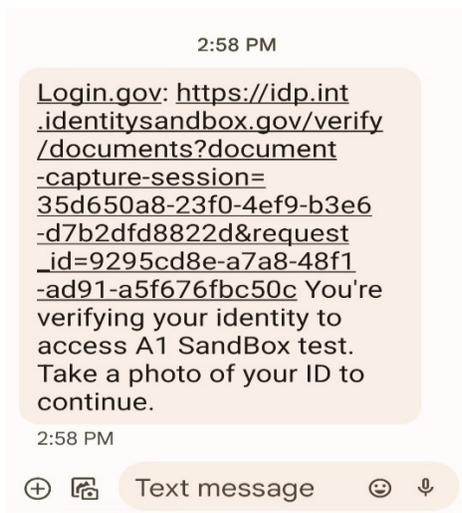
Upload photos

[Cancel](#)

Step 17. Do not close this window, continue to step 18.



Step 18. Click on link from text message sent to your phone.



Step 19. Follow directions on phone to **upload your State-issued ID.**



⚠️ You're using Login.gov to verify your identity for access to A1 SandBox test and its services.

ONLY ADD YOUR ID IF:

- You are using your own Login.gov account
- You asked Login.gov to verify your ID using your phone
- You are trying to access **A1 SandBox test** services

Add your state-issued ID

We'll collect information about you by reading your state-issued ID. We use this information to verify your identity.

For best results:

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera

Front of your ID

Add your state-issued ID

We'll collect information about you by reading your state-issued ID. We use this information to verify your identity.

For best results:

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera

Front of your ID



Take photo or [Upload photo](#)

Back of your ID



Step 20. Select “Submit” when photos have been uploaded.

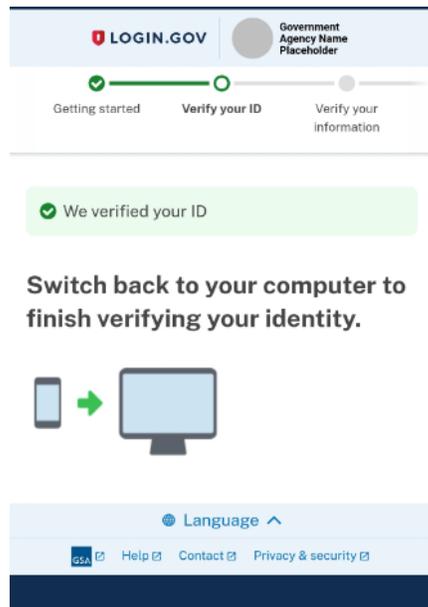
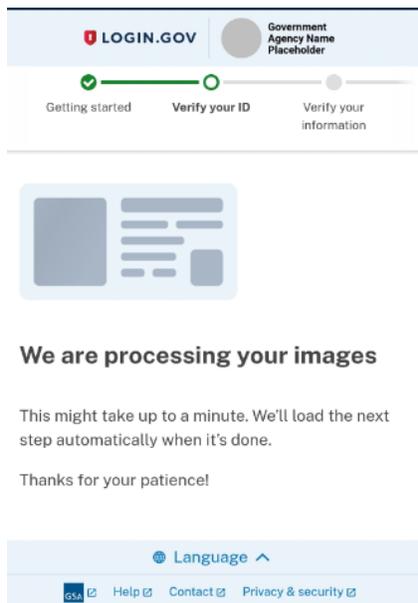
[Retake photo](#) or [Upload photo](#)



Having trouble? Here's what you can do:

[More tips for adding photos of your ID](#) >

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”

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

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

Social Security number
Example: 123-45-6789

Show Social Security number

Continue

[Cancel](#)

US General Services Administration [Language](#) [Help](#) [Contact](#) [Privacy & security](#)

Step 23. Verify your information, Select “Continue”

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

Verify your information

First name:
Last name:

Address line 1: [Update](#)
Address line 2:
City: SAN ANTONIO
State: TX
ZIP Code: `

Social Security number: 0**-**-****8 [Update](#)

 Show Social Security number

Continue

[Cancel](#)

Step 24. Enter your phone number, select text or phone call, select “Send code”

LOGIN.GOV

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

✔ We verified your information

Verify your phone number

We'll check this number with records and send you a one-time code. This is to help verify your identity.

Enter a phone number that is:

- Based in the United States (including U.S. territories)
- Your primary number (the one you use the most often)

[Learn more about what phone number to use](#)

Phone number

🇺🇸 (910)

How should we send a code?

If you entered a landline above, please select “Phone call” below.

Text message (SMS) Phone call

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”

LOGIN.GOV

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

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 [REDACTED]. This code will expire in 10 minutes.

One-time code
Example: 123ABC

Submit

[Send another code](#)

Entered the wrong phone number?
[Use another phone number](#)

[Cancel](#)

Step 26. Re-Enter your Login.gov password, select “Continue”

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**

✔ We verified your phone number

Re-enter your Login.gov password to protect your data

When you re-enter your password, Login.gov will protect the information you've given us, so that only you can access it.

[Read more about how Login.gov protects your personal information](#)

Password

Show password [Forgot password?](#)

Your verified information +

Continue

[Cancel](#)

Step 27. Select “Continue”

✔ We secured your verified information

Save your personal key



Your personal key was generated on **May 25, 2023 at 12:20 PM**

[Copy](#) [Download \(text file\)](#) [Print](#)

[What is a personal key?](#) +

You need your personal key if you forget your password. Keep it safe and don't share it with anyone.

If you reset your password without your personal key:

- You'll lose access to your account
- You'll need to verify your identity again

Please check this box to continue.

Continue ←

Step 28. Select “Agree and Continue”



Connect your verified information to Air Force Identity Management Solution (Okta.mil)

Air Force Identity Management Solution (Okta.mil) needs to know who you are to connect your account. We'll share this information with Air Force Identity Management Solution (Okta.mil):

- ✔ Full name
- ✔ Mailing address
- ✔ Phone number
- ✔ Email address
- ✔ Date of birth
- ✔ Social Security number
0**-***8
- ✔ Updated on
May 25, 2023 at 5:20 PM

⚠ Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

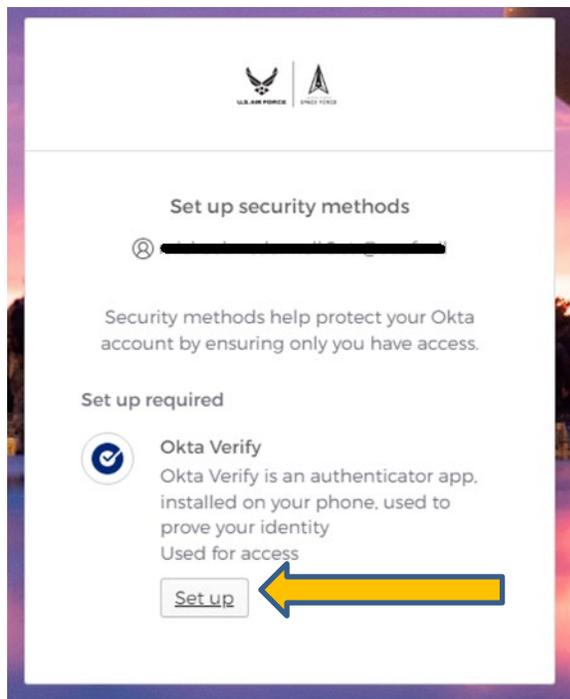
Agree and continue ←

Instructions for Okta Verify

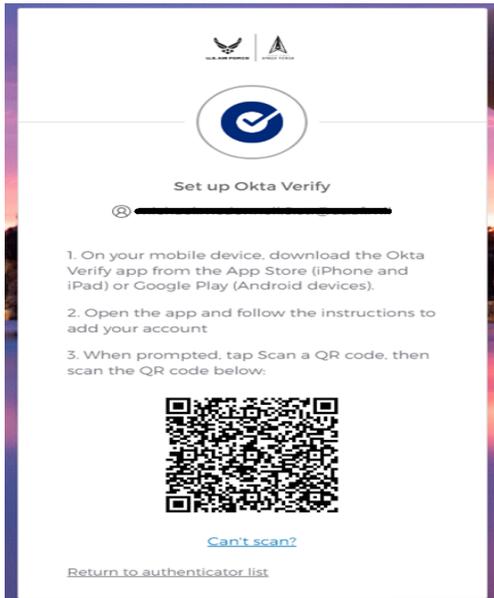
Once you have completed Login.Gov Identity Verification, you will be taken to Okta Verify. If you have any issues or questions, **contact the A1 Service desk at 800-525-0102, option 6 or email a1dta.a1.sd@us.af.mil**

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**

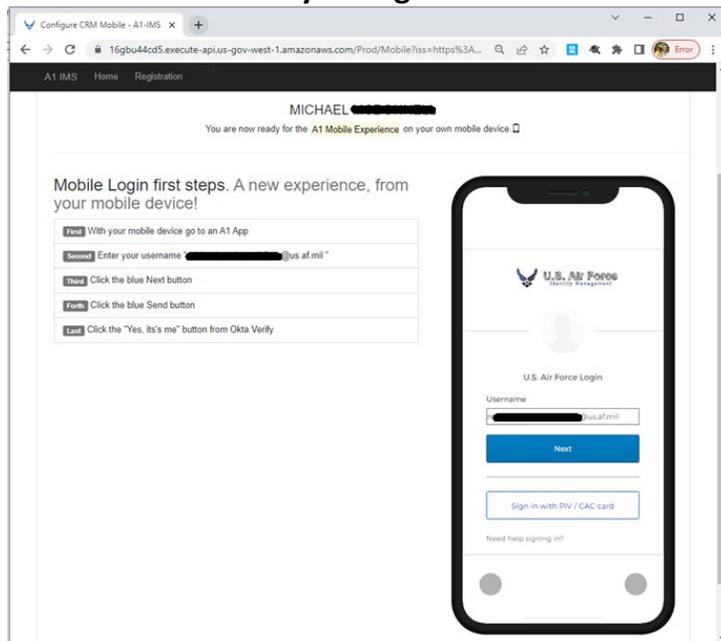


Step 31. Open the Okta Verify App on your smart device



Scan The on-screen bar code.

You have successfully configured non-CAC access



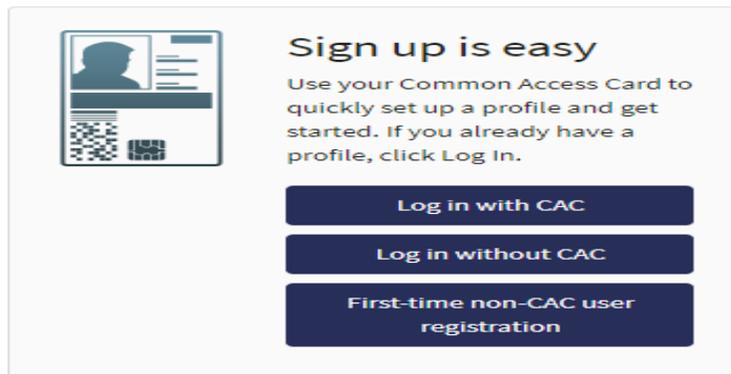
Keep track of the username as this will be your **username** used for logging into the MyVector.

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

Step 1. Go to MyVECTOR

<https://myvector.us.af.mil/myvector/PublicHome/NoticeAndConsent>

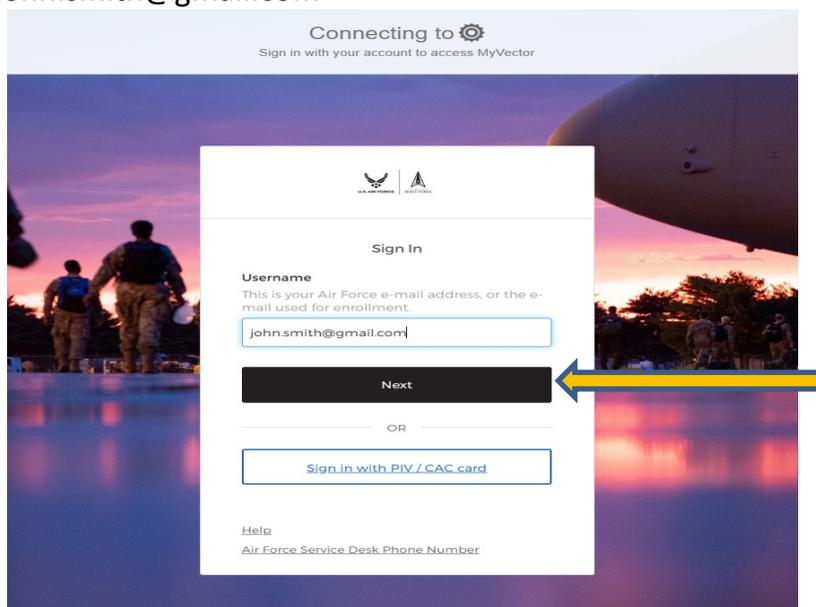
Step 2. Select “First-time non-CAC user registration”



Total Force
Active. Guard. Reserve.
Civilian.



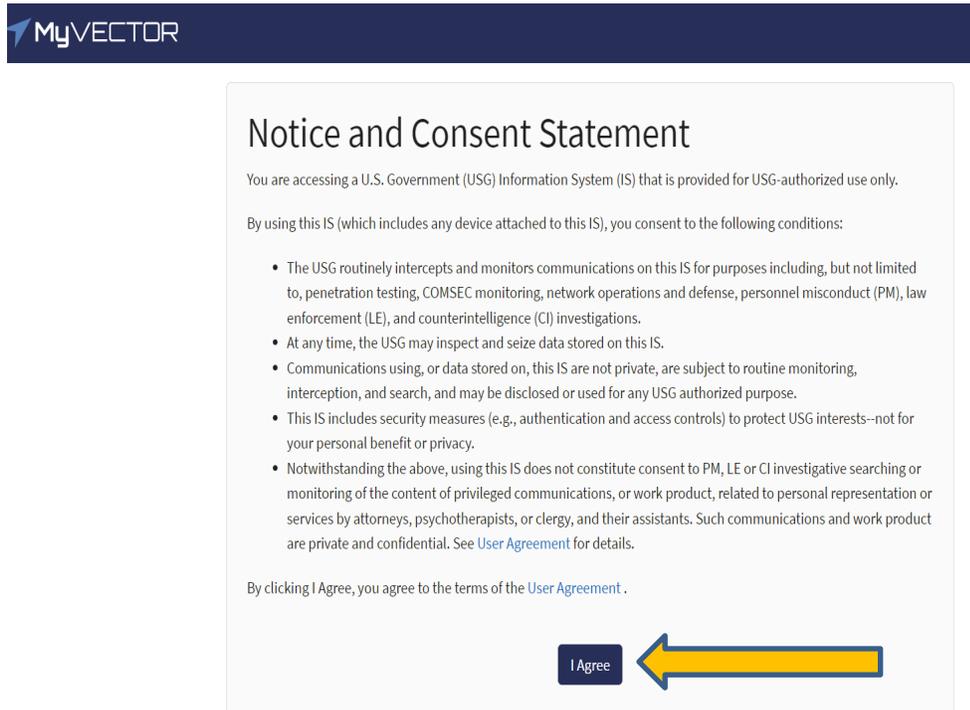
Step 3. In the **Username** box, put in your personal email address and click next. e.g., john.smith@gmail.com



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”



MyVECTOR

Notice and Consent Statement

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

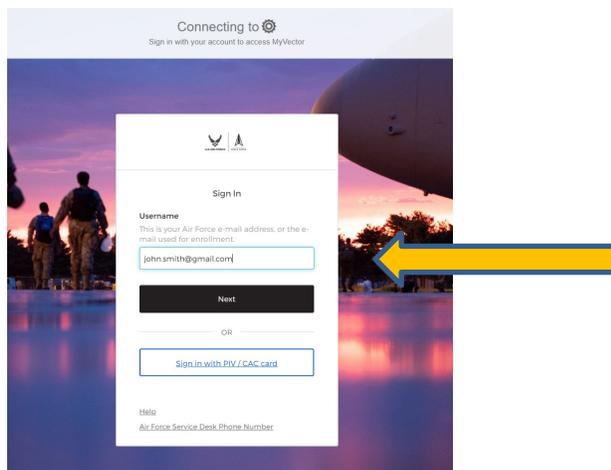
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

By clicking I Agree, you agree to the terms of the [User Agreement](#).

←

Step 6. In the Username box, please put in your personal email address used in step 3.



Connecting to 
Sign in with your account to access MyVector



Sign In

Username
This is your Air Force e-mail address, or the e-mail used for enrollment.

OR

Help
Air Force Service Desk Phone Number

←

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”**

LOGIN.GOV U.S. AIR FORCE AIR FORCE CIVIL ENGINEER



Air Force Identity Management Solution (Okta.mil) is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password

Show password

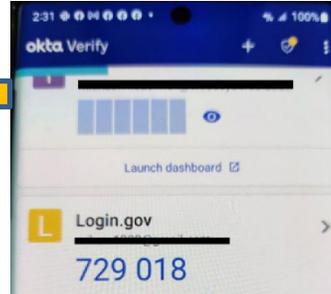
Sign in

Step 8. Enter your One-time code and select **“Submit”**.

Enter your authentication app code

One-time code
Example: 123456

Remember this browser



Enter the code from your authenticator app. If you have several accounts set up in your app, enter the code corresponding to **Login.gov**.

Don't have your authenticator app?

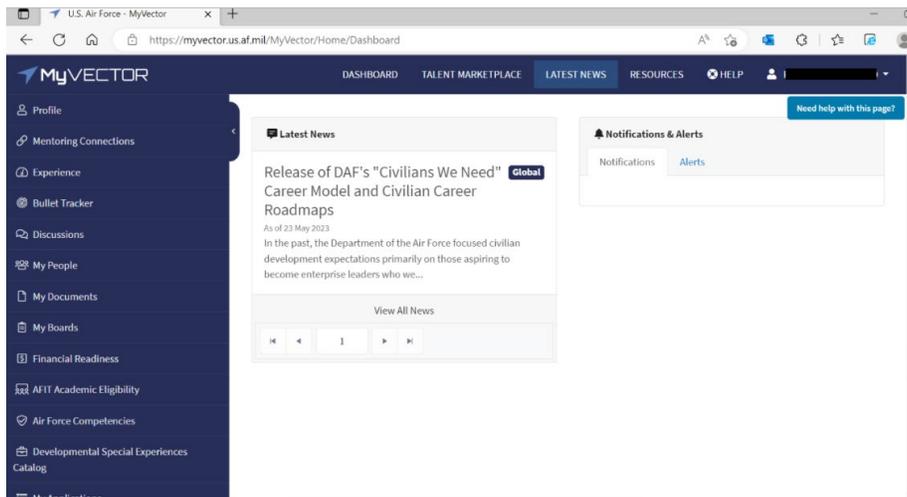
[Choose another authentication method](#)

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 subsequent login attempts. Follow the on-screen prompts until you receive the screen below

Step 12. You are now in MyVector



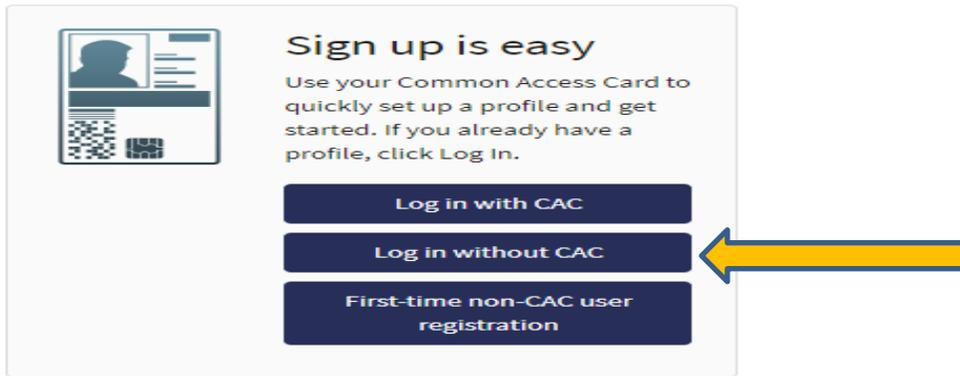
Non-CAC Login (After first time)

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>

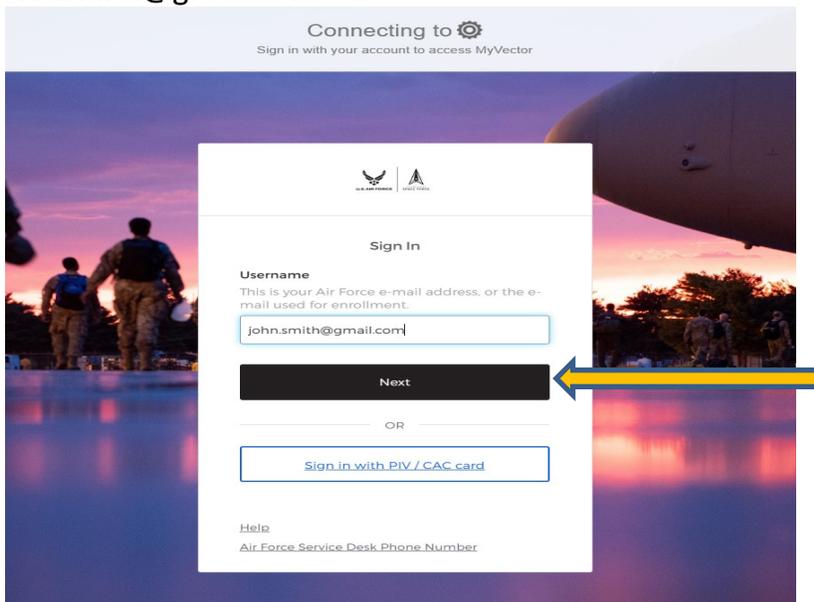
Step 2. Select “Log in without CAC”



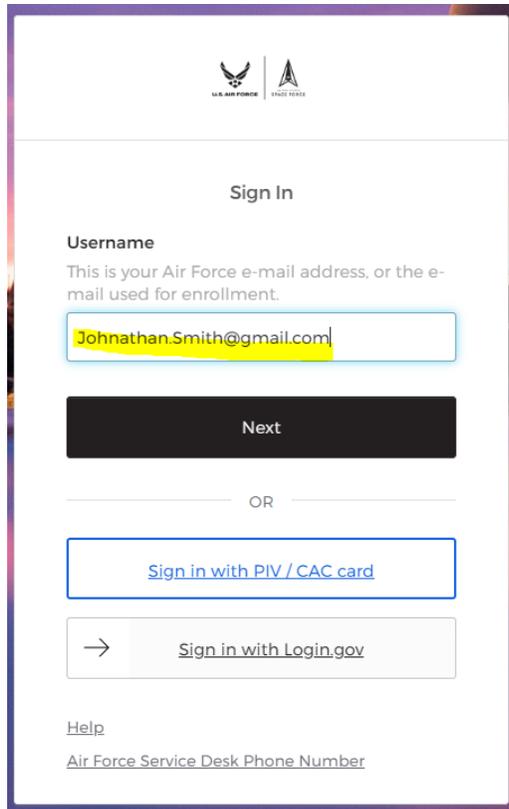
Total Force

Active. Guard. Reserve.
Civilian.

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

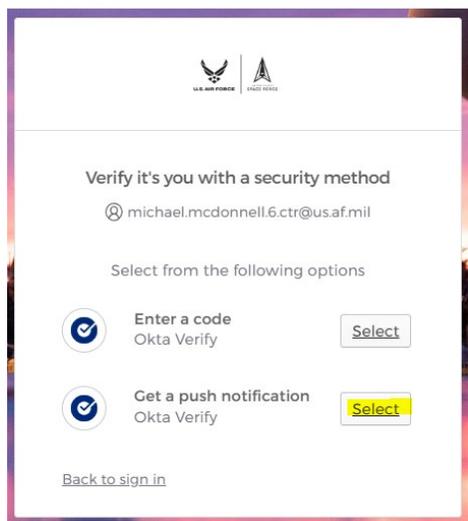


The screenshot displays the Air Force Sign In interface. At the top, the U.S. Air Force and USAF logos are visible. Below them is the 'Sign In' heading. A 'Username' label is followed by the instruction: 'This is your Air Force e-mail address, or the e-mail used for enrollment.' The text 'Johnathan.Smith@gmail.com' is entered into the input field. A black 'Next' button is positioned below the field. An 'OR' separator is centered below the button. Two alternative sign-in options are provided: 'Sign in with PIV / CAC card' (a blue link) and 'Sign in with Login.gov' (a button with a right-pointing arrow).

Step 3. Click Next

You will receive 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!

