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

**Distribution**

Statement C – Distribution authorized to U.S. Government agencies and their contractors Statement D – To

DoD and DoD Contractors Only

**Destruction Notice**

Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

This document is UNCLASSIFIED and does not come within the scope of directions governing the protection of information affecting national security. Although it is UNCLASSIFIED, it may contain Controlled Unclassified Information (CUI)

**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 Website](https://af.okta.mil/sso/idps/0oa2ssfr7cavJRDe90k6). 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.”**

**Step 4.** Login.Gov will then send a verification email to your email account.

**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”**

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

**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”.**

**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**.

**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)](https://af.okta.mil/sso/idps/0oa2ssfr7cavJRDe90k6)

**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 Website](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.

**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 9.** First Time Login and Okta Verify

You will be taken through the process of configuring Okta verify for all subsequential login attempts.

**Step 10.** You are now in MyVector

**Non-CAC Login (After first time)**

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

**Step 1.** Go to [MyVECTOR Website](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!**