



Conexus Registration and Login User Guide

PIV/CAC Method, Login.gov Method,
and User ID & Password + TOTP Method

October 13, 2023

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1.0 Introduction

As part of the changes being made to the methods for logging on to Conexus, a new way to register for a Conexus account has been established.

1.1 Registration Information

In order to register for a Conexus account, you must have either one of the following types of accounts:

- eAuth
- Login.gov

In order to know which type of account you should register for, pick one of the following:

- If you have a PIV/CAC credential, see the section below titled "Registering for an eAuth Account."
- If you do not have a PIV/CAC credential, see the section below titled "Registering for a Login.gov Account."

1.2 Login Information

After you have registered successfully for a Conexus account, you may log in to Conexus using one of the following three methods:

- PIV/CAC credential (using your eAuth account)
- Login.gov account
- User ID & Password + time-based one-time password (TOTP)

Your agency will determine the appropriate method for you. See the corresponding section in this document.

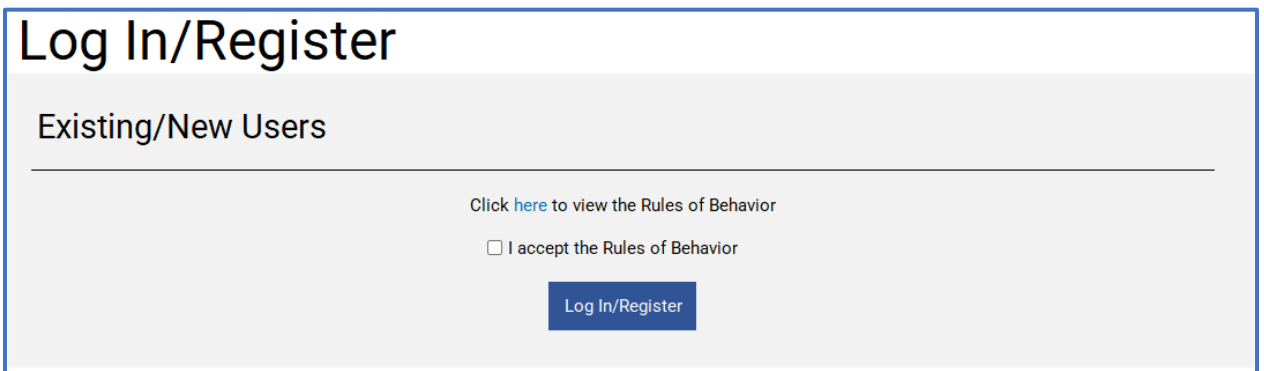
If you have any questions, email the Conexus Helpdesk at conexus.help@gsa.gov.

2.0 Registering for an eAuth Account

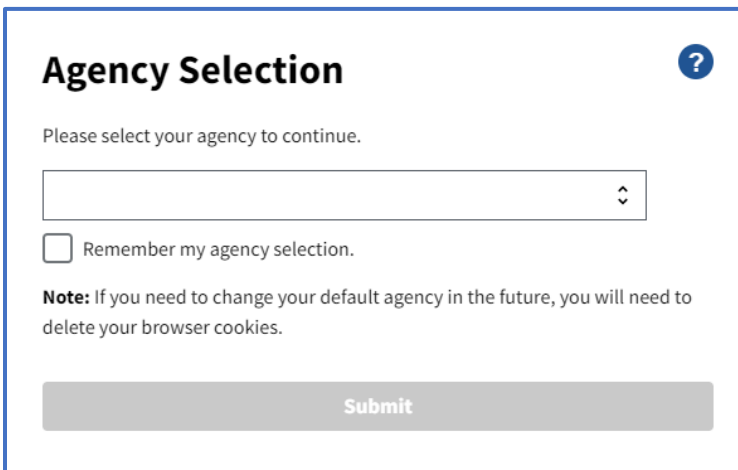
1. Go to the Conexus website: <https://conexus.gsa.gov>.
2. Click the **Log In** menu option on the main page.



3. Click the **here** link to view the Rules of Behavior.

A screenshot of the 'Log In/Register' page. The title 'Log In/Register' is at the top. Below it is the section 'Existing/New Users'. A horizontal line separates this section from the content below. The content includes a link: 'Click [here](#) to view the Rules of Behavior'. Below that is a checkbox labeled 'I accept the Rules of Behavior'. At the bottom is a blue button labeled 'Log In/Register'.

4. Check the box to accept the Rules of Behavior.
5. Click **Log In/Register**.
6. Select the corresponding agency from the drop-down menu:
If USDA, select **U.S. Department of Agriculture** and click **Submit**.
If not USDA, select **Other Agency** and click **Submit**.

A screenshot of the 'Agency Selection' form. The title 'Agency Selection' is at the top left, with a help icon (question mark in a circle) to its right. Below the title is the instruction 'Please select your agency to continue.'. There is a drop-down menu with a downward arrow. Below the menu is a checkbox labeled 'Remember my agency selection.'. A **Note:** states 'If you need to change your default agency in the future, you will need to delete your browser cookies.'. At the bottom is a grey button labeled 'Submit'.

7. Whether USDA or Other Agency, click **Need an account?** (located near the top)

USDA Federal Login ?

[Need an account?](#)

Not a USDA Federal Employee/Contractor? [Change user type](#)

Select an option to continue

- PIV/CAC**
Enter PIV/CAC PIN >
- MobileLinc**
Confirm security challenge on mobile device >
- PIV Exemption**
I have a temporary PIV Exemption >

Non-USDA Federal Login ?

[Need an account?](#)

Not an Other Federal Employee/Contractor? [Change user type](#)

Select an option to continue

- PIV/CAC**
Enter PIV/CAC PIN >
- Login.gov**
Enter Login.gov User ID and Password >
- eAuth User ID**
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

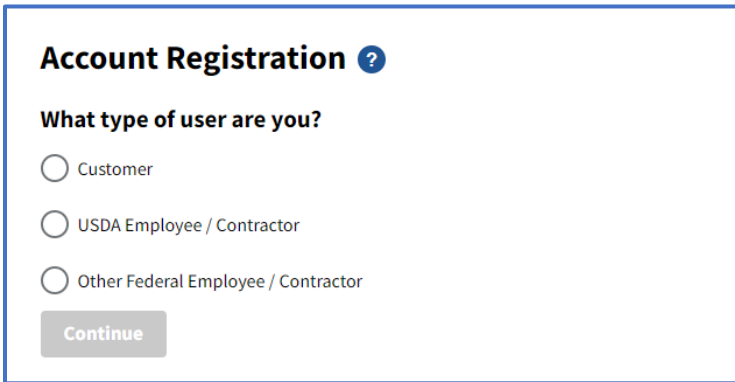
Show Password

Log In

8. Select the corresponding button:

If USDA, select the **USDA Employee / Contractor** radio button and click **Continue**.

If not USDA, select the **Other Federal Employee / Contractor** radio button and click **Continue**.



Account Registration ?

What type of user are you?

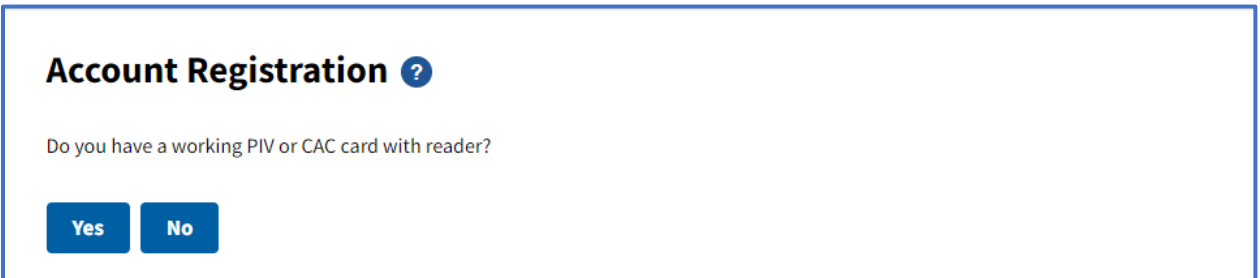
Customer

USDA Employee / Contractor

Other Federal Employee / Contractor

Continue

9. Click **Yes** to confirm that you have a working PIV or CAC card.

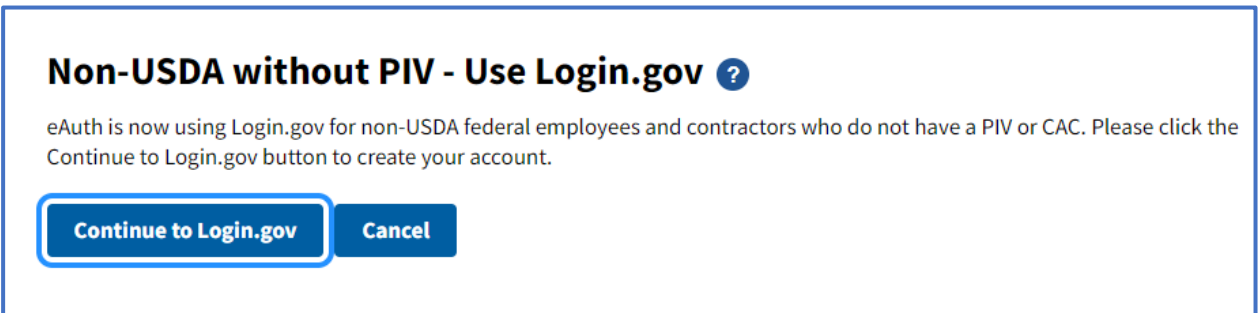


Account Registration ?

Do you have a working PIV or CAC card with reader?

Yes **No**

If you click **No**, then you may create a Login.gov account by clicking **Continue to Login.gov**.



Non-USDA without PIV - Use Login.gov ?

eAuth is now using Login.gov for non-USDA federal employees and contractors who do not have a PIV or CAC. Please click the Continue to Login.gov button to create your account.

Continue to Login.gov **Cancel**

10. Whether USDA or not, enter your business email address and click **Submit**.

Internal Account Registration ?

Please enter your business email address

Business Email Address

Account Registration - Non-USDA Federal Employee or Contractor ?

Please enter your U.S. Federal email address

U.S. Federal Email Address

11. After you receive a registration email, click the link.

12. Ensure your PIV/CAC card is inserted in your card reader and click **Continue**.

Account Registration - PIV/CAC ?

Please ensure your PIV or CAC card is inserted in your card reader, and click Continue

13. Select your authentication certificate.

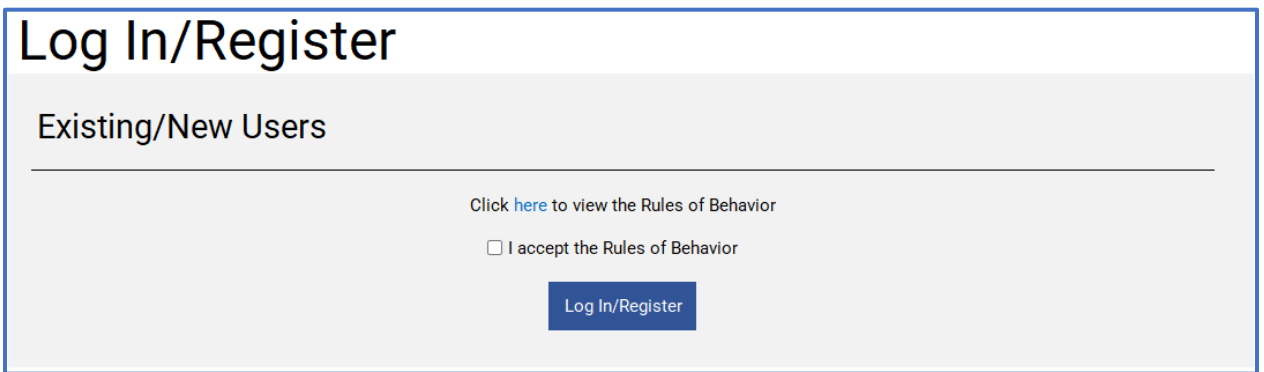
14. Enter your PIN for your PIV/CAC.

3.0 Registering for a Login.gov Account

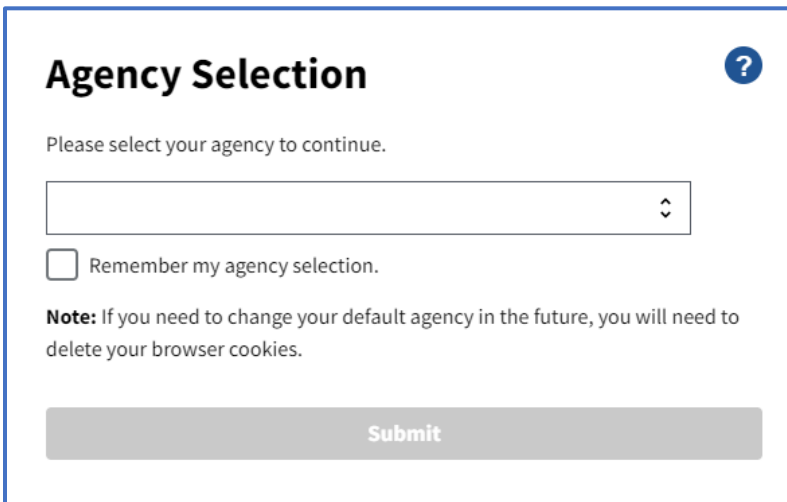
1. Go to the Conexus website: <https://conexus.gsa.gov>.
2. Click the **Log In** menu option on the main page.





3. Click the **here** link to view the Rules of Behavior.



4. Check the box to accept the Rules of Behavior.
5. Click **Log In/Register**.
6. Select **Other Agency** from the drop-down menu and click **Submit**.





7. Click [Login.gov](#).


 **Non-USDA Federal Login** 

[Need an account?](#)
Not an Other Federal Employee/Contractor? [Change user type](#)

Select an option to continue

 **PIV/CAC**
Enter PIV/CAC PIN >

 **Login.gov**
Enter Login.gov User ID and Password >

 **eAuth User ID**
Enter User ID and Password

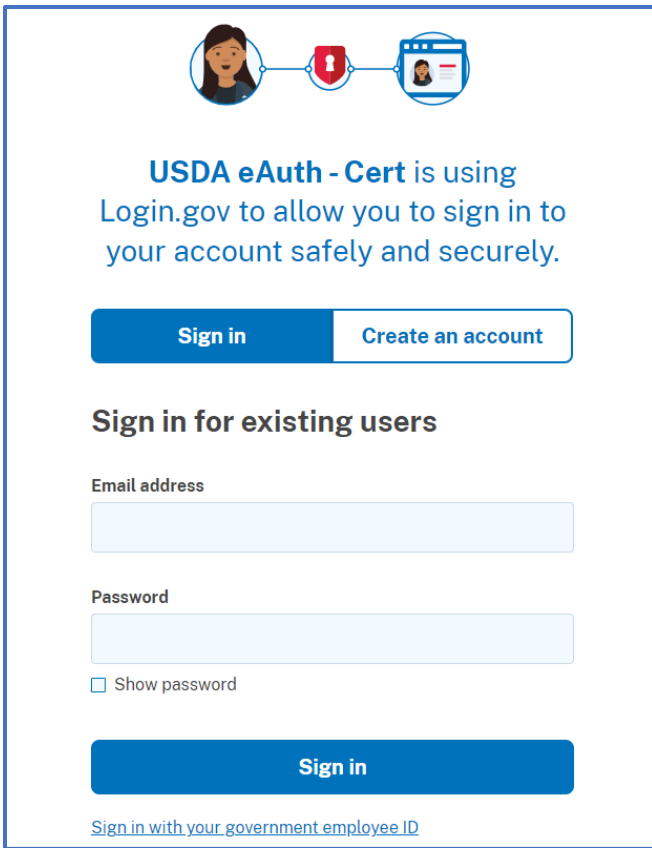
User ID [Forgot User ID](#)




Password [Forgot Password](#)

Show Password

Log In

8. Click **Create an account**.



USDA eAuth - Cert is using Login.gov to allow you to sign in to your account safely and securely.

Sign in **Create an account**

Sign in for existing users

Email address

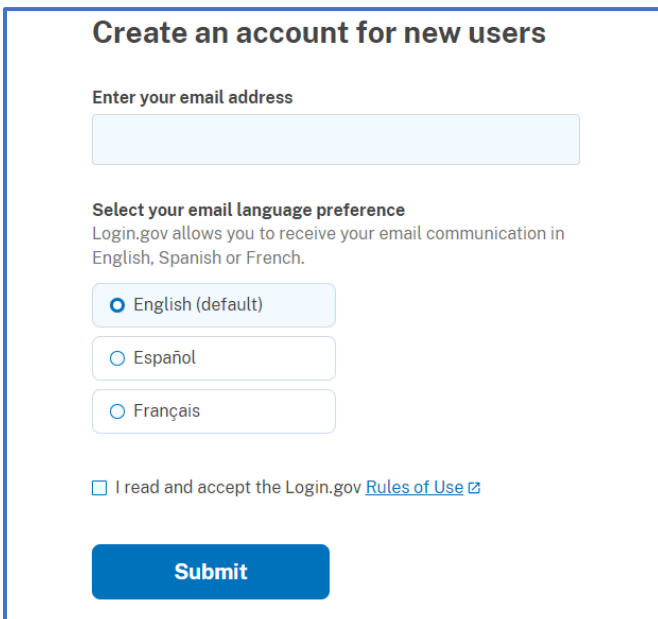
Password

Show password

Sign in

[Sign in with your government employee ID](#)

9. Enter your email address, select a language, check the checkbox, and click **Submit**.



Create an account for new users

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)

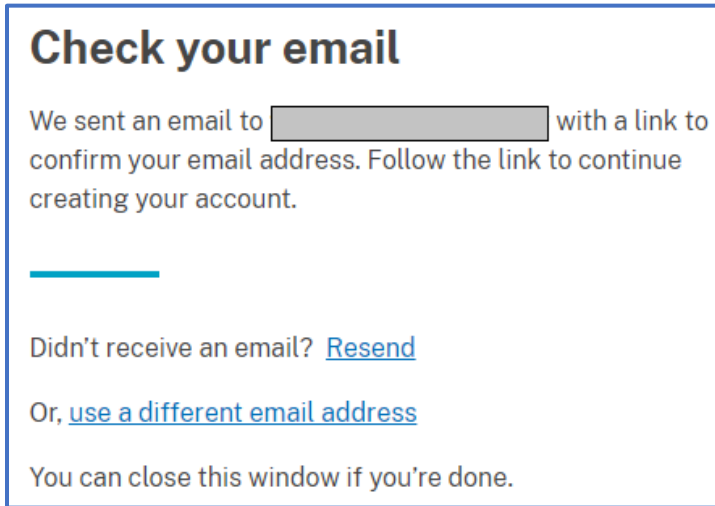
Español

Français

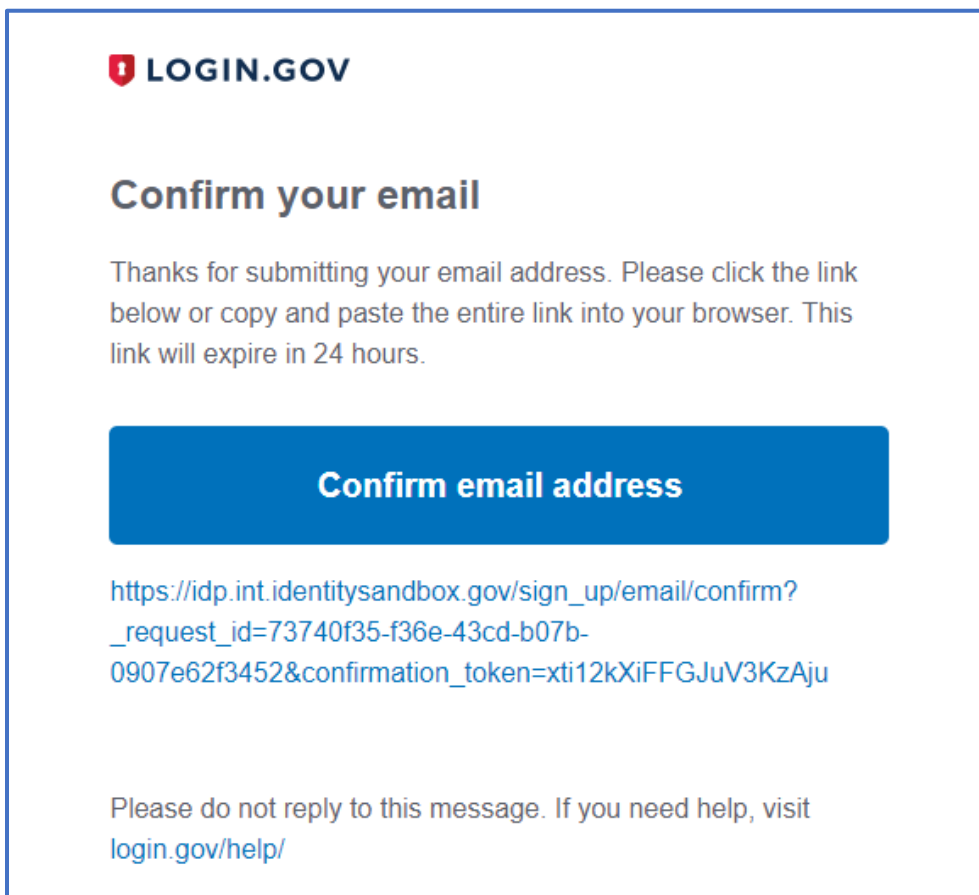
I read and accept the Login.gov [Rules of Use](#)

Submit

10. An email will be sent to the email address you specified.



11. After the email is received, open the email and click **Confirm email address**.



12. Enter a **Password** to be used for the account and click **Continue**.

✔ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password






Show password

Continue

13. Select the authentication method that you prefer and click **Continue**. For these instructions, we have chosen **Text or voice message**.

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.

-  **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.
-  **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.

Continue

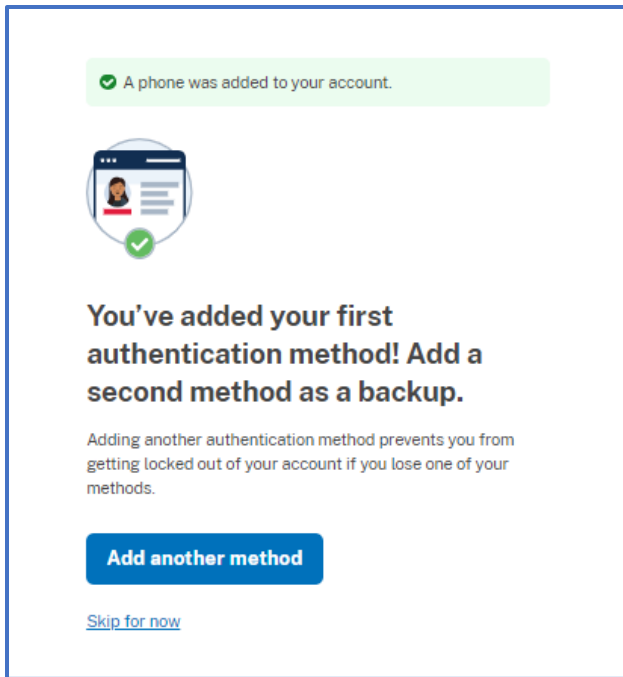
14. If you selected the Text or voice message option, enter your **Phone number** and click **Send code**.

The screenshot shows a form titled "Get your one-time code". Below the title is the text "We'll send you a one-time code each time you sign in." The form includes a "Phone number" section with a dropdown menu showing a US flag and a minus sign. Below that is a section titled "How you'll get your code" with two radio button options: "Text message (SMS)" (which is selected) and "Phone call". A note below the options states: "You can change this anytime. If you use a landline number, select 'Phone call.'" A large blue "Send code" button is positioned below the options. At the bottom of the form, there is a link for "Mobile terms of service" and a back arrow with the text "Choose another option".

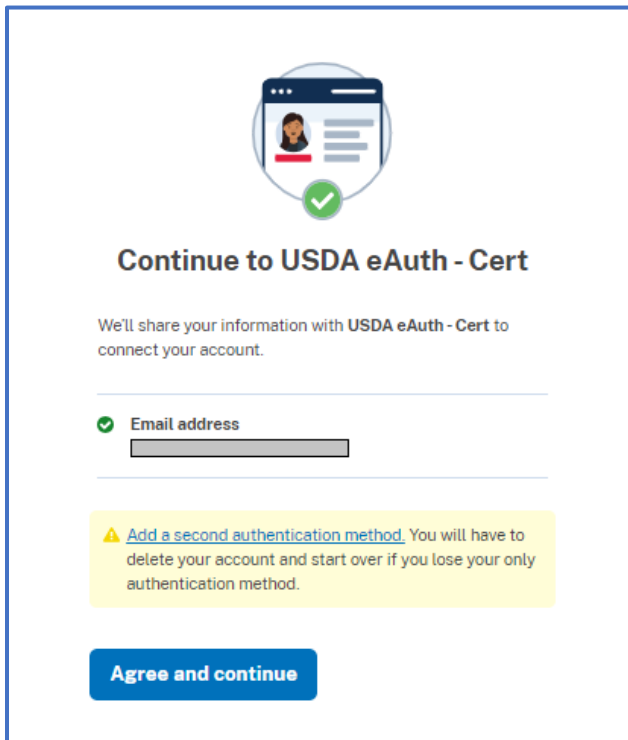
15. When the code is received, enter it and click **Submit**.

The screenshot shows a form titled "Enter your one-time code". The text reads: "We sent a text (SMS) with a one-time code to +[redacted] [redacted]. This code will expire in 10 minutes." Below this is a section for the "One-time code" with an example "Example: 123456" and a text input field. There is also a checkbox labeled "Remember this browser" which is currently unchecked. A large blue "Submit" button is located at the bottom of the form.

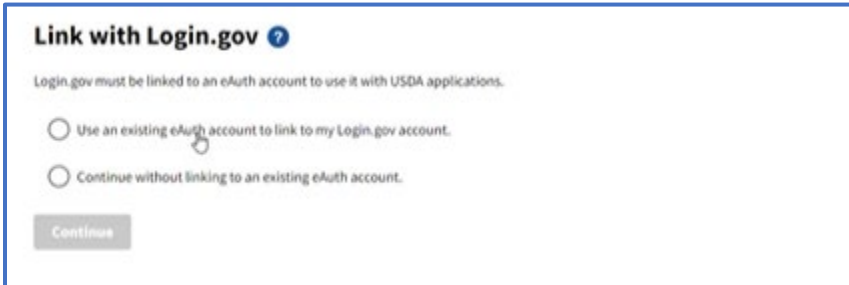
16. You may add another authentication method, or you may click **Skip for now**.



17. If you opted to skip the second authentication method, click **Agree and continue**.



18. If the option is displayed to link your Login.gov account with eAuth, select the bottom radio button: **Continue without linking to an existing eAuth account** and click **Continue**.



Link with Login.gov ?

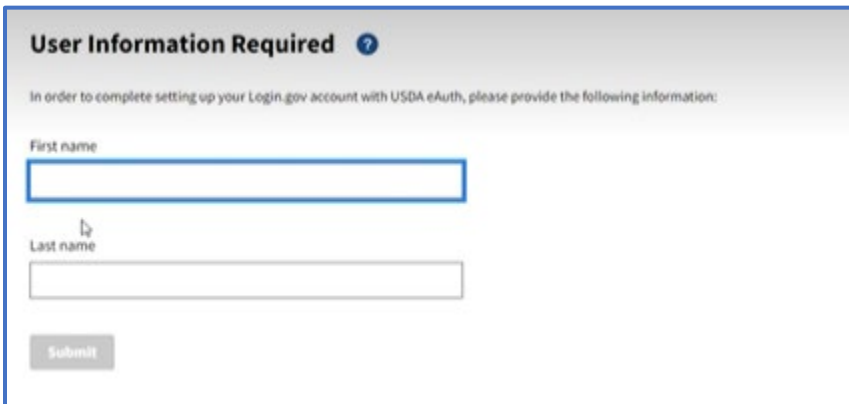
Login.gov must be linked to an eAuth account to use it with USDA applications.

Use an existing eAuth account to link to my Login.gov account.

Continue without linking to an existing eAuth account.

Continue

19. Enter your **First name** and **Last name** and click **Submit**.



User Information Required ?

In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

First name

Last name

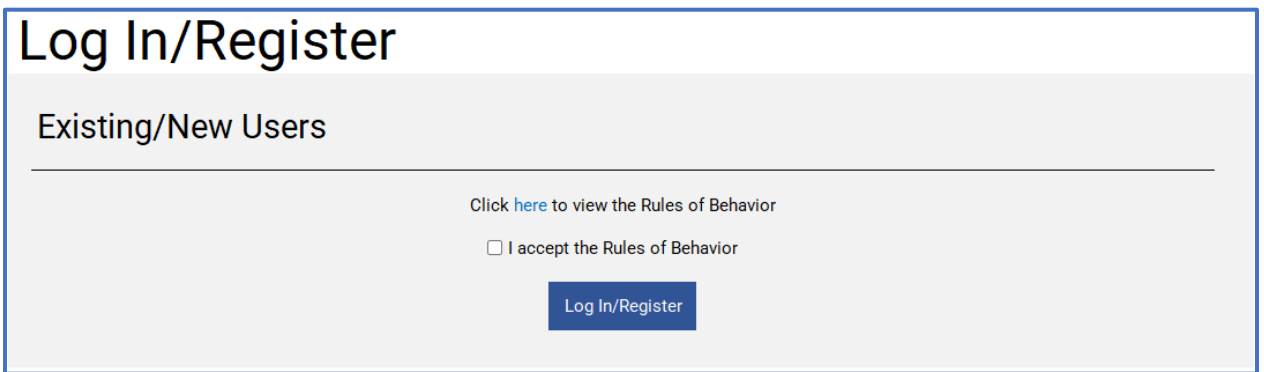
Submit

4.0 Logging into Conexus Using Your PIV or CAC Credential

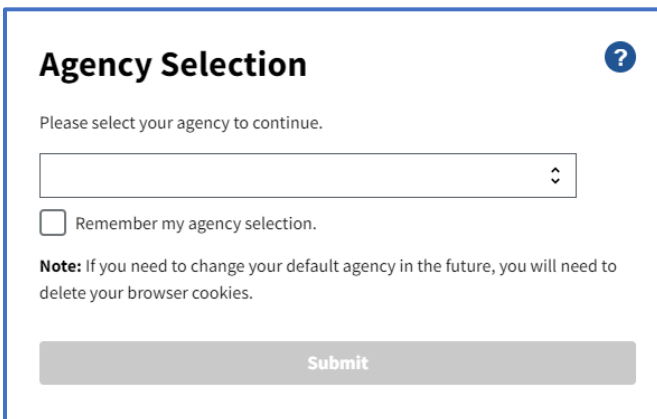
1. Go to the Conexus website: <https://conexus.gsa.gov>.
2. Click the **Log In** menu option on the main page.




3. Click the **here** link to view the Rules of Behavior.



4. Check the box to accept the Rules of Behavior.
5. Click **Log In/Register**.
6. Select the corresponding agency from the drop-down menu:
 If USDA, select **U.S. Department of Agriculture** and click **Submit**.
 If DOJ, select **U.S. Department of Justice** and click **Submit**.
 If not USDA, select **Other Agency** and click **Submit**.



7. Whether USDA or Other Agency, click **PIV/CAC**




USDA Federal Login

[Need an account?](#)
Not a USDA Federal Employee/Contractor? [Change user type](#)

Select an option to continue




-  **PIV/CAC**
Enter PIV/CAC PIN
-  **MobileLinc**
Confirm security challenge on mobile device
-  **PIV Exemption**
I have a temporary PIV Exemption



Non-USDA Federal Login

[Need an account?](#)
Not an Other Federal Employee/Contractor? [Change user type](#)

Select an option to continue

-  **PIV/CAC**
Enter PIV/CAC PIN
-  **Login.gov**
Enter Login.gov User ID and Password
-  **eAuth User ID**
Enter User ID and Password

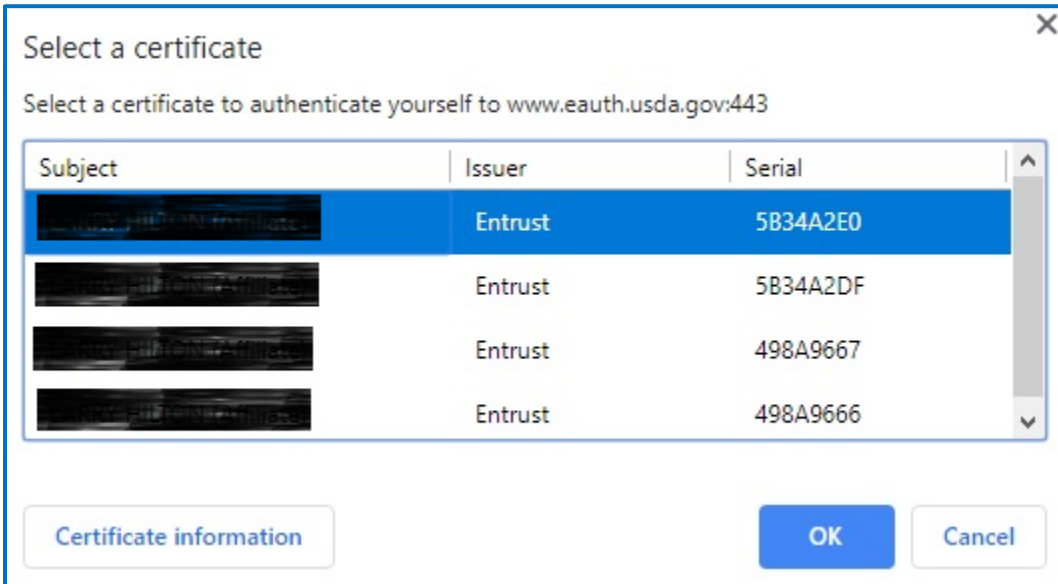
User ID [Forgot User ID](#)

Password [Forgot Password](#)

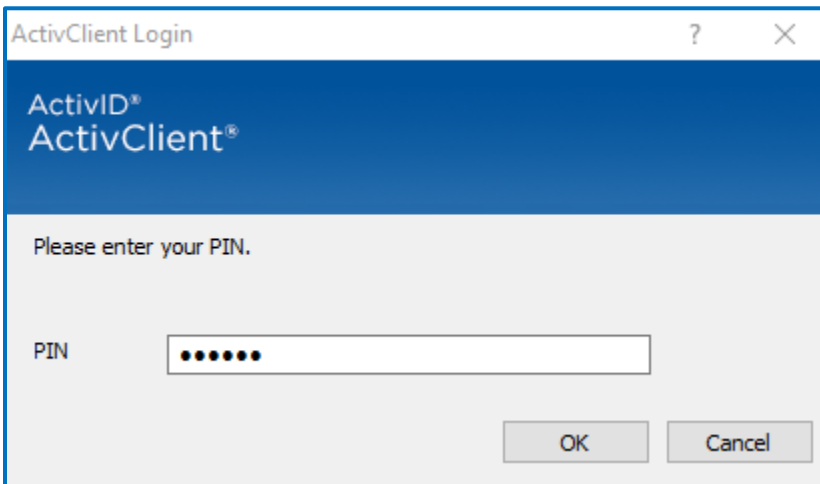
Show Password

Log In

7. Select your authentication certificate and click **OK**. Please note that some users have multiple certificates, and others may only have one. The key is to make sure to select the certificate for authentication.



8. Enter your credentials and click **OK**.



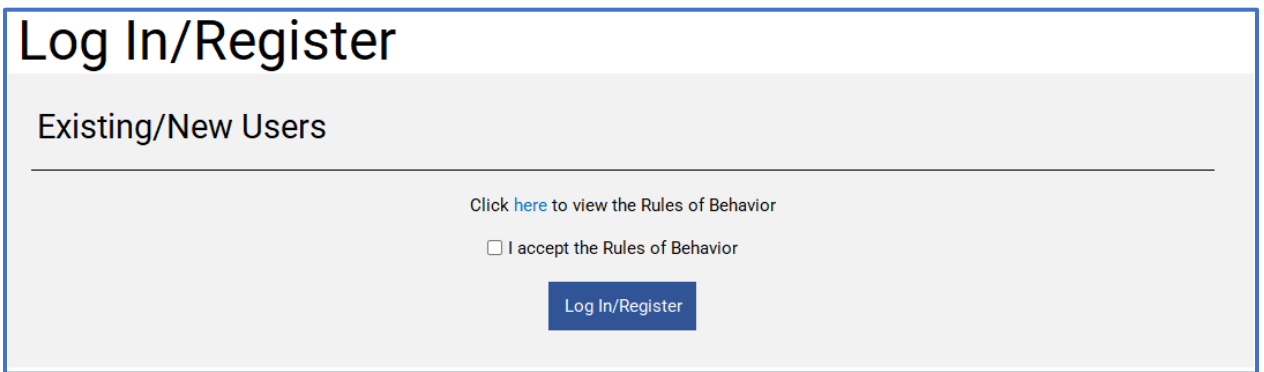
You will now be logged in and see the Conexus Dashboard. You may perform any Conexus activities that your permissions allow you to perform.

5.0 Logging into Conexus Using Your Login.gov Account

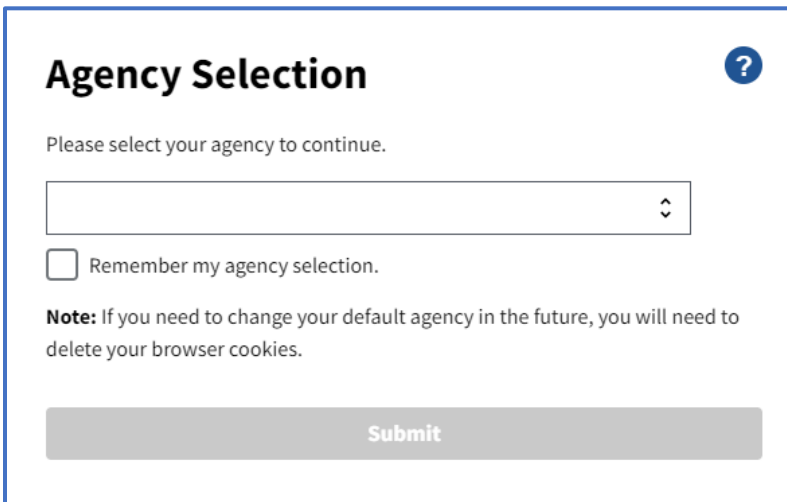
1. Go to the Conexus website: <https://conexus.gsa.gov>.
2. Click the **Log In** menu option on the main page.





3. Click the **here** link to view the Rules of Behavior.



4. Check the box to accept the Rules of Behavior.
5. Click **Log In/Register**.
6. Select **Other Agency** from the drop-down menu and click **Submit**.





7. Click [Login.gov](#).


 **Non-USDA Federal Login** 

[Need an account?](#)
Not an Other Federal Employee/Contractor? [Change user type](#)

Select an option to continue

 **PIV/CAC**
Enter PIV/CAC PIN >

 **Login.gov**
Enter Login.gov User ID and Password >

 **eAuth User ID**
Enter User ID and Password

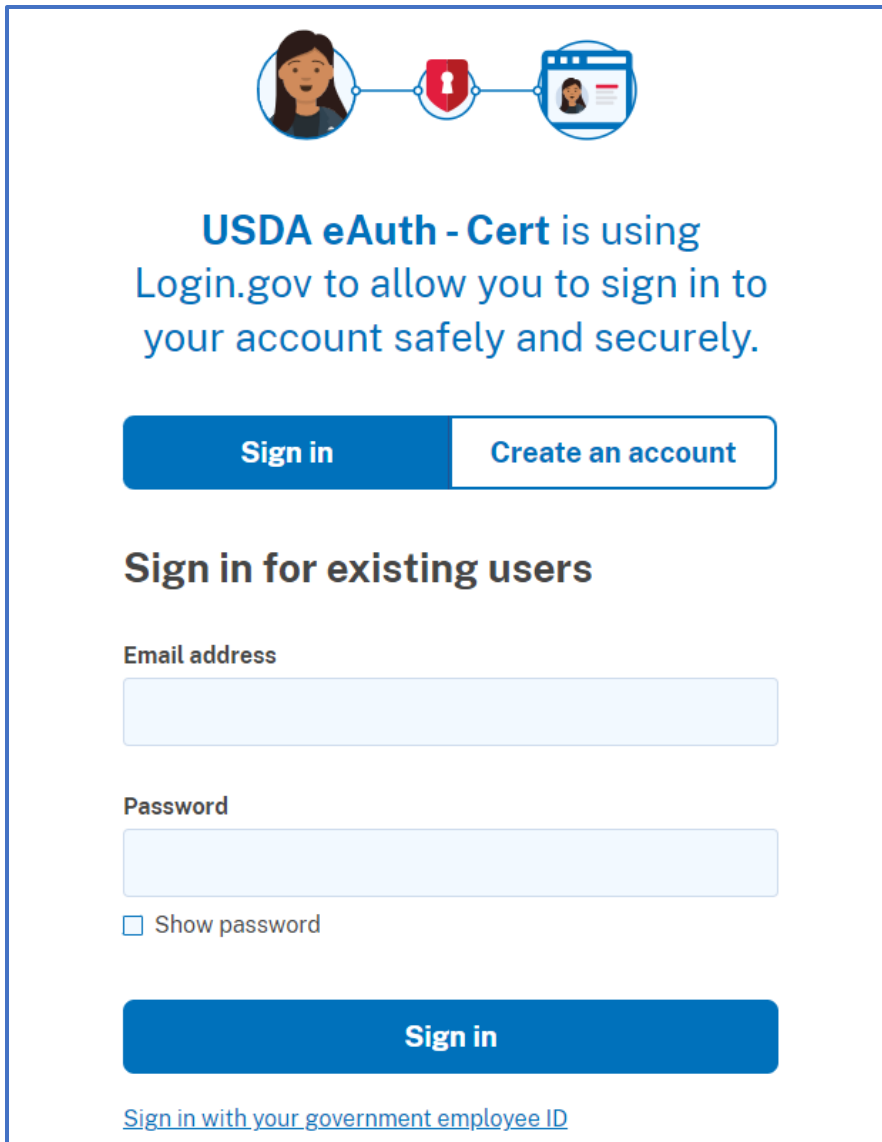
User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

Log In

8. Enter your **Email address** and **Password**, and click **Sign in**.



USDA eAuth - Cert is using Login.gov to allow you to sign in to your account safely and securely.

Sign in **Create an account**

Sign in for existing users

Email address

Password

Show password

Sign in

[Sign in with your government employee ID](#)

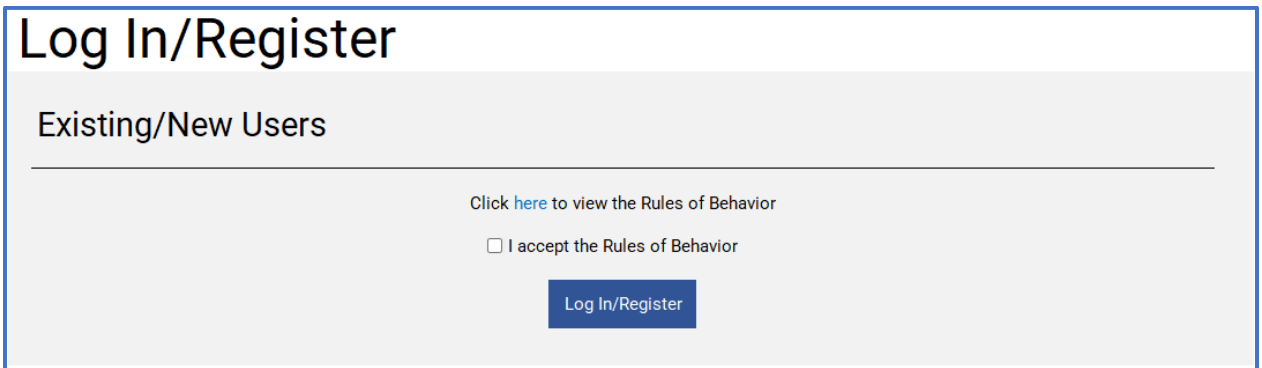
9. Depending on which authentication method you selected when registering for the Login.gov account, you will be prompted to become authenticated, such as by receiving a text and entering a code.

6.0 Logging into Conexus Using Your User ID & Password + Time-Based One-Time Password (TOTP)

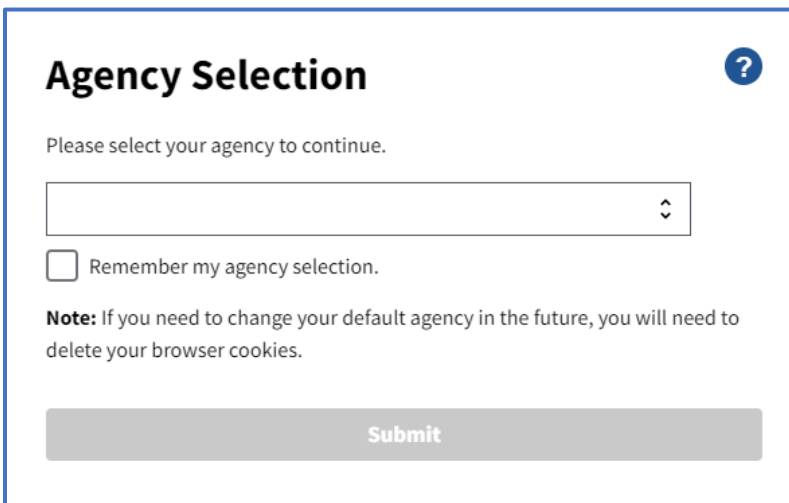
1. Go to the Conexus website: <https://conexus.gsa.gov>.
2. Click the **Log In** menu option on the main page.




3. Click the **here** link to view the Rules of Behavior.



4. Check the box to accept the Rules of Behavior.
5. Click **Log In/Register**.
6. Select **Other Agency** from the drop-down menu and click **Submit**.




7. Enter your **User ID** and **Password**, and click **Log In**.





Non-USDA Federal Login

[Need an account?](#)
Not an Other Federal Employee/Contractor? [Change user type](#)

Select an option to continue

**PIV/CAC**
Enter PIV/CAC PIN >

**Login.gov**
Enter Login.gov User ID and Password >

**eAuth User ID**
Enter User ID and Password

User ID [Forgot User ID](#)

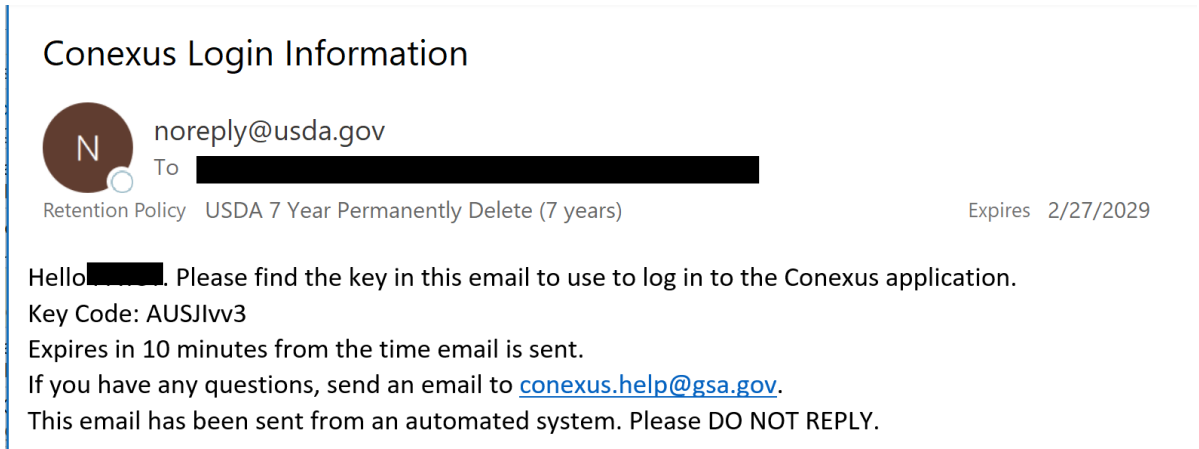
Password [Forgot Password](#)

Show Password

Log In

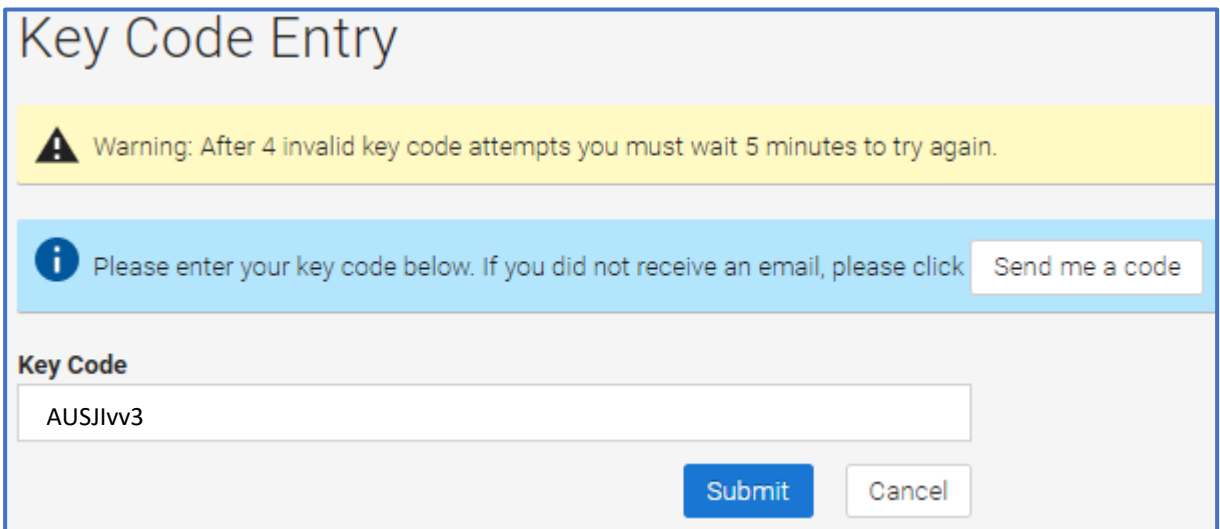
Because Conexus requires two-factor authentication, you will see the Key Code Entry screen. Conexus will send a key code via email.

8. Watch the email account that you associated with the User ID and Password. An email will arrive, asking you to use the provided key code to log in to Conexus.



*Note: You only have **10 minutes** to enter the code after the email was sent. If you are delayed, click **Send me a code** to send a new code.*

9. After you receive the email, enter the Key Code and click **Submit**.



You will now be logged in and see the Conexus Dashboard. You may perform any Conexus activities that your permissions allow you to perform.

Note: Whenever you access Conexus with your User ID and Password, you will always need to enter a Key Code. You will receive an email each time. If you cannot find the email that was sent or if the key code has expired (after waiting 10 minutes), click [Send me a code](#) to receive a new code.