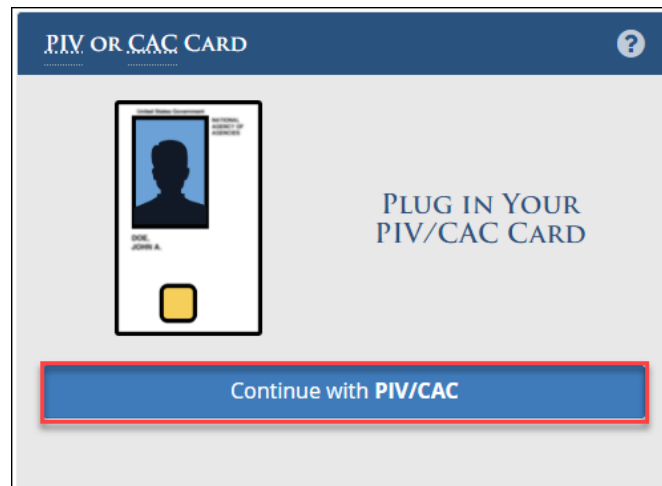


This document provides instructions on how to login to the GSA Federal Advisory Committee Act (FACA) training portal: <https://faca.golearnportal.org/portal.php>.

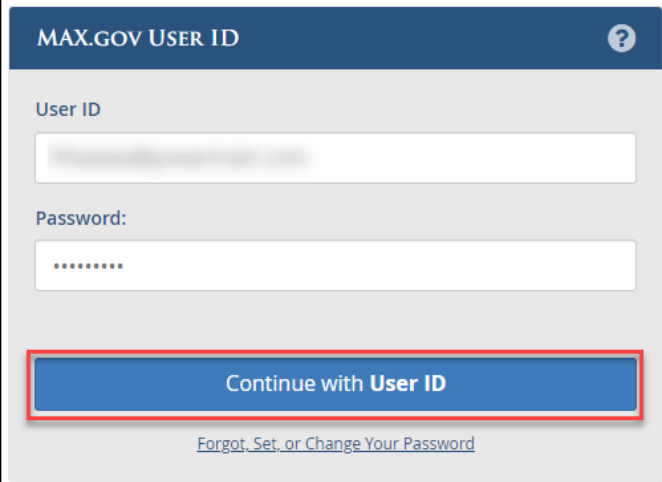
### PIV/CAC Card Login

1. From the training portal login page, select the **FACA Students Login Here** button.
2. On the Max.gov login, plug in your PIV/CAC card.
3. Select the **Continue with PIV/CAC** button.
  - a. If you already have an account in the training portal you will be taken to your home page.
  - b. If you do NOT have an account in the training portal you will be taken to the registration page. Once you register, repeat steps 1 - 3.



### User ID and Password Login

1. From the training portal login page, select the **FACA Students Login Here** button.
2. On the Max.gov login enter your **User ID** and **Password**.
3. Select **Continue with User ID**.



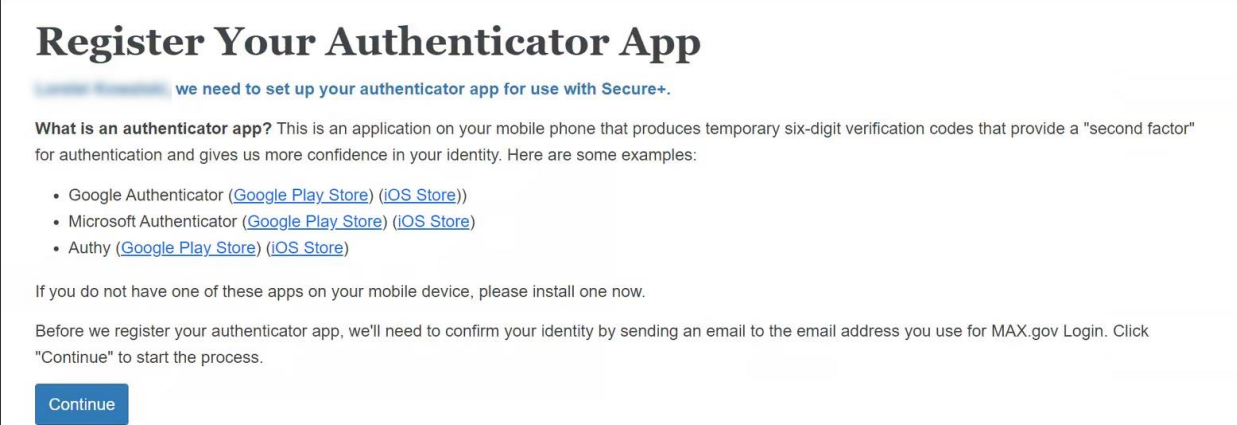
The image shows the MAX.GOV USER ID login screen. At the top, there is a dark blue header with the text "MAX.GOV USER ID" and a question mark icon. Below the header, there are two input fields: "User ID" and "Password:". The "User ID" field contains a blurred text, and the "Password" field contains a series of dots. Below the input fields, there is a large blue button with the text "Continue with User ID" highlighted by a red rectangular border. Underneath the button, there is a link that says "Forgot, Set, or Change Your Password".

4. Select the **Register Authenticator App For Secure+** button.



The image shows the MAX.GOV LOGIN screen. At the top, there is a dark blue header with the text "MAX.GOV LOGIN" and three links: "Register For A MAX Account", "Manage Password", and "Contact Us". Below the header, there is a yellow banner with the text "YOU'RE SIGNED IN TO MAX.GOV, BUT THERE ARE SOME ISSUES ...". Below the banner, there is a paragraph of text: "You do not have an authenticator app registered for use with Secure+. You may continue, but without the benefit of a higher security level, and you may be denied access to your application if it requires multifactor authentication. Please consider registering an authenticator app with us to take advantage of Secure+ using the button below." Below the text, there are two buttons: "Continue" and "Register Authenticator App For Secure+", with the latter highlighted by a red rectangular border. At the bottom of the screen, there is a warning message: "WARNING: This system contains U.S. Government Data. Unauthorized use of this system is prohibited. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Read More >". Below the warning message, there is the text "MAX.GOV LOGIN 74.8".

5. A screen will now display telling you to **Register Your Authenticator App**.



The image shows the "Register Your Authenticator App" screen. At the top, there is a heading "Register Your Authenticator App". Below the heading, there is a sub-heading "we need to set up your authenticator app for use with Secure+." Below the sub-heading, there is a paragraph of text: "What is an authenticator app? This is an application on your mobile phone that produces temporary six-digit verification codes that provide a "second factor" for authentication and gives us more confidence in your identity. Here are some examples:" Below the text, there is a list of three items: "Google Authenticator (Google Play Store) (iOS Store)", "Microsoft Authenticator (Google Play Store) (iOS Store)", and "Authy (Google Play Store) (iOS Store)". Below the list, there is a paragraph of text: "If you do not have one of these apps on your mobile device, please install one now." Below the text, there is a paragraph of text: "Before we register your authenticator app, we'll need to confirm your identity by sending an email to the email address you use for MAX.gov Login. Click "Continue" to start the process." Below the text, there is a blue button with the text "Continue".

6. On your mobile device, you will need to download one of the authenticator apps listed.
7. Once you have downloaded an authenticator app, select **Continue**.
8. Select the **Send New Code to...** Your email address should be listed.

9. You will receive an email to the address listed.
10. Enter the code from the email in the space provided.
11. Select **Continue**.

## Enter Email Validation Code

We sent a validation code to your registered email address [\[redacted\]](#)

Please enter it below to continue.

\* indicates required fields


\* **Validation Code**

**Continue** Send New Code to [\[redacted\]](#) **Cancel**

12. Open your **Authenticator App** and scan the bar code that now displays on the screen and enter the code that displays. Then, select **Continue**.

Open your authenticator app, and using it, either:

- Scan this barcode:



- Or enter this Key manually: XUK3JLGJJXGZKSIRZTYTLNH6T2M2UPHJ

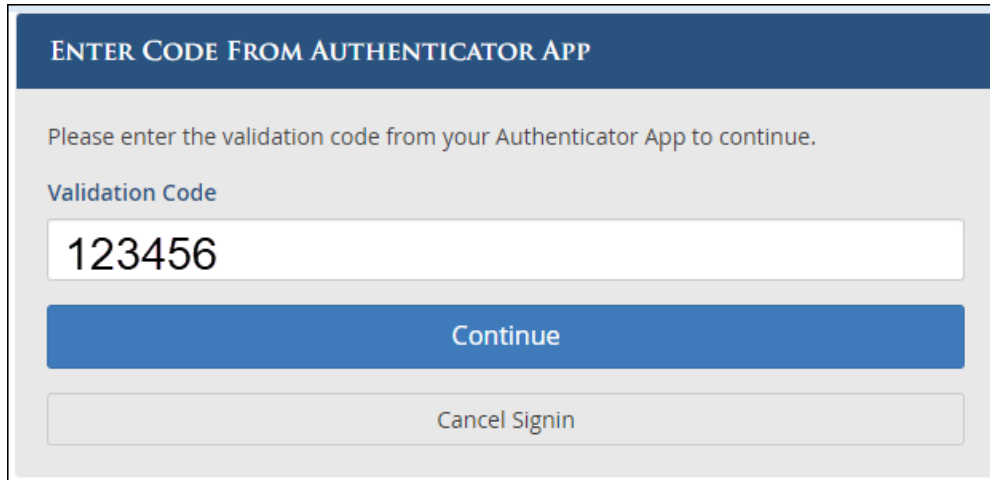
Then enter the validation code from the authenticator app:

\* indicates required fields

\* **Validation Code**

**Note: the QR code needs to be registered only during the first use.**

13. You will now be taken to the screen to enter your **Authentication Code** via the app.



ENTER CODE FROM AUTHENTICATOR APP

Please enter the validation code from your Authenticator App to continue.

Validation Code

123456

Continue

Cancel Signin

14. Select **Continue**.

- a. If you already have an account in the training portal you will be taken to your home page.
- b. If you do NOT have an account in the training portal you will be taken to the registration page. Once you register, repeat steps 1, 2, 3, and 13.

15. From this point forward, when you select the **FACA Students Login Here** button you will repeat steps 1, 2, 3, and 13.