

### Purpose:

This guide provides instructions for employees who need to register in FedHR using a username and password (instead of PIV card), especially if they have never set up this method before.

### Step 1 — Access the FedHR Login Screen

- Navigate to the FedHR login page.

### Step 2 — Select Login Method

- On the login screen, click the tab labeled:

“Login with Username”

(Note: This is only if you have never logged in using a username/password — for example, if you previously only logged in with your PIV card.)

### Step 3 — Begin Registration Process

- At the bottom of the screen, click the link:

“New user? Register Now”

### Step 4 — Enter Required Information

- On the registration page, enter the following:
  - Your Last Name
  - Your Date of Birth
  - Your full Social Security Number
  - Enter the security text displayed in the image box (this is to verify you are not a robot)

### Step 5 — Submit Your Registration

- After all information is entered, click:

“Submit”

# REGISTERING IN FEDHR FOR THE FIRST TIME USING USERNAME & PASSWORD

[Click Here For Important Agency Information](#)

Please insert your card into the reader.



## Successful

FedHR Navigator | U.S. DEPARTMENT of ENERGY

[Login with PIV](#) [Login with Username](#)

Please make sure your card is plugged into the reader. After you've inserted your card, press the Login button below. If you do not have a card, please click the 'Login with Username' tab.

[Login](#)

By clicking on the Login button above, you acknowledge that you have read the [privacy act notice](#), the [licensing agreement](#), and the United States Government warning banner.

- New user? [Register Now](#)

[Click Here For Important Agency Information](#)

Login to your FedHR account.

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## Successful

FedHR Navigator | U.S. DEPARTMENT of ENERGY

[Login with PIV](#) [Login with Username](#)

Username

Password

Show Password

[Login](#)

By clicking on the Login button above, you acknowledge that you have read the [privacy act notice](#), the [licensing agreement](#), and the United States Government warning banner.

- New user? [Register Now](#)
- Existing user? [Reset Password/Retrieve Username](#)

# REGISTERING IN FEDHR FOR THE FIRST TIME USING USERNAME & PASSWORD



[Help & S](#)

## Register

Step 1: Find your user account

You can use this tool to get your username, reset your password, update your email address, or update your cell phone number.

**DoE - HQ Employee** | **DoE - HQ Contractor**

\* indicates a required field

**Last Name Only**

Enter your **last name** exactly as it appears in official records. If your official name has a suffix (e.g., Jr., Sr., III), include it. For example, Smith Jr.

**Birth Date**  
Month  Day

Enter full year

**SSN (9 digits)**

SSN without dashes, only numbers

Enter the text in the image:  
