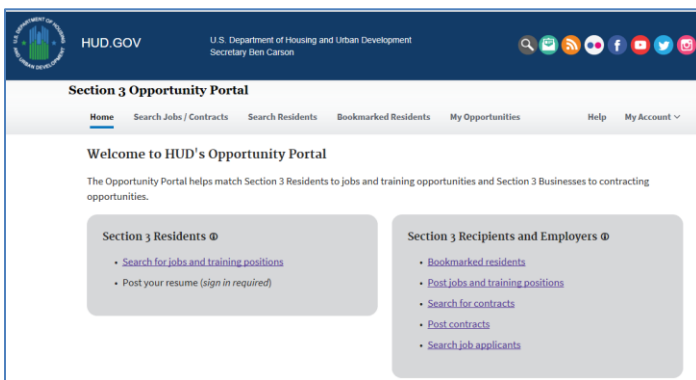
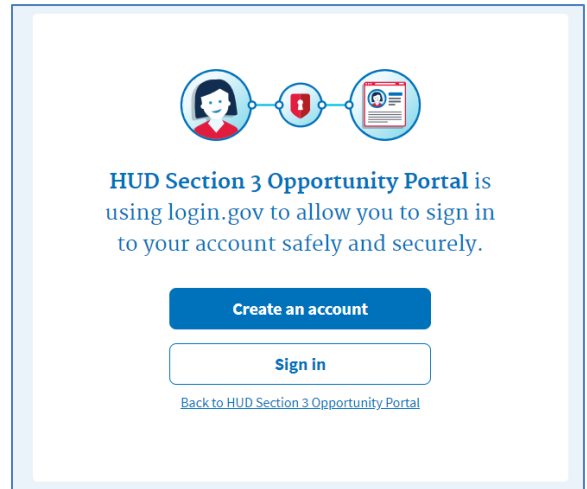


The **FHEO Section 3 Opportunity Portal** is intended to help HUD grantees and Section 3 businesses meet their Section 3 obligations for employment and contracting. The site is to be used by either Section 3 Residents or Employers. Section 3 residents may use the site to Search for Jobs and post their profile/employment history for companies to search. Employers may use the site for posting job/contract opportunities or search for residents to fill positions. Authentication has been implemented using GSA's Login.Gov service. Login.gov is an authentication service that offers the public secure and private online access to participating government programs, including the HUD Section 3 Opportunity Portal.



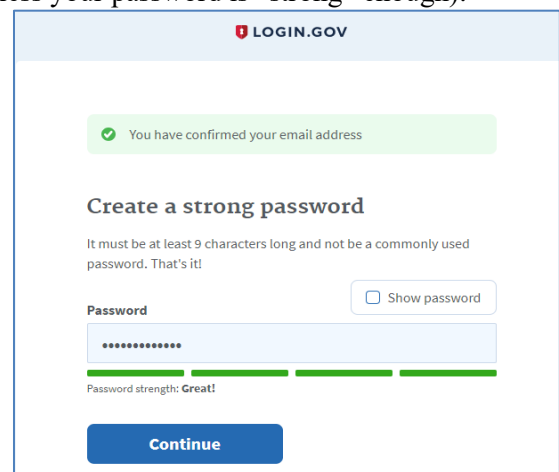
This document will guide the user through the creation of a Login.Gov account, logging into the Opportunity Portal application, and exercising the features that are available to both Section 3 Employers and Residents such as updating contact information, posting an employment profile, posting opportunities and searching for job/contract opportunities.

Create a Login.gov ID

To access certain features in the Opportunity Portal such as creating a Resident profile so that businesses can search for you, posting Job and Contract opportunities, or search for Residents seeking employment, you must create a Login.gov account. If you only wish to search for open Job and Contract opportunities, you do not need a Login.gov account. To create an account:

- Open a web browser such as Internet Explorer, Chrome, Firefox or Safari.
- [Enter] <https://hudapps.hud.gov/OpportunityPortal> in the URL box.

- [Click] the **Create an account** button. *Note: if you already have an account, you can [Click] the Sign in button.*
- Enter your email address in the **Email address** field (Note: this must be a valid email address that you can access at that time), then [Click] **Submit**.
- You can now close the tab or window you are currently working in.
- Go to your email account and look for a new email from no-reply@login.gov with the Subject: Confirm your email and open it.
- In the email, [Click] the **Confirm your email address** button. (Note: this will open in your default browser; if you wish to use a different browser, simply copy this URL and paste it into the browser you wish to use.)
- Create a new password. It must be at least 9 characters long and not be a commonly used password. Type the password into the Password field and [Click] **Continue**. (Note: you will not be able to move forward unless your password is “strong” enough).



- Login.gov requires “two factor authentication”, meaning you need to provide an additional way to

prove you are the owner of your account when logging in (this adds an additional layer of security to your account). Choose one of the 3 options presented (the simplest is usually Text Message/SMS if you have a cell phone; otherwise, the next simplest is to get a phone call). Then [Click] the **Continue** button.

- j. If you chose Text Message/SMS then enter your mobile phone number in the Mobile phone number field, then [Click] the **Send code button**.

- k. If you chose Text Message/SMS then enter your security code that you received via text message/SMS in the One-time security code field, then [click] **Submit**. (Note: you must do this within 10 minutes of receiving the code, or you will need to generate a new one).
- l. Write down, print out, or take a screen shot of your personal key; you may need this to log in later to regain access to your account if you lose your phone, for example.
- m. [Click] **Continue**.

- n. Type the personal key that you just saved in the field that appears. You do not need to enter dashes, just the numbers and letters from your key.
- o. [Click] **Continue**.

Log in with Login.gov

To log in to the Section 3 Opportunity Portal, do the following.

- Once you have an account, you can go to <https://hudapps.hud.gov/OpportunityPortal> in your web browser, then [Click] the **Sign in** button.
- [Enter] your **Email Address** and **Password** that you used when signing up for Login.gov and [Click] **Next**.
- You will then be logged into the application and the Section 3 Opportunity Portal home page will appear.

Choose Role and Add Resident Profile

When you log in for the first time, you will need to select a role. You can also get to this page by [Selecting] **My Account** from the upper menu and then [Selecting] **View Profile**. The Resident Profile role allows you to post information that only approved employers can search for, such as your skills, interests, preferences, employment information and resume.

- On the Role page, [Select] **“I want to participate as a Section 3 resident by posting a resume with my employment history/experience, skills, and training for approved employers/contractors to review for possible employment.”**, [Click] **“I certify that I meet**

HUD’s Section 3 eligibility requirements”, then [Click] **Save**.

- b. [Scroll] down to the **Contact** section and [Click] the **Edit** button.
- c. [Enter] data. You must enter data in all of the *Required* fields. [Click] **Save**.

- d. [Scroll] down to the **Profile Details** section and [Click] the **Edit** button.
- e. [Enter] data into all of the relevant fields. [Click] **Save**.

- f. [Scroll] down to the **Employment History** section and [Click] the **Add Employment History** button.
- g. [Enter] data into all of the fields. [Click] **Save**.

- h. If you have an attachment to add, [Scroll] down to the **Documents** section and [Click] the **Add Document** button.
- i. [Click] **Browse...** and choose a file to upload (PDF or .docx), then [Enter] data into all of the relevant fields. [Click] **Upload**.

- j. NOTE: Each file upload is limited to 2MB in size, but unlimited in the number of files that may be uploaded.

Edit Resident Profile

Following are the steps to edit a Resident profile.

- a. [Scroll] to the **Contact** section and [Click] the **Edit** button.
- b. [Update] data in the relevant fields. [Click] **Save**.

- [Scroll] down to the **Profile Details** section and [Click] the **Edit** button.
- [Update] data fields you want to change. [Click] **Save**.
- [Scroll] down to the **Employment History** section and [Click] the **Edit** button next to one of your entries.
- [Update] data in the fields you want to change. [Click] **Save**.
- [Scroll] down to the **Documents** section and [Click] the **Edit** button next to one of your documents.
- [Update] data in the fields you want to change. [Click] **Save**.
- To delete an Employment History entry, [Scroll] to the **Employment History** section and [Click] the **Delete** button next to one of your entries.
- When prompted, [Click] **OK** to confirm.
- To delete a Document, [Scroll] down to the **Documents** section and [Click] the **Delete** button next to one of your documents.
- When prompted, [Click] **OK** to confirm.

Search and View Job and Contract Opportunities

- [Click] **Search Jobs/Contracts** in the upper menu.
- [Choose] either the **Job Search** or **Contract Search** tab for your search.

Search

Search the Section 3 Opportunities Portal for jobs, contracts, or registered businesses. You can also [post a job opportunity](#) or [post a contract opportunity](#).

Job Search | Contract Search

Job Search

Enter keywords to search for a Section 3 job opportunity.

Carpenter

Location:

San Juan-Guaynabo, PR HUD Metro

Job Search Options +

Search

- To search for an opportunity, [Enter] one or more keywords and a location related to the type of job or contract you are seeking and [Click] **Search**. Note that you can also choose from more options by clicking the **Job Search Options** or **Contract Search Options** panel and changing the options available.

Search

Search the Section 3 Opportunities Portal for jobs, contracts, or registered businesses. You can also [post a job opportunity](#) or [post a contract opportunity](#).

Job Search | Contract Search

Contract Search

Enter keywords to search for a Section 3 contract opportunity.

Plumbing

Location:

Puerto Rico

Contract Search Options -

Contract Type

Sealed-bid

Unit Price

Cost Plus

Firm Fixed Price

Time and Materials

Other

Search

- [Click] a **Job or Contract Title** link from the search results to view the read-only view of the posting.
- Contact details are available in the posting, and some postings will have clickable URLs for more information.