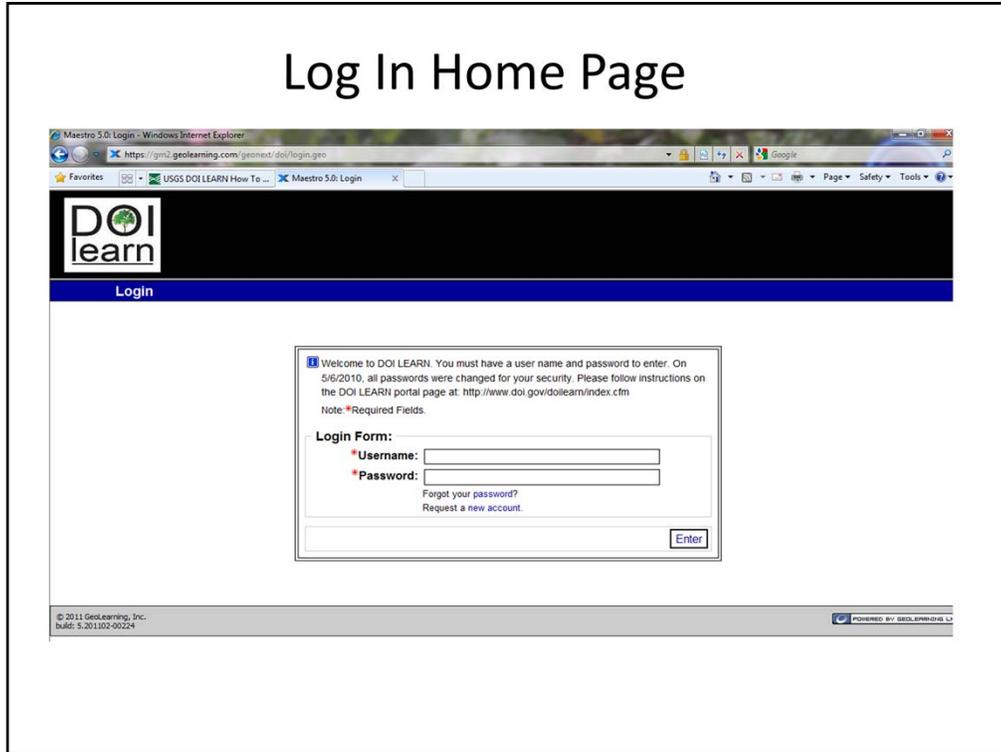


How To Approve Training



How To Approve Training

Log In Home Page



Log In: <https://gm2.geolearning.com/geonext/doi/login.geo>

Learner Home Page

My Home | **My Employees** | Reporting

Search: Go

My Home

Announcements

NOTICES:

The Discrimination and Whistleblowing in the Workplace (No Fear) is now available. The deadline for all DOI to complete the No FEAR course is December 30, 2011.

DOI Learn is in the midst of a face-lift! We have heard your comments about difficulty with finding things and are working to correct this. The left navigation column is gone. It was replaced with easy to see (and understand) icons. It's a work in progress...stay tuned!

Federal Information Systems Security Awareness (FISSA) training - The course is required to be taken annually. You can find it in the Course Catalog, click Enroll, scroll down to activities and launch the course.

Wondering Where to Start?

- Search the Catalog Register for a Course
- Update My Profile
- Update My Supervisor
- Update My Time Zone
- View My Transcript

My Learning

- FBMS Basic Navigation Course
Due: Not Attempted
Date: 3/31/2011
Duration: 2 hours
- FBMS Basic Reporting Course
Due: Not Attempted
Date: 3/31/2011
Duration: 2 hours
- Customizing, Running, and Broadcasting PowerPoint 2002 Presentations
Duration: Not Attempted
3 hours
- Excel 2007 Formulas and Functions
Duration: 2 In Progress
hours
- PowerPoint 2002

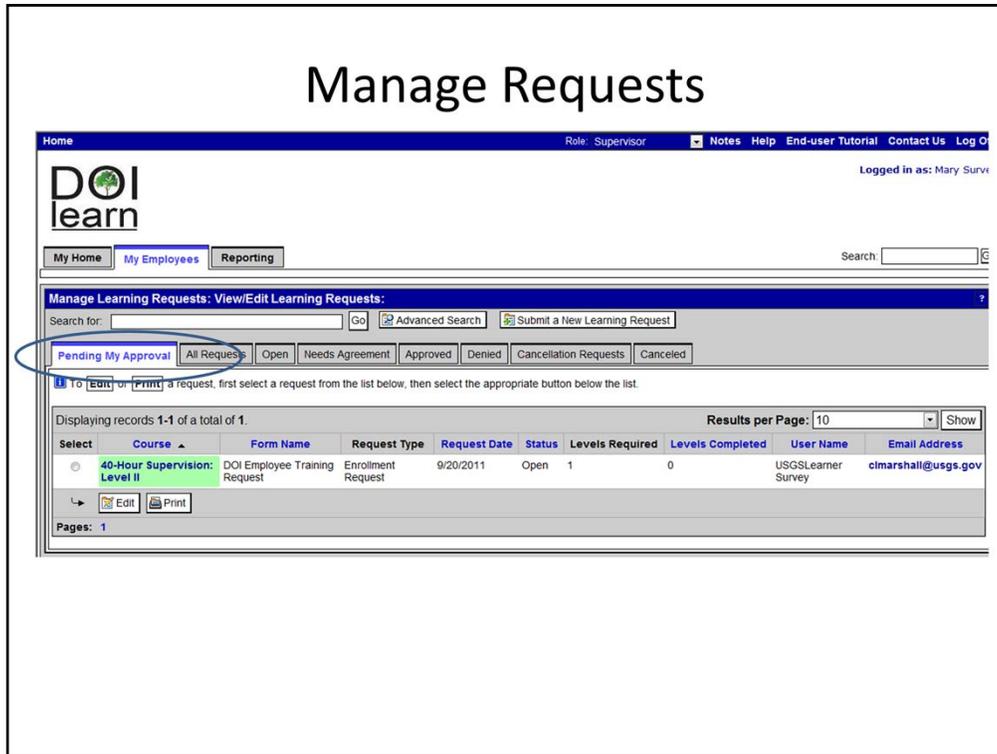
- Click on the **My Employees** Tab.

Note: You need to change your role to Supervisor to continue

To Access the Approval Manager

The screenshot displays the 'My Employees' web application interface. At the top, there are navigation tabs for 'My Home', 'My Employees', and 'Reporting', along with a search bar. The main content area is titled 'My Employees' and features a section 'Tasks to Manage Training for My Employees' with ten icons: 'Approve Training Requests' (circled in red), 'Mark Training Complete in the Gradebook', 'View a List of My Assigned Employees', 'View My Employees Training Validations', 'Run Custom-made Reports about My Employees', 'Run Standard Reports about My Employees', 'Find Online Resources, Course Materials & Other Documents', 'What Mandatory Training Do I Have to Take?', 'Job Aids, Desk References and How-To's', and a question mark icon. The right sidebar contains 'Payment Information' with instructions on how to provide payment and 'Frequently Asked Questions (for Supervisors)' with two questions and answers.

- Click on the **Approve Training Requests** icon
Notice the “Payment Information” on the right for future use.



Once you click on **Approve Training Requests**:

-It will default to the **Pending My Approval** tab. You may need to change it to **All requests** to see your employees requests.

- Select the **radio button** next to the request you would like to approve or deny
- Click **Edit**

You can also search for the specific request in the **Search fields**.

You can change the **results per page** you see, but note that the more results per page to show, the longer the loading time.

Approval Screen

Manage Learning Request: Details

Learning Request For: USGS Learner Survey

Approve Deny Email Print

Details Approval Validation of Training Completion History

Select a tab to make edits or simply review. If edits are made remember to click the **Update** button to save the changes. Use the tools above to **Approve** or **Deny** this request.

Learning Request Details:

Trainee Name USGS Learner Survey

Request Form Name DOI Employee Training Request

Course Title 40-Hour Supervision: Level II

Request Status Open

Total Estimated Costs \$0.00

User Group(s)

Add Review Comments:

Trainee Information

User Name USGSLEARNER

First Name USGS Learner

Initial

Last Name Survey

Email Address cmarshall@usgs.gov

Course Title 40-Hour Supervision: Level II

Course Code NBC/DOIU-MSD-7030

Responsible Bureau Office of the Secretary

Class Name DOIU-2011-1212-16-DLC

Class Start Date 12/12/2011 8:00 AM (America/Denver)

Once you select the requests to edit, the **Details** screen will appear:

- Regardless of your decision it is recommended that you fill in the **Review Comments**; these will appear in an email sent to the employee.
- **After filling in the review comments section, scroll down for more information and fields to fill in.**

Approval Screen Cont.

Class End Date 12/16/2011 4:30 PM (America/Denver)
Class Vendor Department of Interior University
Class Cost to Learner 0.00

Course Description A federal supervisor/manager must be a leader who can direct and guide employees in accomplishing the missions of bureaus, offices and agencies. This course provides the knowledge and skills for supervisors and managers to effectively manage the workforce, and meets the Department of the Interior's mandated supervisory training requirements. This course replaces Supervisory Skills for the Experienced Supervisor, students who have completed that course do not need to take this course.

Objectives:
• Learn how to manage conflict in a constructive manner • Apply team processes and group dynamics techniques to improve teamwork • Use effective tools for decision-making and problem solving • Communicate with integrity and resolve ethical dilemmas objectively • Learn appropriate methods of applying power, authority, and influence to build support and/or consensus for achieving organizational goals • Develop methods and tools for developing leadership capacity in others

Target Audience:
Managers, supervisors, and anyone who performs supervisory functions

Is this course part of your IDP? Yes

Class Payment Information No tuition for DOI employees

***Method of Payment**

Special Billing Notes (NOT for Credit Card INFO)

Approver: Click Update in the bottom right corner, then Approve or Deny

Continuation Screen:

- Even if there is NO cost, choose the Drop down next to Method of Payment and choose **No Payment Required**
- If there is a cost, choose a Method Of Payment. If you are using a Credit Card be sure to call the phone number located under the My Employees tab on the main screen to pay over the phone.
- Type **NONE** in the Special Billing Notes or anything you need to tell the financial folks. This is a required field.
- Click **Update** in lower right corner.

Note: Click Update BEFORE clicking Approve/Deny.

Update Successful, Now Approve or Deny

- The screen refreshes with Update Successful on a green banner.
- Click **Approve or Deny** at the top right of the screen.

If the screen errors in red you must read and correct the error before continuing. Then click Update again before Approve

Example of an approved request

The screenshot displays a web interface for managing a learning request. At the top, a blue header bar reads "Manage Learning Request: Details". Below this, a grey bar indicates the request is for "USGS Learner Survey". A green notification bar states "Notice: Learning Request Approved" and "USGS Learner Survey has been approved." To the right of the notification bar are "Email" and "Print" icons, and a "Close Record" button circled in red. Below the notification is a tabbed interface with "Details" selected. A message box says "Select a tab to make edits or simply review. If edits are made remember to click the Update button to save the changes." The "Learning Request Details" section lists: Trainee Name (USGS Learner Survey), Request Form Name (DOI Employee Training Request), Course Title (40-Hour Supervision: Level II), Request Status (Approved), Total Estimated Costs (\$0.00), and User Group(s). Below this is an "Add Review Comments" text area. The "Trainee Information" section lists: User Name (USGSLEARNER), First Name (USGS Learner), Initial, and Last Name (Survey).

- A **green bar** will appear at the top stating it was approved.
- You can **print** this confirmation for your records if you wish.
- After you are finished with the request, you must click on **Close Request**

Payment Information for Courses after Supervisor Approval

The screenshot shows the DOI Learn web application interface. At the top, there is a navigation bar with 'Home', 'Role: Supervisor', and links for 'Notes', 'Help', 'End-user Tutorial', 'Contact Us', and 'Log Off'. The user is logged in as 'Mary Surve'. Below the navigation bar, there are tabs for 'My Home', 'My Employees', and 'Reporting'. The 'My Employees' tab is selected. The main content area is divided into two sections: 'Tasks to Manage Training for My Employees' and 'Payment Information'. The 'Tasks to Manage Training for My Employees' section contains several icons with labels: 'Approve Training Requests', 'Mark Training Complete in the Gradebook', 'View a List of My Assigned Employees', 'View My Employees Training Validations', 'Run Custom-made Reports about My Employees', 'Run Standard Reports about My Employees', 'Find Online Resources, Course Materials & Other Documents', 'What Mandatory Training Do I Have to Take?', and 'Job Aids, Desk References and How-To's'. The 'Payment Information' section contains a heading 'To provide payment:' followed by instructions to ensure the name of the Responsible Bureau or office is known, and a list of three steps: 1. PLEASE PROVIDE TUITION PAYMENT INFORMATION WITHIN 3 BUSINESS DAYS, 2. Dial 888-390-4447 to reach the DOI Learn Data Steward Help Desk line, and 3. Choose Menu Option 1 for Billing and then listen for the appropriate menu item to reach the Responsible Bureau. Below this is a 'General Tuition Information:' section with three numbered points: 1. Actual Tuition fees may vary slightly from what is displayed in the request due to price fluctuations, 2. Training Requests can be printed from the approval queue, and serves only as printed documentation of the submitted request and not a receipt, and 3. Once employees have attended training the last step in. At the bottom of the 'Payment Information' section is a 'Frequently Asked Questions (for Supervisors)' section with two questions: 'How do I assign an employee to my profile?' and 'If I don't receive an email about a pending training request, can I still approve the request?'. The first question's answer states that unfortunately, you cannot claim employees; they must claim you from their profile. The second question's answer states that yes, as long as the employee's profile has you listed as a supervisor you can approve their training request. You do not need to receive the email. Click on the My Employees tab and then click the Approve Training Requests icon.

-Click the **My Employees** tab to see the payment information on the right side of the screen

We also have these slides and many more Helpful slides at this URL:
http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html