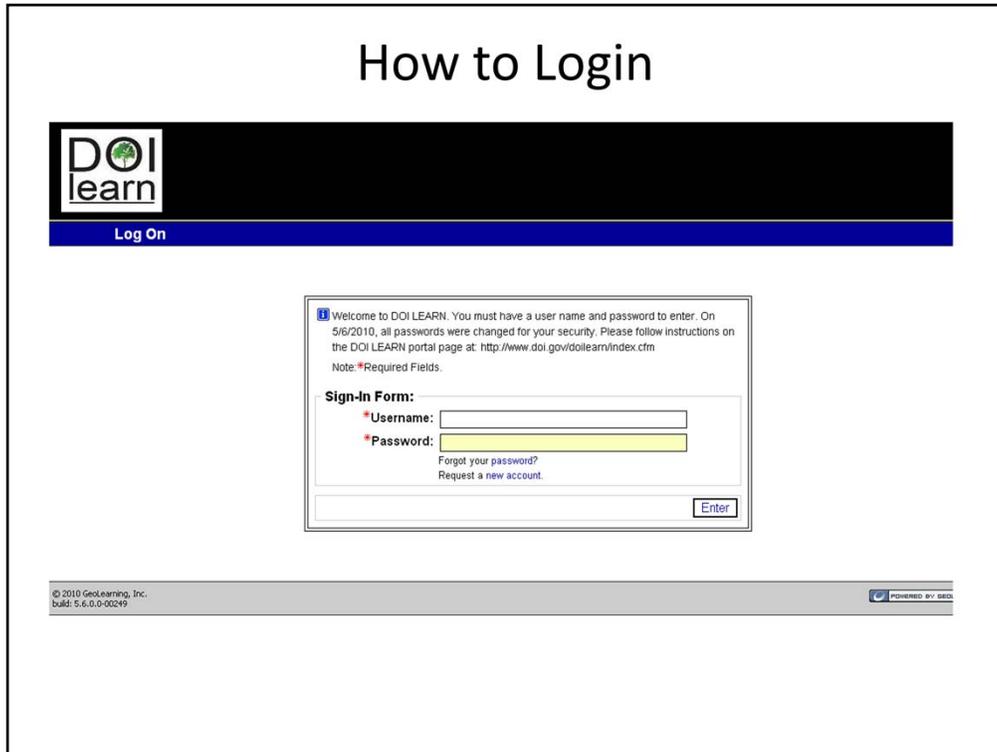


How to Log In and Update Your Profile



How to Log In and Update your Profile.



Log into DOI Learn at: <https://gm2.geolearning.com/geonext/doi/login.geo>

To login to DOI Learn for newly created accounts:
Username and Password will be sent to you in two separate emails.
You will be prompted to change your password.

When your OLD password is requested, be sure to use the *temporary password* from the email.

Please take note of the password requirements as they have changed.
12 Characters total, it must include: 1 Capital Letter, 1 Special Character, 1 Number.

After your initial login, if you forget your password, you can click on “Forgot Your Password?” and one will be sent to the email you provided in the system.

Only External people or non employees with NO previous DOI LEARN account, should click on “Request a new Account.”

Important: New Federal employees must receive their first paycheck from FPPS before they have an account in DOI LEARN.

The Home Screen

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 and Register for a Course
- Update My Profile
- Update My Supervisor
- Update My Time Zone
- Reset My Password
- View My Transcript
- Access All Learning
- My Completed Required Training
- My Completed Elective Training
- My Training Requests
- Validate Training Completions
- Submit External Training Request
- Find Helpful Resources
- Mandatory Training Guidance
- Learn About DOI Learn

My Learning

- Customizing, Running, and Broadcasting PowerPoint 2002 Presentations
Duration: Not attempted 3 hours
- Excel 2007 Formulas and Functions
Duration: 2 In Progress hours
- PowerPoint 2002 Customization and Office XP Integration
Duration: Not attempted 2 hours

Once you have logged in, PLEASE DO THE FOLLOWING.
- Click **Update My Profile** icon.

Learner Profile

My Profile: My Profile
User Account: USGSLEARNER (USGS Learner Survey) [Close Record]

My Profile | Login | My Supervisors | Roles and Permissions | Learning Transcript

! Edit the necessary fields below and click [Update] at the bottom of the page to save your changes.
* Required Field.

Personal Information

First Name: USGS Learner Initial:

Last Name: Survey

* Email Address: clmarshall@usgs.gov

* Address: DFC

Address 2:

* City: Lakewood

* Country: United States

* State/Province: COLORADO

* Postal Code Type: US ZIP Foreign Postal Code APO

* Postal Code: 80225

* Office Telephone: 303-445-4679 Ext.:

* Time Zone: America/Denver

Admin Tab Access: (None)

Approves Training: (None)

Bureau: U.S. Geological Survey

Contractor Name:

Department: Interior

Employee Type: DCI

FPPS ID:

Job Series: (None)

When you get into your **Profile**:

- Make sure all the information is correct.
- **Update** as many fields as you can, address, phone, etc..
- **Set your Time Zone *Very Important***
- **If you approve training**, make sure the "Approves Training " is set to Yes. Otherwise you will not see the "My Employees" Tab.

The rest of the **Profile** page will be shown on the next slide.

Please keep your profile up-to-date.

Learner Profile Cont.

Job Title:	
Org Code:	
Org Name:	
Other Org ID:	
Position Level:	(None)
RBST Group:	(None)
Region:	<input type="text" value="HUMAN CAPITAL"/>
Skillssoft License Expiration Date:	(None)
Special_Needs:	<input type="text"/>
Agency Sub-Element Code:	(None)

Make sure you update as much information as you can. For the fields you cannot update, please email your DOI LEARN point of contact with corrections.

Note: If you are a Supervisor or alternate approver, be sure to “tell” your employees to select you in their profile as you cannot select them.

After you have updated your **Profile:**

- Click **Update.**

Update Your Time Zone

Announcements

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Wondering Where to Start?

My Learning

 Search and Register for a Course	 Update My Profile	 Update My Supervisor	 Update My Time Zone	 Reset My Password
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My Learning

- Customizing, Running, and Broadcasting PowerPoint 2002 Presentations
Duration: Not Attempted
3 hours
- Excel 2007 Formulas and Functions
Duration: 2
In Progress
hours
- PowerPoint 2002 Customization and Office XP Integration
Duration: Not Attempted
2 hours

If you did NOT update your Time Zone in your Profile, do it now.

Click on the **Update My Time Zone** icon.

Updating Your Time Zone

The screenshot shows a web application interface with a navigation menu at the top containing 'My Home', 'My Employees', 'Administration.', 'Training Request Instructions/How To's', and 'Mandatory Training Info'. A search box is located to the right of the menu. Below the menu is a blue header bar for 'Regional Preferences: Language and Time Zone'. Underneath, there is a sub-header 'Language and Time Zone'. A message states: 'If edits are made, select the Update button at the bottom of the page to save your changes.' Below this, a note says '* Denotes the fields are required and must be filled in.' The 'Preferences' section contains two dropdown menus: '*Language: English (United States)' and 'Time Zone: America/Denver'. At the bottom of the form area, there are two buttons: 'Back' on the left and 'Update' on the right, which is circled in blue. The footer of the page includes copyright information: '© 2011 SunTotal Systems, Inc. build: 5.201108-00135' and a logo for 'POWERED BY SUNTOTAL SYSTEMS'.

Make sure you select the correct time zone you are located in.

If you do not see your City, please choose one that is in your timezone.

Click **Update**.

Adding or Changing Supervisors

The screenshot shows a user interface with a header "Adding or Changing Supervisors". Below the header is a "NOTICES" section with text about a course deadline and a system update. The main area is titled "Wondering Where to Start?" and contains a grid of 15 icons with labels: "Search and Register for a Course", "Update My Profile", "Update My Supervisor", "Update My Time Zone", "Reset My Password", "View My Transcript", "Access All Learning", "My Completed Required Training", "My Completed Elective Training", "My Training Requests", "Validate Training Completions", "Submit External Training Request", "Find Helpful Resources", "Mandatory Training Guidance", and "Learn About DOI Learn". On the right side, there is a "My Learning" sidebar listing courses like "Customizing, Running, and Broadcasting PowerPoint 2002 Presentations" and "Excel 2007 Formulas and Functions".

After you have updated your Profile and Time Zone, you will need to Add or Change your Supervisor(s) and/or Training Approvers IF you did not do this when you updated your Profile. You can do this now:

Click on the **Update My Supervisor** icon.

Adding/Remove Supervisor(s)

Home Notes Help End-user Tutorial Contact Us Log Out

Logged in as: USGS Learner Survey

My Home Search

My Profile: My Supervisors

User Account: USGSLEARNER (USGS Learner Survey) Close Record

My Profile Login My Supervisors Roles and Permissions Learning Transcript

To assign a supervisor to this user, click **Assign New Supervisors**. To remove an assigned supervisor from this user, select the appropriate checkbox and click **Remove**.

Assign New Supervisors

Displaying records 1-1 of a total of 1. Results per Page: 10 Show

Select	Username	Last Name	First Name	Email Address	Direct Supervisor	Status	Group(s)
<input type="checkbox"/>	mkhood	HOOD	MELANIE	mkhood@usgs.gov	Yes	Active	DOI Learn Management Team Members

All

Bucket Remove Set / Remove Direct Supervisor

Pages: 1

Back

Verify your **Supervisor(s)** that are assigned to you:

- To Remove, Select the radio button next to the person's name.
- Click **Remove** to delete a name that is not your Supervisor.
- Click on **Assign New Supervisors** if you need to add a Supervisor.

Adding Supervisors cont.

My Home Search

Add New Supervisor Wizard

Add New Supervisor

Search for Users

To assign a new user to this group, select the appropriate list item(s). Click **Next** to continue.

Search for: **Go** [Advanced Search](#)

Displaying records 1-10 of a total of 119860. Results per Page: 10 Show

Select	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input type="checkbox"/>	LCHAM0526	CHAMBERS	LUCAS	021360@embarqmail.com	Active		DOI Employees, National Park Service
<input type="checkbox"/>	ps Stefanakis	STEFANAKIS	PHAEDRA	1.phaedra@gmail.com	Active		DOI Employees, National Park Service
<input type="checkbox"/>	extEGKelly	Kelly	Emma	10kellem@gmail.com	Active		National Park Service
<input type="checkbox"/>	extInerzik	HERZIK	NICHOLAS	10IAH@WILLIAMS.EDU	Active		National Park Service, Volunteers
<input type="checkbox"/>	extstarkey	STARKEY	CHRISTINA	1964-journey05@usa.net	Active		U.S. Fish and Wildlife Service, Volunteers
<input type="checkbox"/>	Jay_Carter@fws.gov	CARTER	JAY	1mr.jaycarter@gmail.com	Active		U.S. Fish and Wildlife Service, Volunteers
<input type="checkbox"/>	extseeley	SEELEY	ROBERT	1seeley01@yahoo.com	Active		Volunteers
<input type="checkbox"/>	panareto1096	PANARELLO	LORI	1uspp1096@dcemail.com	Active		DOI Employees, FPPS Supervisors, National Park Service
<input type="checkbox"/>	extwambert	LAMBERT	WILFRED	1wolfman@nemontel.net	Active		Other External Customers
<input type="checkbox"/>	aswan	SWAN	ANDREW	2dogmeadow@gmail.com	Active		DOI Employees, U.S. Fish and Wildlife Service

All Bucket

Pages: 1 . 2 . 3 . 4 . 5 . 6 . 7 . 8 . 9 . 10 . 11 . 12 . 13 . 14 . 15 . 16 . 17 . 18 . 19 . 20 Next Next 20 Pages Last

Cancel Next

Once you click the **Assign New Supervisors** button, this screen will appear.

- Type your Supervisor's last name in the **Search** field.
- Click **Go**.
- You can also use the **Advanced Search** to locate the name by email.

Note: If there are more than 10 records, you can change your "Results Per Page" and click "Show."

Adding Supervisors cont.

The screenshot shows the 'Add New Supervisor Wizard' interface. At the top, there is a navigation bar with 'Home', 'Notes', 'Help', 'End-user Tutorial', 'Contact Us', and 'Log Out'. The 'DOI learn' logo is on the left, and 'Logged in as: USGSLearner Surv.' is on the right. Below the navigation bar is a 'My Home' link and a search box. The main content area is titled 'Add New Supervisor Wizard' and 'Add New Supervisor'. It includes a 'Search for Users' section with a search box containing 'haesecke' and a 'Go' button. Below the search box, it says 'Displaying records 1-1 of a total of 1.' and 'Results per Page: 10'. A table lists the search results:

Select	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input checked="" type="checkbox"/>	mhaesecke	HAESECKE	MICA	mhaesecke@usgs.gov	Active	DOI Learn Management Team Members	DOI Employees, Skillssoft License Holders, U.S. Geological Survey

Below the table, there is a 'Bucket' button and a 'Pages: 1' indicator. At the bottom, there are 'Cancel' and 'Next' buttons. The 'Next' button is circled in blue.

Once you find the correct **Supervisor**, click the **check box** next to the person's name.

- If you wish to add more than one, you can utilize the **Bucket** feature by checking the box and selecting **Bucket**.
- The **Bucket** will save and let you search for more names.
- If you only add one name, you don't need to use the **Bucket** feature.
- After you have finished selecting the supervisors you would like to add, click the **Next** button.

Confirming your Supervisor

The screenshot shows a web application interface for 'Confirming your Supervisor'. At the top, there is a navigation bar with links for Home, Notes, Help, End-user Tutorial, Contact Us, and Log Out. The user is logged in as 'USGS Learner Surv'. The main content area is titled 'Add New Supervisor Wizard' and 'Add New Supervisor'. Below this, a section titled 'Confirm Your Decisions' contains an information icon and a message: 'Review your choices. If any corrections are needed, click **Previous**. To assign the selected users, click **Save**'. A table titled 'Selected Users' displays the following data:

Username	Last Name	First Name	Email Address	Status	Groups
mhaesecke	HAESECKE	MICA	mhaesecke@usgs.gov	Active	DOI Learn Management Team Members, U.S. Geological Survey, Skillssoft License Holders, DOI Employees

At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Save'. The 'Save' button is circled in blue. The footer contains copyright information for SumTotal Systems, Inc. (© 2011) and a note that the system is powered by SumTotal System.

Confirm the **Supervisor(s)** are correct on this page.

- Select **Save**.
- If the information is incorrect you can click the **Previous** button to go back.

Assign Primary Supervisor

Home Notes Help End-user Tutorial Contact Us Log Out

Logged in as: USGS Learner Survey

My Home Search

My Profile: My Supervisors

User Account: USGSLEARNER (USGS Learner Survey) Close Record

My Profile Login My Supervisors Roles and Permissions Learning Transcript

To assign a supervisor to this user, click **Assign New Supervisors**. To remove an assigned supervisor from this user, select the appropriate checkbox and click **Remove**.

Assign New Supervisors

Displaying records 1-2 of a total of 2. Results per Page: 10 Show

Select	Username	Last Name	First Name	Email Address	Direct Supervisor	Status	Group(s)
<input type="checkbox"/>	mhaesecke	HAESECKE	MICA	mhaesecke@usgs.gov	No	Active	DOI Learn Management Team Members
<input checked="" type="checkbox"/>	mkhood	HOOD	MELANE	mkhood@usgs.gov	Yes	Active	DOI Learn Management Team Members

All

Bucket Remove Set / Remove Direct Supervisor

Pages: 1

Back

After you assign all your supervisors you need to **Set your Direct Supervisor**.

- Select the **check box** of the supervisor you wish to assign as your primary Supervisor.
- Click the **Set / Remove Direct Supervisor** button.
- You will receive a green confirmation bar and you can also look at the **Direct Supervisor** field to make sure it has been assigned as **Yes**.

Success!

Home Notes Help End-user Tutorial Contact Us Log Out

Logged in as: USGSLEARNER Surv

DOI learn

My Home Search: []

My Profile: My Supervisors

User Account: USGSLEARNER (USGSLEARNER Survey) X Close Record

My Profile Login My Supervisors Roles and Permissions Learning Transcript

To assign a supervisor to this user, click **Assign New Supervisors**. To remove an assigned supervisor from this user, select the appropriate checkbox and click **Remove**.

Assign New Supervisors

Notice: Set / Remove Direct Supervisor
Successfully set or removed MELANIE HOOD as direct supervisor.

Displaying records 1-2 of a total of 2. Results per Page: 10 Show

Select	Username	Last Name	First Name	Email Address	Direct Supervisor	Status	Group(s)
<input type="checkbox"/>	mhaesecke	HAESECKE	MICA	mhaesecke@usgs.gov	No	Active	DOI Learn Management Team Members
<input type="checkbox"/>	mkhood	HOOD	MELANIE	mkhood@usgs.gov	No	Active	DOI Learn Management Team Members

All

Bucket Remove Set / Remove Direct Supervisor

Pages: 1

If you receive a green confirmation bar you have successfully set your direct Supervisor.
If you received a red bar at the top of the screen you will need to fix any errors made.

Click on **Close Record** when finished.