How Partners, Contractors and Volunteers Request an Account

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How to Request a New Account

If you are not paid by FPPS you may not have a DOI LEARN account automatically created for you. To create an account, if you do not have one from requesting it before, you need to:

- Go to the DOI Learn portal: http://www.doi.gov/doilearn/index.cfm
- Click on External Learners on the right side of the screen

Note: Only use the *Request a new account* if you are not paid by FPPS. If you are a new employee and are paid by FPPS you must wait for your account to be created which is typically AFTER you receive your first paycheck through FPPS. FPPS just creates the FPPS-ID, we create the accounts but can't or shouldn't without that ID.

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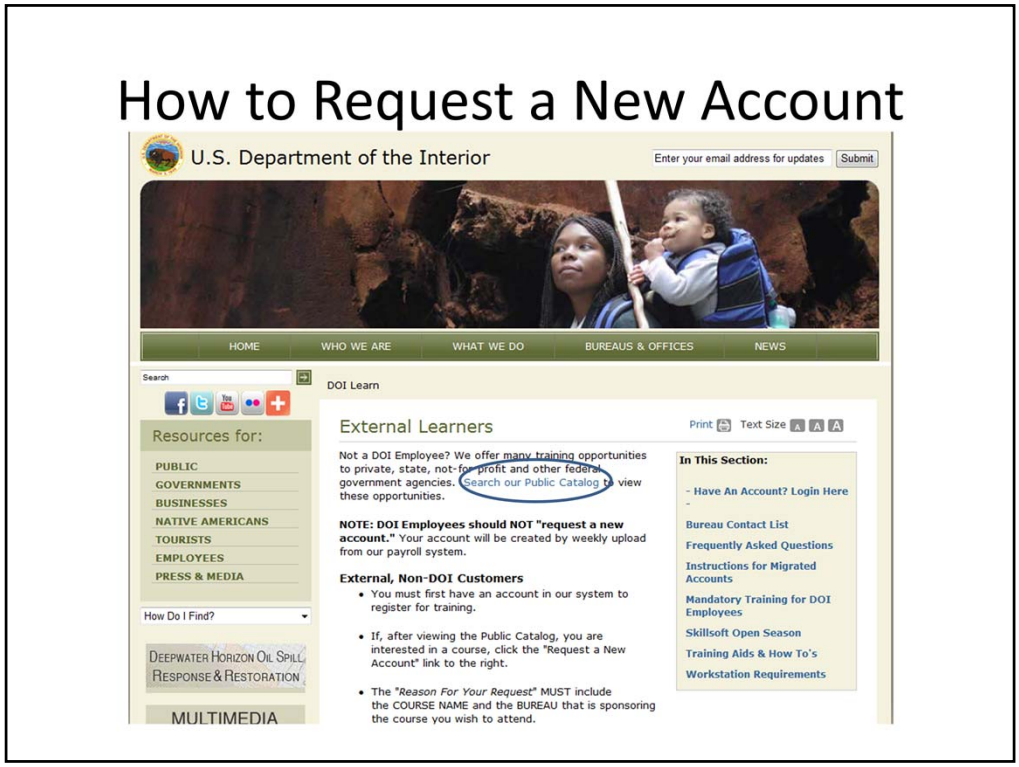
Click on **External Learners** on the right side of the screen



Click on **Search our Public Catalog**, in the first paragraph

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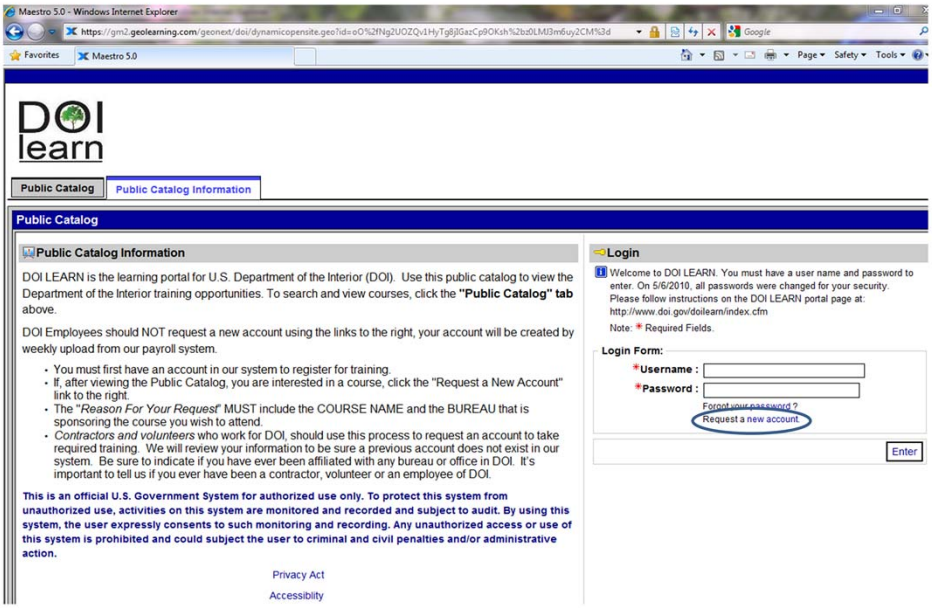
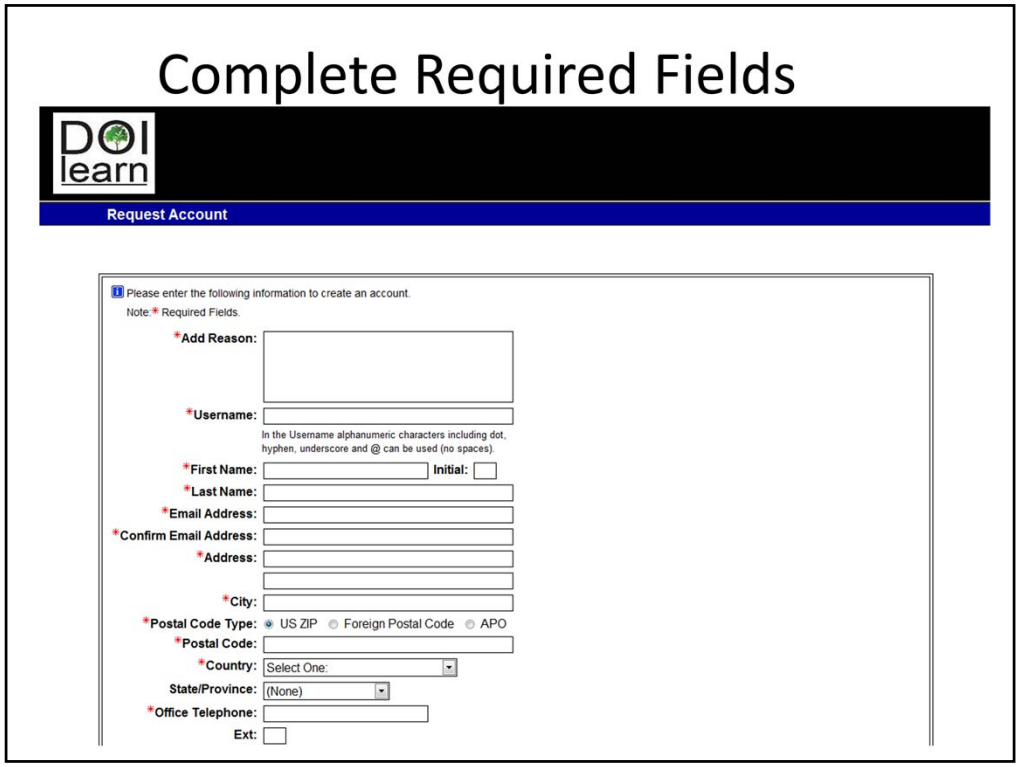


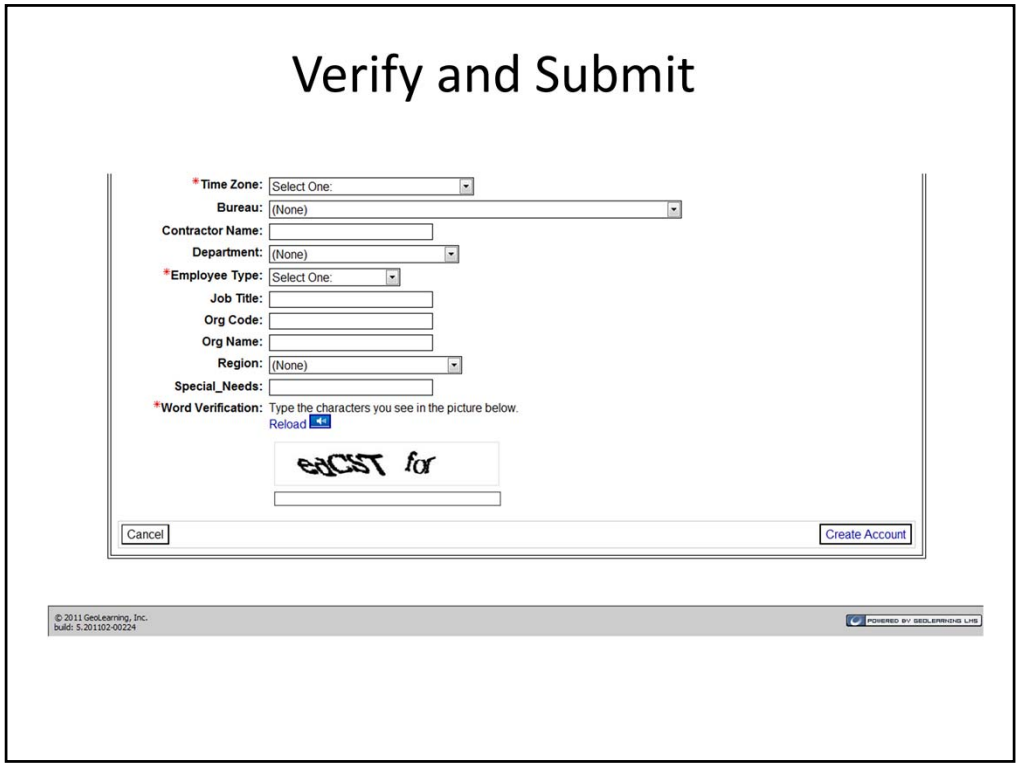
Click on **Request a new account** (on the right side of the screen)



When you click on request a new account you will have to fill out all of the required fields and we ask you fill out all the fields.

- For **Add Reason** put your Bureau (bureau you will be working with or affiliated with), Supervisor (if you have a federal contact name), and Course you need to take. If you know the Org Code, please add it under Add Reason.
- For username please put your bureau followed by your desired username (i.e usgsmpalcsak)

Note: this will probably be changed when you actually receive an account. The bureau helps us identify which bureau you are with. The changed name will be in an email sent to you when your account is created, along with a password.



When you scroll to the bottom you will notice *edCST for* (type of challenge-response test used in computing to ensure that the response is not generated by a computer). This is an example of what you might see.

- If you are finding ***edCST for*** difficult to read you can either click the speaker button to have your computer play the words, or you can click reload
- After you have entered all of the information and verified that it is all correct. You click **Create Account** and will get your account information within 3 business days if the form was all filled out.
- A confirmation email will be sent to you with your account approval or denial

Note: If you have failed to fill out the correct information including the Account Reason (as requested in the previous slide) your request will be delayed as much as 2 weeks even if denied.