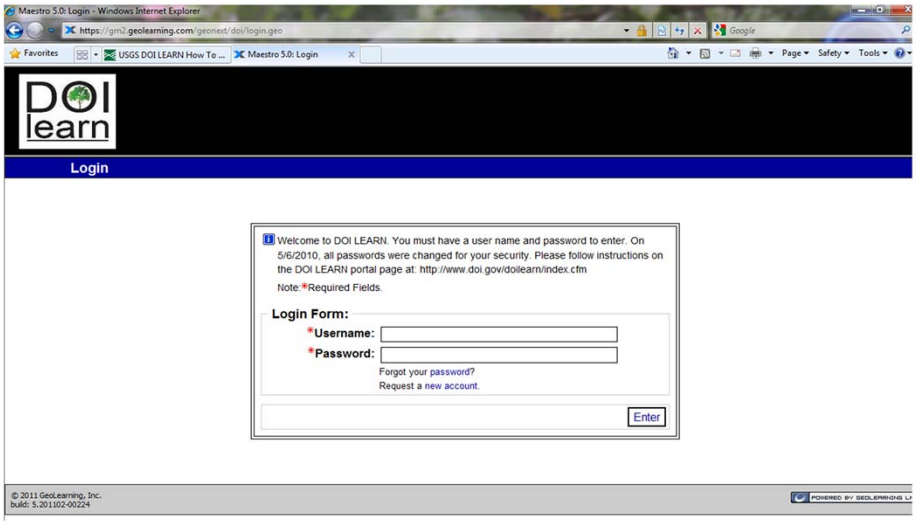
How To Submit a Class on Behalf of an Employee

(Supervisors cannot submit online courses on behalf of an employee)

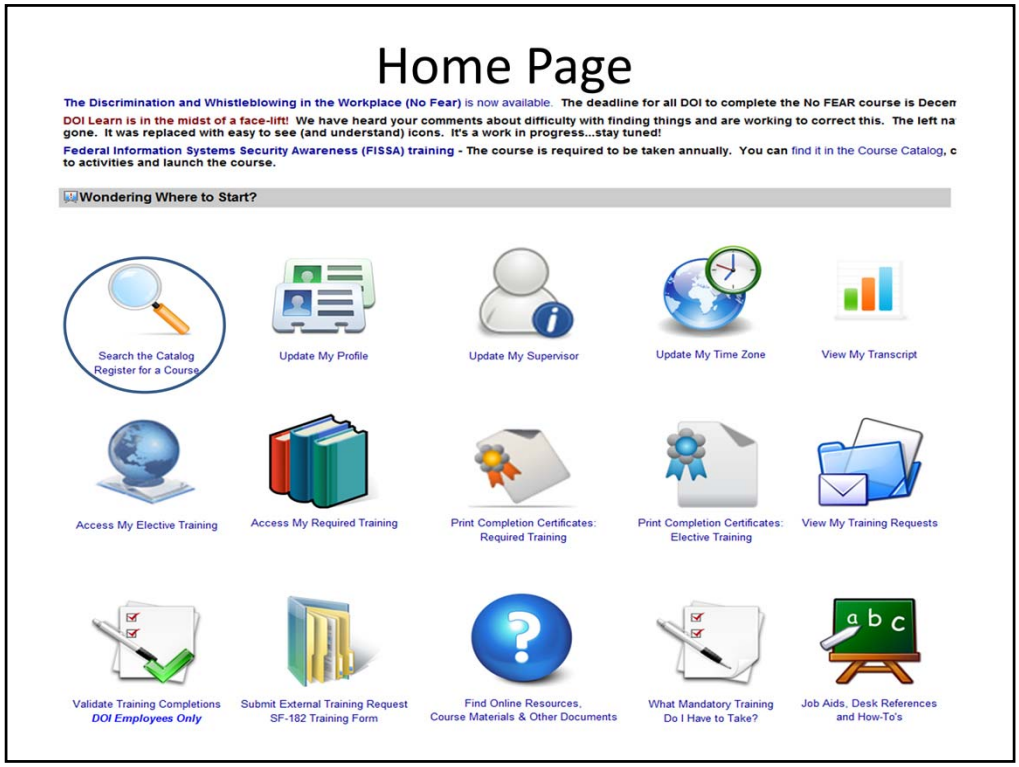
How to Submit a Class on Behalf of an Employee

Note: Supervisors cannot submit online courses on the behalf of an employee.

Log In Home Page



Log in at: https://gm2.geolearning.com/geonext/doi/login.geo

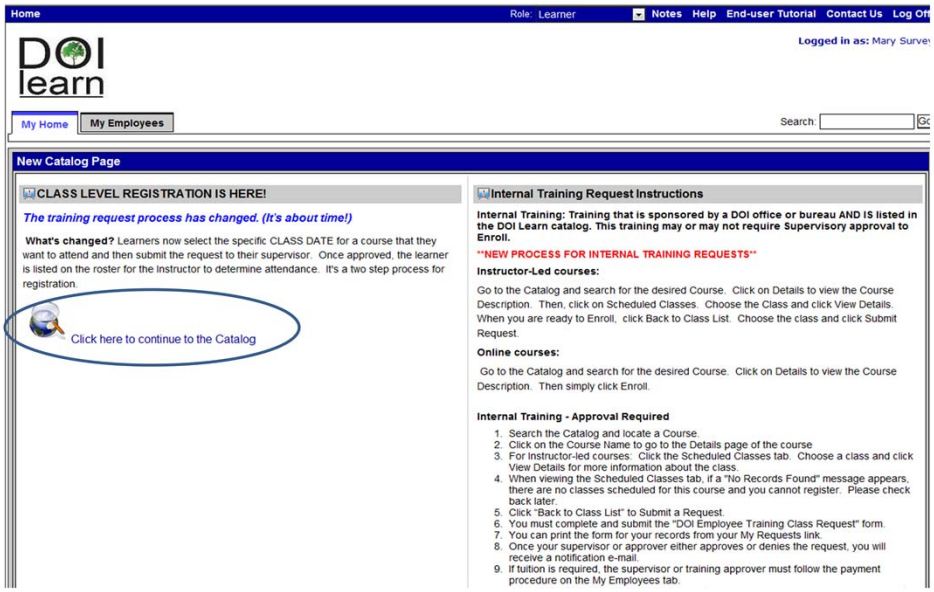


- Click on **Search the Catalog Register for a Course**

NOTE: Supervisors can only request courses for Instructor Led Training (ILT) for their employees, not online courses. Employees must register themselves for online courses including online skillsoft courses.

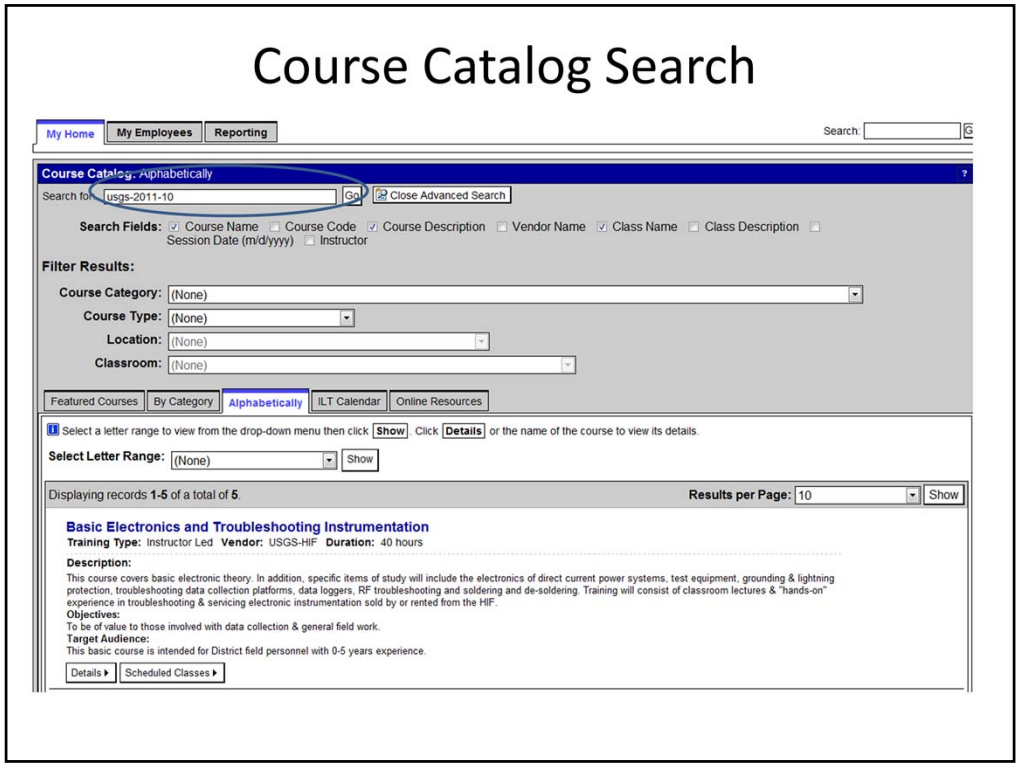
WARNING **Once this course is added to the learners profile it **cannot** be dropped.**

Searching the Catalog



Click on **Click here to continue to the catalog**

Note: Read any helpful information here on the right.



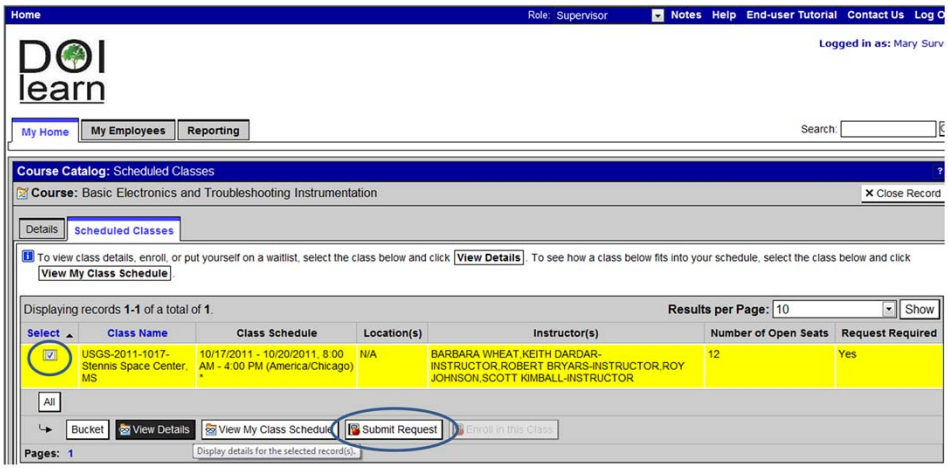
Type in the name of the Course you are looking for

Click **Go**

You can use the Advanced Search to help find what you want too.

When you find the course you are looking for, Click on Scheduled Classes to see if one is available.

Scheduled Classes



Under the Scheduled Classes tab, if you see the class you would like to assign to your employee:

- Select the **Radio** button next to the class
- Click on **Submit Request**

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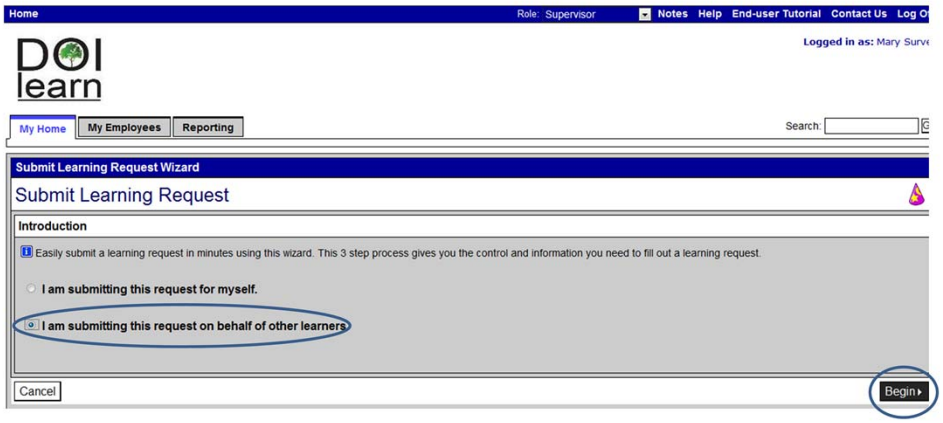
Submit Learning Request

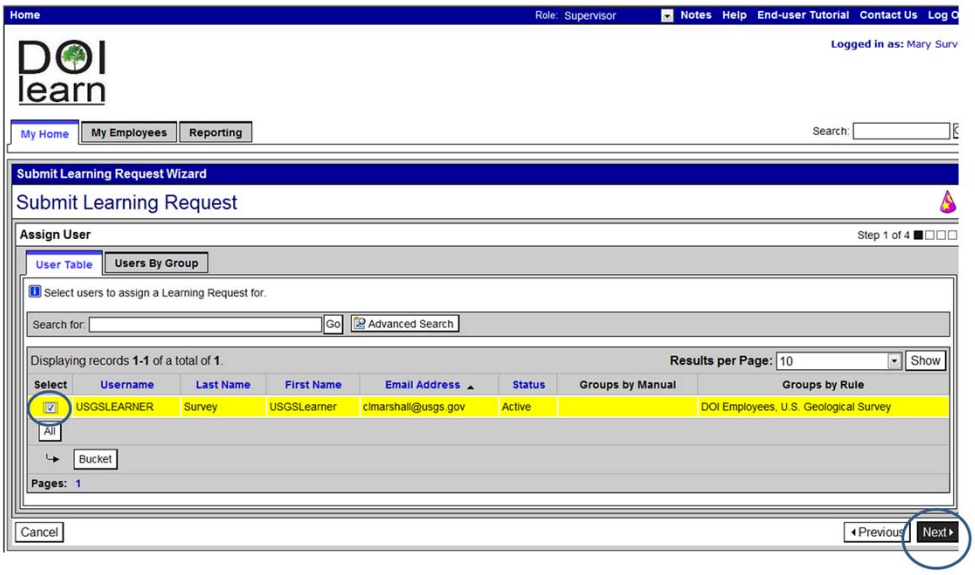


Click **I am submitting this request on behalf of other learners**

Click **Begin** to get the Wizard started

WARNING ****Once this course is added to the learners profile it **cannot** be dropped.****

Selecting Learner

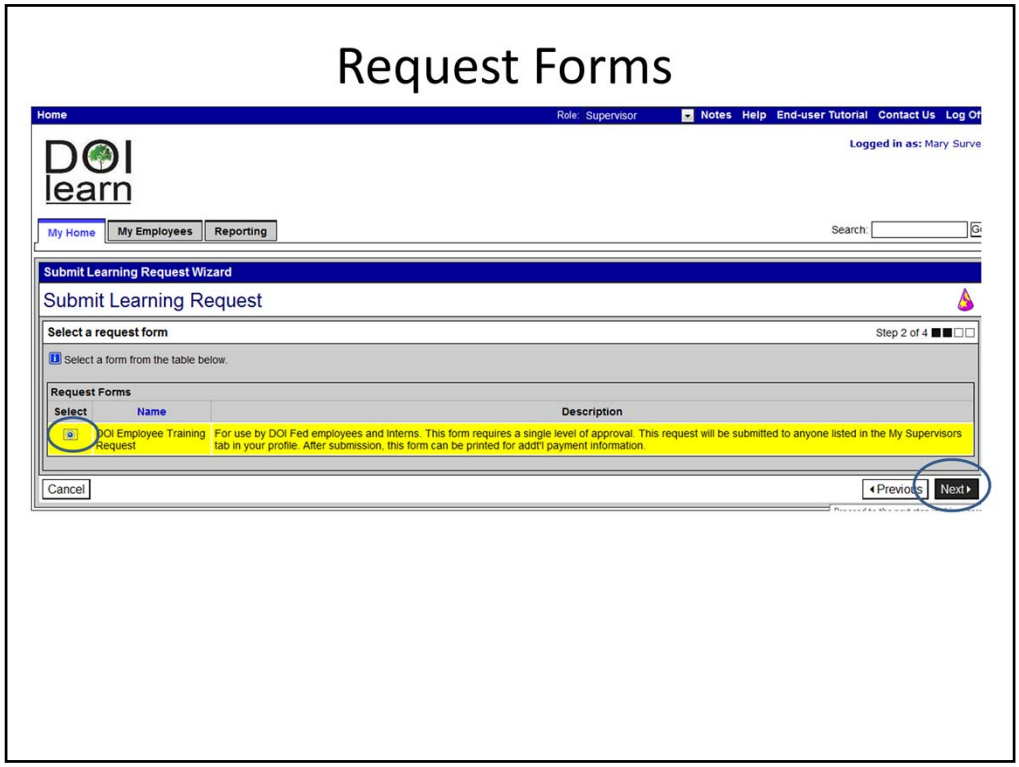


Search for the employee's name you would like to submit the request on behalf.

If you do not see the learners name on the first page, you can change your Results per Page to show more.

- Select the **Radio** button next to the employee's name you would like to submit the request for.
- Click **Next**

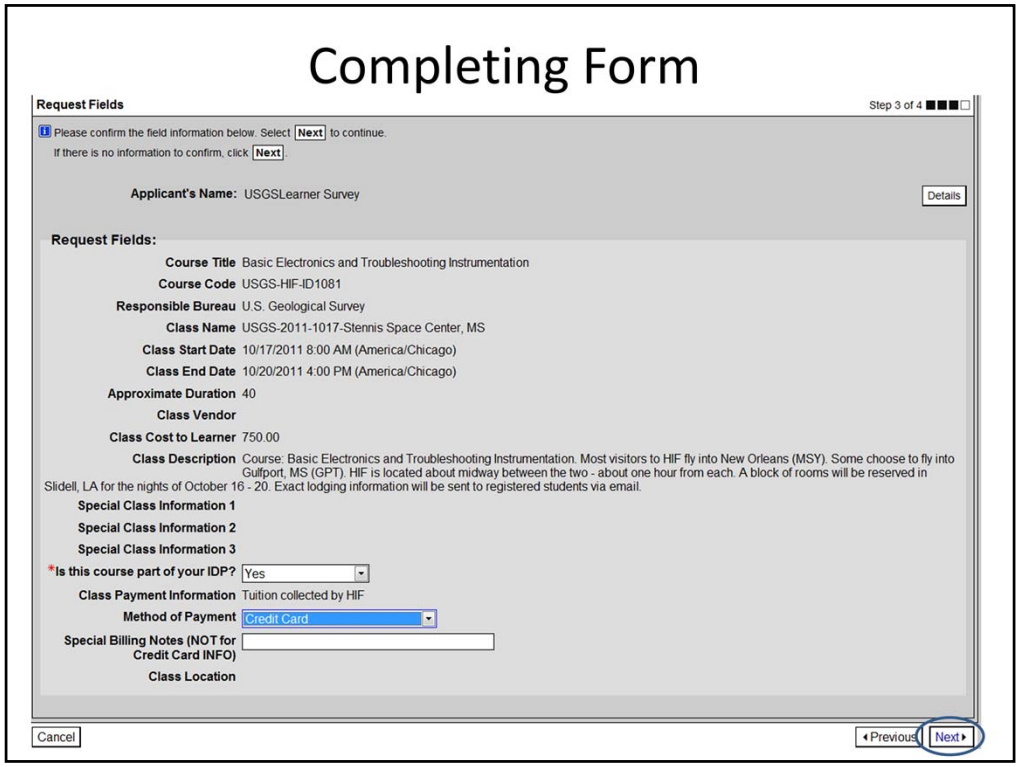
WARNING ****Once this course is added to the learners profile it **cannot** be dropped.****



Click the **radio button** next to DOI Employee Training Request Form

Click **Next**

WARNING **Once this course is added to the learners profile it **cannot** be dropped.**



Fill in the required fields:

- **Is this course part of your IDP?**

- Fill in the **Method of Payment** even if there is no payment method, then select None.

- Fill in the **Special Billing Notes**, if there are not any type in “NONE” as this field needs to be entered.

Click **Next**

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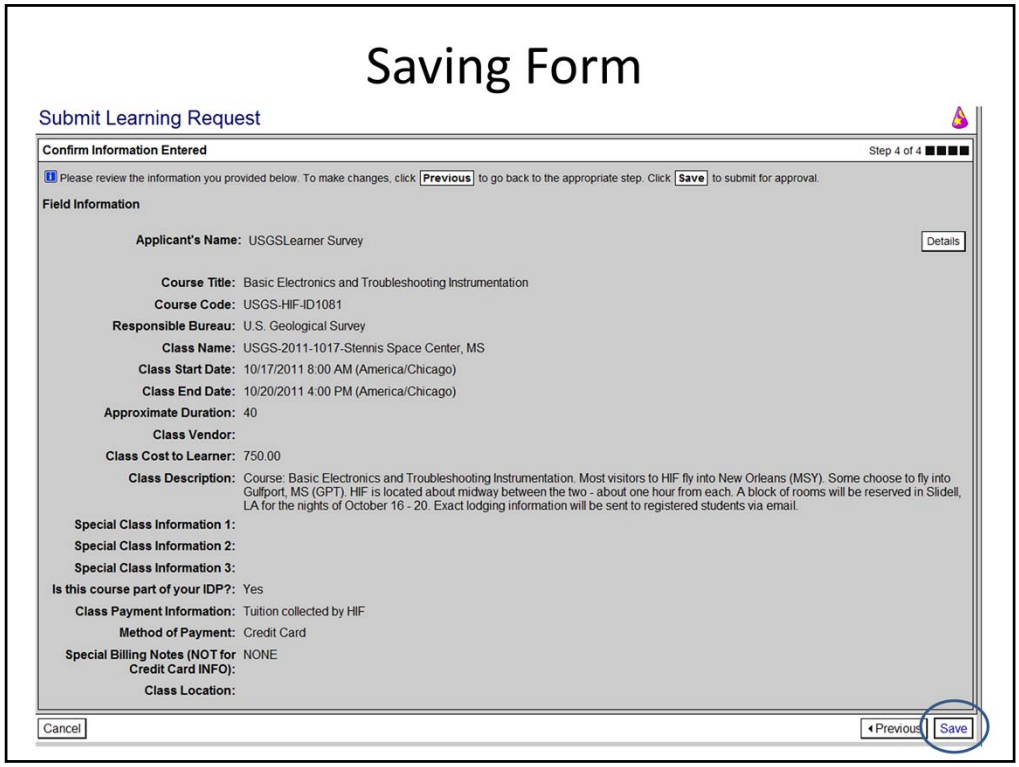

Verify your information, you cannot change it once saved.

If you need to change information, click on the **Previous** button. You can also Cancel this request if you need to now.

If no changes need to be made click on **Save**

<u>Reminder</u>: **<u>You need to approve this request</u> in the Approval Manager as the Supervisor even though you just submitted it on behalf of your employee(s).**

WARNING ****Once this course is added to the learners profile it **cannot be dropped.******

Click on Close Record when you see the green banner saying it was submitted successfully.