

How to Validate Training



How to Validate Training – this sends a copy of your training to your Electronic Personnel File (eOPF).

Learner Home Page

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

Log into DOI LEARN: <http://www.doi.gov/doilearn> (Click on "Have an Account")

From **My Home**, Click on **Validate Training Completions**

Note: Validations of training are only required for training that required supervisory approval to attend. This step will not be available until your supervisor has approved your training and it has been marked as **Complete in the Gradebook**. For External Training Requests (SF-182 form): Your supervisor must mark Complete any training submitted on a SF-182 before that training can be Validated.

Selecting Course to Validate

Home

DOI
learn

My Home My Employees Administration

Validation of Training Completion: All Validation Requests

Search for: Go [Advanced Search](#)

All Validation Requests Pending Denied Validated

To **Edit** or **Print** a validation request, first select a request from the list below, then select the appropriate button below the list.

Displaying records 1-2 of a total of 2.

Select	Course	Date Submitted	Request Status
<input type="radio"/>	Managing Multiple Priorities	7/21/2010	Validated
<input type="radio"/>	USGS Leadership Intensive	9/29/2010	Pending

Pages: 1

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- After your request has been completed, you must validate your training for the information to be sent to OPM's Enterprise Human Resources Information System. (EHRI)
- Select radio button next to the course(s) you would like to validate
 - Select **Edit**

Validating Course

Learning Request For: MARK PALCZAK

Validation of Training Completion

Validation Official: MARK PALCZAK
Telephone Number: n/a
Request Status: Pending
Validation Date: n/a

Actual Training Costs: Require learner to submit their actual training costs before training completion can be validated.

Actual Training Costs

Direct Costs

	Estimated	Actual
Tuition:	\$0.00	\$0.00000
Books and Materials:	\$0.00	\$0.00000
Other:	\$0.00	\$0.00000
Total:	\$0.00	\$0.00

Indirect Costs

	Estimated	Actual
Travel:	\$0.00	\$0.00000
Per Diem:	\$0.00	\$0.00000
Other:	\$0.00	\$0.00000
Total:	\$0.00	\$0.00

Actual Training Hours

	Estimated	Actual
During Duty:	0.00	0.00
During Non-Duty:	0.00	0.00

Add Review Comments:

Define Comments Scope Make these comments viewable to learner's Supervisor

Update

- Review the training information
- Add Actual Direct and Indirect costs incurred during your training.
- If you have added additional information you **MUST click Update** , before you Validate
- Select **Validate**

Validating Course

The screenshot displays a web application interface. At the top, there are navigation tabs: 'My Home', 'My Employees', and 'Administration'. Below this is a blue header bar with the text 'Validation of Training Completion: Validation of Training Completion'. Underneath the header, it says 'Learning Request For: MARK PALCSAK'. There are four sub-tabs: 'Details', 'Approval', 'Validation of Training Completion' (which is selected), and 'History'. The main content area shows the following information:

Validation of Training Completion
Validating Official: MARK PALCSAK
Telephone Number: 303-445-4660
Request Status: Validated
Validation Date: 9/21/2011

Actual Training Costs: Require learner to submit their actual training costs before training completion can be validated.

- Your training has now successfully been validated. Once this is done, no further edits can be made.
- Click **Close Record**