

# How to Register for a Course And Enroll in a Class



How to Register for a Course and Enroll in a Class

# How to login

Welcome to DOI LEARN. You must have a user name and password to enter. On 5/6/2010, all passwords were changed for your security. Please follow instructions on the DOI LEARN portal page at: <http://www.doi.gov/doilearn/index.cfm>

Note: \*Required Fields.

**Sign-In Form:**

\*Username:

\*Password:

[Forgot your password?](#)  
[Request a new account.](#)

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To login to the new version of DOI Learn for the first initial time:

*Username:* The same username you have used to take training in the old version

*Password:* Is “!ChangeIT!” The system will prompt you to change your password.

When your OLD password is requested, be sure to use the “!ChangeIT!” and not your password from the old system.

Please take note of the password requirements as they have changed.

After your initial login, if you forget your password, you can click on “I forgot my 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.”

**Note:** New employees must wait for FPPS to create their account in DOI LEARN before they can attempt their Initial Login

# My Home Screen

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 bar has been 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 on the FISSA icon to activities and launch the course.

Wondering Where to Start?



**Only after** you have logged in for the first time and Updated you profile completely, can you Register for a Course and Enroll in the Class.  
(See How to Log in and Update My Profile slides for more information)

This will be what your **My Home** Screen will look like after you have logged in.  
- Click on **Search and Register for a Course**

# Searching the Catalog

[My Home](#) [My Employees](#) [Administration](#) [Reporting](#) [Training Request Instructions/How To's](#) [Mandatory Training Info](#) Search:

## New Catalog Page

### CLASS LEVEL REGISTRATION IS HERE!

*The training request process has changed. (It's about time!)*

**What's changed?** Learners now select the specific CLASS DATE for a course that they want to attend and then submit the request to their supervisor. Once approved, the learner is listed on the roster for the instructor to determine attendance. It's a two step process for registration.

[Click here to continue to the Catalog](#)

### Internal Training Request Instructions

**Internal Training:** Training that is sponsored by a DOI office or bureau AND IS listed in the DOI Learn catalog. This training may or may not require Supervisory approval to Enroll.

**"NEW PROCESS FOR INTERNAL TRAINING REQUESTS"**

**Instructor-Led courses:**

Go to the Catalog and search for the desired Course. Click on Details to view the Course Description. Then, click on Scheduled Classes. Choose the Class and click View Details. When you are ready to Enroll, click Back to Class List. Choose the class and click Submit Request.

**Online courses:**

Go to the Catalog and search for the desired Course. Click on Details to view the Course Description. Then simply click Enroll.

**Internal Training - Approval Required**

1. Search the Catalog and locate a Course.
2. Click on the Course Name to go to the Details page of the course.
3. For instructor-led courses. Click the Scheduled Classes tab. Choose a class and click View Details for more information about the class.
4. When viewing the Scheduled Classes tab, if a "No Records Found" message appears, there are no classes scheduled for this course and you cannot register. Please check back later.
5. Click "Back to Class List" to Submit a Request.
6. You must complete and submit the "DOI Employee Training Class Request" form.

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

Notice some Featured Courses on the right, your class might be listed here.

# Course Catalog

Home
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Logged in as: USGSLearner Surve



My Home
Search:

Course Catalog: Alphabetically
?

Search for:
Go
Advanced Search

Featured Courses
By Category
Alphabetically
ILT Calendar
Online Resources

ⓘ Select a letter range to view from the drop-down menu then click **Show**. Click **Details** or the name of the course to view its details.

Select Letter Range:
(None)
Show

Displaying records 1-10 of a total of 1870.
Results per Page: 10 Show

**1-Hour Legal Update: The Legal Aspects of Criminal Investigations**

Training Type: Instructor Led Vendor: DOI University Duration: 16 hours

**Description:**  
This two-day program is designed to provide a legal update to agents investigating alleged violations of federal criminal. Course topics include Fourth Amendment search and seizure law, DOJ's policy on the use of force, the law of self-incrimination as governed by the Fifth Amendment, the Sixth Amendment, and the Supreme Court's Miranda decision and its progeny; electronic law and evidence; the legal aspects of use of force, officer liability, and defense discovery issues.

Details ▶ Scheduled Classes ▶

**10 Hour OSHA Course For The Construction Industry**

Training Type: Instructor Led Vendor: Duration: 27 hours

**Description:**

Details ▶ Scheduled Classes ▶

**2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)** Featured Course

Training Type: Online Course Vendor: DOI University Duration: 1 hour

**Description:**  
This is the "2011 Discrimination and Whistleblowing in the Workplace" otherwise known as the No Fear Act online training course for Department of the Interior employees.

Once you select the **Catalog**:

- Type in the **Search for:** field for the course you are looking for. You can also search using the **Advanced Search**.
- Select **Go**.
- If you get too many results, you can change the **Results per Page** and click **Show**.

# Advanced Search

Home
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Logged in as: USGSLearner Survey

My Home
Search:

Course Catalog: Alphabetically

Search for: 
Go
Close Advanced Search

**Search Fields:**  Course Name  Course Code  Course Description  Vendor Name  Class Name  Class Description  Session Date (m/d/yyyy)  Instructor

**Filter Results:**

Course Category:

Course Type:

Location:

Classroom:

**Select Letter Range:**

Displaying records 1-10 of a total of 1870 Results per Page:

**1-Hour Legal Update: The Legal Aspects of Criminal Investigations**  
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If you open the **Advanced Search**:

- You will be able to search on specific fields by typing the **Keyword** in the Search for: field and selecting the proper **Search Field(s)**
- After completing the Fields to search on, you must click **Go**

# Course Navigation

The screenshot displays the USGS Course Navigation interface. At the top, there is a search bar with the text "usgs-2011-09" and a "Go" button. Below the search bar, there are several search fields with checkboxes: "Course Name", "Course Code", "Course Description", "Vendor Name", "Class Name", "Class Description", "Session Date (m/d/yyyy)", and "Instructor". The "Course Name" and "Class Name" checkboxes are checked. Below the search fields, there is a "Filter Results:" section with three dropdown menus: "Course Category:" (set to "(None)"), "Course Type:" (set to "(None)"), and "Location:" (set to "(None)"). There is also a "Classroom:" dropdown menu set to "(None)". Below the filters, there are tabs for "Featured Courses", "By Category", "Alphabetically", "ILT Calendar", and "Online Resources". The "Alphabetically" tab is selected. Below the tabs, there is a "Select Letter Range:" dropdown menu set to "(None)" and a "Show" button. Below the "Show" button, there is a "Displaying records 1-10 of a total of 14." and a "Results per Page:" dropdown menu set to "10" with a "Show" button. The first course listed is "Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe® Connect(TM)". Below the course title, there is a "Description:" section with a detailed paragraph. At the bottom of the course details, there are two buttons: "Details" and "Scheduled Classes". The "Scheduled Classes" button is circled in red.

When you have filtered your search:

- Select **Details** to make sure this is the class you are interested in.
- Select **Scheduled Classes** to see any upcoming classes.

# Course Detail Information

Warning: Request not approved  
There is a pending request that must be approved before you are allowed to attempt this course.

Details | Scheduled Classes | Reviews

Back

**Course Name:** Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe® Connect™(TM)  
**Status:** Active

**Description:** Are you a USGS subject-matter expert/technical staff and have been asked by management to create a new science and technical, IT, or administrative USGS course, or redevelop an existing instructor-led USGS course, for on-line/TEL delivery? If so, we (OED) can help you design and develop your TEL course and host it for you on our dedicated TEL server. This is a hands-on course where the students will be using Adobe® Acrobat Connect™ Professional to develop their TEL project. The software is state-of-the-art and is highly rated as an instructional development tool. The following topics will be covered in this instructor-led course: Using Rapid Instructional Systems Design to develop a course that is instructionally sound, Identify the characteristics of adult learners (what they like in learning and what they don't like), Introducing Adobe® Connect™ Presenter™, Adding Audio to the TEL course, ensuring accessibility (Section 508), Publishing the TEL Course, Customizing Presentations, Adding Animations, Links, and Files, Adding Flash® Content, Adding Assessments (Quizzes), Introducing Adobe® Connect™ Meeting (how to add synchronous events to the TEL course), and how to handle videos. The last day and a half of the course will be spent with the students working on their TEL course projects with the assistance of the instructor. Students will leave the course with everything they need to go back to their office and finish developing their course. OED will then put the course on the TEL server and announce the course to USGS employees.

**Prerequisite Courses:** None

**Delivery Type:** Instructor Led  
**Course Code:** USGS-OED-C1434  
**Vendor:** USGS-OED  
**CEU:** 0  
**Duration:** 36 hours  
**Cost to Learner:** \$0.00  
**Contact:** TJ Lane 303-445-4677  
**Prerequisites:** Working knowledge of PowerPoint

**Responsible Bureau:** U.S. Geological Survey  
**Internal Tuition:** 0

Back

When you find the course you want:

- Check the course information
- Check when the **Scheduled Classes** occur (**Note:** If the **Scheduled Classes** tab is not there, there may not be any Scheduled Classes)
- Submit a Request** for permission from your **Supervisor** if the course requires permission.
- If no supervisor approval is required, you will see a **Register** button where the **Submit Request** button is. Clicking on **Register** will take you to enrolling in a class (more on this later).

# Scheduled Courses

Home
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Logged in as: USGSLearner Survi

My Home
Search:

Course Catalog: Scheduled Classes
Close Record

Details
Scheduled Classes
Reviews

**i** To view class details, enroll, or put yourself on a waitlist, select the class below and click [View Details](#). To see how a class below fits into your schedule, select the class below and click [View My Class Schedule](#).

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

Select	Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
<input checked="" type="checkbox"/>	USGS-2011-1015-Denver, CO	10/25/2011 - 10/27/2011, 8:00 AM - 4:00 PM (America/Denver) *	N/A	THERESA LANE	12	Yes

All
Bucket
View Details
View My Class Schedule
 Submit Request
 Enroll in this Class

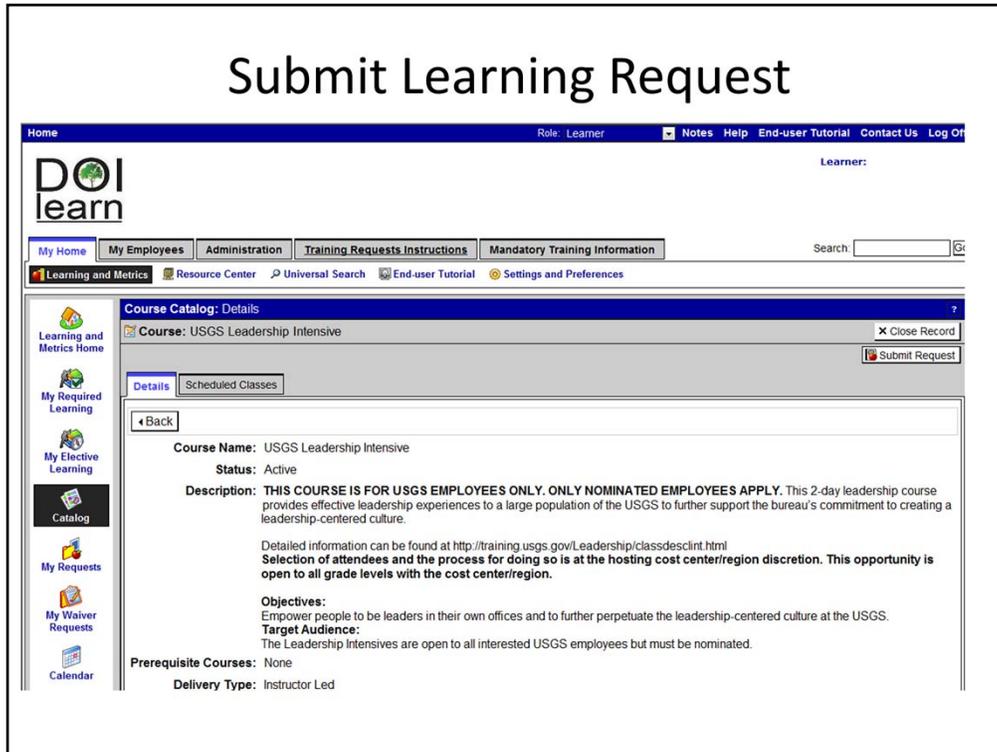
**Pages:** 1

\* Class has multiple sessions, please select class and click on [View Details](#) to see all session dates and times.

Back

This will show any open classes.

- Select the radio button next to the class you would like to **Submit a Request** or **Enroll in this Class**.
- Click on **Submit Request** if it requires your Supervisor's approval, if not, you can select **Enroll in this Class**.



When you select **Submit Request** you will be prompted to start the Learning Request **Wizard**.

- A **Wizard** is a tool to guide you through the steps of a process or task by asking a series of questions or presenting options.

# Start the Wizard to Submit a Request

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Logged in as: USGSLearner Surv

DOILearn

My Home Search:

Submit Learning Request Wizard

Submit Learning Request

Introduction

Easily submit a learning request in minutes using this wizard. This 3 step process gives you the control and information you need to fill out a learning request.

Cancel **Begin**

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Click on **Begin** to start your request

Note: Notice the pink wizard hat above “Begin” .... This tells you there are steps to follow.

# Select a Learning Request Form

Home
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Logged in as: USGSLeamer Surve

My Home
Search:

Submit Learning Request Wizard

## Submit Learning Request

**Select a request form** Step 1 of 3

Select a form from the table below.

Request Forms	Select	Name	Description
	<input checked="" type="radio"/>	DOI Employee Training Request	For use by DOI Fed employees and Interns. This form requires a single level of approval. This request will be submitted to anyone listed in the My Supervisors tab in your profile. After submission, this form can be printed for add'l payment information.

Cancel

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- Select a **radio button** next to the Request form.  
Note: There may be more than one request form in the future.
- Click **Next**

# Submitting Learning Request

**Request Fields** Step 2 of 3

Please confirm the field information below. Select **Next** to continue.  
If there is no information to confirm, click **Next**.

**Request Fields:**

**User Name** USGSLEARNER  
**First Name** USGSLearner  
**Last Name** Survey  
**Course Title** Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe® Connect(TM)  
**Course Code** USGS-OED-C1434  
**Responsible Bureau** U.S. Geological Survey  
**Class Name** USGS-2011-1015-Denver, CO  
**Class Start Date** 10/25/2011 8:00 AM (America/Denver)  
**Class End Date** 10/27/2011 4:00 PM (America/Denver)  
**Approximate Duration** 36  
**Class Vendor** USGS-OED  
**Class Cost to Learner** 0.00  
**Class Description** October 2011 clqass  
**Special Class Information 1** Please bring your existing course materials on a thumb drive to the class.  
**Special Class Information 2**  
**Special Class Information 3**  
**\*Is this course part of your IDP?** (None)   
**Class Payment Information**  
**Method of Payment** (None)   
**Special Billing Notes (NOT for Credit Card INFO)**   
**Class Location**

Cancel

- Fill out all the **Mandatory** field – “Is this course part of your IDP?”
- Verify all the pre-filled information is correct.
- 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 payment method, if you know how this will be paid.
- Type **NONE** in the Special Billing Notes or anything you need to tell the financial people. (Filling in the last 2 fields will help your Supervisor in approving)
- Click **Next**

**IF THE SCREEN ERRORS IN RED, READ THE ERROR, MAKE THE PROPER CHANGES**

-After you complete these steps, click the **Next** button.

# Final Confirmation

Submit Learning Request Step 3 of 3

**Confirm Information Entered**

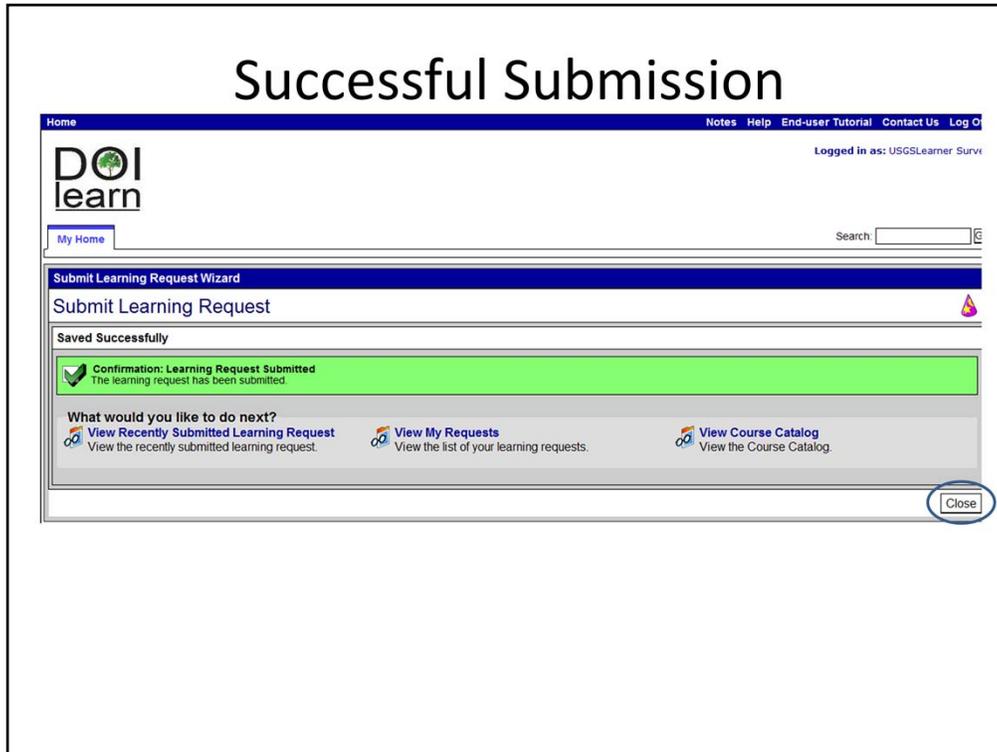
Please review the information you provided below. To make changes, click **Previous** to go back to the appropriate step. Click **Save** to submit for approval.

**Field Information**

**User Name:** USGSLEARNER  
**First Name:** USGSLearner  
**Last Name:** Survey  
**Course Title:** Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe © Connect(TM)  
**Course Code:** USGS-OED-C1434  
**Responsible Bureau:** U.S. Geological Survey  
**Class Name:** USGS-2011-1015-Denver, CO  
**Class Start Date:** 10/25/2011 8:00 AM (America/Denver)  
**Class End Date:** 10/27/2011 4:00 PM (America/Denver)  
**Approximate Duration:** 36  
**Class Vendor:** USGS-OED  
**Class Cost to Learner:** 0.00  
**Class Description:** October 2011 class  
**Special Class Information 1:** Please bring your existing course materials on a thumb drive to the class.  
**Special Class Information 2:**  
**Special Class Information 3:**  
**Is this course part of your IDP?:** No  
**Class Payment Information:**  
**Method of Payment:**  
**Special Billing Notes (NOT for Credit Card INFO):**  
**Class Location:**

This page is for verification purposes only. If you notice anything that is incorrect, you can click the **Previous** button.

If all the information is correct, click the **Save** button to complete the **Wizard**.



- When you are finished with your request form and click **Save**, this screen will appear:
- An email goes to the Supervisor listed in your profile asking them to approve/deny the request. If approved you are automatically enrolled in the class you selected.
- To view all of your learning requests, you can select **View My Training Requests**.
- Click **Close** when finished.

# Manage Learning Requests

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 bar has been 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 on the "Security Awareness" link 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



Access My Elective Training



Access My Required Training



Print Completion Certificates:  
Required Training



Print Completion Certificates:  
Elective Training



View My Training Requests



Validate Training Completions  
*DOI Employees Only*



Submit External Training Request  
SF-182 Training Form



Find Online Resources,  
Course Materials & Other Documents



What Mandatory Training  
Do I Have to Take?



Job Aids, Desk References  
and How-To's

To check on the progress of any of your Learning request forms, you can also go back to the main "My Home" Page and select **View My Training Requests**.

# My Elective Learning

Home Notes Help End-user Tutorial Contact Us Log Out

Logged in as: USGS Learner Surv...

My Home Search: [ ]

**Manage Learning Requests: View/Edit Learning Requests**

Search for: [ ] Go [Advanced Search] [Submit a New Learning Request]

All Requests Open Needs Agreement Approved Denied Cancellation Requests Canceled

To View, Print, or Cancel a request, first select a request from the list below, then select the appropriate button below the list.

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

Select	Course	Form Name	Request Type	Request Date	Status	Levels Required	Levels Completed
<input type="radio"/>	Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe® Connect(TM)	DOI Employee Training Request	Enrollment Request	9/20/2011	Open	1	0

[View] [Print]

Pages: 1

Once approved by your supervisor, you are enrolled in the class.

To exit out of this page click on the My Home tab.