Slide#1: Slides for the Supervisor **–** Your role with the SF-182 including creating a SF-182 on behalf of your employees, approving, marking it complete, and printing if necessary.

Use these slides for approving and marking complete if your employee created the SF-182 too. See Slides 10 and on.

Slide#2:   Log into DOI LEARN: https://gm2.geolearning.com/geonext/doi/login.geo
Enter your Username and Password here. If you need a new Password, click on "Forgot your Password?"

You can also contact the DOI LEARN helpdesk at 1-866-466-1998 or email:
doilearn@sumtotalsystems.com if your account is locked.

If you do not have an account, go to this link for information:
https://www2.usgs.gov/humancapital/documents/DOILEARNAccounts.pdf or to request a
new account.

NOTE: if you need to Print a SF-182 that has already been Created and Approved, go to Slide #20.
Otherwise, continue to Slide #3.

Slide#3: Once logged in: Make sure your Role says: *Supervisor* at the top right corner of the screen.

Click on **"Submit External Training Request SF-182 Training Form"** from the MY Home tab.

NOTE: It is recommended SF-182s NOT be created in DOI LEARN until **AFTER** the training has been completed.

Also, **NEVER** create a SF-182 for training that is IN DOI LEARN.

Slide#4: Click on **"Click Here to Submit a SF-182"**

Best Practice:
If you must use the SF-182 to pay for training, please go to OPM's web site: **https://www.opm.gov/forms/pdf_fill/SF182.pdf** and fill out the form to fax to the vendor for payment. Then after the training, create the SF-182 in DOI LEARN for a document of record.

For commercial off-the-shelf training that costs between $3500.01 and $150,000.00, you will need to complete a SF-182 outside of DOI LEARN in order to get Training Officer Approval and for payment. Please visit the Training Policy Website:
https://www2.usgs.gov/humancapital/ecd/trainingpolicies.htmlwebsite for instructions.
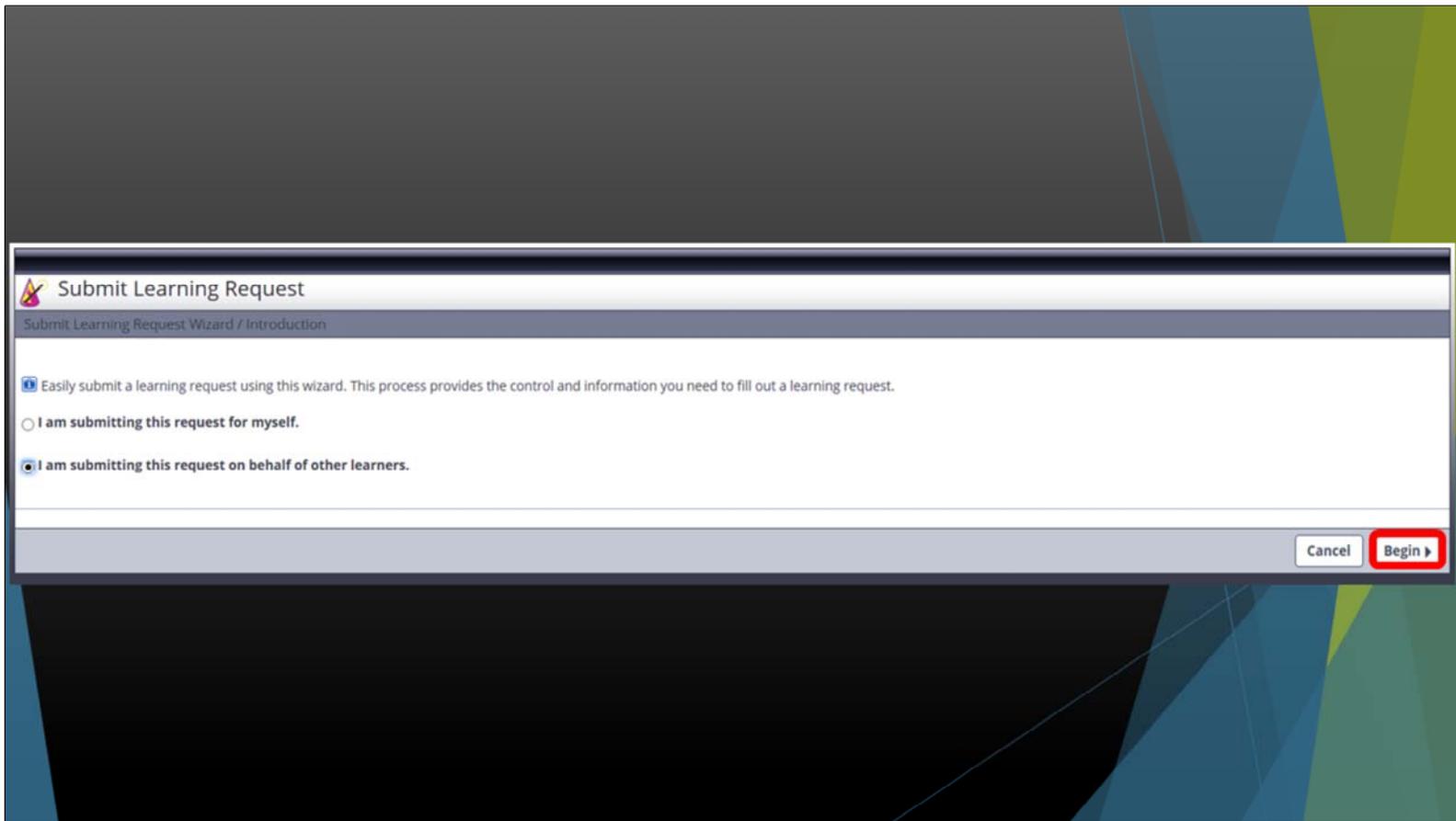
Slide#5: A *Wizard* tool will guide you through the steps by asking a series of questions or presenting options.

Select the radio button next to **"I am submitting this request on behalf of other learners."**
(Note: You can also go here to submit a SF-182 for your yourself by selecting the first option above)

Click on **"Begin."**
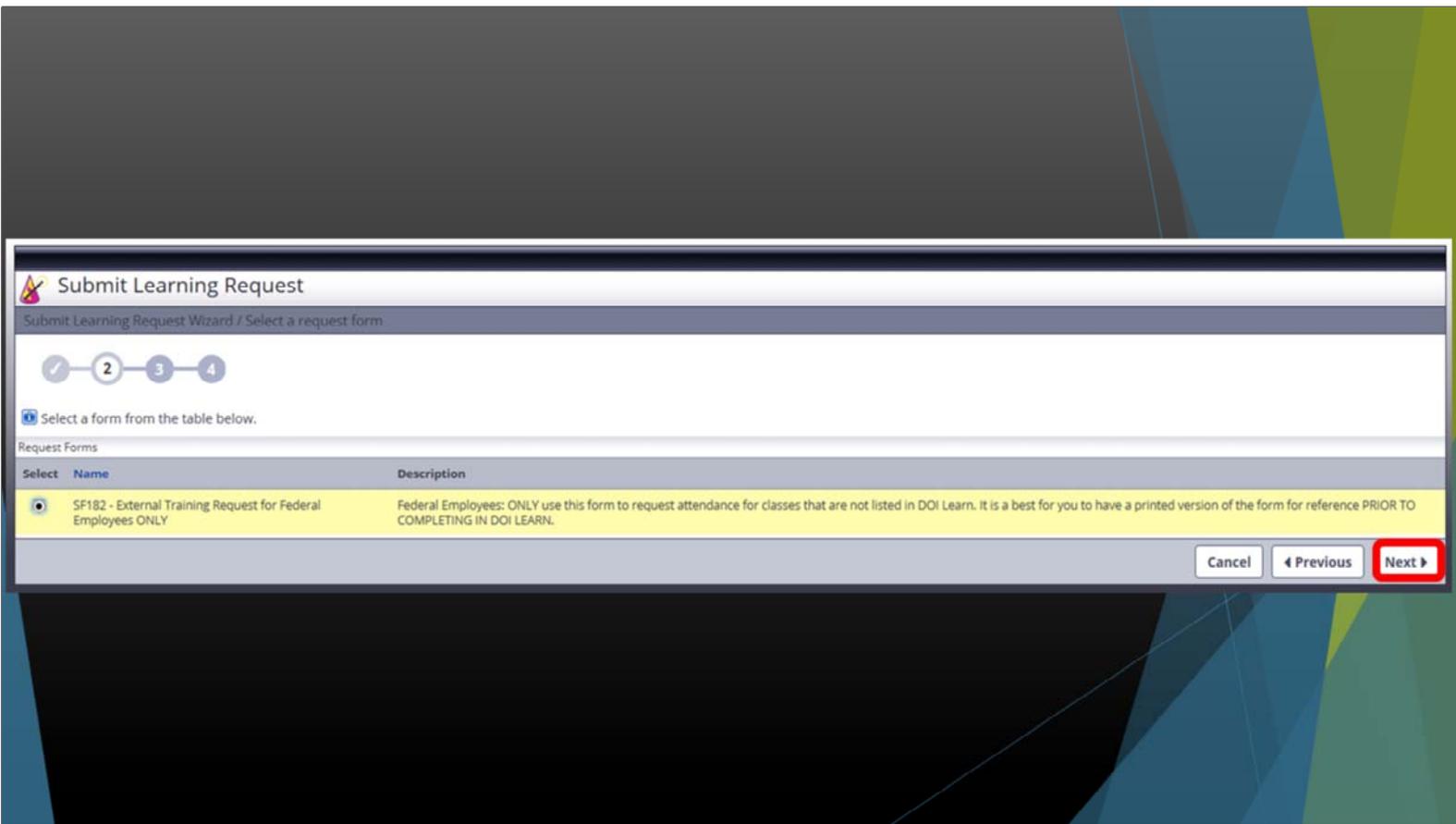
Slide#6: Search and Select the radio button next to the employee's name you wish to submit a request for. You can use the **"Advanced Search"** button too.

Click on **"Next."**

REMINDER: If you do not see the Employee's name you are looking for, it may be because they need to assign you as their Supervisor In their own DOI LEARN Profile.

Slide#7: Select the radio button next to the "**SF182 – External Training Requests for Federal Employees ONLY.**"

Click **"Next."**

Slide#8: Fill out the form. **Every** field with a **Red Asterisk** is required.

For definitions of each field, go to the OPM web site:
http://www.opm.gov/forms/pdf_fill/sf182.pdf or talk to your Administrative Officer.

Course Title: Add your name at the end of the title you enter (i.e. Security Overseas Seminar-John Doe).
Course Code: Add the Date you completed the training to the end of the pre-populated numbers: (i.e. 14922020160919190529-093016).
Hours: Hours must be in whole numbers.
Training Credit Type Code: Choose N/A if you are unsure.
Direct Cost: Do not use dollar signs or decimal points, round to the nearest dollar.
8 digit code: Use the code assigned to your Bureau. Seed your AO.
Method of Payment: Choose **"No Payment Required"** as this will not be paid through DOI LEARN.

Click **"NEXT."**

Note: If you missed a mandatory field, you will get an error message at the top of the form. Fix all errors before continuing.
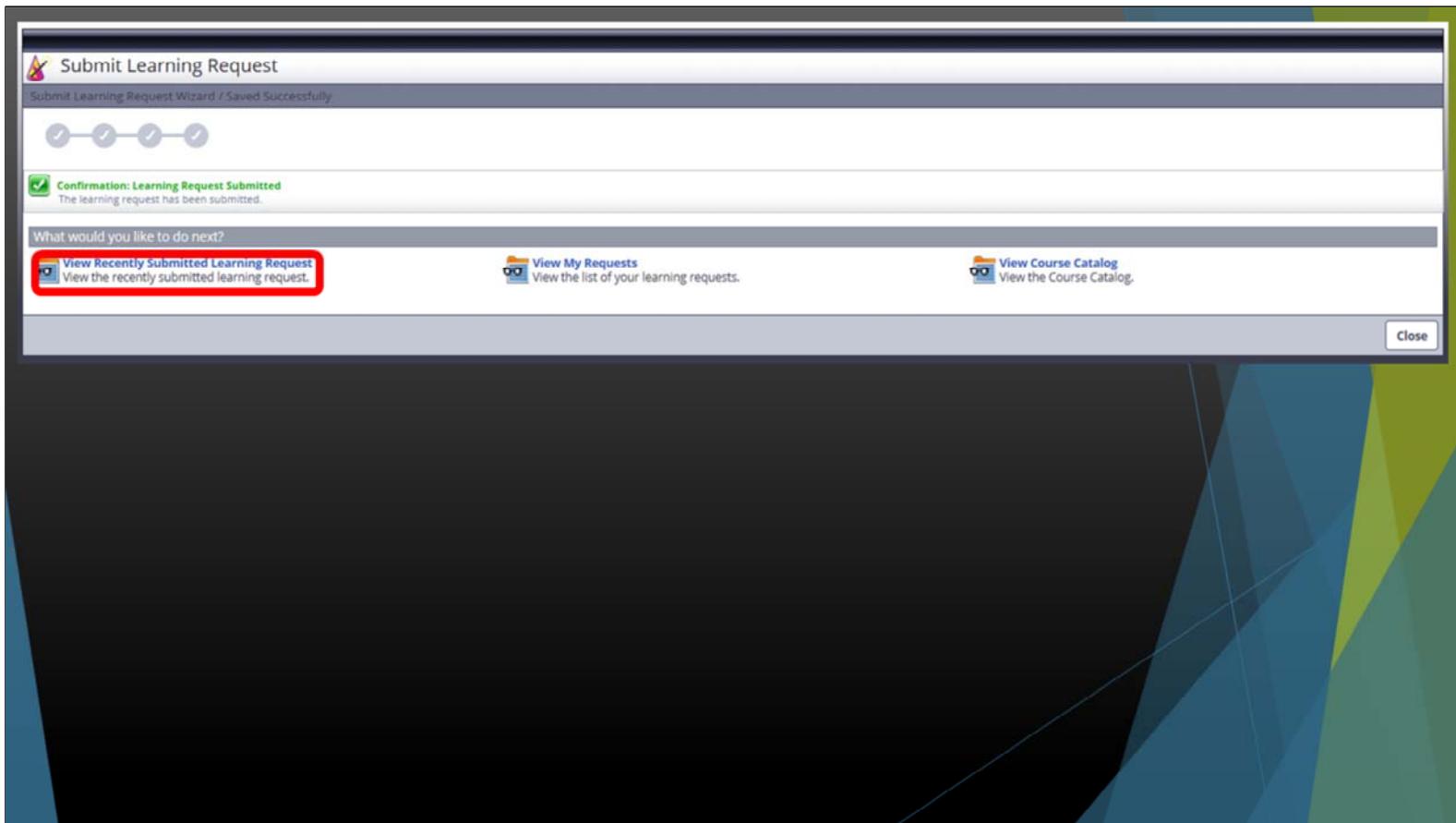
Slide#9: Review the information provided.

To make changes, click on **"Previous."**

Otherwise, click on **"Save"** to submit for approval.

NOTE: Once saved, you cannot change it.

Slide#10: At the top of the screen, there will be a **GREEN** check mark stating the request has been submitted for Supervisor approval. If you filled this out for your employee, you will receive the email notification, provided they chose you as their Supervisor in their profile.

Click **"View Recently Submitted Learning Request"** to approve the request now.

Slide#11: It is recommended you fill in the "**Add Review Comments**" area as these will appear in the Approved or Denied email the employee receives from the system. Example: Approved by John Smith on 09/20/2016 or Denied due to lack of funding by John Smith on 09/20/2016.

After filling in the review comments section, review for any corrections.

Click **"Update."**
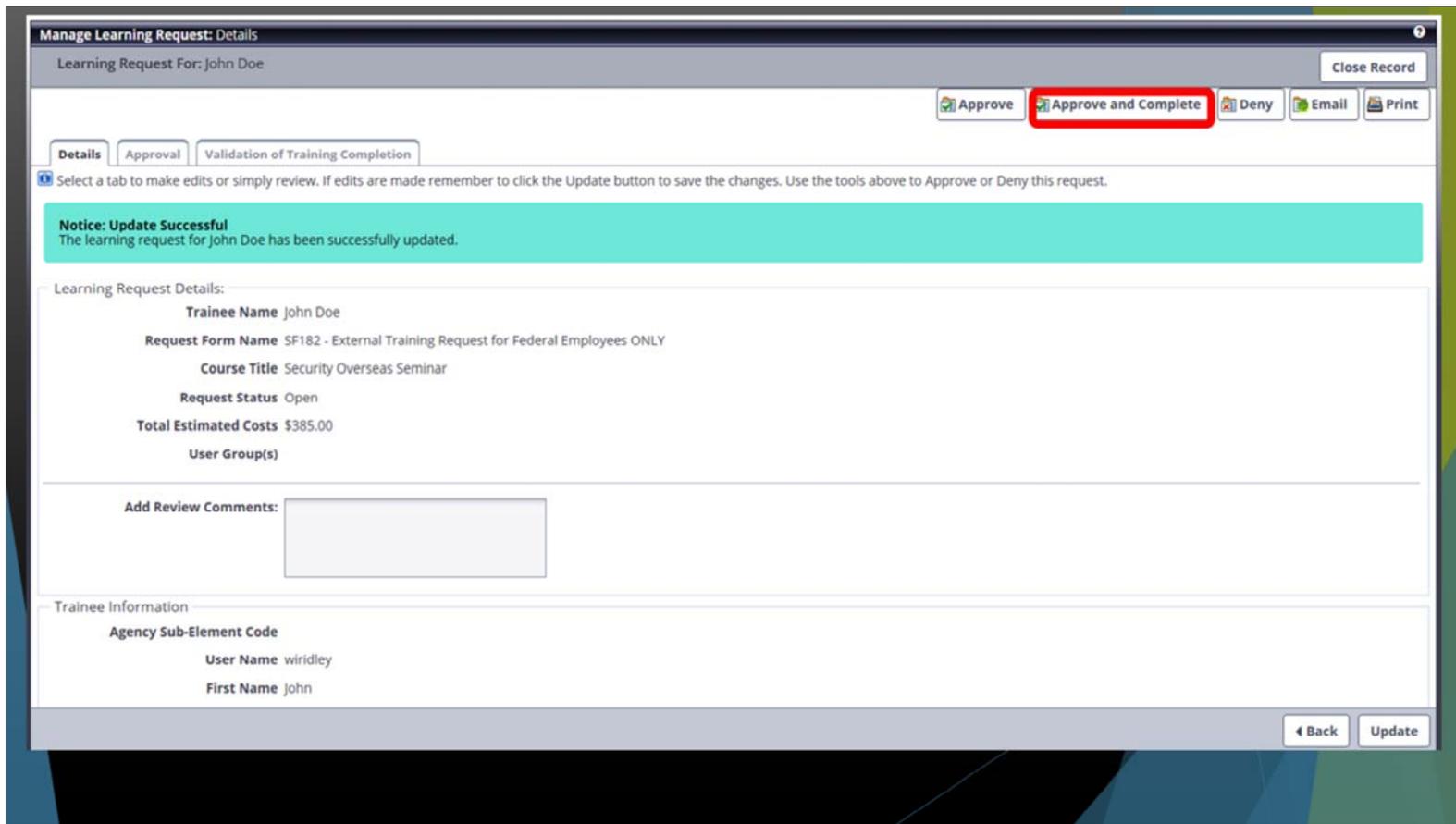
Slide#12: The screen refreshes with Update Successful on a **green** banner.

If the training has already been COMPLETED, click on **"Approve and Complete."**

If the training has not yet been completed, you can just **"Approve"** or **"Deny"** the creation of the SF-182. Then once the training is complete, update the Employee's Gradebook. Go to slide #15 to complete this task.

Note: If the screen errors, read the error, make the proper changes and click "Update" before other actions.

Slide#13: Enter the **Time and Date** the training was completed in the format provided. A best guess estimate is OK for the time.

Click **"Save."**

Slide#14: The screen refreshes with a **green** banner. If an error occurs, your submission did not go through. You must read the notice and fix the errors to continue by clicking **"Back."**

If you clicked on **"Approve and Complete"'** you have finished with the request, click **"Close Record."**

If you clicked on **"Approved"**, continue on to Slide #15.

Slide#15: Once the training has been completed, your final step is to mark the class as Complete in the DOI LEARN Gradebook. This step is only performed IF you did NOT approve and complete earlier (see Slide 11-14).

Log into DOI LEARN, Be sure you are using your _Supervisor_ role.

Click on **"My Employee's"** tab.

Then select **"Mark Training Complete in the Gradebook."**

Slide#16: Search and Select the radio button next to the employee's name you wish to submit a request for. You can use the Advanced Search button if needed too.

Click on **"Edit."**

Slide#17: Select the radio button next to the course you want to mark as complete.

Click on **"Mark As Complete."**

Slide#18: Enter the **Time and Date** that the training was completed, or best guess estimate for the time.

Click **"Save."**
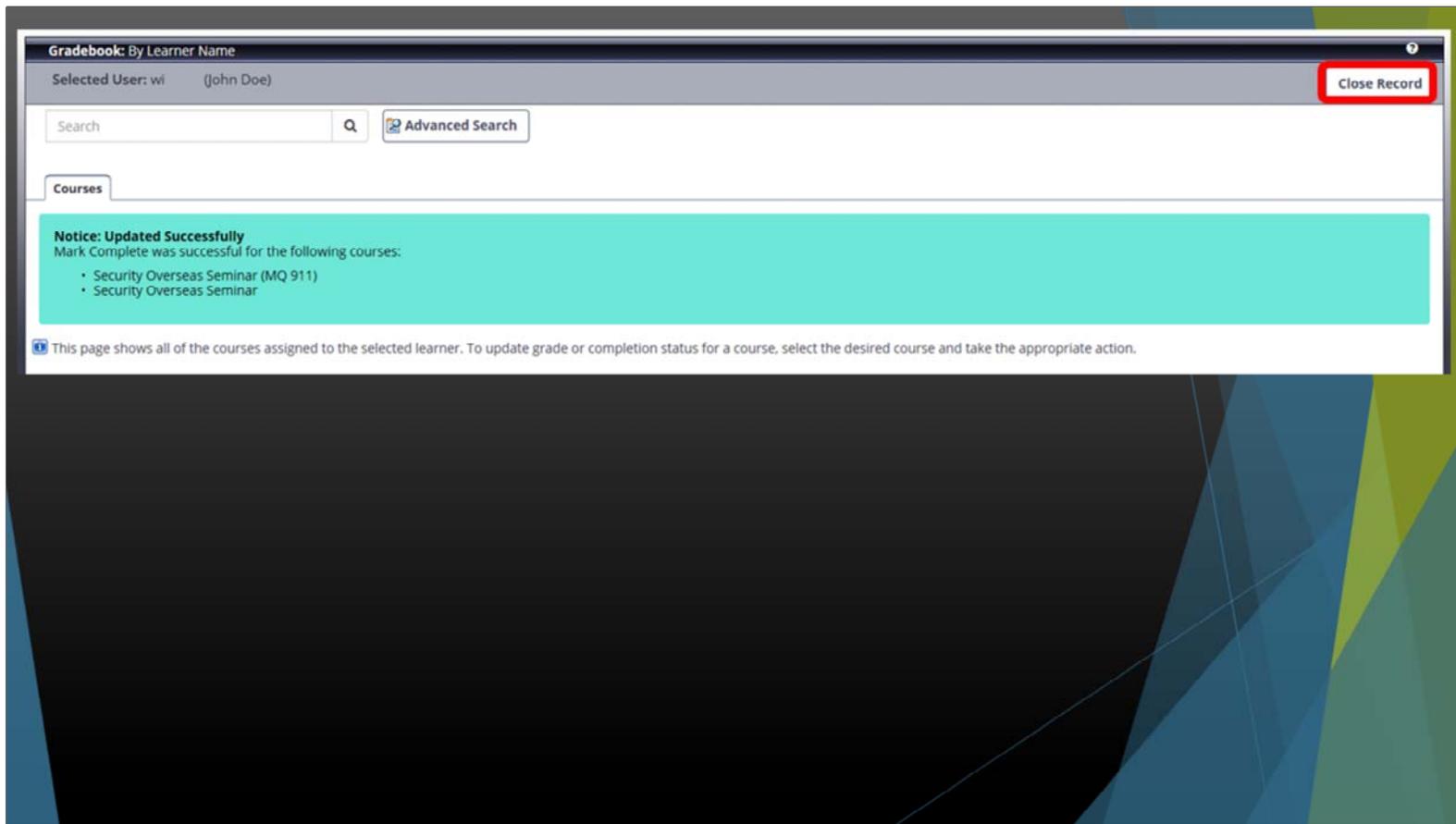
Slide#19: A **Green** banner will appear saying the learning request was Updated Successfully. If an error occurs, your submission did not go through. You must read the notice and fix the errors to continue.

After you have finished with the request, click **"Close Record."**

Slide#20: To Print a SF-182 that has already been Created and Approved:
Log into DOI LEARN, make sure your role is *Supervisor.*

Click on the **"My Employees"** tab.

Select **"Approve Training Request."**

Slide#21: It will default to the **Pending My Approval** tab. You will need to change it to the **Approved** tab to see your employee's approved requests.

Select the **radio button** next to the request you would like to Print.

Click **"Print**."

You can also search for specific requests in the **Search** or open the **Advanced Search**.
If more than 10 requests appear, you can click on the number next to Displaying # records to see more than 10.

If you need further assistance, contact the DOI LEARN helpdesk at 1-866-466-1998 or doilearn@sumtotalsystems.com