

# HOW TO PRINT TRANSCRIPTS AND CERTIFICATES

**DOI**  
Learn



U.S. Department of the Interior  
Learning Portal


**Slide#1:** A How-To Tutorial for How to Print Transcripts and Course Certificates.

# DOI Learn



U.S. Department of the Interior  
Learning Portal

### Login

 For help: email: [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com). DOI EMPLOYEES: DO NOT USE "Request New Account" link below to obtain access. More Info at: <http://www.doi.gov/doilearn/>

Note: \* Required Fields.

Login Form:

\* Username:

\* Password:

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

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**Slide#2: Log into DOI LEARN:** <https://qm2.geolearning.com/geonext/doi/login.geo>

Enter your Username and Password. 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](mailto: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>

Home Role: **Learner**

# DOILearn

My Home | My Employees | Administration | EEO & Diversity Courses | Supervisory Training

Security Questions | Settings and Preferences











### My Home

Announcements

\*\*Federal employees, spouses and dependents are now eligible for a 5% tuition reduction on programs and courses offered online at Penn State World Campus, the online campus of Penn State. For more information about online programs please visit the Penn State World Campus website.

\*\*Did you recently purchase a Windows 10 computer? We have Windows 10 courses to help! [Enroll in this bundle of courses](#) - if you don't want to take them all, you can simply drop the ones you don't need.

Wondering Where to Start?

 Search the Catalog Register for a Course	 Update My Profile Update My Timezone	 Update My Supervisor	 Update/Change My Password	 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

**Slide#3:** You must have completed a course or class to print a transcript or certificate.

**Note:** If you don't see the class on your Transcript as "Completed," you need to contact the Instructor for that class.

Using your Learner Role, click on "**View my Transcript**"

Home Role: **Learnr** v [Notes](#) [Help](#) [Contact Us](#) [Log Off](#)

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**My Profiles Learning Transcript** [Close Record](#)

User Account: jbraden (JENNIFER BRADEN) [Export](#) [Print](#)

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[Login](#)
[My Supervisors](#)
[Roles and Permissions](#)
[Learning Transcript](#)

Search   [Advanced Search](#)

Completed Between:   And:

**Information: URL missing for courses**  
 Courses with an Inactive or Archived status will not have a URL associated with the course name listed below.

Displaying 1-92 of 92 records. [10](#) [25](#) [50](#) [100](#) [200](#)

**Activities**

Select	Course Name	Class Name	Completion Status	Completion Date	Registration Status	Registration Date	Course CEU	Grade	Course Duration	Other Tracking Unit	Unit Value
<input type="radio"/>	2007 Discrimination and Whistleblowing in the Workplace (No Fear)	2007 Discrimination and Whistleblowing in the Workplace (No Fear)	Completed	5/20/2008 3:00 PM	Enrolled	5/20/2008 9:22 AM	1	100	1 hrs 0 min		
<input type="radio"/>	2008 Federal Information Systems Security Awareness	2008 Federal Information Systems Security Awareness	Completed	5/21/2008 2:50 PM	Enrolled	5/20/2008 9:23 AM	0	80	1 hrs 0 min		
<input type="radio"/>	2008 Orientation to the Privacy Act	2008 Orientation to the Privacy Act	Completed	5/21/2008 3:06 PM	Enrolled	5/20/2008 9:25 AM	1	80	1 hrs 0 min		

**Slide#4:** Screenshot of your Transcript. You can either print your transcript or export it into a file.

To Print, click on the **“Print”** button. This will bring up the Print Window and you can choose which printer to send the transcript to.

Click **“Close Report”** when finished.

### My Profiles Learning Transcript

User Account: jbraden (JENNIFER BRADEN)

Close Record

**Export** Print

My Profile Login My Supervisors Roles and Permissions **Learning Transcript**

Completed Between:  And:

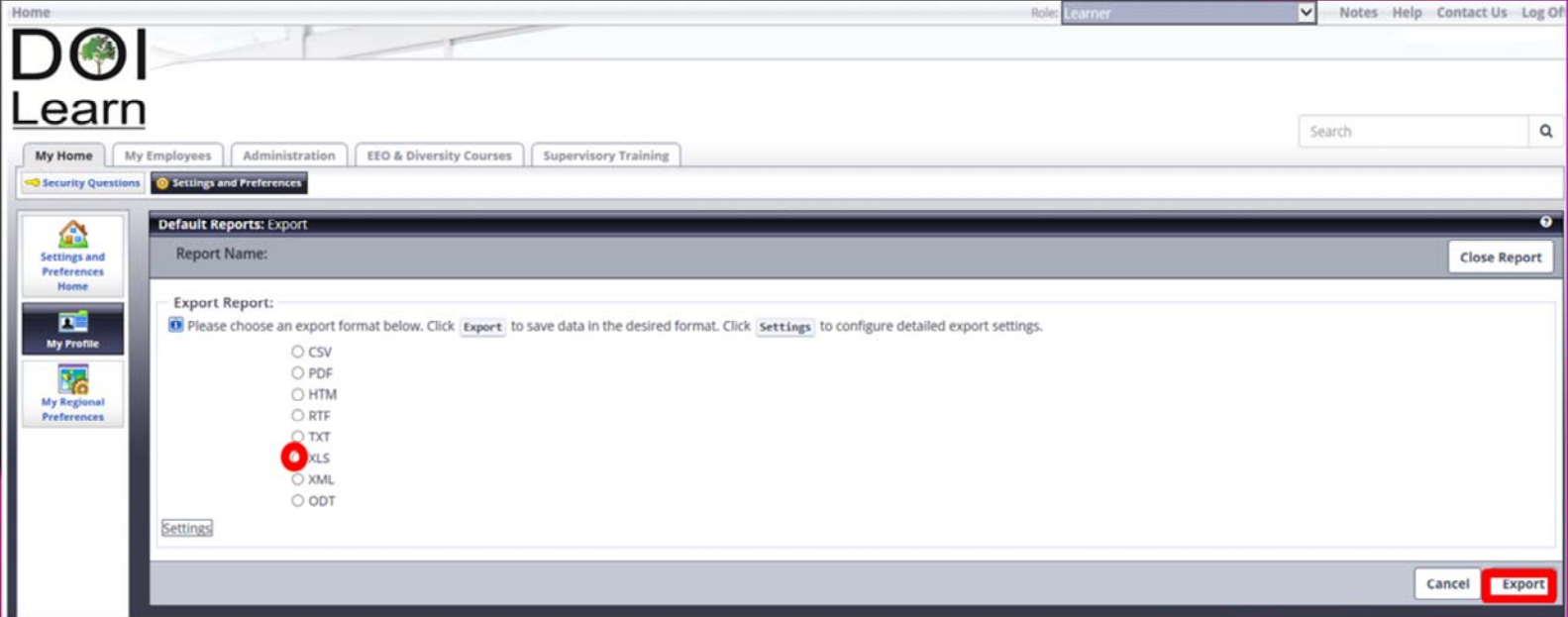
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<input type="radio"/>	2008 Federal Information Systems Security Awareness	2008 Federal Information Systems Security Awareness	Completed	5/21/2008 2:50 PM	Enrolled	5/20/2008 9:23 AM	0	80	1 hrs 0 min		
<input type="radio"/>	2008 Orientation to the Privacy Act	2008 Orientation to the Privacy Act	Completed	5/21/2008 3:06 PM	Enrolled	5/20/2008 9:25 AM	1	80	1 hrs 0 min		

Slide#5: To Save the transcript, click the "Export" button.



**Slide#6:** Choose which format you want to save the file (i.e. PDF, XLS, CSV, etc.). Then click on **“Export”**

Click **“Close Report”** when finished.

Home Role: Learner

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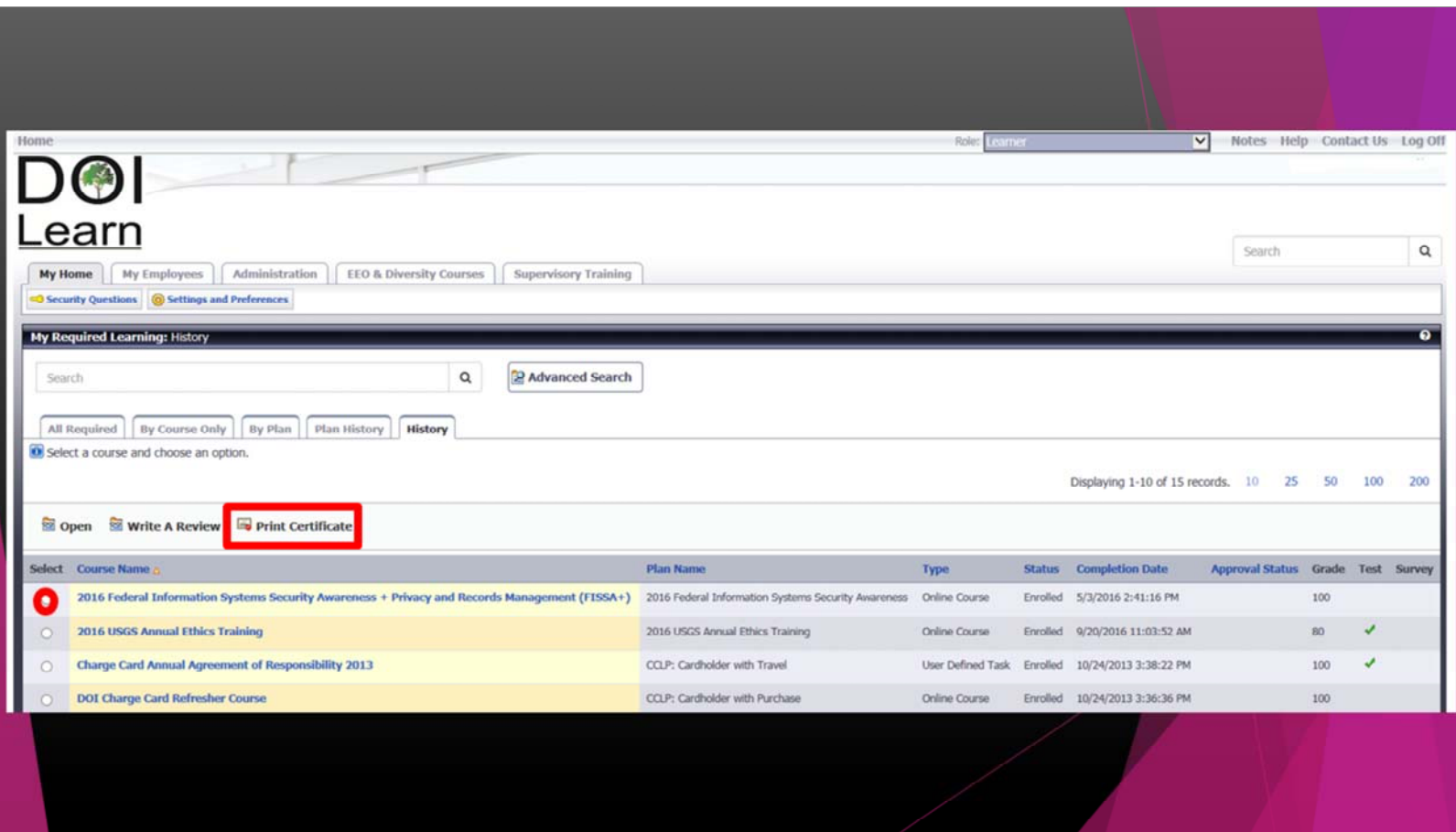
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**Slide#7:** To print a Completion Certificate, click on either **“Print Completion Certificates: Required Training”** or **“Print Completion Certificates: Elective Training”**

**Note:** If the training was assigned to you, it is under Required. If you registered for the training, it is under Assigned.



**Slide#8:** From the **History** tab, select the radio button next to the course you want to print the certificate, click on **“Print Certificate”**

If you need further assistance, contact the DOI LEARN helpdesk at 1-866-466-1998 or email: [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com)