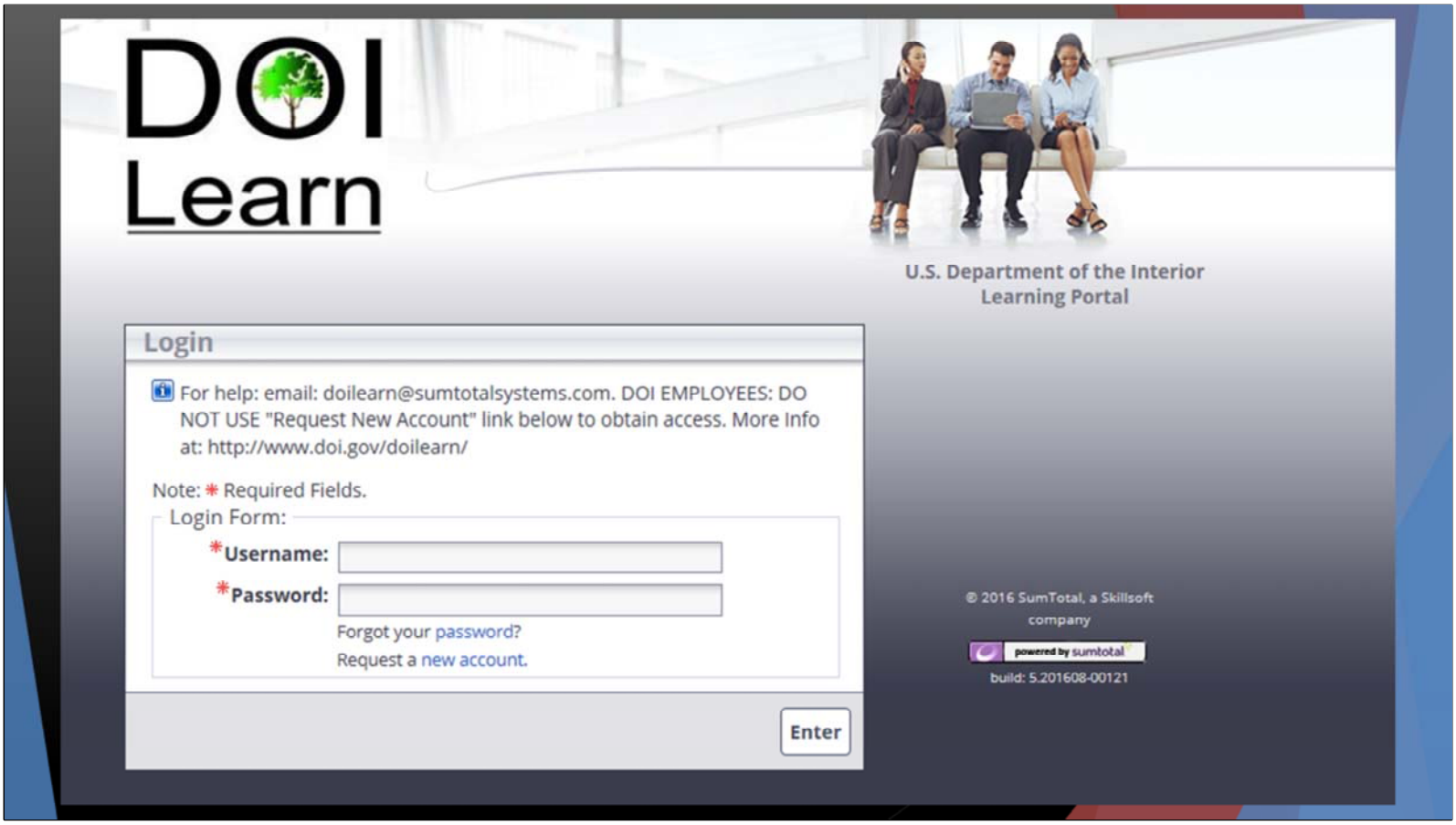
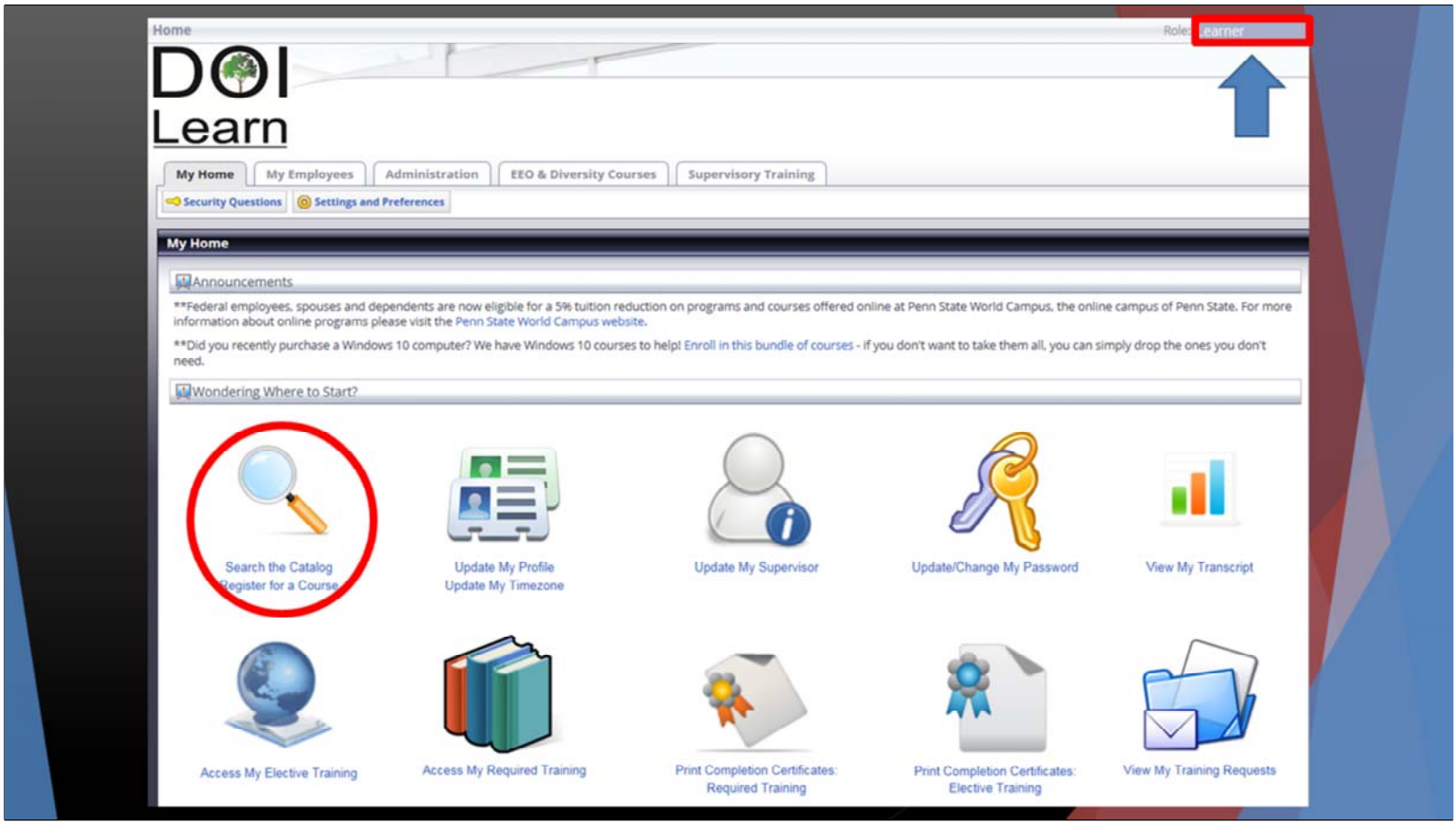
Slide#1: A How-To Tutorial on How to Register for a Course and/or Enroll in a Class.



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

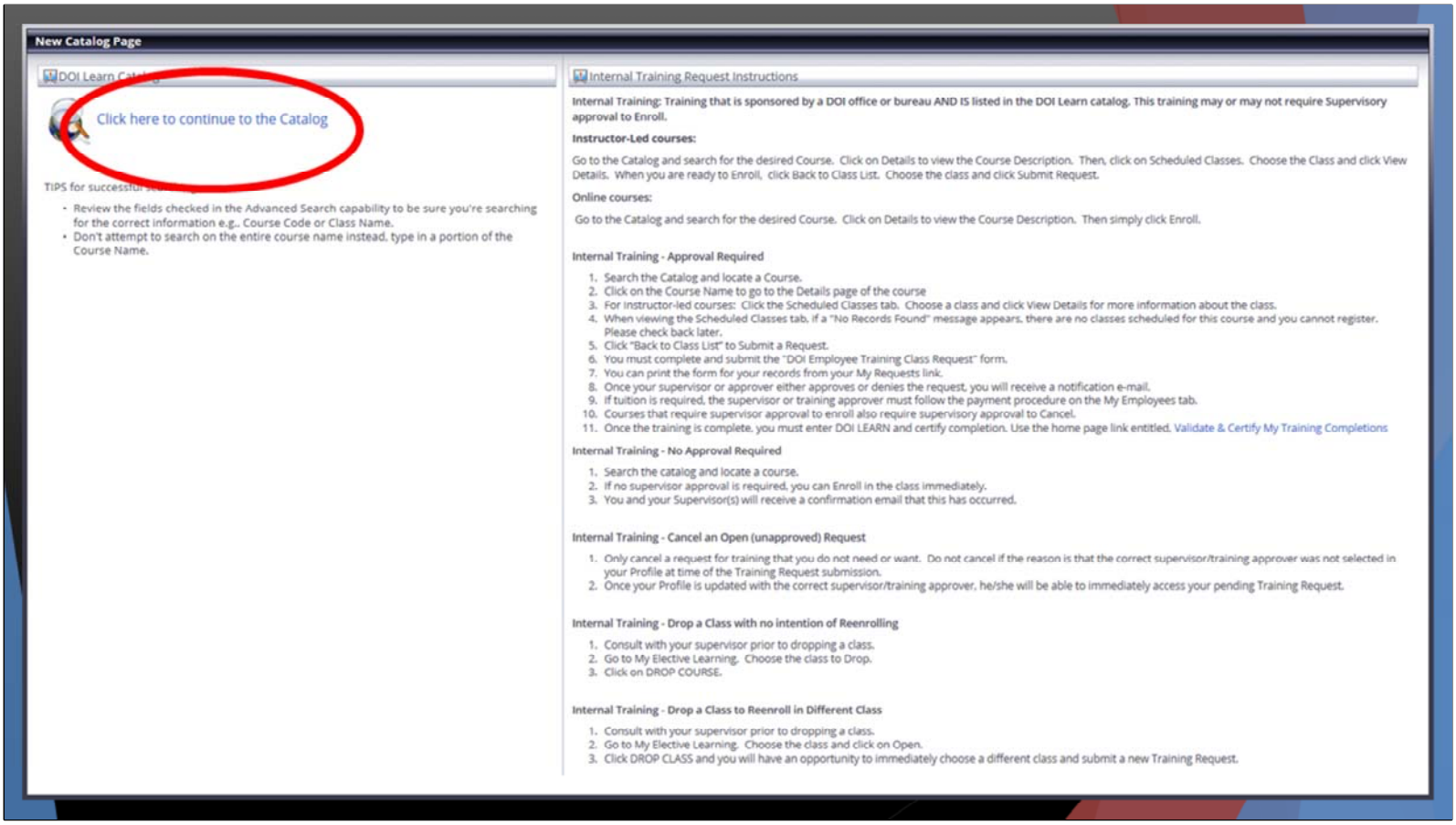
You can also contact the DOI LEARN helpdesk at 1-866-466-1998 or email: **doilearn@sumtotalsystems.com** if your account is locked.

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



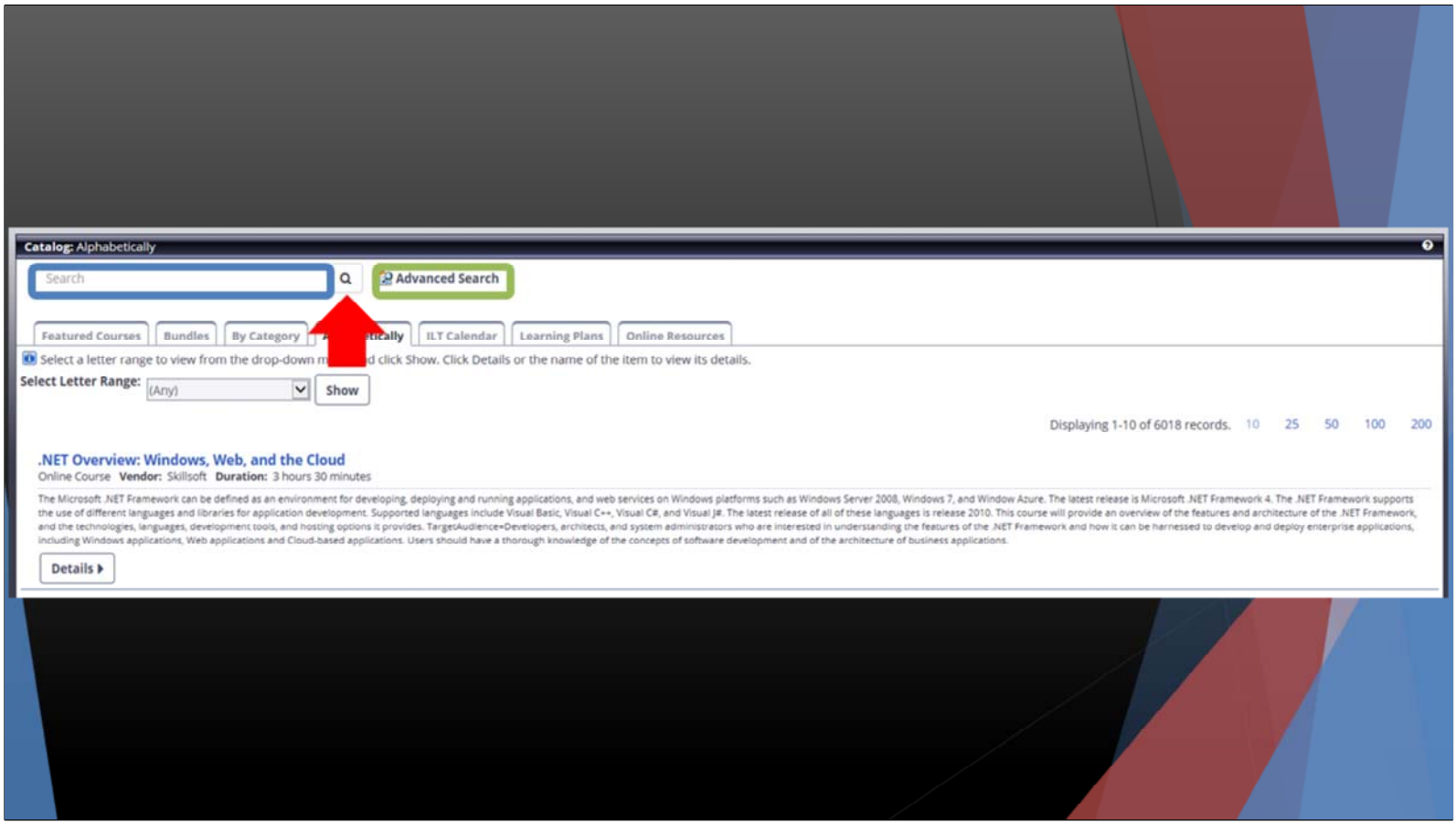
Slide #3: Using your *Learner* Role, click on **"Search the Catalog Register for a Course"**

Note: Before searching for a course/class, please update your profile and make sure you have chosen a Supervisor to approve anything that requires approval.



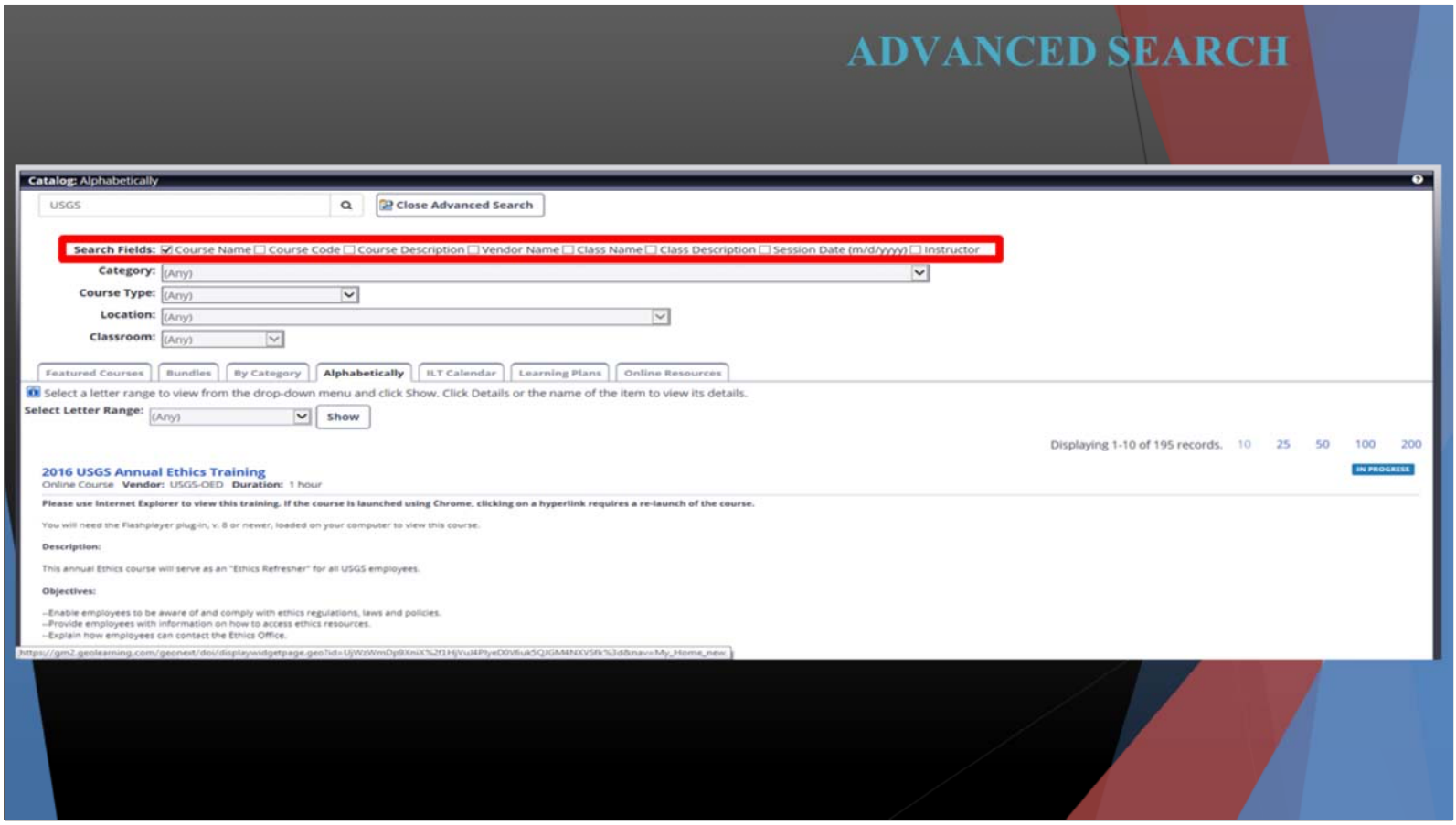
Slide #4: Click on **"Click here to continue to the Catalog"**

NOTE: On the right side of the screen, there are **"Internal Training Request Instructions."** This explains the process for Internal Training Requests, which is Training that is sponsored by a DOI office or bureau AND is listed in the DOI LEARN catalog.



Slide #5: In the **"Search"** box, type the name of the course you are looking for. You can also search using the **"Advanced Search."**

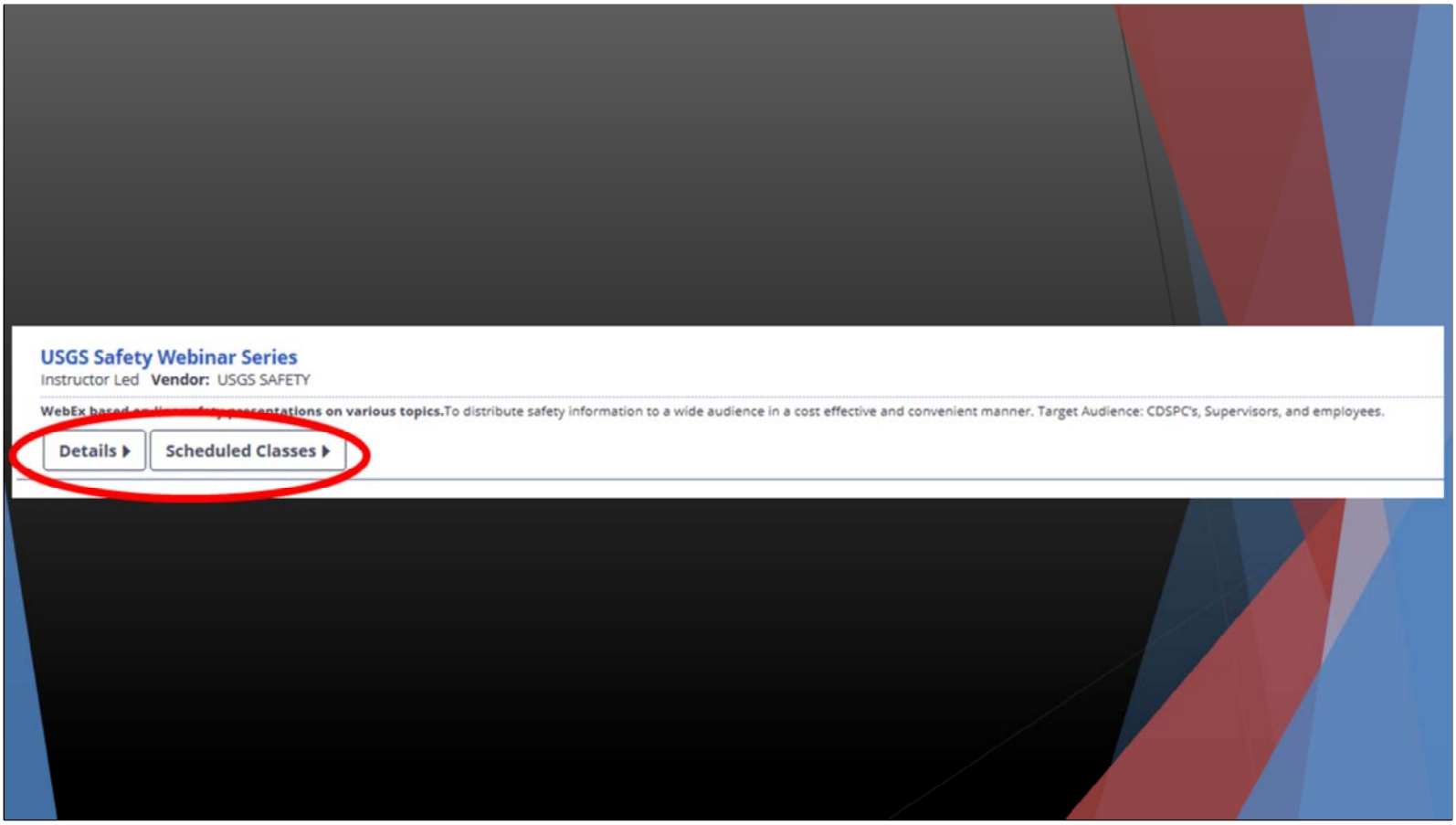
Click on the **Magnifying Glass Icon**



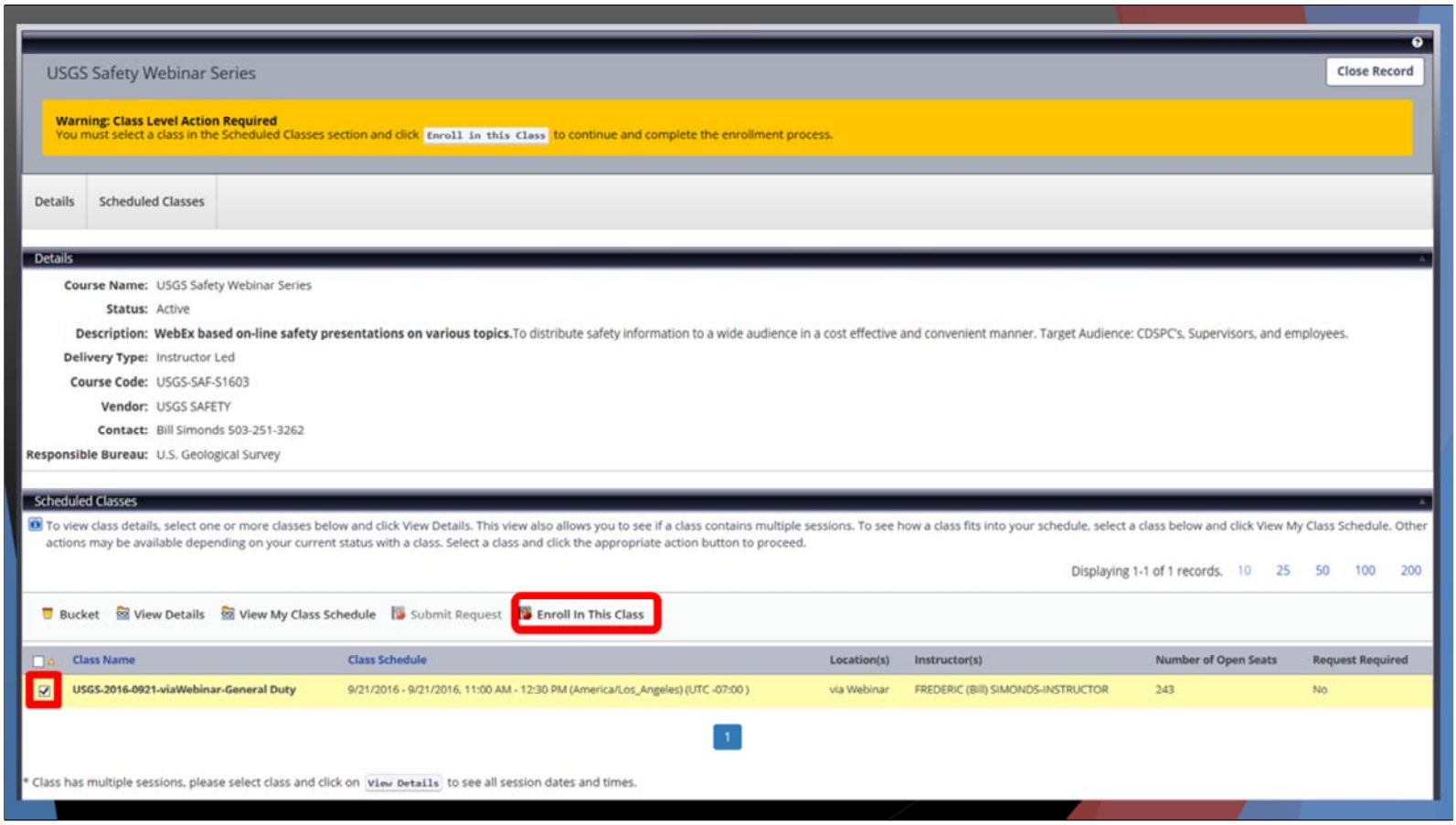
Slide #6: If you open **"Advanced Search,"** you will be able to search on specific fields by typing the **Keyword** in the Search box and by checking the boxes off and in the Search Fields

Example: If you want to see only courses sponsored by USGS, click on the **"Course Code"** box to turn it on and type "USGS" in the **"Search"** box, but uncheck **"Course Description."** DOI Learn searches words in the course name and course description automatically. By turning off the other boxes, you avoid seeing other Bureau's courses that might mention USGS in their course description. If you can turn them on, you have a better chance of finding more courses in your keyword range.

You can also visit the **External Course Catalog** (updated nightly) to see the upcoming 90 days of scheduled USGS classes, including all on-line Safety courses in DOI LEARN: http://www.usgs.gov/humancapital/doilearn/



Slide #7: After the screen refreshes, choose the class you would like to enroll in by clicking on **"Scheduled Classes"** to see any upcoming classes or **"Details"** to make sure this is the class you are interested in.



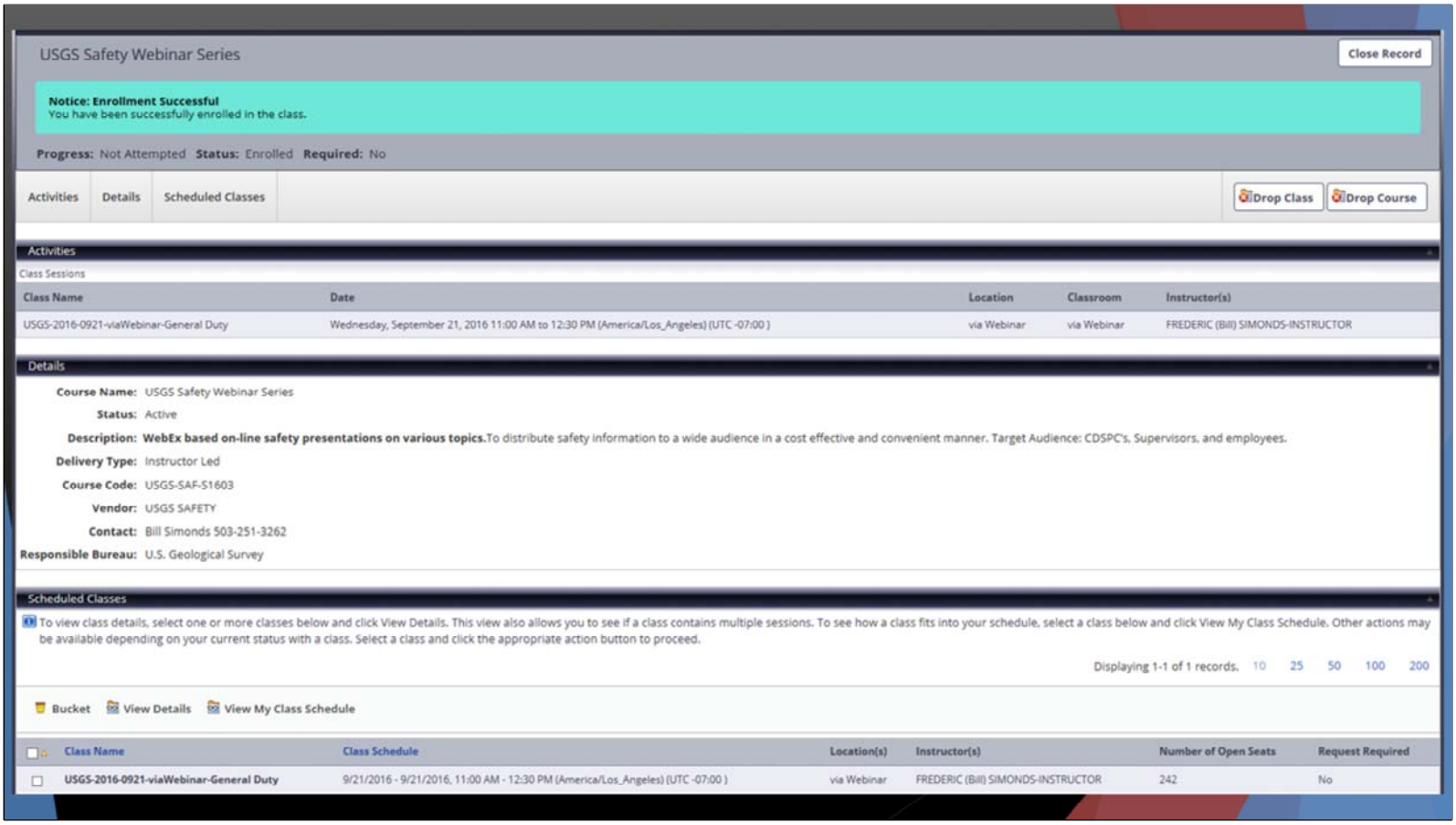
Slide #8: Review the details to verify this is the course/class you are searching for.

Select the radio button next to the class you would like to attend. **NOTE:** If you do not see a class time scheduled, there are no classes available to attend at this time.

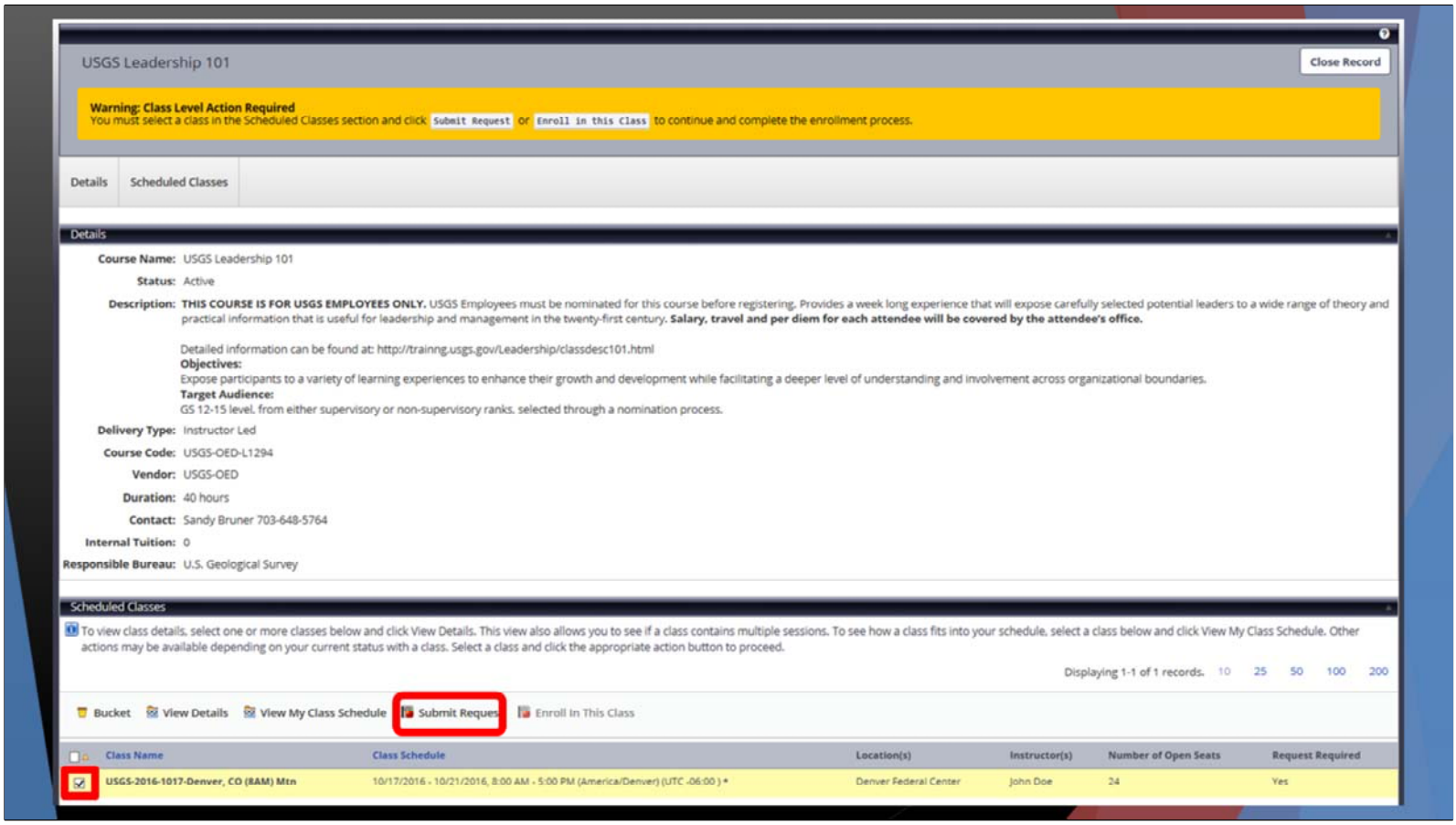
If there is no Supervisory approval needed, click on **"Enroll in this Class."**

If Supervisory approval is needed, click on **"Submit Request"** then skip to slide #10

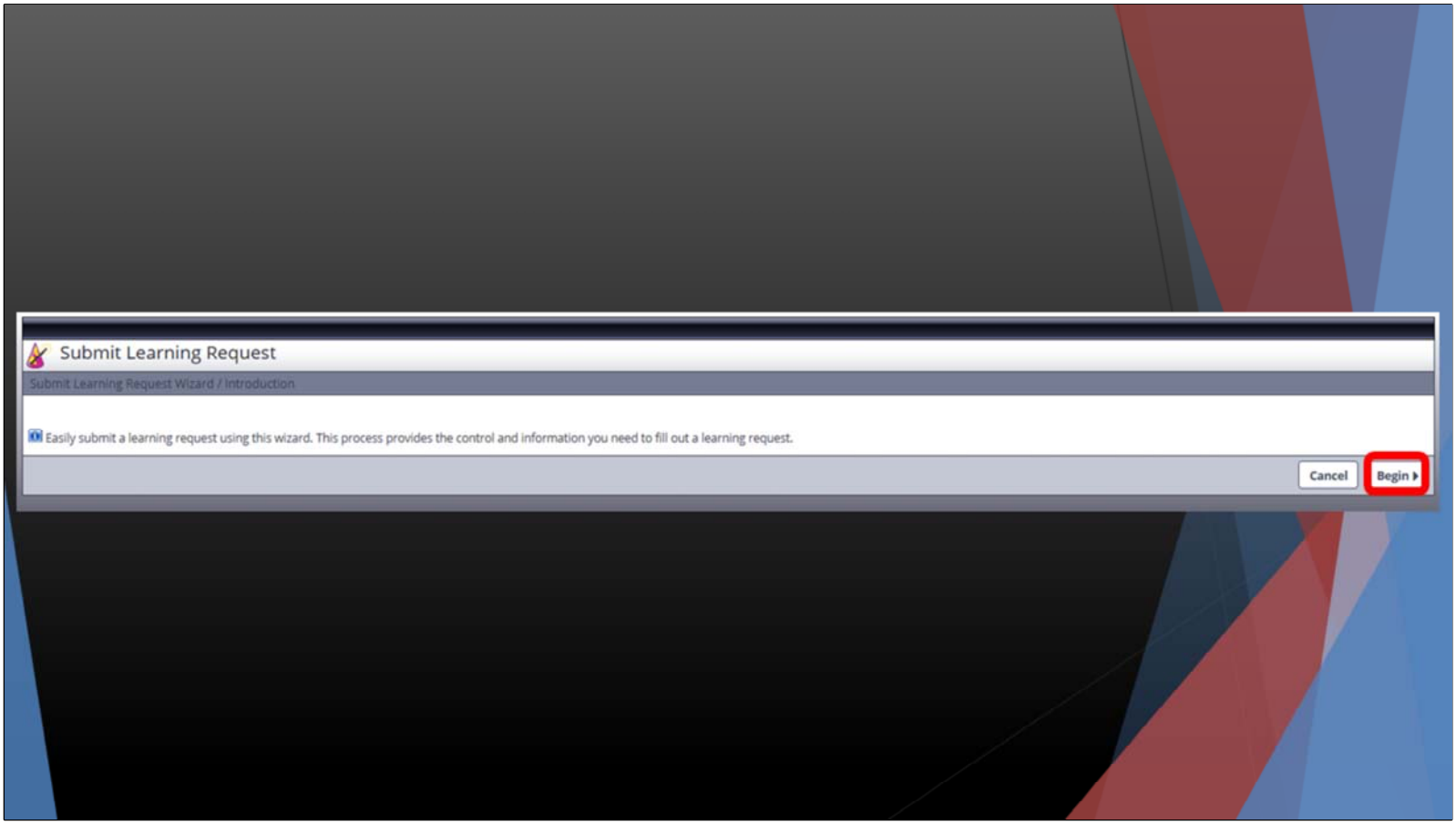
Note: Read any yellow banner Warning signs if you see them.



Slide #9: Once enrolled, there will be an *Enrollment Successful* green banner notice at the top of the screen.

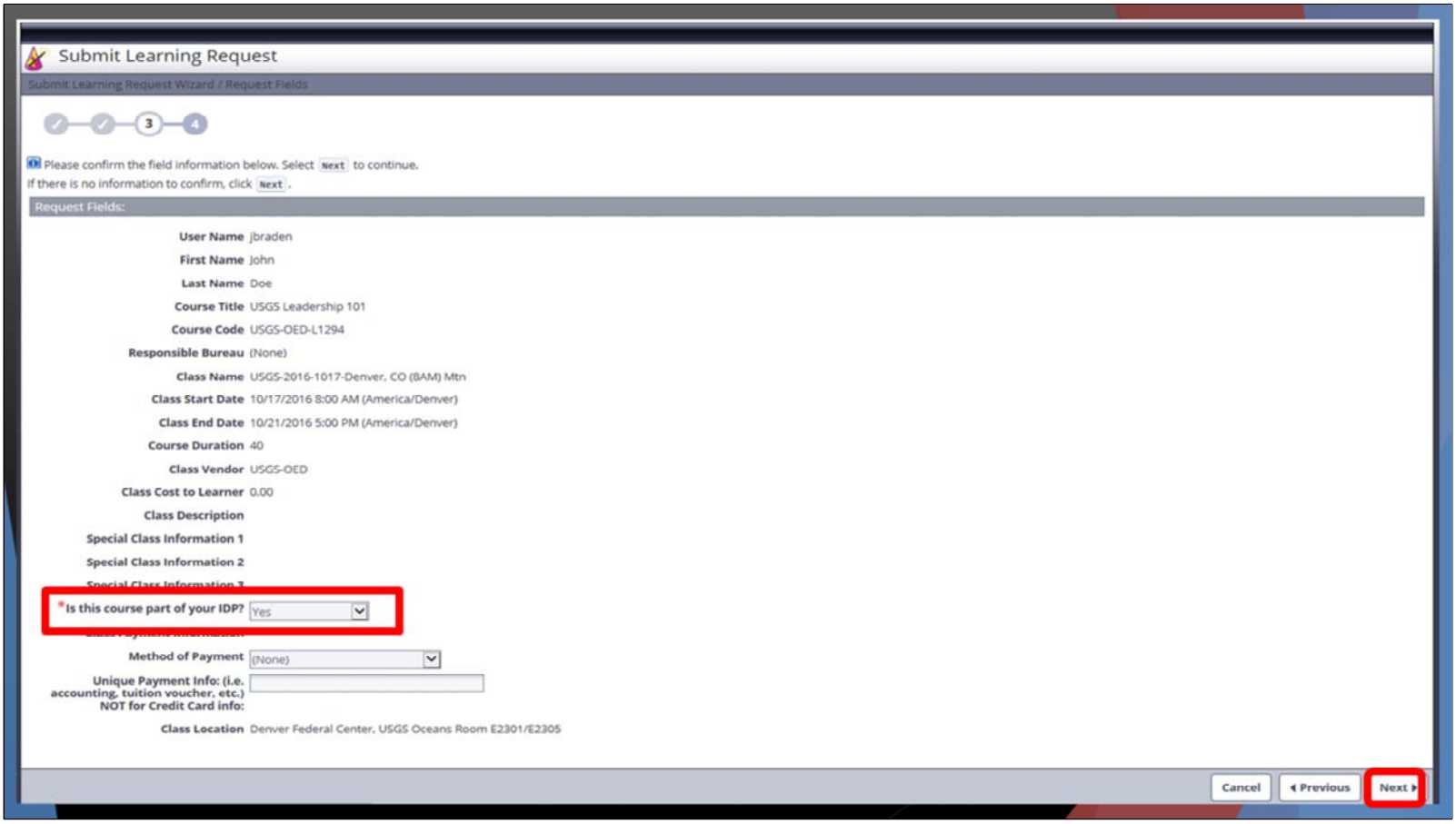


Slide #10: If Supervisory approval is required, click on **"Submit a Request."** This will start the Learning Request Wizard.



Slide #11: A *Wizard* tool to guide you through the steps of asking a series of questions will appear.
Click on **"Begin."**

Slide #12: Select the radio button for the Employee Request then click on **"Next."**

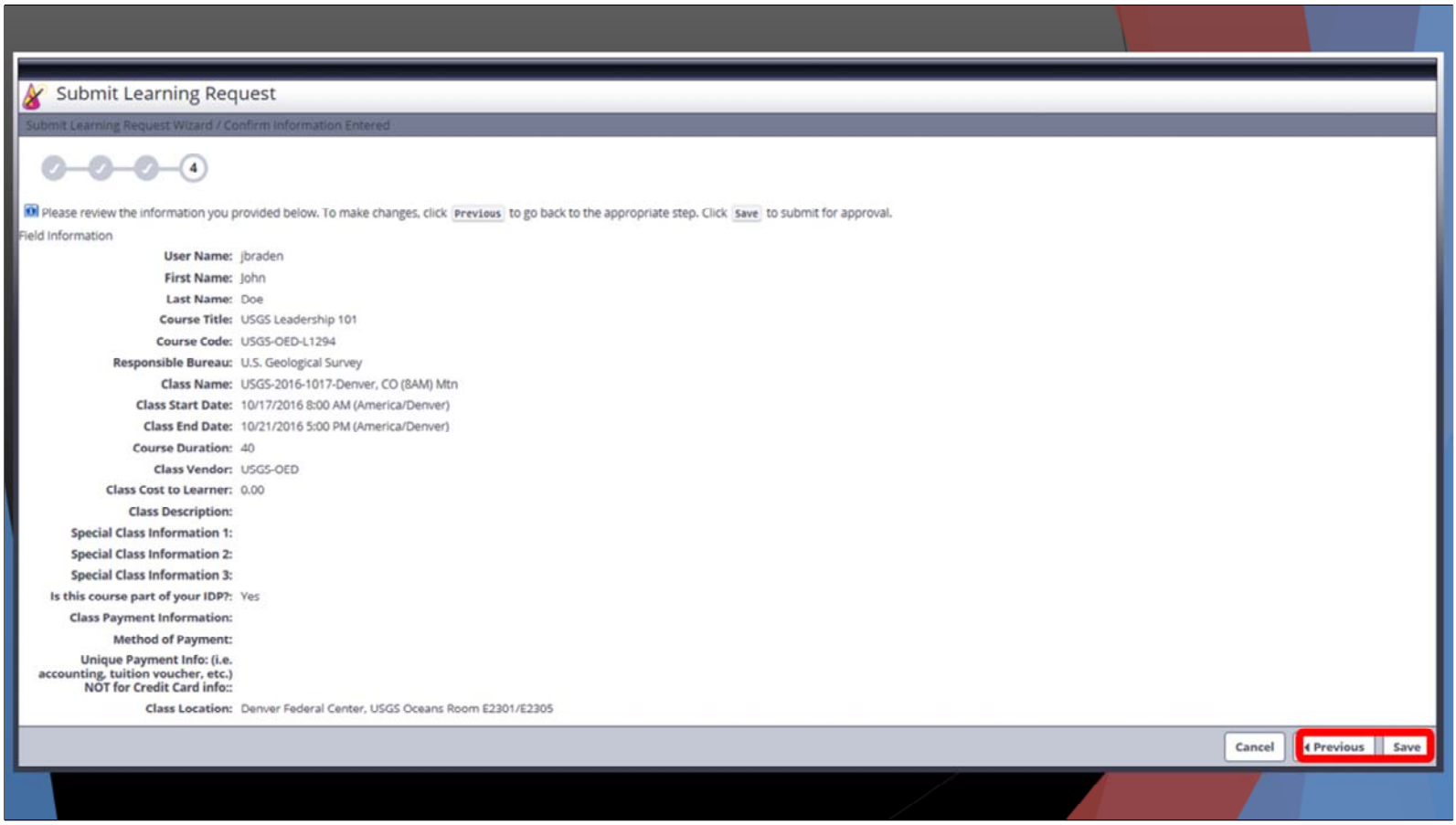


Slide #13: Fill in all the **Mandatory** fields - **"Is this course part of your IDP?*"** Verify all the pre-filled information is correct. If there is NO cost, choose the Drop down next to Method of Payment and choose **No Payment Required**. If there is a cost, choose a payment method, if you know 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) then click on **"Next."**

Note: DOI LEARN does not have an electronic payment process, so you are just selecting fields here.

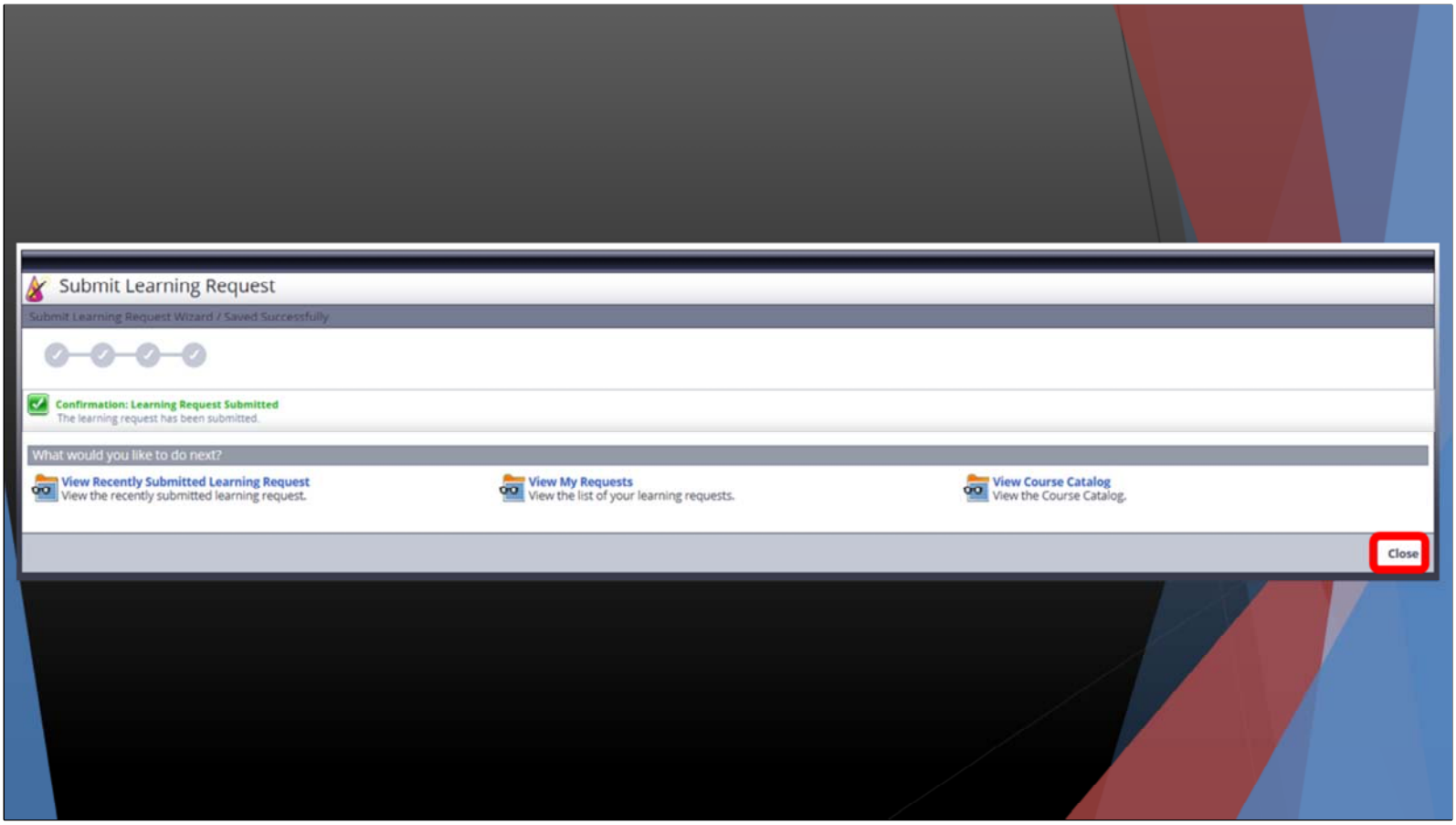
***IDP** : Individual Development Plan that is part of your Performance Plan.

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



Slide #14: Review the information provided as Step 4. To make changes, click on **“Previous”** to go back to the appropriate steps.

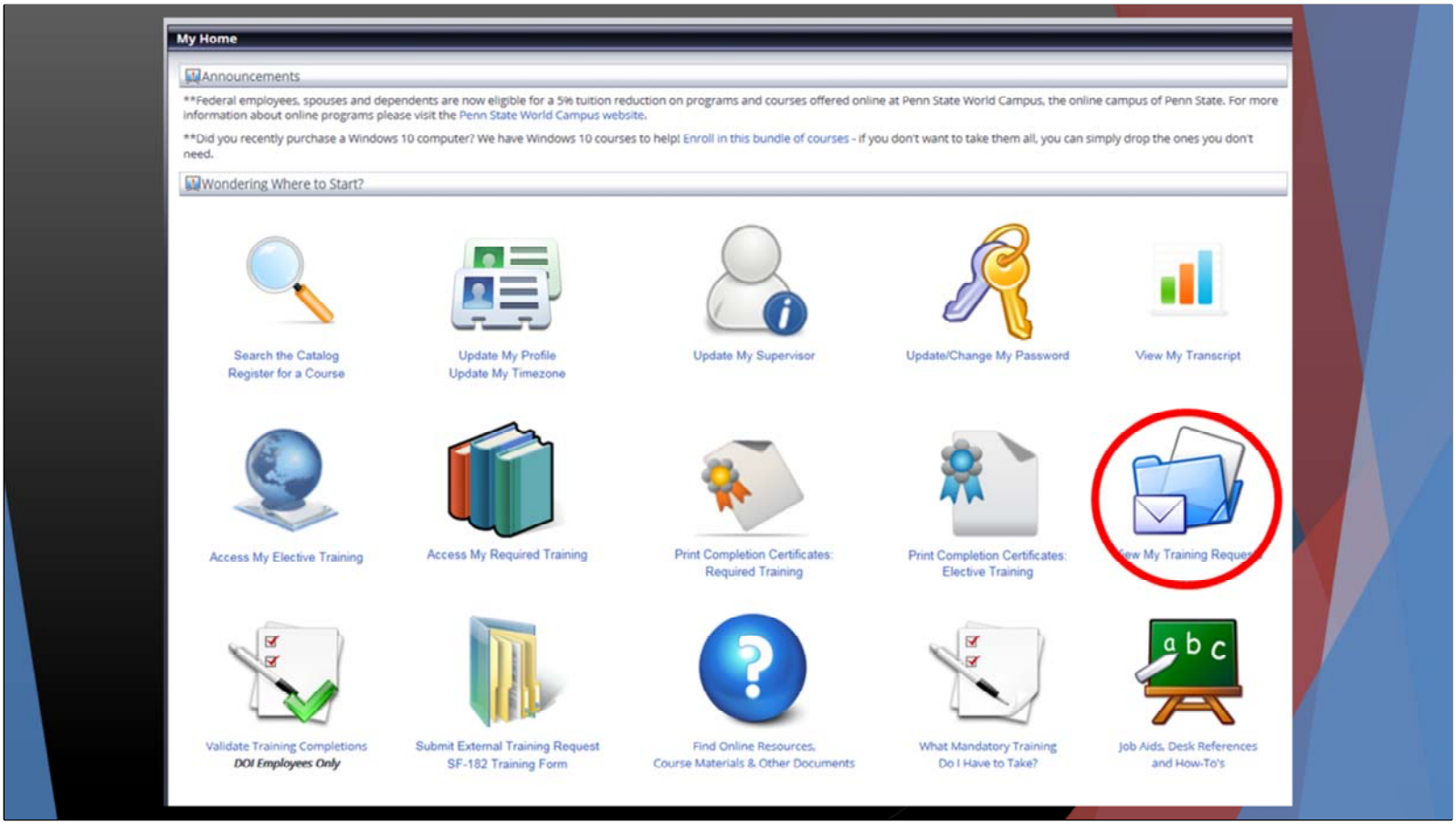
Otherwise, click on **“Save”** to submit for approval.



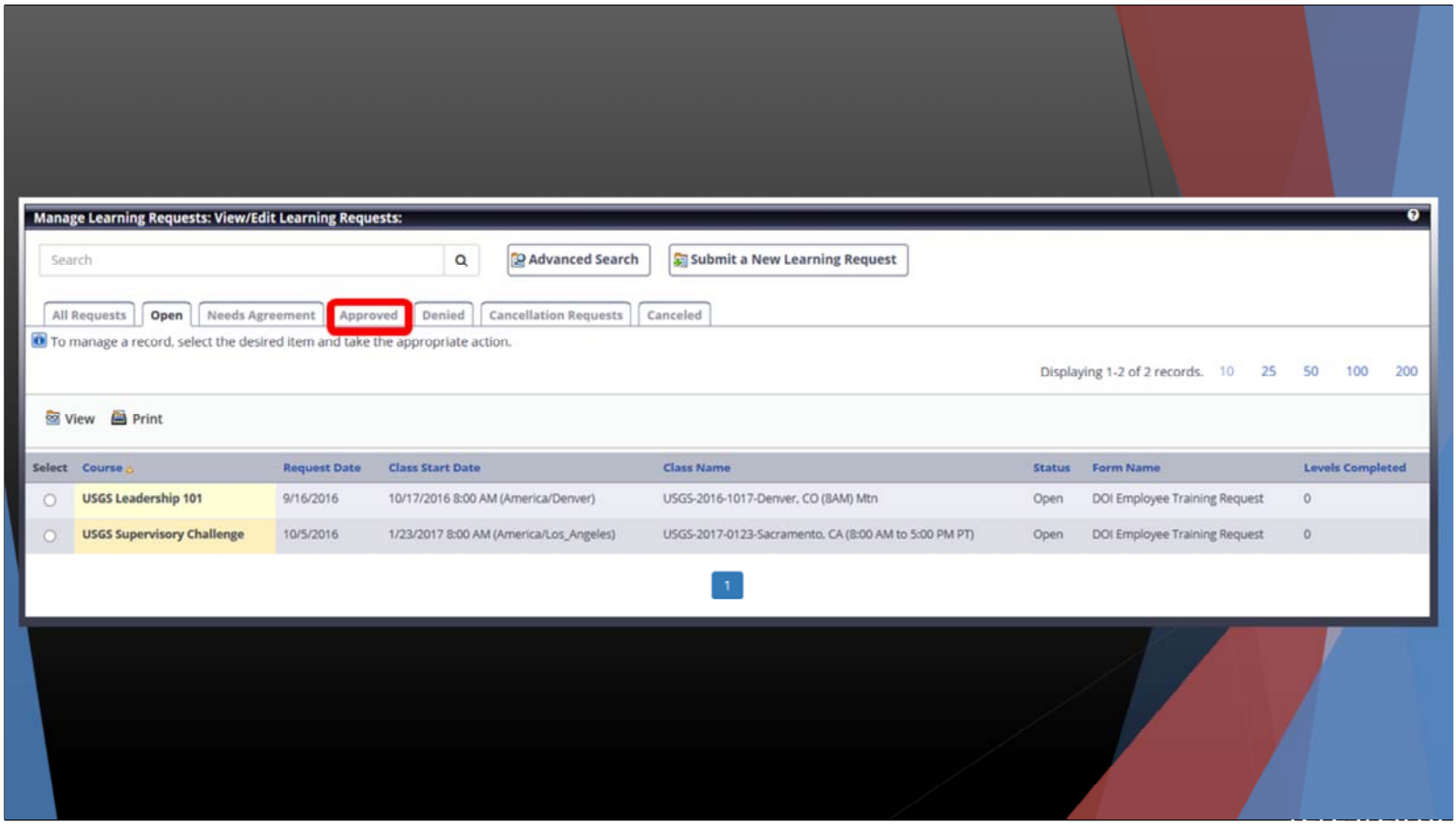
Slide #15: At the top of the screen, there will be a **GREEN** check mark indicating that the request has been submitted to the Supervisor for approval. This is the Supervisor(s) you have listed in your DOI LEARN User Profile.

From here, you can view *Recently submitted Learning Request, My Requests* or *Course* Catalog.

Once done submitting the request, click **"Close."**



Slide #16: To check on the progress of any of your Learning request forms, you can also go back to the main “My Home” Tab and select “**View My Training Requests.”**



Slide #17: The page will default to the **Open** tab. If the request is listed, it has not yet been approved.

To see what is Approved, click on the **Approved** tab..

Once approved by your supervisor, your name goes to the Class roster. If the class is full, your name goes to the Waitlist tab. You may hear from the Instructor at this time via email. If the class is cancelled or full, your name will be dropped and you will receive an email.

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