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.

New Catalog Page

DOI Learn Catalog

Click here to continue to the Catalog

TiPS for successful searching:
- Review the fields checked in the Advanced Search capability to be sure you're searching for the correct information e.g., Course Code or Class Name.
- Don't attempt to search on the entire course name instead. type in a portion of the Course Name.

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.

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.
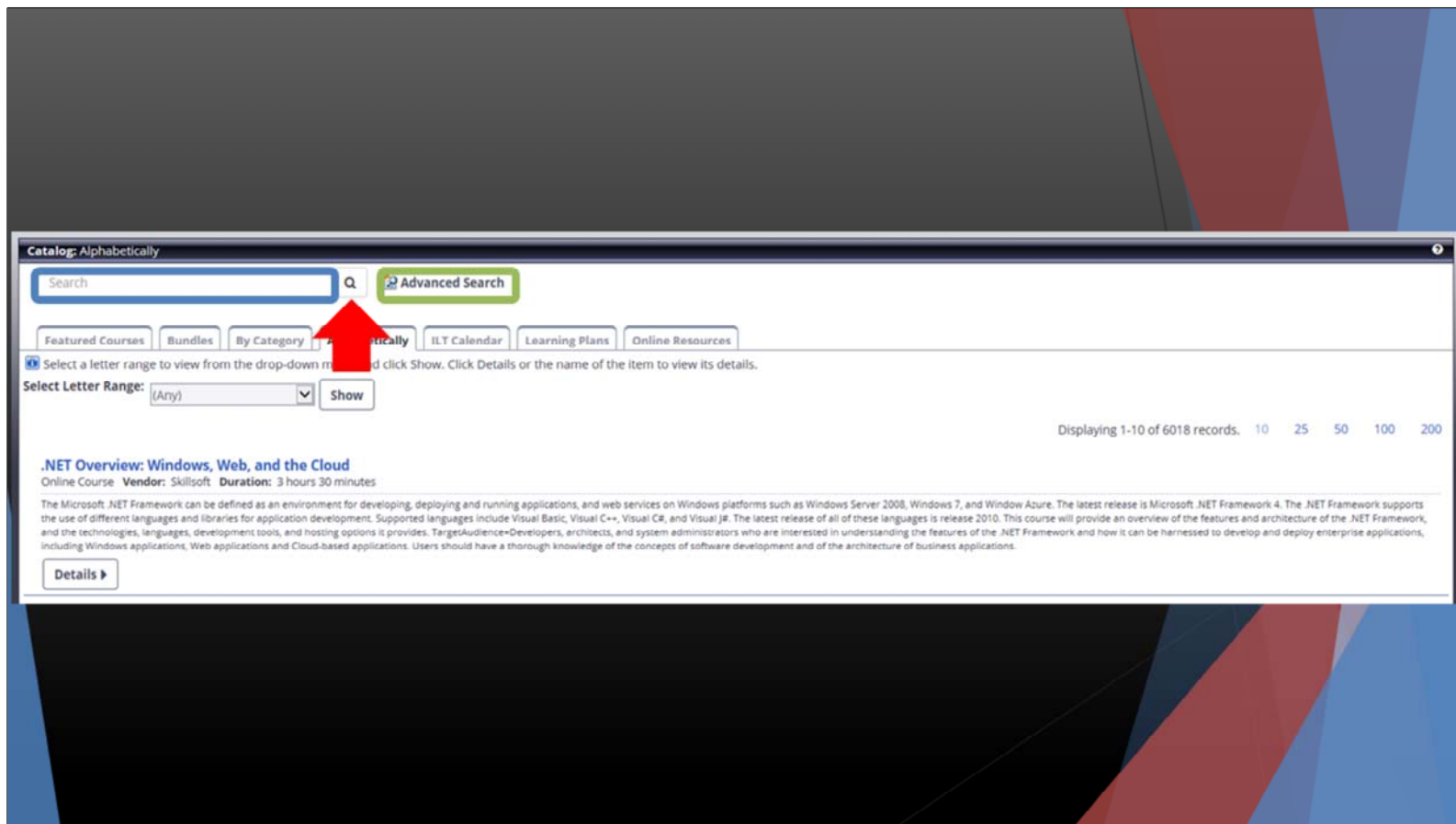
Online courses:

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.
7. You can print the form for your records from your My Requests link.
8. Once your supervisor or approver either approves or denies the request, you will receive a notification e-mail.
9. If tuition is required, the supervisor or training approver must follow the payment procedure on the My Employees tab.
10. Courses that require supervisor approval to enroll also require supervisory approval to Cancel.
11. Once the training is complete, you must enter DOI LEARN and certify completion. Use the home page link entitled, Validate & Certify My Training Completions

Internal Training - No Approval Required

1. Search the catalog and locate a course.
2. If no supervisor approval is required, you can Enroll in the class immediately.
3. You and your Supervisor(s) will receive a confirmation email that this has occurred.

Internal Training - Cancel an Open (unapproved) Request

1. Only cancel a request for training that you do not need or want. Do not cancel if the reason is that the correct supervisor/training approver was not selected in your Profile at time of the Training Request submission.
2. Once your Profile is updated with the correct supervisor/training approver, he/she will be able to immediately access your pending Training Request.

Internal Training - Drop a Class with no intention of Reenrolling

1. Consult with your supervisor prior to dropping a class.
2. Go to My Elective Learning. Choose the class to Drop.
3. Click on DROP COURSE.

Internal Training - Drop a Class to Reenroll in Different Class

1. Consult with your supervisor prior to dropping a class.
2. Go to My Elective Learning. Choose the class and click on Open.
3. Click DROP CLASS and you will have an opportunity to immediately choose a different class and submit a new Training Request.

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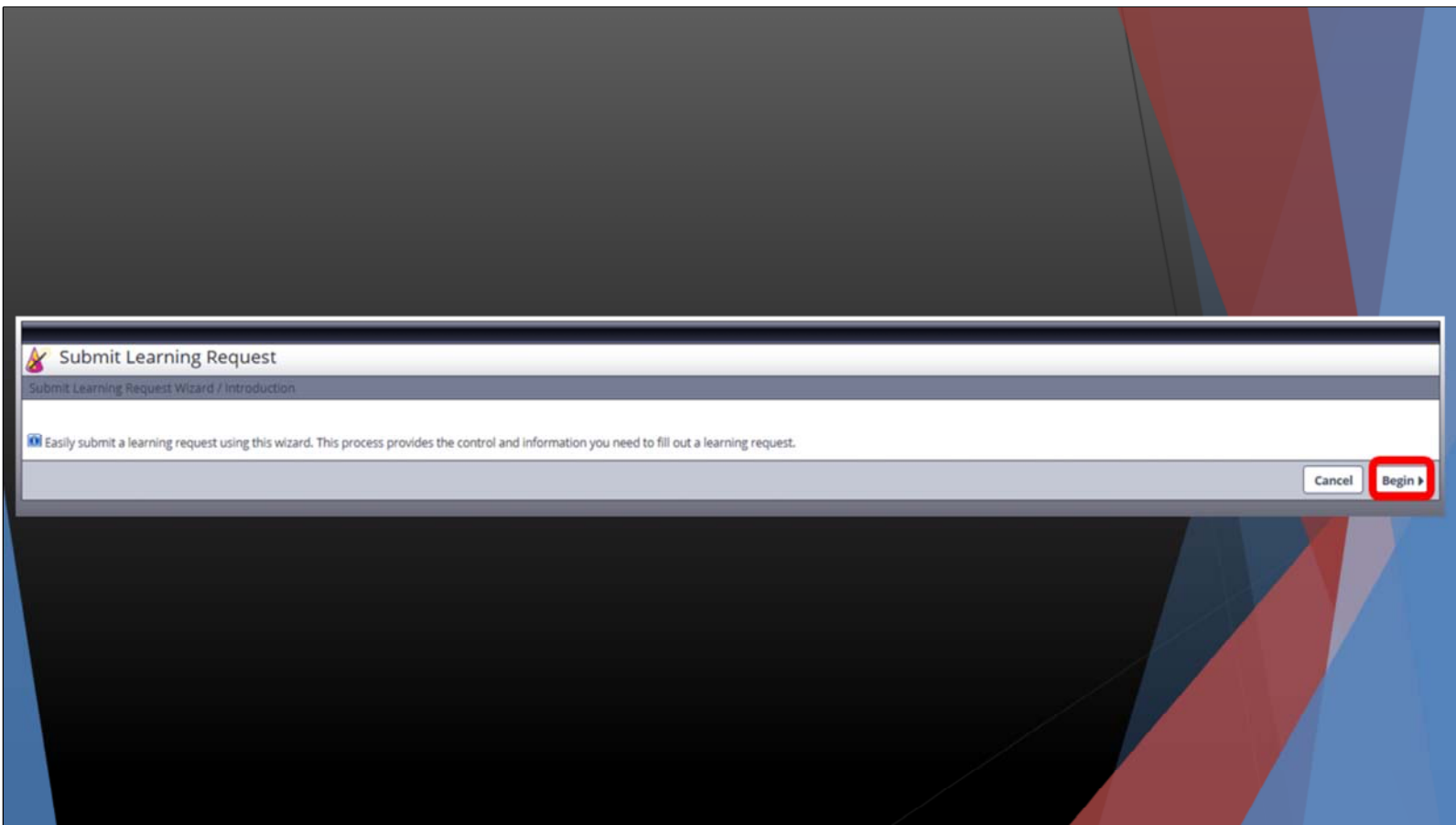
Slide #11: A *Wizard* tool to guide you through the steps of asking a series of questions will appear.
Click on **"Begin."**

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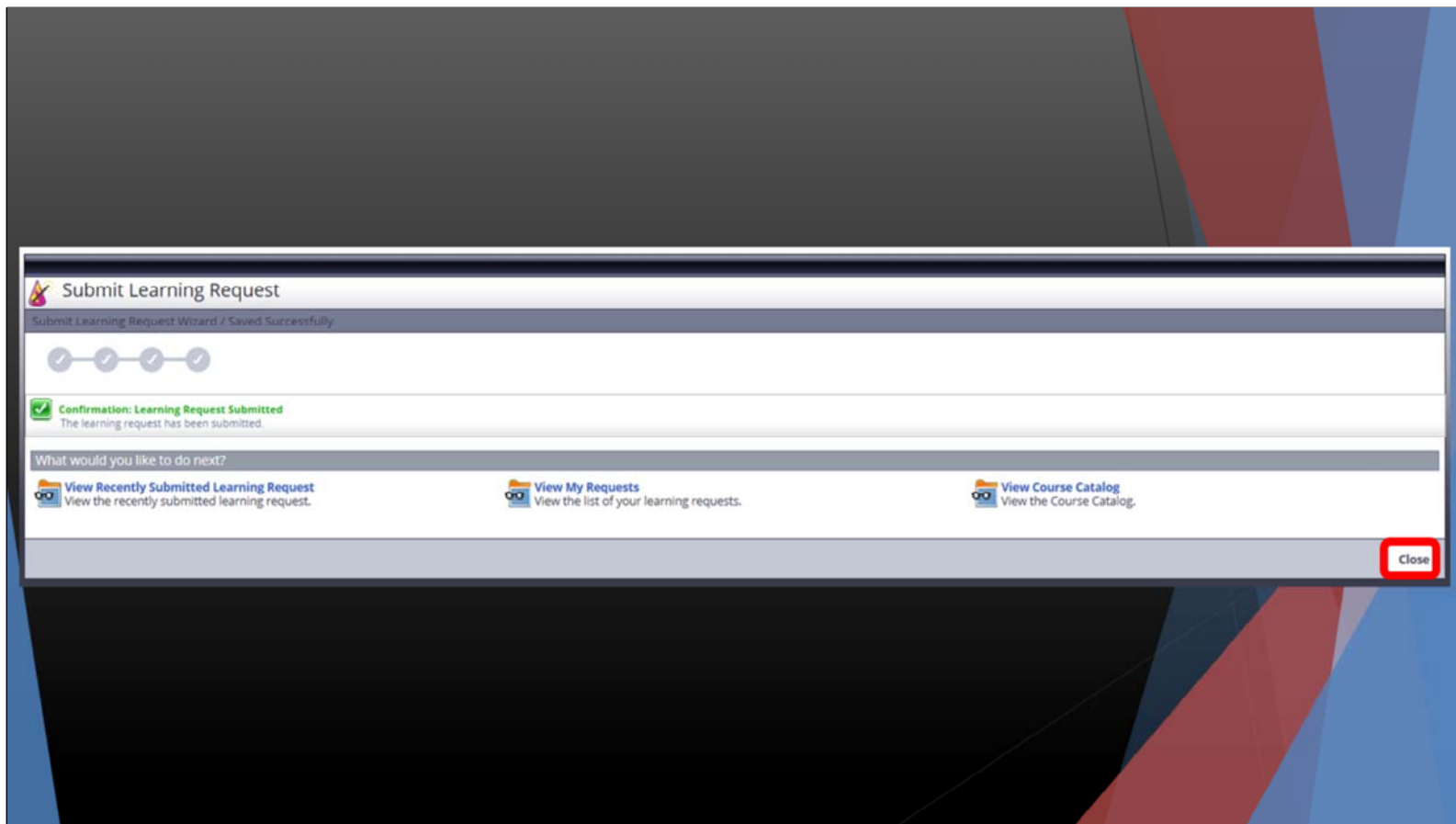
Slide #14: Review the information provided as Step 4. To make changes, click on **"Previous"** to go back to the appropriate steps.

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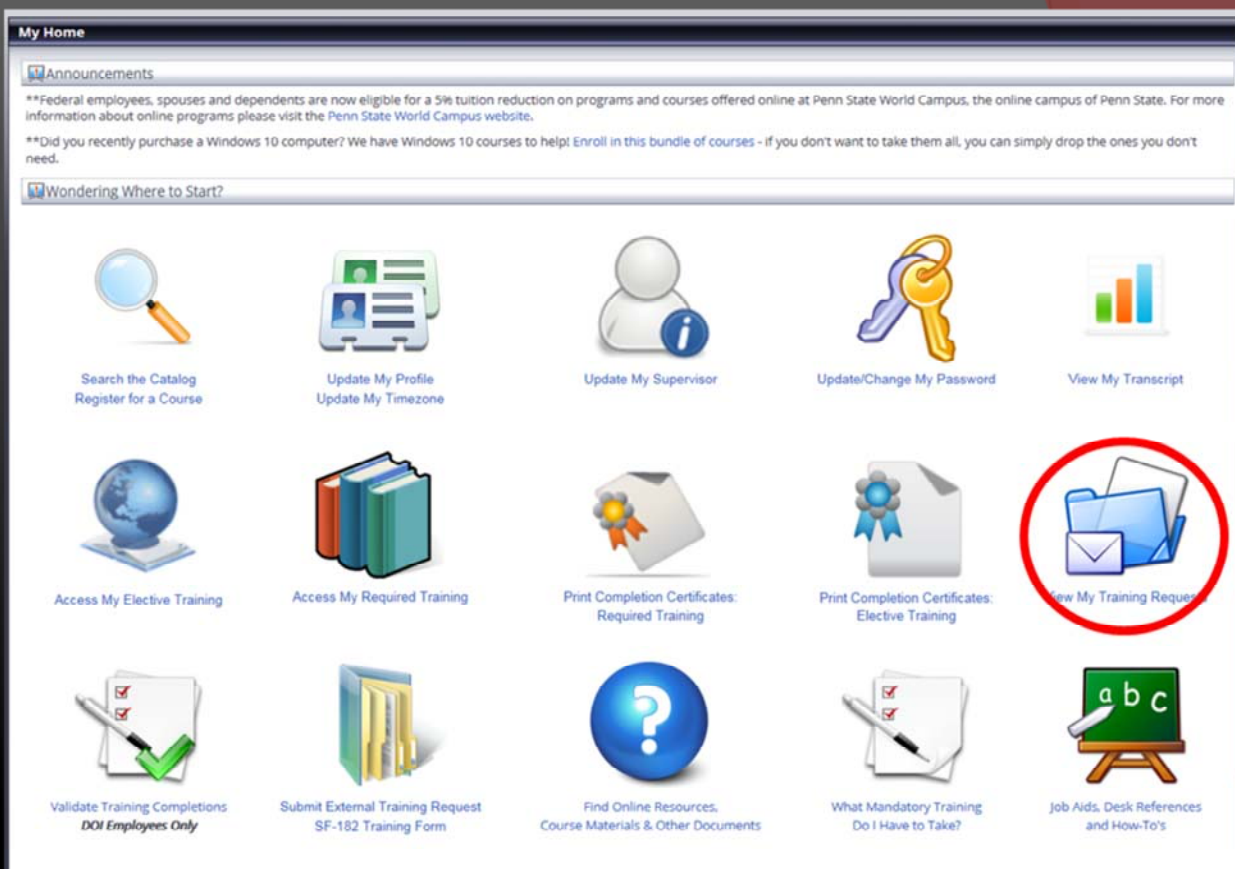
Slide #16: To check on the progress of any of your Learning request forms, you can also go back to the main "My Home" Tab and select "**View My Training Requests.**"

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