

HOW TO REGISTER FOR A COURSE AND/OR ENROLL IN A CLASS




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

DOI Learn



U.S. Department of the Interior
Learning Portal

Login

 For help: email: 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.](#)

Enter

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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>

Home Role: **Learner**

DOI Learn

[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



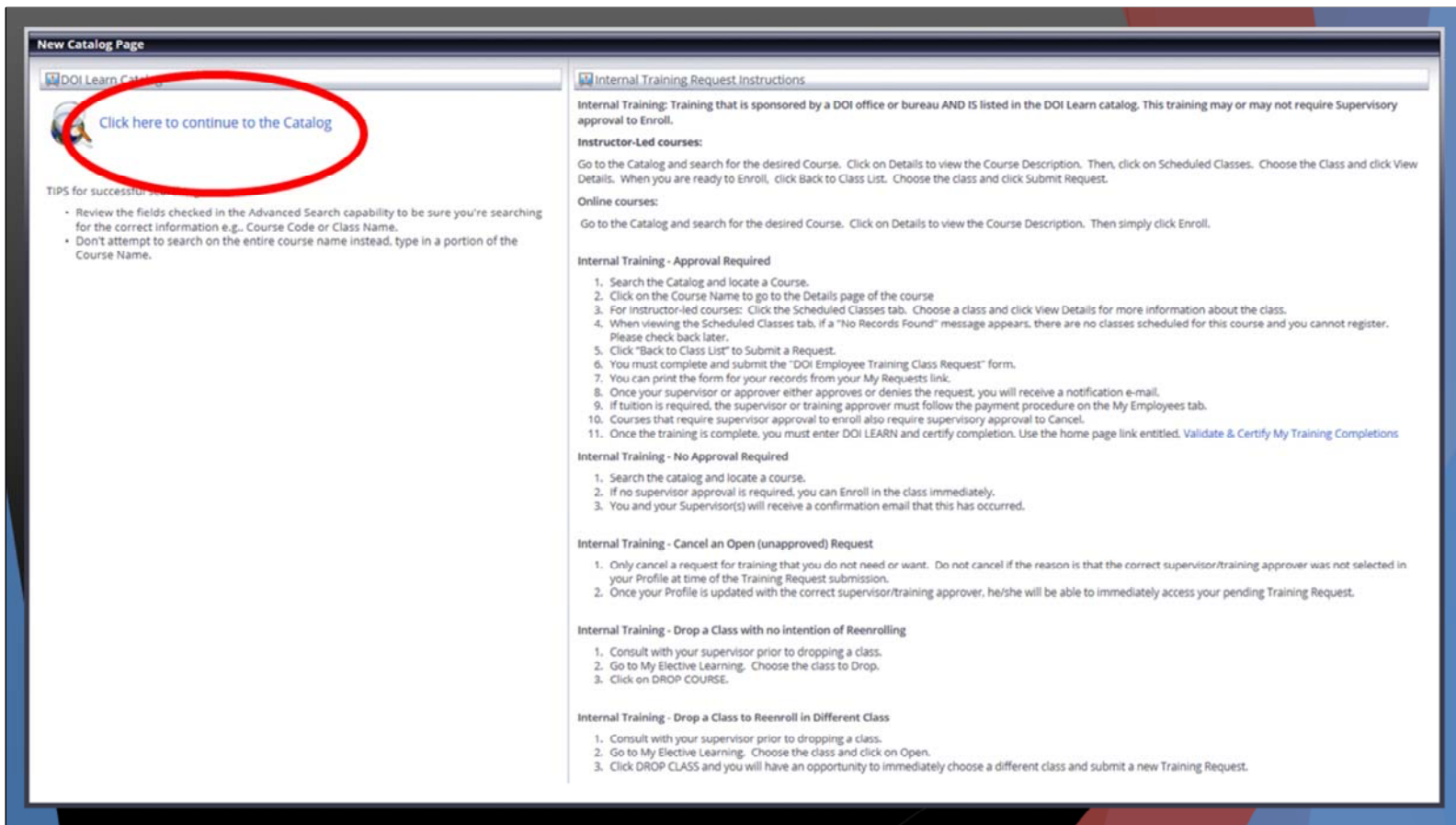
Print Completion Certificates:
Elective Training



View My Training Requests

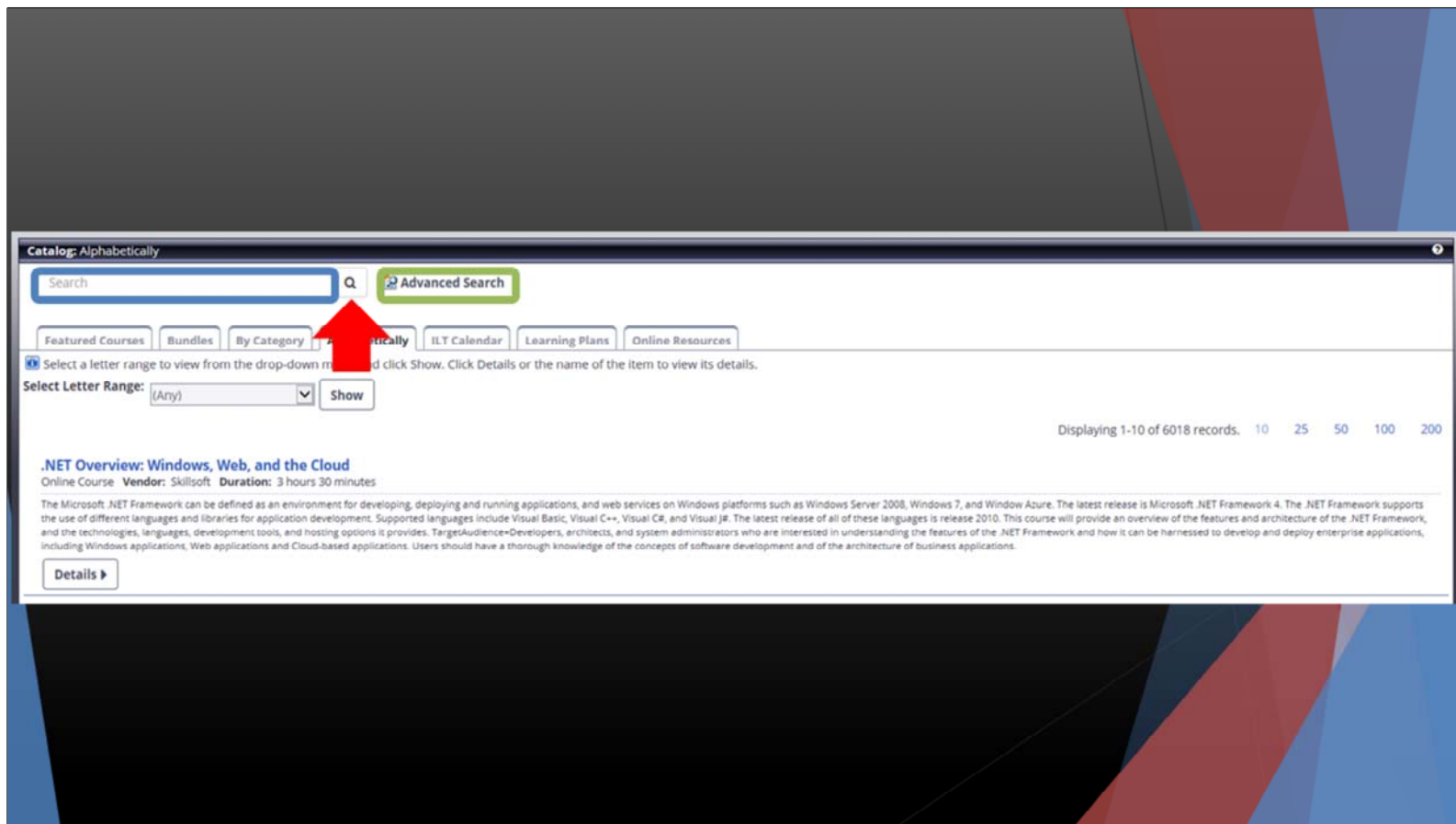
Slide #3: Using your Learner Role, click on “**Search the Catalog Register for a Course**”

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**

ADVANCED SEARCH

The screenshot shows the 'Advanced Search' interface. At the top, there's a search bar with 'USGS' entered and a 'Close Advanced Search' button. Below the search bar, a red box highlights the 'Search Fields' section, which includes checkboxes for 'Course Name' (checked), 'Course Code', 'Course Description', 'Vendor Name', 'Class Name', 'Class Description', 'Session Date (m/d/yyyy)', and 'Instructor'. Below this, there are dropdown menus for 'Category', 'Course Type', 'Location', and 'Classroom', all set to '(Any)'. A row of tabs includes 'Featured Courses', 'Bundles', 'By Category', 'Alphabetically' (selected), 'ILT Calendar', 'Learning Plans', and 'Online Resources'. Below the tabs, there's a 'Select Letter Range' dropdown set to '(Any)' and a 'Show' button. On the right, it says 'Displaying 1-10 of 195 records.' with pagination links for 10, 25, 50, 100, and 200. The first result is '2016 USGS Annual Ethics Training', an online course by USGS-OED, 1 hour long. It includes a description, objectives, and a URL.

Catalog: Alphabetically

USGS

Close Advanced Search

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

Category: (Any)

Course Type: (Any)

Location: (Any)

Classroom: (Any)

Featured Courses Bundles By Category **Alphabetically** ILT Calendar Learning Plans Online Resources

Select a letter range to view from the drop-down menu and click Show. Click Details or the name of the item to view its details.

Select Letter Range: (Any) Show

Displaying 1-10 of 195 records. 10 25 50 100 200

2016 USGS Annual Ethics Training

Online Course Vendor: USGS-OED Duration: 1 hour

Please use Internet Explorer to view this training. If the course is launched using Chrome, clicking on a hyperlink requires a re-launch of the course.

You will need the Flashplayer plugin, v. 8 or newer, loaded on your computer to view this course.

Description:

This annual Ethics course will serve as an "Ethics Refresher" for all USGS employees.

Objectives:

- Enable employees to be aware of and comply with ethics regulations, laws and policies.
- Provide employees with information on how to access ethics resources.
- Explain how employees can contact the Ethics Office.

https://gm2.geonlearning.com/geonext/dot/display/widgetpage.gem?Id=UWVWmDy8XnX%3F14VvU8PyeC0V6u5QJGAMXCV5S%3d&nav=My_Home_new

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/>

USGS Safety Webinar Series

Instructor Led Vendor: USGS SAFETY

WebEx based on the following presentations on various topics. To distribute safety information to a wide audience in a cost effective and convenient manner. Target Audience: CDSPC's, Supervisors, and employees.

[Details ▶](#)

[Scheduled Classes ▶](#)

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.

USGS Safety Webinar Series

Close Record

Warning: Class Level Action Required
You must select a class in the Scheduled Classes section and click [Enroll in this Class](#) to continue and complete the enrollment process.

Details
Scheduled Classes

Details

Course Name: USGS Safety Webinar Series
Status: Active
Description: WebEx based on-line safety presentations on various topics. To distribute safety information to a wide audience in a cost effective and convenient manner. Target Audience: CDSPC's, Supervisors, and employees.
Delivery Type: Instructor Led
Course Code: USGS-SAF-S1603
Vendor: USGS SAFETY
Contact: Bill Simonds 503-251-3262
Responsible Bureau: U.S. Geological Survey

Scheduled Classes

To view class details, select one or more classes below and click View Details. This view also allows you to see if a class contains multiple sessions. To see how a class fits into your schedule, select a class below and click View My Class Schedule. Other actions may be available depending on your current status with a class. Select a class and click the appropriate action button to proceed.

Displaying 1-1 of 1 records. 10 25 50 100 200

Bucket View Details View My Class Schedule Submit Request **Enroll In This Class**

<input type="checkbox"/>	Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
<input checked="" type="checkbox"/>	USGS-2016-0921-viaWebinar-General Duty	9/21/2016 - 9/21/2016, 11:00 AM - 12:30 PM (America/Los_Angeles) (UTC -07:00)	via Webinar	FREDERIC (Bill) SIMONDS-INSTRUCTOR	243	No

1

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

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.

USGS Safety Webinar Series

Close Record

Notice: Enrollment Successful
 You have been successfully enrolled in the class.

Progress: Not Attempted **Status:** Enrolled **Required:** No

Activities

Details

Scheduled Classes

Drop Class

Drop Course

Activities

Class Sessions

Class Name	Date	Location	Classroom	Instructor(s)
USGS-2016-0921-viaWebinar-General Duty	Wednesday, September 21, 2016 11:00 AM to 12:30 PM (America/Los_Angeles) (UTC -07:00)	via Webinar	via Webinar	FREDERIC (Bill) SIMONDS-INSTRUCTOR

Details

Course Name: USGS Safety Webinar Series

Status: Active

Description: WebEx based on-line safety presentations on various topics.To distribute safety information to a wide audience in a cost effective and convenient manner. Target Audience: CDSPC's, Supervisors, and employees.

Delivery Type: Instructor Led

Course Code: USGS-SAF-S1603

Vendor: USGS SAFETY

Contact: Bill Simonds 503-251-3262

Responsible Bureau: U.S. Geological Survey

Scheduled Classes

To view class details, select one or more classes below and click View Details. This view also allows you to see if a class contains multiple sessions. To see how a class fits into your schedule, select a class below and click View My Class Schedule. Other actions may be available depending on your current status with a class. Select a class and click the appropriate action button to proceed.

Displaying 1-1 of 1 records. 10 25 50 100 200

Bucket
 View Details
 View My Class Schedule

<input type="checkbox"/> Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
<input type="checkbox"/> USGS-2016-0921-viaWebinar-General Duty	9/21/2016 - 9/21/2016, 11:00 AM - 12:30 PM (America/Los_Angeles) (UTC -07:00)	via Webinar	FREDERIC (Bill) SIMONDS-INSTRUCTOR	242	No

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

USGS Leadership 101

Close Record

Warning: Class Level Action Required

You must select a class in the Scheduled Classes section and click [Submit Request](#) or [Enroll in this Class](#) to continue and complete the enrollment process.

Details

Scheduled Classes

Details

Course Name: USGS Leadership 101

Status: Active

Description: **THIS COURSE IS FOR USGS EMPLOYEES ONLY.** USGS Employees must be nominated for this course before registering. Provides a week long experience that will expose carefully selected potential leaders to a wide range of theory and practical information that is useful for leadership and management in the twenty-first century. **Salary, travel and per diem for each attendee will be covered by the attendee's office.**

Detailed information can be found at: <http://training.usgs.gov/Leadership/classdesc101.html>

Objectives: Expose participants to a variety of learning experiences to enhance their growth and development while facilitating a deeper level of understanding and involvement across organizational boundaries.

Target Audience: GS 12-15 level, from either supervisory or non-supervisory ranks, selected through a nomination process.

Delivery Type: Instructor Led

Course Code: USGS-OED-L1294

Vendor: USGS-OED

Duration: 40 hours

Contact: Sandy Bruner 703-648-5764

Internal Tuition: 0

Responsible Bureau: U.S. Geological Survey

Scheduled Classes

To view class details, select one or more classes below and click View Details. This view also allows you to see if a class contains multiple sessions. To see how a class fits into your schedule, select a class below and click View My Class Schedule. Other actions may be available depending on your current status with a class. Select a class and click the appropriate action button to proceed.

Displaying 1-1 of 1 records. 10 25 50 100 200

Bucket

View Details

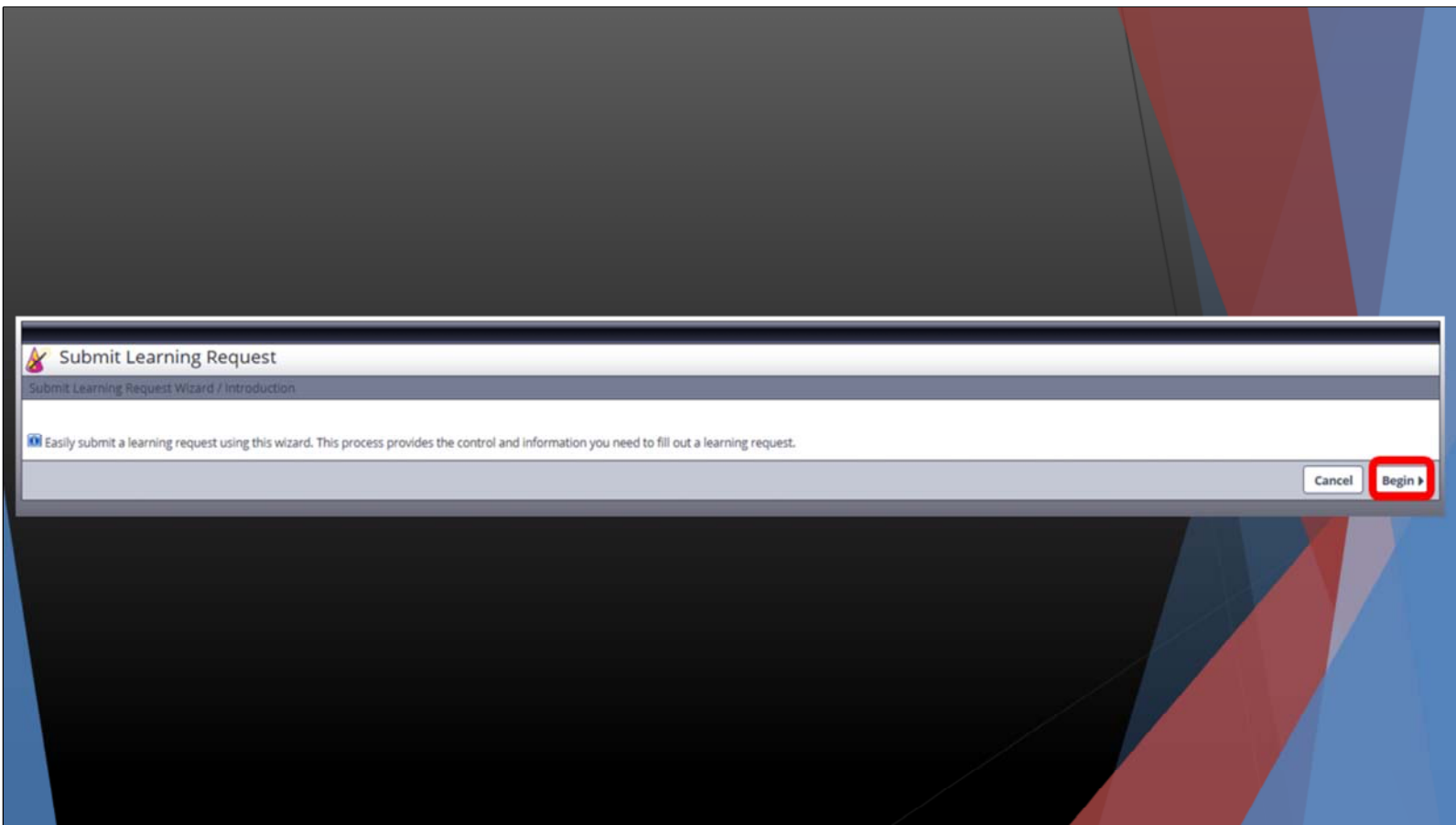
View My Class Schedule

Submit Request

Enroll in This Class

Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
<input checked="" type="checkbox"/> USGS-2016-1017-Denver, CO (RAM) Mtn	10/17/2016 - 10/21/2016, 8:00 AM - 5:00 PM (America/Denver) (UTC -06:00) *	Denver Federal Center	John Doe	24	Yes

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.**”

Submit Learning Request

Submit Learning Request Wizard / Select a request form

✓

2

3

4

Select a form from the table below.

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 addtl payment information.

Cancel

← Previous

Next →

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

Submit Learning Request

Submit Learning Request Wizard / Request Fields

1 2 **3** 4

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

Request Fields:

User Name jbraden
 First Name John
 Last Name Doe
 Course Title USGS Leadership 101
 Course Code USGS-OED-L1294
 Responsible Bureau (None)
 Class Name USGS-2016-1017-Denver, CO (BAM) Mtn
 Class Start Date 10/17/2016 8:00 AM (America/Denver)
 Class End Date 10/21/2016 5:00 PM (America/Denver)
 Course Duration 40
 Class Vendor USGS-OED
 Class Cost to Learner 0.00
 Class Description
 Special Class Information 1
 Special Class Information 2
 Special Class Information 3

*** Is this course part of your IDP?** Yes

Method of Payment (None)

Unique Payment Info: (i.e. accounting, tuition voucher, etc.)
 NOT for Credit Card info:

Class Location Denver Federal Center, USGS Oceans Room E2301/E2305


Cancel Previous **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

 Submit Learning Request

Submit Learning Request Wizard / Confirm Information Entered

✓

✓

✓

4

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: jbraden

First Name: John

Last Name: Doe

Course Title: USGS Leadership 101

Course Code: USGS-OED-L1294

Responsible Bureau: U.S. Geological Survey

Class Name: USGS-2016-1017-Denver, CO (BAM) Mtn

Class Start Date: 10/17/2016 8:00 AM (America/Denver)

Class End Date: 10/21/2016 5:00 PM (America/Denver)

Course Duration: 40

Class Vendor: USGS-OED

Class Cost to Learner: 0.00

Class Description:

Special Class Information 1:

Special Class Information 2:

Special Class Information 3:

Is this course part of your IDP?: Yes

Class Payment Information:

Method of Payment:

Unique Payment Info: (i.e. accounting, tuition voucher, etc.)

NOT for Credit Card Info:

Class Location: Denver Federal Center, USGS Oceans Room E2301/E2305

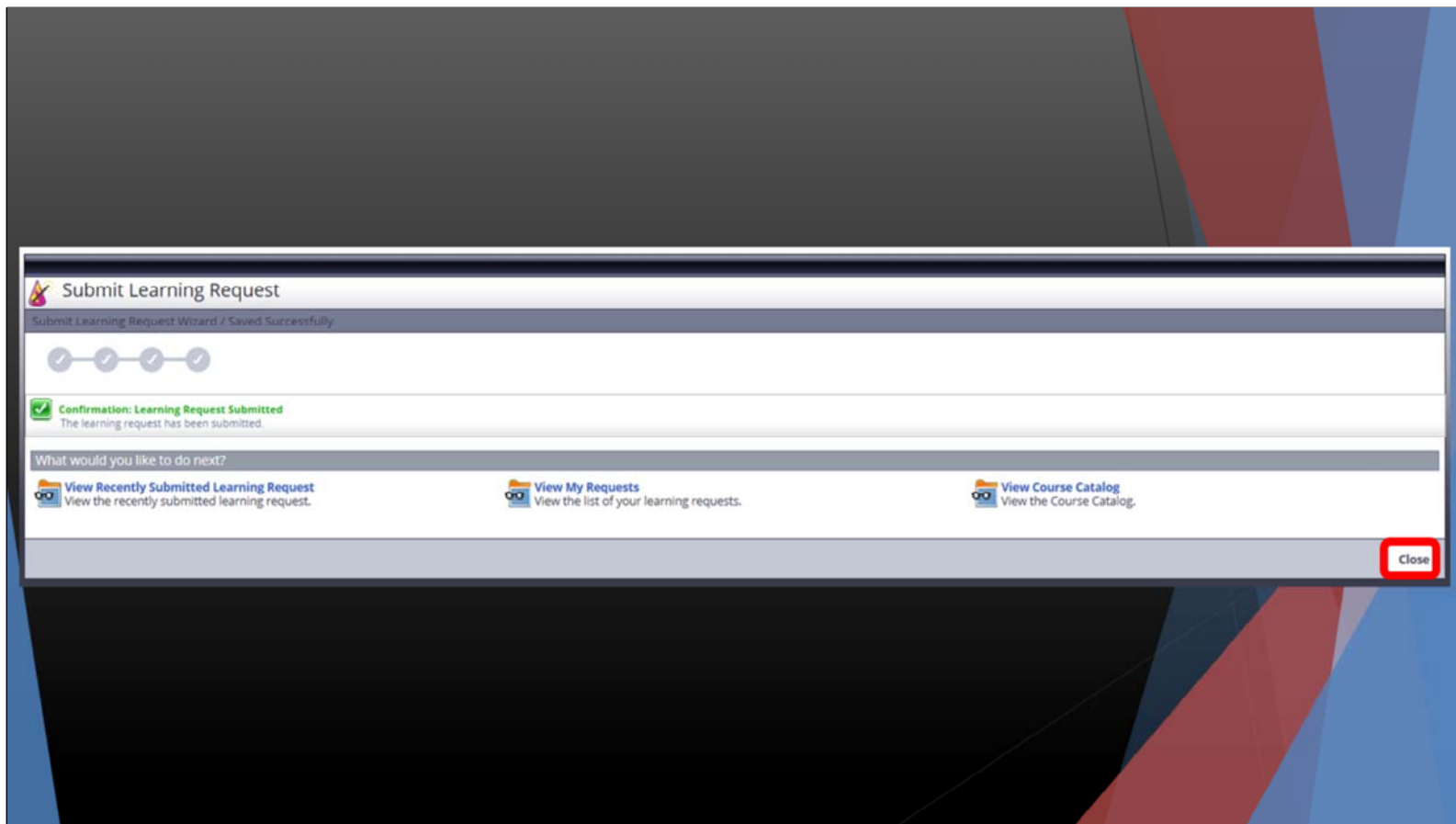
Cancel

Previous

Save

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

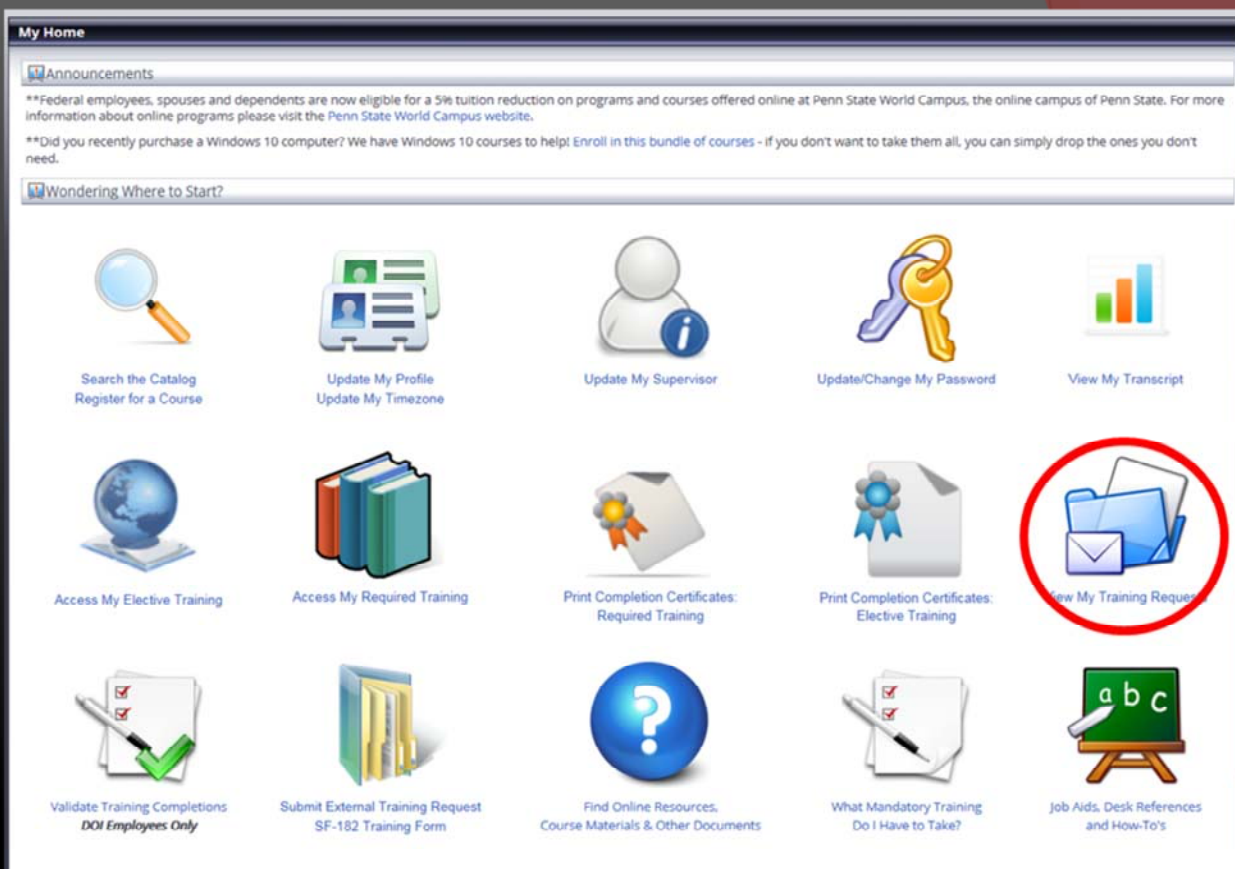
Otherwise, click on “**Save**” to submit for approval.



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.**”

Manage Learning Requests: View/Edit Learning Requests:

Search

To manage a record, select the desired item and take the appropriate action.

Displaying 1-2 of 2 records.

Select	Course	Request Date	Class Start Date	Class Name	Status	Form Name	Levels Completed
<input type="radio"/>	USGS Leadership 101	9/16/2016	10/17/2016 8:00 AM (America/Denver)	USGS-2016-1017-Denver, CO (8AM) Mtn	Open	DOI Employee Training Request	0
<input type="radio"/>	USGS Supervisory Challenge	10/5/2016	1/23/2017 8:00 AM (America/Los_Angeles)	USGS-2017-0123-Sacramento, CA (8:00 AM to 5:00 PM PT)	Open	DOI Employee Training Request	0

1

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