ONLINE LEARNING CENTER (OLC^2) TRAINING ACCESS INSTRUCTIONS

1.   How to Complete the Login

- Click on the following link https://olc2.energy.gov
- Enter your **Login ID** which is your PAYROLL *FIRST NAME*.*LAST NAME* (**in all capital letters, e.g. JANE.PUBLIC**).

2.   How to Enter your OLC^2 Password

a.   If you have taken OLC^2 online training before?

- If you have not accessed the OLC^2 in the last six months your password may have expired? The systems will prompt you to reset your password.

- If you have an account but have forgotten your password, you can have your password sent to you via email by clicking the "Forgot Your Password?" link.

b.   If you are a first-time user?

- If you don't have an OLC^2 account? Contact the ORO Training Center (865-576-1082) and request an account be created for you. You will be sent a temporary password and then be prompted to change your temporary password to a permanent password that conforms to the DOE standard.

If you experience difficulties, please contact the ORO Training Center at 865-576-1082.