

How to...Update your DOI LEARN profile

Step-by-step instructions to add your supervisor's name to the Primary Supervisor field:

Keeping your DOI LEARN profile information current is important to ensure timely approval of training requests and effective communication from training sponsors.

Login to your DOI LEARN account at <http://doilearn.doi.gov>

- Click on **Administration**
- Click on **My Information**
- Check:
 - email address,
 - postal mailing address
 - phone number
- Check to be sure that your primary supervisor is listed in the **Other Training Approvers** field. If not, click into the Other Training Approvers field first and add the required name.
- Click the drop down arrow next to the new **Primary Supervisor** field and choose your supervisor.
- Check the **Other Training Approvers incl. Primary Supervisor** field, to make sure the names are correct. See DOI LEARN screen for tips on how to add and remove names.
- Click in any blank area on the page to be sure that no information is highlighted.
- Click **Save** to save your updates/changes.
- Click **Log Off** when finished.

Please check and update the following fields in your DOI LEARN profile as necessary

- **All Contact Information:** Including mailing address, phone number and email address.
- **Other Training Approvers Incl Primary Supervisor field:** Employees should check that your primary supervisor's name is correct as well as any alternate approvers.
- **Special Needs:** If you require special accommodations to improve your training experience, please add any requirements, such as Interpreter or Wheel Chair access, to the Special Needs field. This information will then appear on the roster to Course Leaders.
- **Supervisors:** Please take the time to ensure that your profile lists all employees, contractors and volunteers for whom you are responsible. Please check their profiles for complete information. **Note:** Contractor/volunteer profiles should NOT have an assigned Bureau.