

## Accessing DOI LEARN for the First Time

This document is meant to be used as a guide to help you through logging into DOI LEARN for the very first time.

The steps for changing your browser settings should be used on every computer that you intend to use to access DOI LEARN. The login instructions are for use **ONLY** upon your first login to the DOI LEARN system. After you've completed these instructions you will log in to the DOI LEARN system using the User Name and Password that you establish here.

Before you access DOI LEARN, you will need to make adjustments to your computer to optimize its performance while using the application.

### Before You Access DOI LEARN

Before you access DOI LEARN, you will need to make adjustments to your computer to optimize its performance while using the application.

***This document will show you how to:***

- Check Internet Explorer 6.0 for Cookies and Scripting,
- Disable your Pop-Up blocker for the DOI LEARN site,
- Clear the Cache Using Internet Explorer 6.0,
- Add DOI LEARN URL to the trusted sites area,
- Configure your browser e-mail client, and
- Adjust your monitor resolution

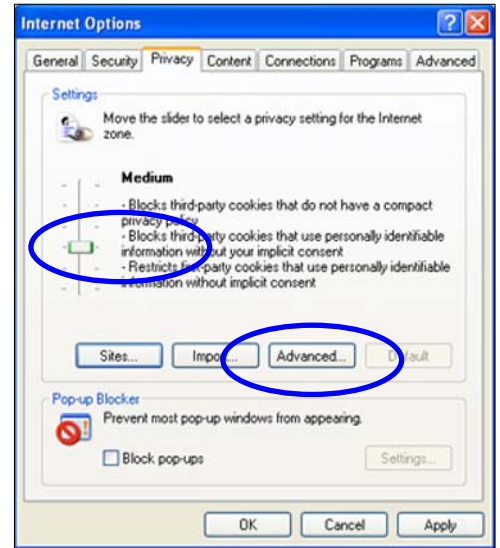
**First, the DOI LEARN minimum requirements:**

- Operating System Win 95/98/NT4
- Internet Explorer 5.0 (or higher); Netscape Navigator 4.7 and above
- Cookies, Java, and JavaScript enabled (must support Java version 1.02 and JavaScript 1.0)
- 133 MHz or higher processor
- 16MB RAM (32MB recommended)
- 800 x 600 resolution at 32-bit color depth

\*Some courses and features require special multimedia plug-ins and players (see Plug-in Installation Center in DOI LEARN), or require specific operating systems, browsers and java.

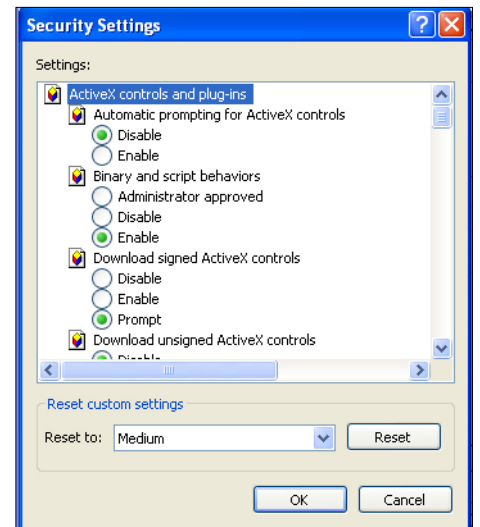
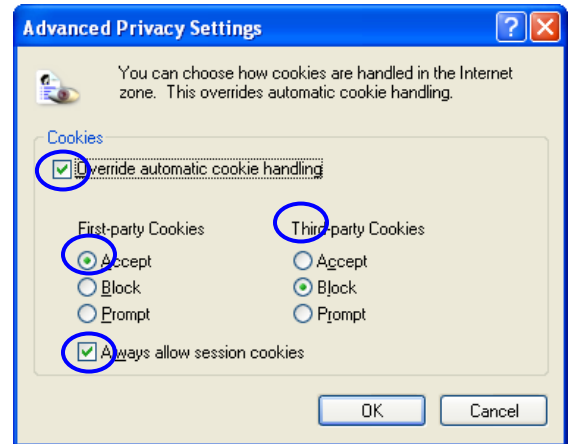
### A. Check Internet Explorer 6.0 for Cookies

1. Under the **Tools** menu, select **Internet Options**.
2. Click the **Privacy** tab located on the top of the window.
3. Move the slider to **Medium**. If no slider exists, click the **Default** button.
4. Click the **Advanced** button.
5. Check the **Override automatic cookie...**
6. Check the radio buttons to **Accept First-party Cookies** and **Block Third-party Cookies** and **Always allow session cookies**.
7. Click **OK** to close the **Privacy Settings** window.



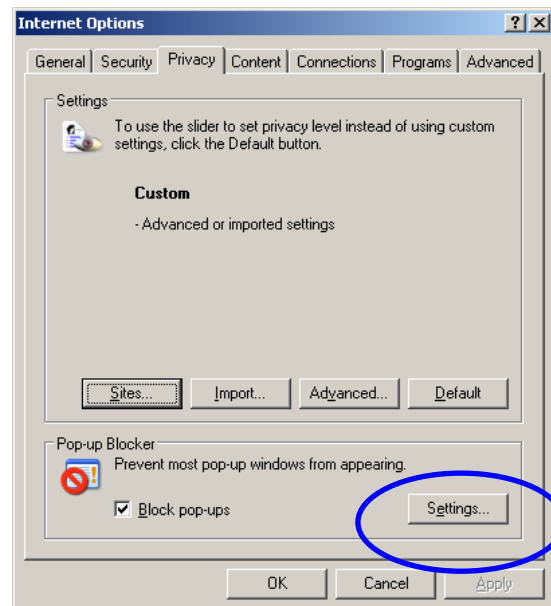
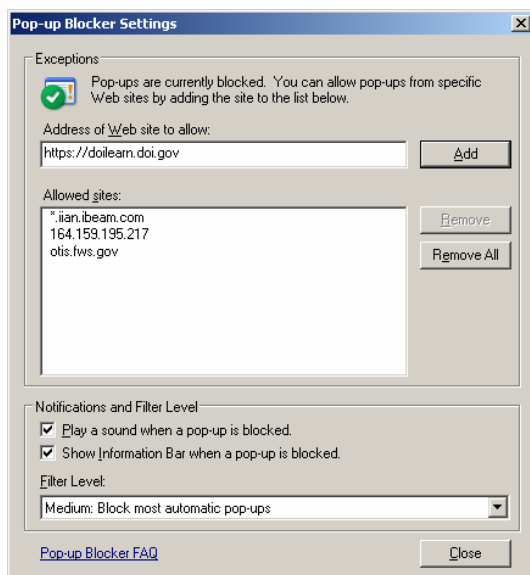
### B. Check Internet Explorer 6.0 for Scripting

1. Click the **Security** tab located on the top of the window.
2. Click the **Custom Level** button.
3. In Security Settings dialog box, in the **Reset to** drop-down, select **Medium**.
4. Click the **Reset** button.
5. At the prompt, click **Yes** to confirm the change.
6. Click the **OK** button.



## If you have the Internet Explorer Pop Up Blocker enabled please disable Pop-ups for the DOI LEARN site

1. Click the **Privacy** tab.
2. Click the **Settings** button.
3. Type <https://doilearn.doi.gov> in the 'Address of Web site to Allow' field
4. Click **Add**.
5. Click **Close** to save your settings.

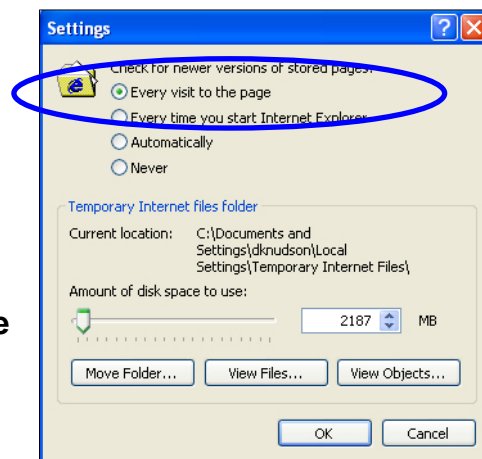


## Keep Cache Cleared – change your settings

If the system is very slow or locks when trying to launch an application or course, you may need to clear your content cache.

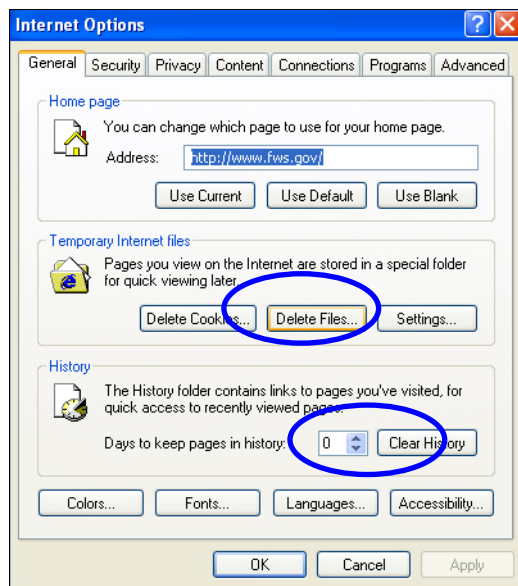
### To Clear the Cache Using Internet Explorer 6.0

1. Click the **General** tab.
2. Under the Temporary Internet files section, click the **Settings** button.
3. In the settings dialog box, select the **Every visit to the page** option.
4. Click the **OK** button.



5. Under the Temporary Internet files section, click the **Delete Files** button. You can check the “Delete all offline content if you wish.”
6. Click the **OK** button. You may see an hourglass to wait for this step to complete. It may take a few minutes if you’ve never done this before.
7. Under the History section, set the **Days to keep pages in history** to 0.

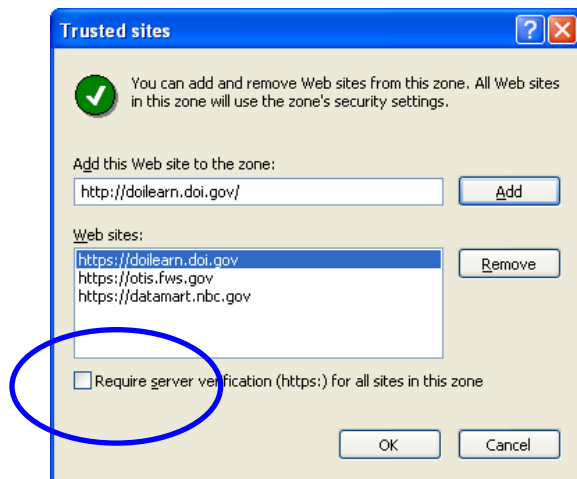
**Add the DOI LEARN URL to the Trusted Sites zone.  
Almost there...**



1. Click the **Security** tab.
2. Click the **Trusted Sites** icon.
3. Click the **Sites** button.
4. Uncheck the “**Require server verification (https)...**” check box.
5. Under **Add this Web site to the zone** type the following web address:

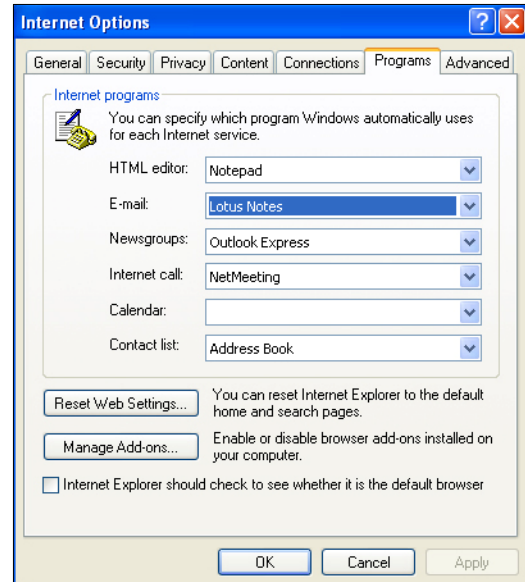
<https://doilearn.doi.gov>: Click **ADD**  
then type: <http://doilearn.doi.gov> Click **ADD**

6. Click the **OK** button.



## To Set Your Browser E-mail Client

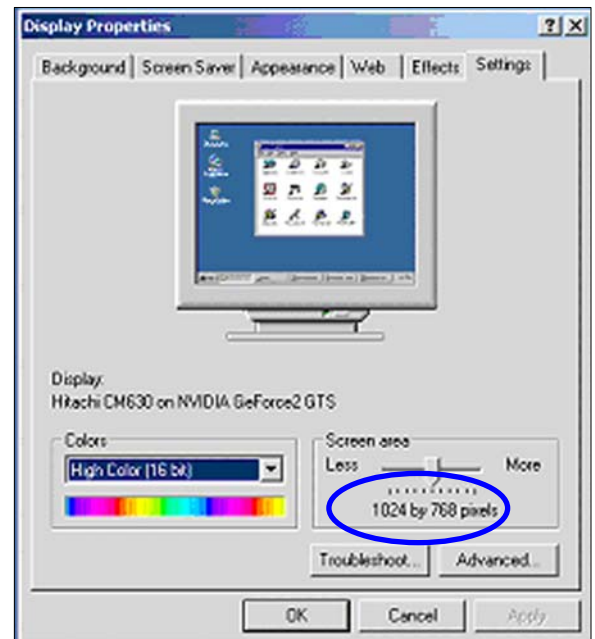
1. Click the **Programs** tab.
2. Click the drop-down arrow after **E-mail**.  
Chose the appropriate email client.
3. Click **Apply**. (if already set correctly, skip this step)
4. Click **OK** to close your browser.



**At Last... THIS STEP IS OPTIONAL!**

## Adjust Your Monitor Resolution

1. **Minimize any open windows.**
2. **Right click** on your computer desktop.
3. Select **Properties**.
4. In the Display Properties dialog box, click on **Settings** tab.
5. Adjust slider to **1024 x 768** resolution.
6. Click **Apply** then **OK**.
7. **Launch Internet Explorer.**



**Whew! Good work!**

Now you're ready. Continue on to page 6 to access the DOI LEARN Learning Management System for the first time...

**NOTE:** This system employs Email Approval functionality where your supervisor will be required to approve your registration before it moves forward. It is highly recommended that your Supervisor or other Training Approver step through the Initial log-in instructions before you attempt to register for training. Feel free to complete your own Initial log-in, following the guidance below and test drive the system.

## How to Log-In to DOI LEARN for the first time.

1. Open your Internet browser and go to the URL: <https://doilearn.doi.gov>
2. Login with your pre-set **User Name and Password**

Your pre-set User Name will consist of your first initial, the first four characters of your last name, and your birth date in a MMDDYYYY format. For example: James Smith whose birthday is October 31, 1955 would use the following User Name:

**jsmit10311955**

*User Name is not case sensitive.*

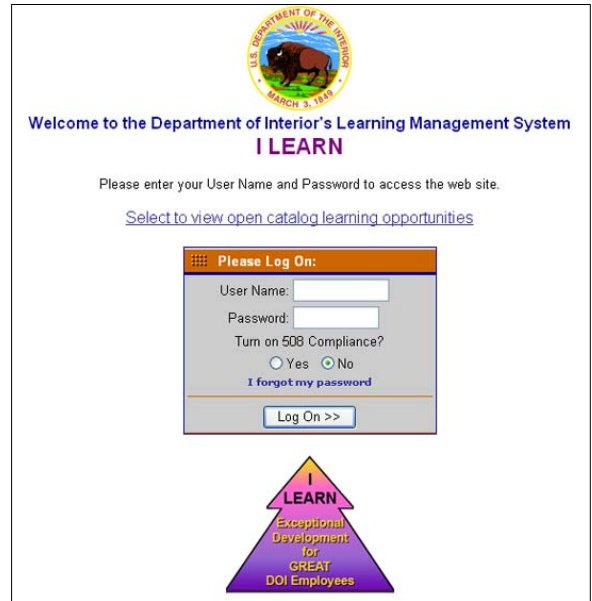
Your pre-set **password** (first time logon only) is set to:

**!ChangeIT!**

*Password field IS case sensitive.*

If you require the use of an Assistive Device to help you with Internet access you can check the radio button to turn on 508 compliance to allow you to use your screen reader. Otherwise, leave the selection to "No".

Click the **Log On** button.



3. Establish/create a **NEW Username**. Do not use empty spaces in your new username.

**Please Log On:**

Username:

Email:

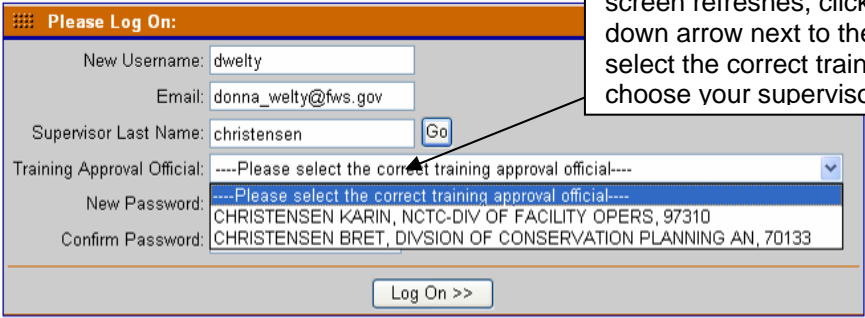
Last Name:

Official:

Password:

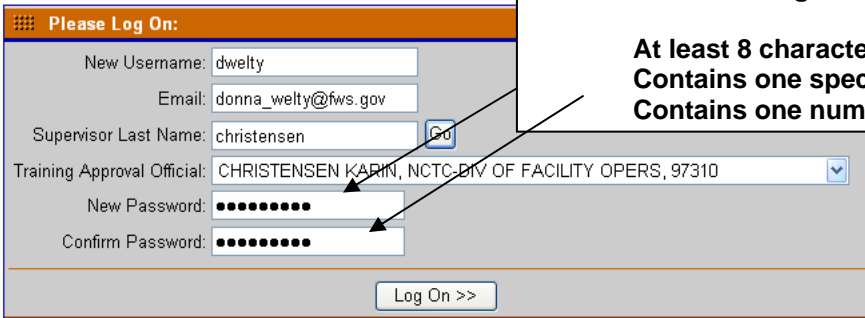
Password:

4. Enter your correct **internet email address**.
5. Search for and select your **supervisor**.



The screenshot shows a web form titled "Please Log On:" with the following fields: "New Username:" (dwelty), "Email:" (donna\_welty@fws.gov), "Supervisor Last Name:" (christensen) with a "Go" button, "Training Approval Official:" (a dropdown menu), "New Password:" (a dropdown menu), and "Confirm Password:" (CHRISTENSEN BRET, DIVISION OF CONSERVATION PLANNING AN, 70133). A "Log On >>" button is at the bottom. A callout box points to the dropdown menus with the text: "Type in your Supervisor's Last Name and click GO. Once the screen refreshes, click on the down arrow next to the 'Please select the correct training...'" and "choose your supervisor."

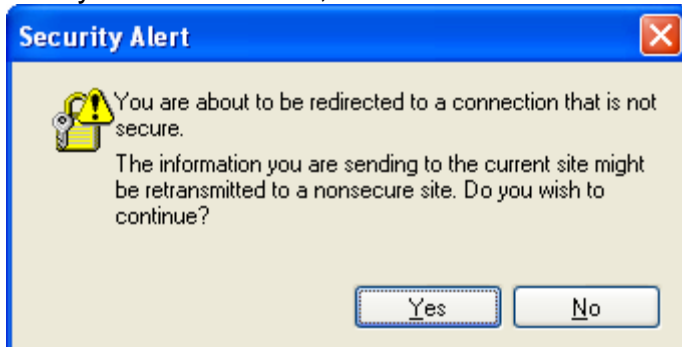
6. Create and confirm a **new strong password**.



The screenshot shows the same "Please Log On:" form, but the "Training Approval Official:" dropdown is now set to "CHRISTENSEN KARIN, NCTC-DIV OF FACILITY OPERS, 97310". The "New Password:" and "Confirm Password:" fields are filled with dots. A callout box points to these fields with the text: "The last step is to create a password and confirm it. Remember that your password must conform to the standard rules for a good password. That is, At least 8 characters Contains one special character (i.e. @\$!) AND Contains one number".

7. Now, click **Log On** and if you've done all that's required, you'll see a Rules of Behavior screen that you must agree to before moving on. These Rules of Behavior are scheduled to reappear every 90 days. As you read through these rules you will scroll down to the bottom page. Once you've finished, click "**Accept Rules**".

8. If you see this alert, click '**Yes**' to move on.



9. Last Step! Update your contact information. Click on the **Administration** tab then click the **My Information** link. Update empty **phone** and **address** fields with your Business contact information.

10. With the exception of **Address** and **Phone** fields, the information contained in this screen is pre-populated from the data contained in our FPPS system. The data is updated every two weeks. If you see information in this screen that is incorrect, please contact your servicing HR office to make the corrections. Any corrections you try to make here will be overwritten in two weeks when the next update occurs.

11. Update any **Special Needs** you may require when attending ILT training as well. This information will be passed to the Course Coordinator so they can accommodate your needs.

12. Click **Save** to apply your updates.

The screenshot shows the 'FWS DOI LEARN Management Portal' interface. At the top, there is a navigation bar with links for 'Log Off', 'My Courses', 'Catalog', and 'Enable Text-Only'. Below this is a user greeting: 'Welcome DONNA WELTY (St)'. The main navigation menu includes 'Welcome', 'My Courses', 'Library', 'Communication', 'Course Catalog', 'Administration', and 'Help Desk'. The 'Administration' tab is circled in blue. Under 'Administration', there are sub-links for 'About', 'My Information', and 'My Preferences', with 'My Information' also circled in blue. The main content area is titled 'Edit User Profile' and contains the following fields and information:

- User Name:** dwelty
- Password:** [text input field]
- Confirm:** [text input field]
- Rules for Passwords:**
  - At least 8 characters in length, with a maxlength of 64 characters.
  - At least 1 number
  - At least 1 special character
- First Name:** DONNA
- Last Name:** WELTY
- Middle Initial:** J
- Email Address:** donna\_welty@fws.gov
- SSN:** [text input field with asterisks]
- Office Phone:** [text input field]
- Ext (if req'd):** [text input field]

Congratulations! You've just logged on to DOI LEARN!



## Retrieve a Lost or Forgotten Password

This process will generate a new password and send it to the user by e-mail. The user will have 3 days to log in before the password expires.

1. Launch Internet Explorer.
2. Type in the URL <https://doilearn.doi.gov> to access DOI LEARN
3. Click the **Forgot My Password** link.
  - a. To request a new password, follow these steps:
    - i. In the field provided type in your internet email address.
    - ii. Click the **Send Password button**.
4. Click the Back link to return the log in page.
5. You will receive an email from the GovSupport team at GeoLearning. You must log in to the system within 3 days of the password being newly generated otherwise it will expire and you will have to request another password.
6. **Please take note.** If you have more than one user account, that is, an Administrator account as well as a general user account, this process will reset BOTH accounts.