

Welcome to the DOI Learn Mandatory Training Tutorial

In this tutorial you will learn how to access all DOI mandatory training (such as the **2007 Federal Information Systems Security Awareness; Records Management; and Orientation to the Privacy Act**) in the DOI Learn Learning Management System.

You may begin by accessing the DOI Learn website at <https://doilearn.doi.gov> as highlighted below.

The image shows two screenshots of the DOI Learn website login page in a Microsoft Internet Explorer browser window. The browser address bar shows <https://doilearn.doi.gov>.

Top Screenshot: The page displays the "Public Catalog Login" section. A callout bubble on the left says: "To access all DOI Mandatory training, please go to <http://doilearn.doi.gov>." A larger callout bubble on the right says: "Federal employees Log on to the DOI LEARN system using the user name and password you created upon initial log on. You must have first completed the initial set up process, as outlined in tutorial. Contractors must log in using password e-mail to you." Below this bubble is a link: "[browser settings document](#), to adjust your browser settings."

Bottom Screenshot: The page shows the login form with the following fields: "User Name:" (containing "ljarrett"), "Password:" (masked with dots), "Turn on 508 Compliance?" (radio buttons for "Yes" and "No", with "No" selected), and "I forgot my password". A "Log On >>" button is at the bottom of the form. A callout bubble points to the button, saying: "Click Log On to access your account." To the right of the form are links for "Privacy Act" and "Accessibility", and a note: "To avoid technical difficulties while using the DOI LEARN application, please refer to this [browser settings document](#), to adjust your browser settings."

Both screenshots feature the DOI logo (a bison in a circle) and the text "U.S. DEPARTMENT OF THE INTERIOR MARCH 3, 1849". Below the logo is the text "Welcome to the Department of the Interior's Learning Management System DOI LEARN". At the bottom of the page is a purple triangle logo with the text "DOI LEARN Exceptional Development for GREAT DOI Employees".

National Business Center/DOI University DOI LEARN Management Portal : Welcome - Microsoft Internet Explorer

Address: <https://doilearn.doi.gov/MaestroC?CFID=1915928&CFTOKEN=67813972>

NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

Welcome JOELLEN JARRETT (Student)

My Courses | Library | Communication | Course Catalog | Administration | Help Desk

Welcome

Welcome to the *National Business Center/DOI University DOI LEARN Management Portal*.

DOI LEARN is an internet/web-based system designed to capture, manage, view and report information specific to training, both on-line and instructor-led.

To access your online courses, click on My Courses link.

Please note: All BIE employees and contractors will have all DOI mandatory training added to their Online Courses through a Learning Plans that will send e-mail reminders to employees to complete the required training.

Address: <http://doilearn.doi.gov/MaestroC/index.cfm?room=myrecords&roomaction=myrecords>

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

Address: <http://doilearn.doi.gov/MaestroC/index.cfm?room=myrecords&roomaction=myrecords>

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My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | Online Courses | Instructor-led Courses | Learning Plan | All Training | Reference | Student Transcript | Notes

My Courses

Welcome to My Courses. Here you can access Online and Instructor-led classes.

- Online Courses
- Instructor-led Courses
- Learning Plan
- All Training
- Reference
- Student Transcript
- Notes

Next, click on the Online Courses link.

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

Address: http://dolearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online

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Online Courses

#	Course Name	Status	Options
1.	2006 Federal Information Systems Security Awareness	Not Attempted	View Summary > Print SF-182 >
2.	Career Planning and the IDP		View Summary >

Legend:
Certification Course

On the Online Courses page the mandatory courses will be listed here, for example the annual Federal Information Security Awareness training. Click on title to open the course.

Please note: All DOI Mandatory Training course include but not limited to Records Management Awareness; Orientation to the Privacy Act; and the annual Federal Information System Security Awareness will be listed here upon official release date Department and/or bureau wide.

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

Address: http://dolearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online

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Online Courses

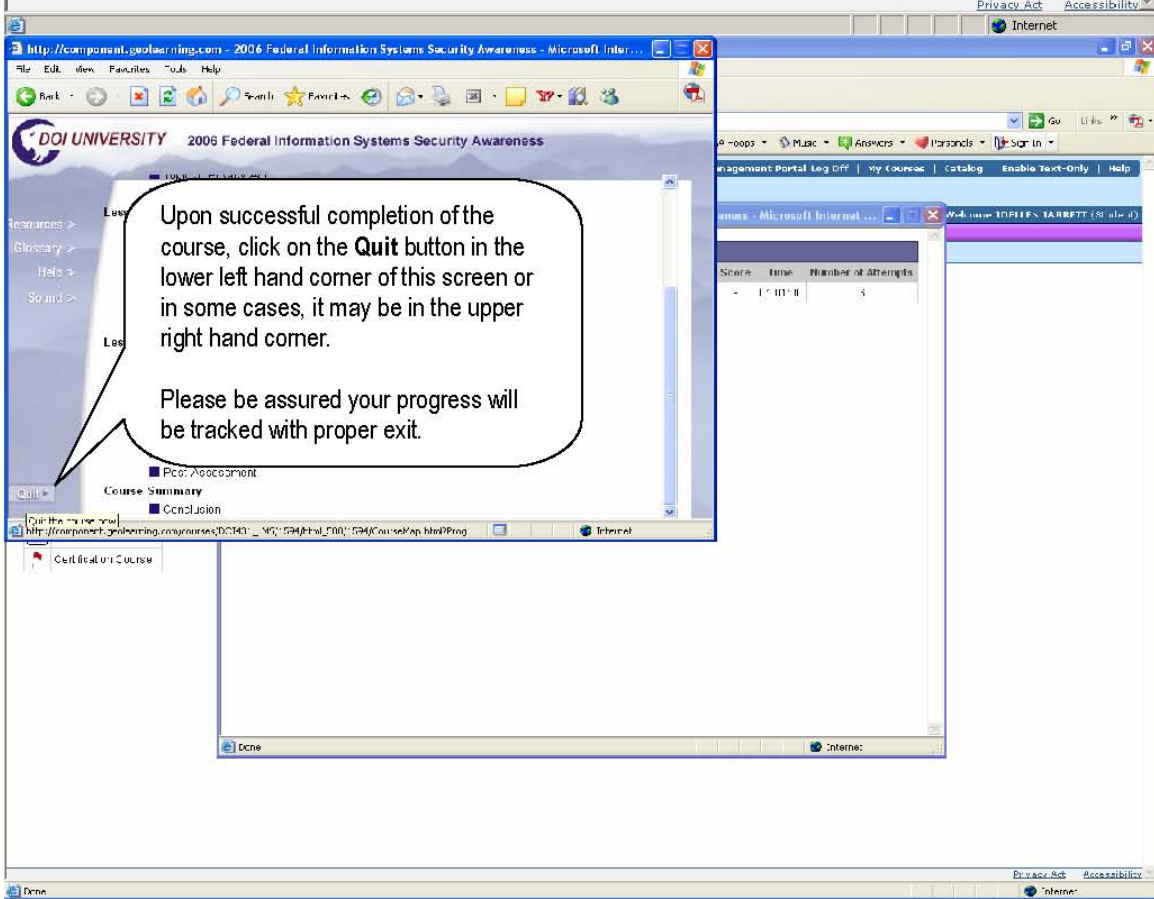
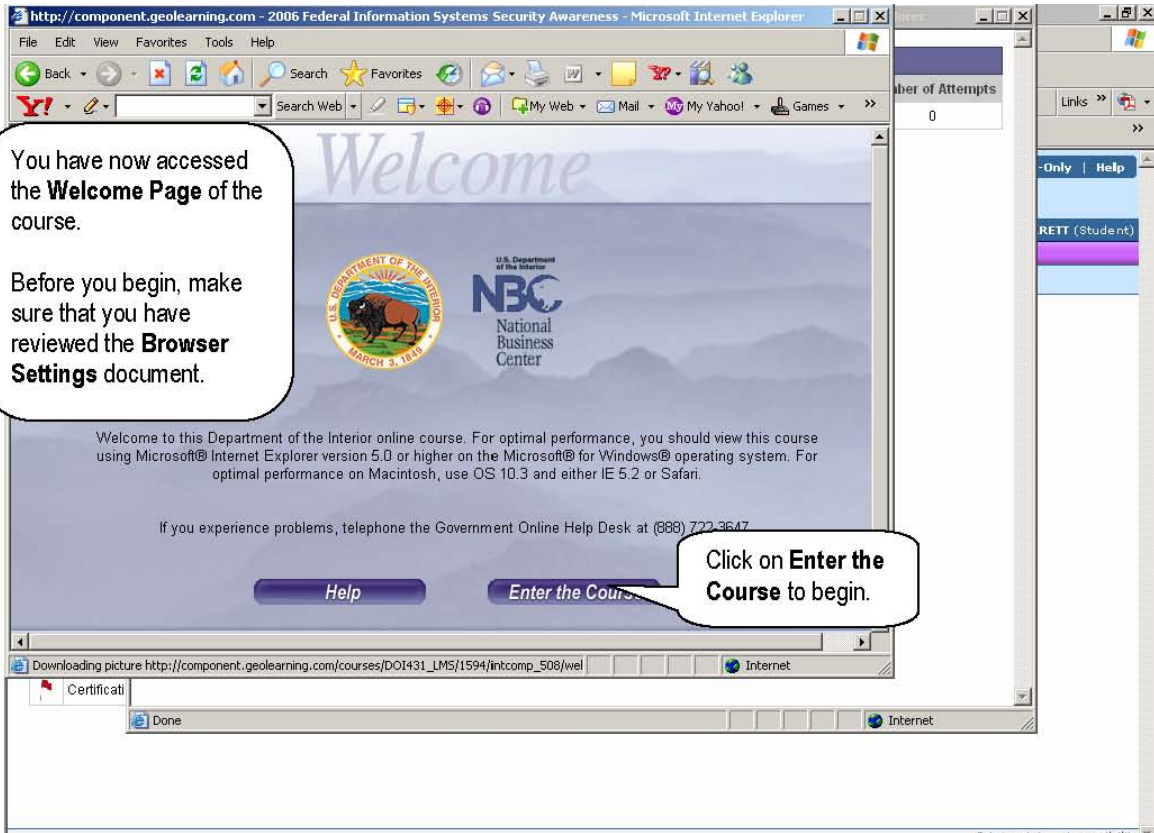
#	Course Name
1.	2006 Federal Information Systems Security Awareness
2.	Career Planning and the IDP

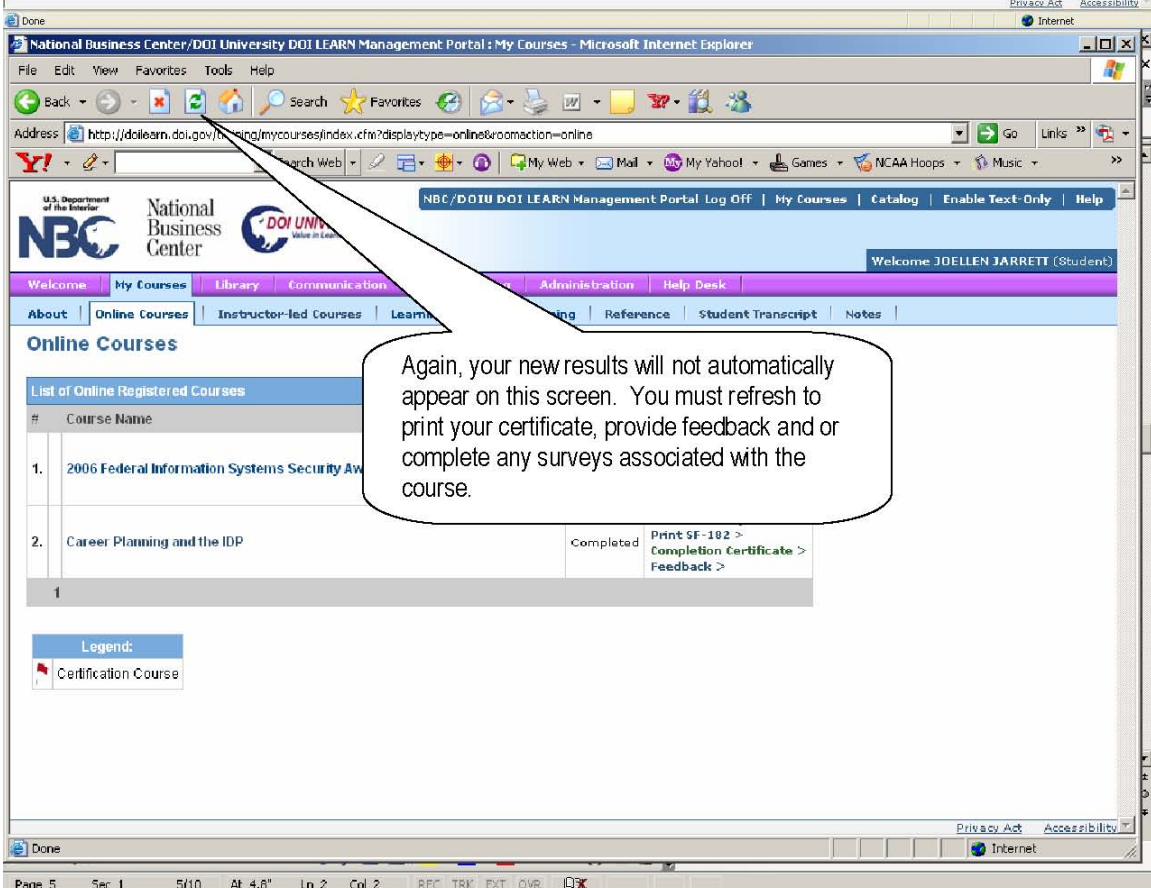
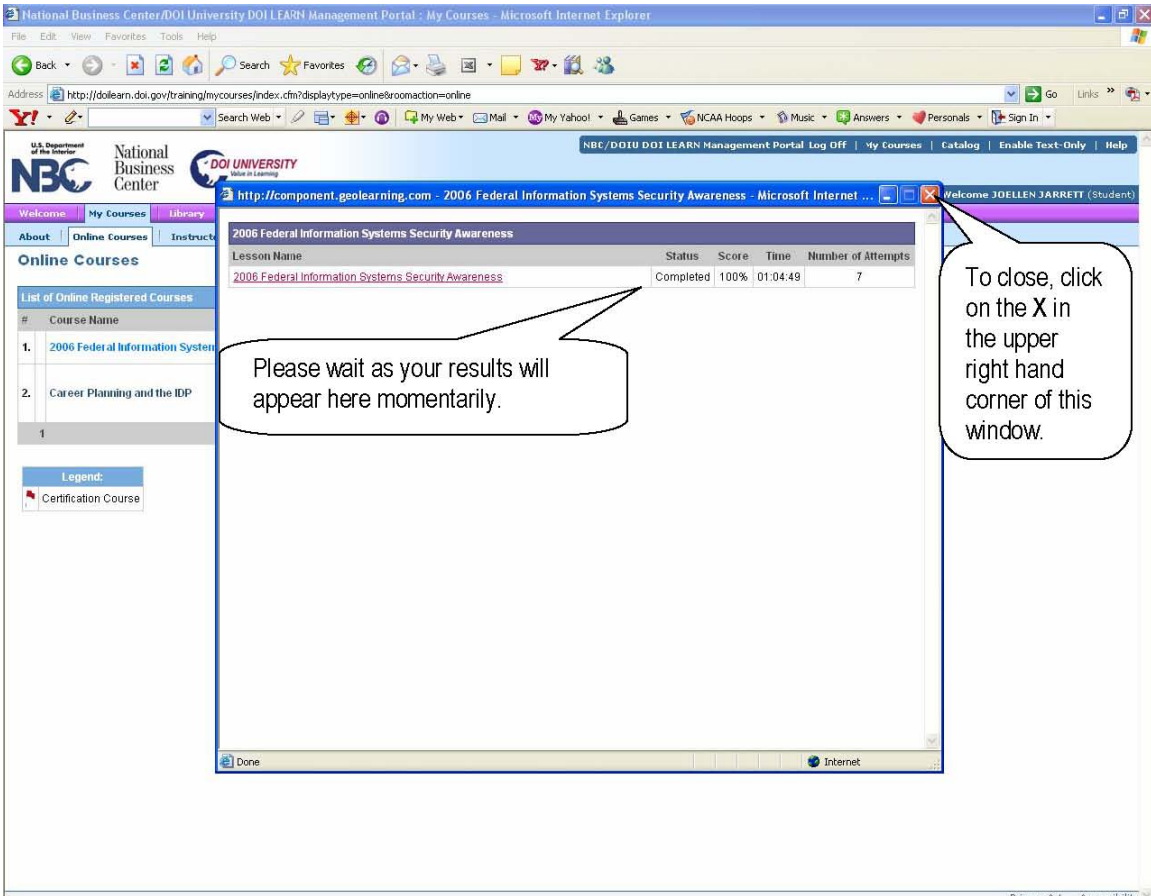
Legend:
Certification Course

2006 Federal Information Systems Security Awareness

Lesson Name	Status	Score	Time	Number of Attempts
2006 Federal Information Systems Security Awareness				

Clicking on the previous link will open this window. You must now click on the link indicated here to launch the course.





National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

Address: http://doilearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online

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[About](#) | [Online Courses](#) | [Instructor-led Courses](#) | [Learning Plan](#) | [All Training](#) | [Reference](#) | [Student Transcript](#) | [Notes](#)

Online Courses

List of Online Registered Courses

#	Course Name	Status	Options
1.	2006 Federal Information Systems Security Awareness	Completed	View Summary > Print SF-182 > Completion Certificate > Survey(s) >
2.	Career Planning and the IDP	Completed	View Summary > Print SF-182 > Completion Certificate > Feedback >

1

Legend:
 Certification Course

Upon refresh, your new results will appear with a link for your **Completion Certificate**. Click on the link to receive your certificate.

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

Address: http://doilearn.doi.gov/Reports/Report.aspx?ReportId=7&cf_CourseID=5166&cf_userID=47929&cf...

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Online Courses

List of Online Registered Courses

#	Course Name	Status	Options
1.	2006 Federal Information Systems Security Awareness	Completed	View Summary > Print SF-182 > Completion Certificate > Survey(s) >
2.	Career Planning and the IDP	Completed	View Summary > Print SF-182 > Completion Certificate > Feedback >

1

Legend:
 Certification Course

Downloaded (0B): Unknown Zone

Your **Completion Certificate** is available to save, print or email or save as it is in **Adobe Photo Document Format**. You must have Adobe Acrobat loaded and accessible via your browser to launch your certificate. Select the desired button indicated here. To close, click on the X in the upper right hand corner.

Certificate of Completion
 for
2006 Federal Information Systems Security Awareness
 Is Presented To
JOELLEN JARRETT
 This certifies that the person named above has successfully completed the interactive online course through the National Business Center/DOI University DOI LEARN Management Portal on 03/16/2006.

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

Address: <http://doilearn.doi.gov/training/mycourses/index.cfm?displaytype=online&fromaction=online>

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Online Courses

List of Online Registered Courses

#	Course Name	Status	Options
1.	2006 Federal Information Systems Security Awareness	Completed	View Summary > Print SF-182 > Completion Certificate > Survey (*)
2.	Career Planning and the IDP	Completed	View Summary > Print SF-182 > Completion Certificate > Feedback >

Legend:
Certification Course

Click on the link to start Survey.

Address: http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=5166&tab=88&UserID=47929

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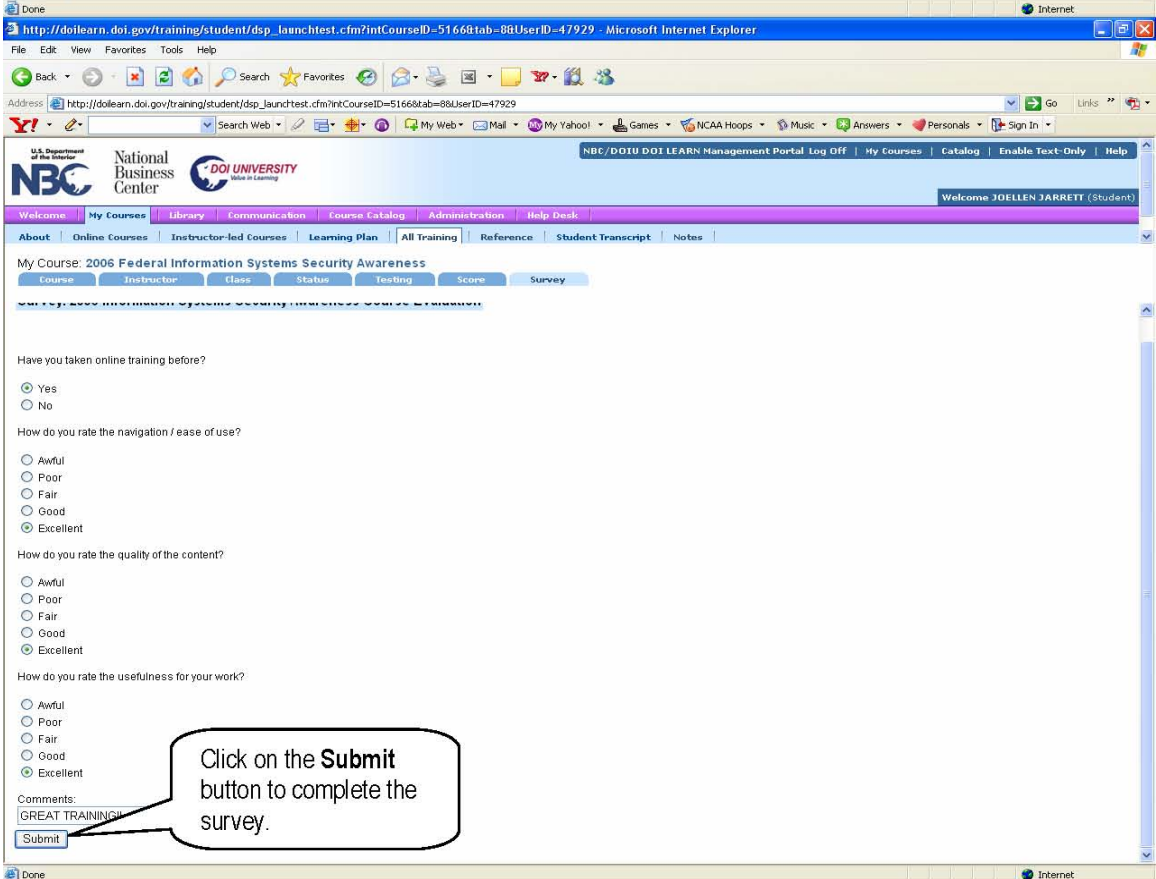
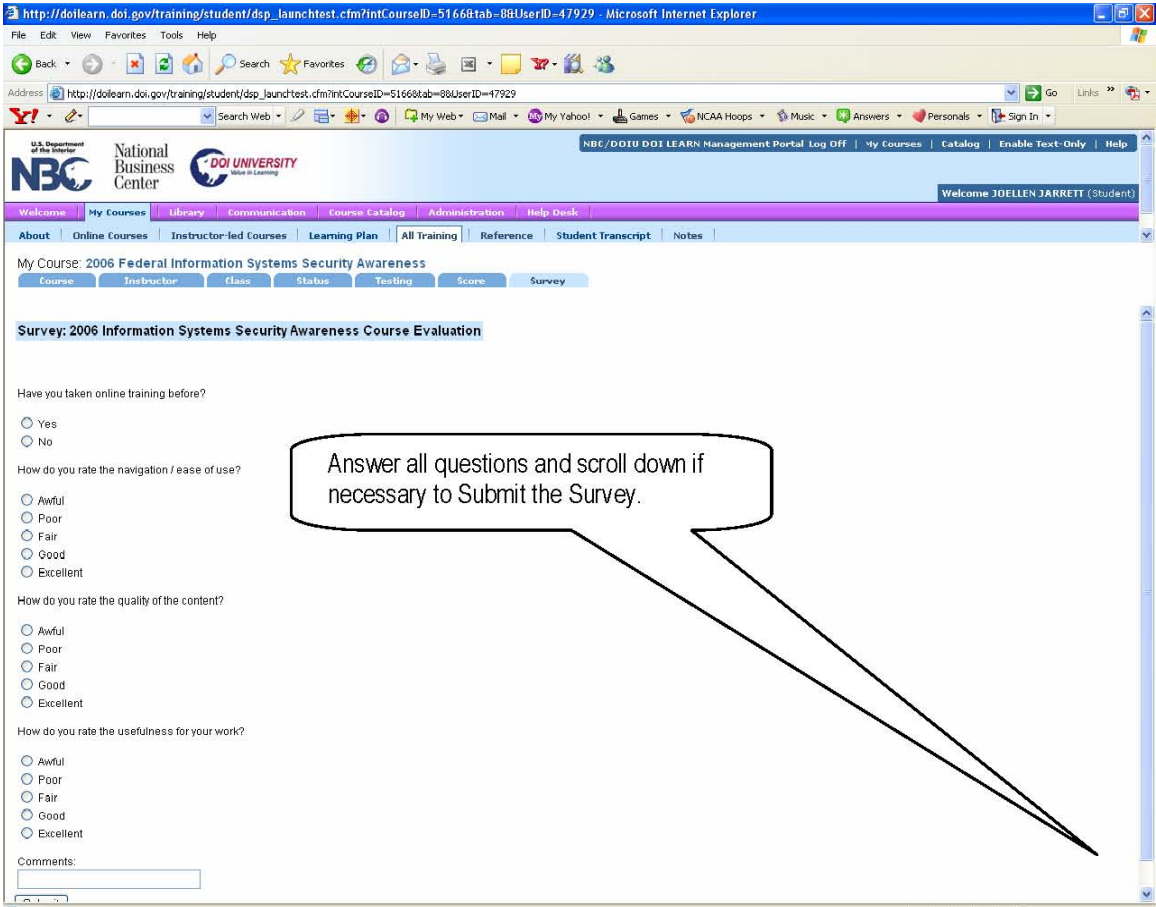
My Course: 2006 Federal Information Systems Security Awareness

Course Instructor Class Status Testing Score Survey

You can take the following survey(s) for the course 2006 Federal Information Systems Security Awareness:

- 2006 Information Systems Security Awareness Course Evaluation

As indicated here, you may now take the Survey associated with the training. Click on the Survey to begin.



http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=51668tab=88UserID=47929 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=51668tab=88UserID=47929

Search Web My Web Mail My Yahoo Games NCAA Hoops Music Answers Personals Sign In

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My Course: 2006 Federal Information Systems Security Awareness

Course Instructor Class Status Testing Score Survey

Thank you for your participation!

Use the Navigation Bar above to continue.

Upon completion, you will receive the following message. To return to the previous screen, click on the **Online Courses** tab.

Done Internet

National Business Center/DOI University DOI LEARN Management Portal: My Courses - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://doilearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roaction=online

Search Web My Web Mail My Yahoo Games NCAA Hoops Music Answers Personals Sign In

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Welcome My Courses Library Communication Course Catalog Administration Help Desk

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Online Courses

List of Online Registered Courses

#	Course Name	Status	Options
1.	2006 Federal Information Systems Security Awareness	Completed	View Summary > Print SF-182 > Completion Cert Survey(s) >
2.	Career Planning and the IDP	Completed	View Summary > Print SF-182 > Completion Cert Feedback >

1

Legend:

Certification Course

You have successfully completed your current mandatory requirement for the specified training and may now exit DOI Learn. Click on the **Log Off** link indicated above to exit the system.

Privacy Act Accessibility

Internet

