



“DOI Learn” Is Here!

After a lot of hard work we now have a Department-wide Learning Management System!

All users need to login to DOI Learn !

It is very important that all users log on to the system, change their user names and passwords and begin to use the system. **It is also important that supervisors identify the employees they supervise within their user profile.**

How do I get to DOI Learn? The link to DOI Learn is =

<https://doilearn.doi.gov/>

(You may have to copy the link and paste it into your browser.)

How do I get to the DOI Learn Tutorial information?

The link is = <http://www.ntc.blm.gov/DOILearn/DOILearnMain.htm>

Your Login

You will need your user name and password to access the system. Your initial User Name and password has already been established. Your user name is:

- The first letter of your first name, followed by
- The first four letters of your last name, followed by
- The month, day and year you were born
- The user name is not case sensitive

For example the login for Bill Dokes might look like **BDOKE07291965**



Welcome to the Department of Interior's Learning Management System DOI LEARN

Please enter your User Name and Password to access the web site.

[Select to view open catalog learning opportunities](#)

Please Log On:

User Name:

Password:

Turn on 508 Compliance?
 Yes No

[I forgot my password](#)



Your Password

Your password is **!ChangeIT!** (this is case sensitive)

Initially, everyone will have the same password. That is why you will be asked to change it the first time you log in.

The next screen will appear like this:

Please change your Username and password to access the site.

All passwords (except auto-generated passwords) must follow these rules

- At least 8 characters in length
- At least 1 number
- At least 1 special character



Please Log On:

New Username:

Email:

Supervisor Last Name:

Training Approval Official:

New Password:

Confirm Password:

User Name

You will need to change your user name. **This will be your only opportunity to do so!**

Your Supervisor

You will also be asked to supply the last name of your Supervisor. Type in the last name of your Supervisor and click on . The line labeled ‘Training Approval Official’ will then provide a drop down list of all Supervisors with that last name. Be sure to select the correct name. This is an important step because it ties Supervisors to Students and Students to Supervisors. This relationship is especially important when employees request certain types of training that require Supervisor approval.

Just follow the screens. Make sure you use a strong password – meaning at least 8 characters, upper and lower case, with numbers and special characters included.

Please change your Username and password to access the site.

All passwords (except auto-generated passwords) must follow these rules

- At least 8 characters in length
- At least 1 number
- At least 1 special character



Please Log On:

New Username:

Email:

Supervisor Last Name:

Training Approval Official: ▼

New Password:

Confirm Password:

Once completed select Log On to continue.

After you have read the Rules of Behavior for the Learning Management System. Select I Accept or I Deny.



Welcome

Welcome to the *Bureau of Land Management DOI LEARN Management Portal*.

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

This is the Student Login screen.

Navigating

A user can navigate in a number of different ways:

Quick Link Menu Bar

This navigation is located in the top right of each screen. These links allow one-click access to a number of frequently accessed pages.

- Log Off - correct way to log out of the site
- My Courses – List all courses the student is enrolled in
- Catalog - course catalog to search and locate courses
- Enable Text-Only - 508 compliant link
- ? - context-sensitive eHelp document

Navigation Bar

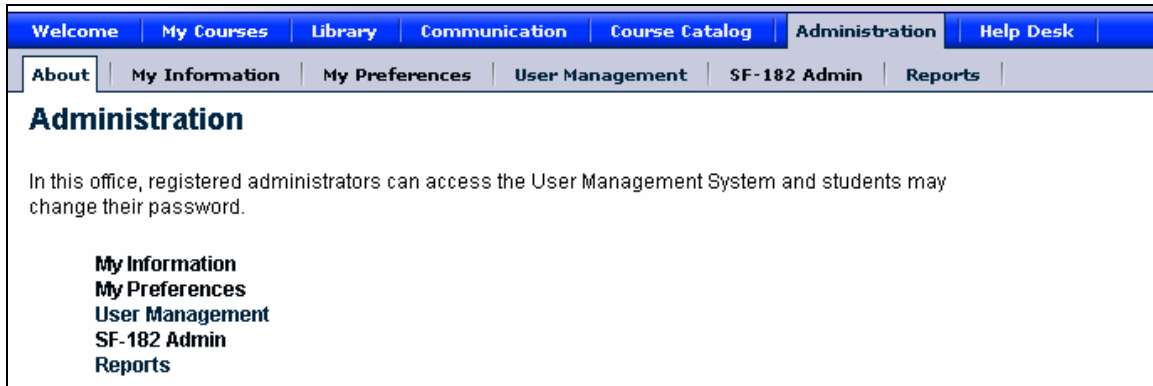
The navigation bar includes a main menu bar and a sub-menu bar. The sub-menu tabs will navigate to other features in the site. Depending on the options available, there may be an additional row of tabs for expanded functionality.

Help

A context sensitive Help feature is also available. Please take a few minutes to get familiar with features such as the Course Catalog and My Information.

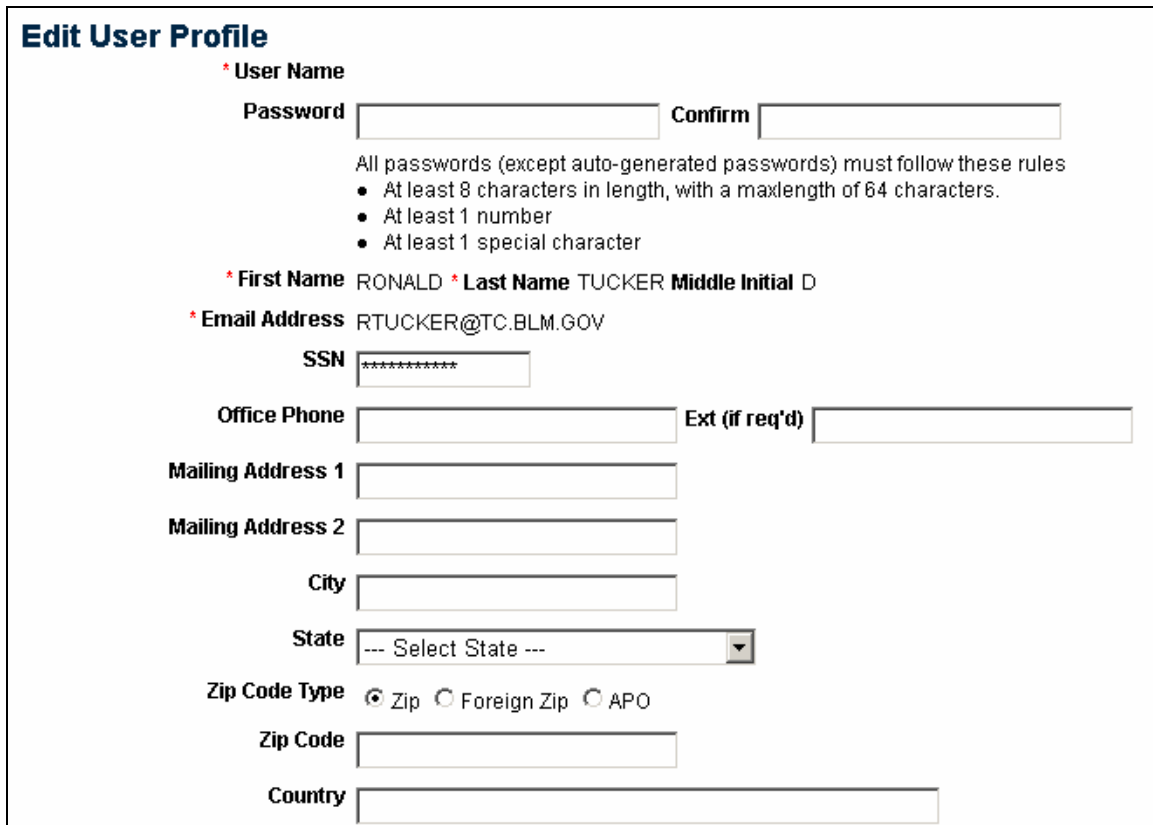
IMPORTANT

In this next step you will need to navigate to the Administration Tab and select My Information.



The screenshot shows a web application interface with a navigation menu at the top. The menu includes 'Welcome', 'My Courses', 'Library', 'Communication', 'Course Catalog', 'Administration', and 'Help Desk'. Below the menu, there are sub-tabs: 'About', 'My Information', 'My Preferences', 'User Management', 'SF-182 Admin', and 'Reports'. The 'Administration' section is active, displaying the title 'Administration' and a brief description: 'In this office, registered administrators can access the User Management System and students may change their password.' Below this, there is a list of links: 'My Information', 'My Preferences', 'User Management', 'SF-182 Admin', and 'Reports'.

By selecting My Information you will be able to edit your User Profile information.



The screenshot shows the 'Edit User Profile' form. The form contains the following fields and options:

- * User Name**: A text input field.
- Password**: A text input field.
- Confirm**: A text input field.
- All passwords (except auto-generated passwords) must follow these rules:
 - At least 8 characters in length, with a maxlength of 64 characters.
 - At least 1 number
 - At least 1 special character
- * First Name**: RONALD
- * Last Name**: TUCKER
- Middle Initial**: D
- * Email Address**: RTUCKER@TC.BLM.GOV
- SSN**: A text input field containing asterisks.
- Office Phone**: A text input field.
- Ext (if req'd)**: A text input field.
- Mailing Address 1**: A text input field.
- Mailing Address 2**: A text input field.
- City**: A text input field.
- State**: A dropdown menu with the text '--- Select State ---'.
- Zip Code Type**: Radio buttons for 'Zip' (selected), 'Foreign Zip', and 'APO'.
- Zip Code**: A text input field.
- Country**: A text input field.

At the bottom of the screen you select the Save button to save your changes.

Supervisors and Training Approvers

If you are a supervisor, you will need to identify your employees within the system. As a Supervisor, will need to set your profile up to receive e-mail as indicated below. This will allow you to receive e-mail notifications from your employees that need training approval. Supervisors will also have an area on their screen that will allow the selection of Supervisor's Students (or employees).

Student's Supervisors -- Assigned Supervisors --
CHARPIO, DONALD

Approves Training yes no

Receive Supv Email? yes no

Supervisor's Students -- Assigned Students --

* **Status** Active

*-Indicates a required field.

Be sure to click here.

Click Here

By selecting the button, the following selection box will be displayed.

Search Criteria:

Email:

First Name:

Last Name:

User Name:

User Grouping:

Bureau:

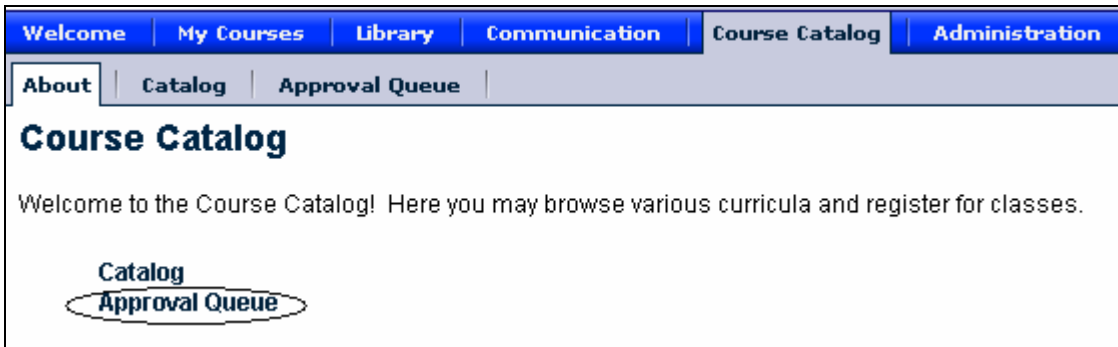
Org Code:

State:

To select the employees that you supervise, type in their last name in the Contains Text field and select the appropriate Bureau. You can also search for them if you have a specific Org. Code that is used. Highlight the employee(s) then press Add employees. The names of the employees you select will be added to the list.

You will be required to approve or deny certain training requests made by the employees you supervise. You will find this in the Approval Queue under Course Catalog. You will also receive emails stating that they have applied for and are waiting to be approved for training. Your employees will not be enrolled in a class until you approve them.

To view any training request that might need approval, go to the Course Catalog tab.



In the Approval Queue option, the items will appear like this:

Approval Queue

Search Criteria: [Edit Denial Reason](#)

Email:

First Name:

Last Name:

User Name:

User Grouping:

Bureau:

Org Code:

State:

View:

Displaying 1~1 of 1 records.

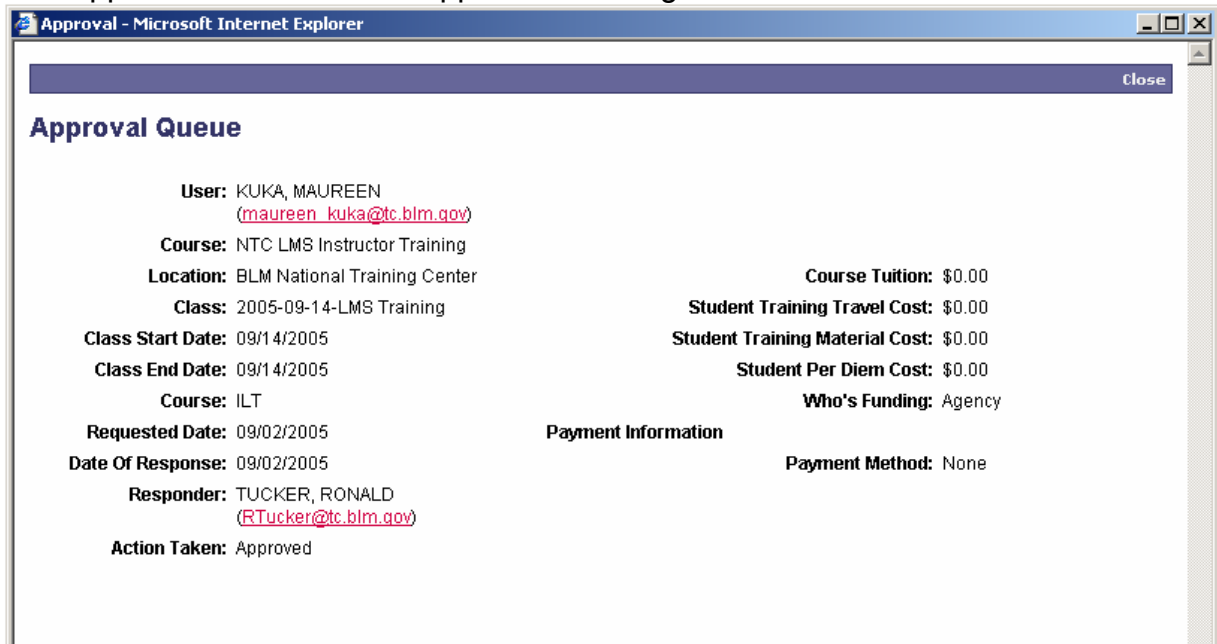
No.	Request Date	User	Action	Org Code	Org Name	Type	Class Dates	Course	Class
1.	10/28/2005	USER-FWS, TEST (pat_houghton@fws.gov)	Awaiting Approval	97310	National Conservation Training Center	OLT		NEPA Concepts	Default Class

Selecting the search button will display all of the request in your approval queue.

Under the column 'Action' **Awaiting Approval** will be shown as a hyper link. Click on Awaiting Approval and a box will appear. You can either approve or deny your employee's training request. If there is tuition for the course, you will be required to provide the purchase card information. This is a feature that is still

under development. For now, we will not mark any of our courses as having a cost to students. We will handle this another way.

The Approval Queue box will appear something like this:



Help Desk

We have established a help desk that you can call if you are having problems. We will try to have someone answer the call. However, depending upon the number of calls, you may need to leave your name and phone number. We will return your call.

The help desk number is (602)906-5507.