

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:

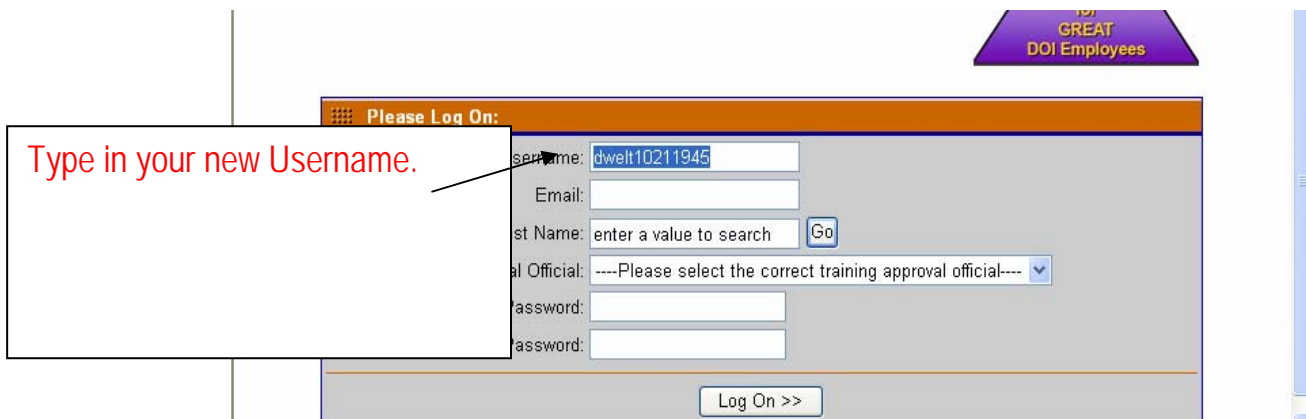
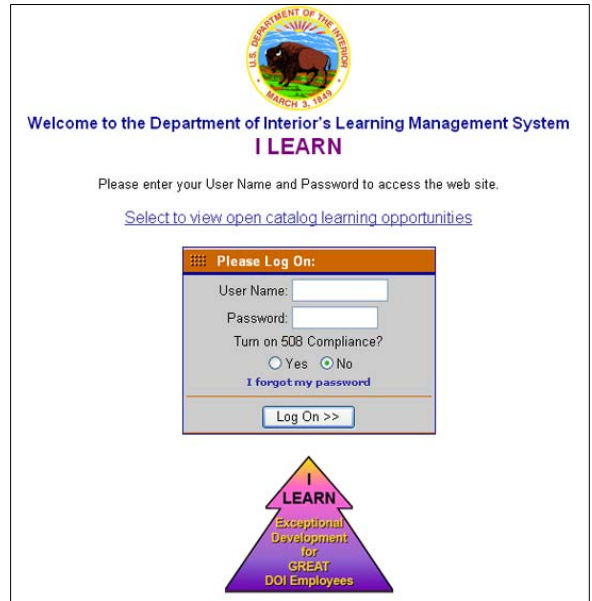
!ChangeIT!

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".

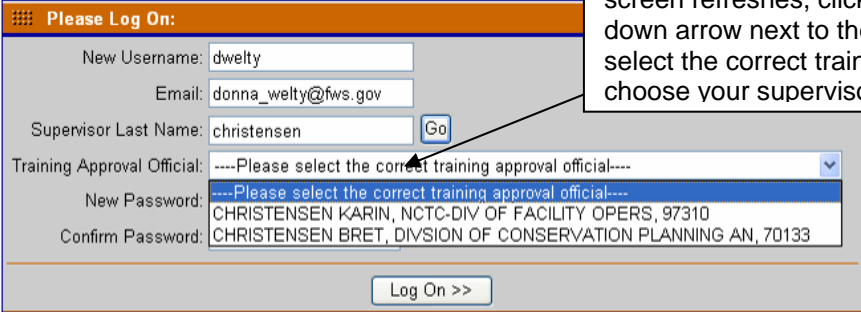
Click the **Log On** button.

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



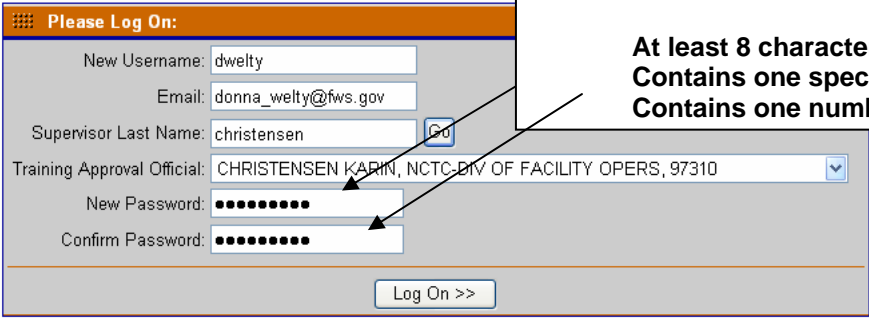
4. Enter your correct **internet email address**.

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."

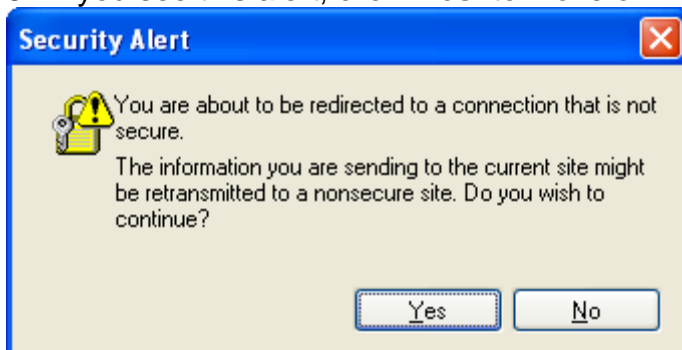
6. Create and confirm a **new strong password**.



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'. Under 'Administration', there are sub-links for 'About', 'My Information', and 'My Preferences'. The 'My Information' link is circled in blue. The main content area is titled 'Edit User Profile' and contains the following fields and information:

- User Name:** dwelty
- Password:** [input field] **Confirm:** [input field]
- Password Rules:** 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:** DONNA **Last Name:** WELTY **Middle Initial:** J
- Email Address:** donna_welty@fws.gov
- SSN:** [input field with asterisks]
- Office Phone:** [input field] **Ext (if req'd):** [input field]

Congratulations! You've just logged on to DOI LEARN!
Please be sure to always Log Off before closing your browser window.

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.