

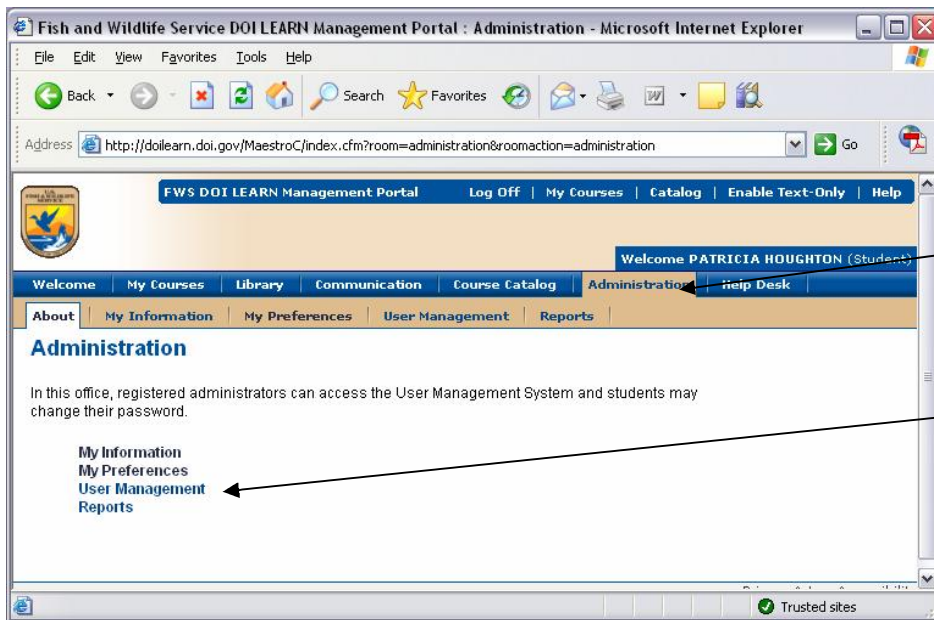
Instructions to Update Employee's Transcripts

Supervisors have the ability and responsibility to update their employees' training records. Supervisors can:

- Edit a transcript record to reflect completion by CD.
- Grant a waiver for employees that may not be required to complete mandatory training and update the transcript to note that waiver.
- Add records for training not listed in the DOI LEARN course catalog.

For example, new Service employees may take the required FISSA training by CD before their account in DOI LEARN is established. These instructions show the supervisor how to record the completion of the required training once the employee has a DOI LEARN account.

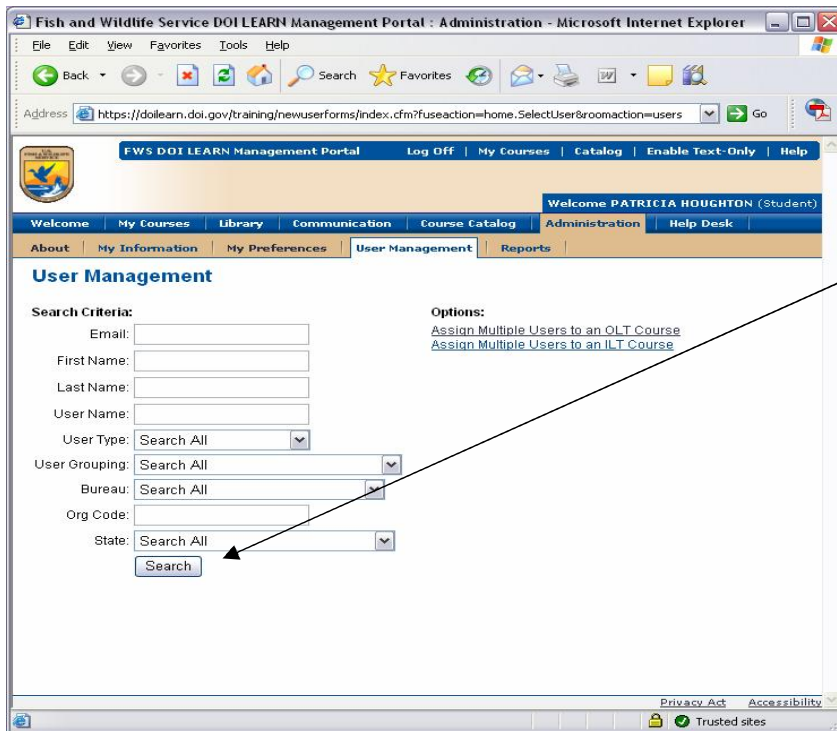
To do this, log in to DOI LEARN at <https://doilearn.doi.gov>.



1. Supervisors should see a link for User Management under the **Administration** tab.

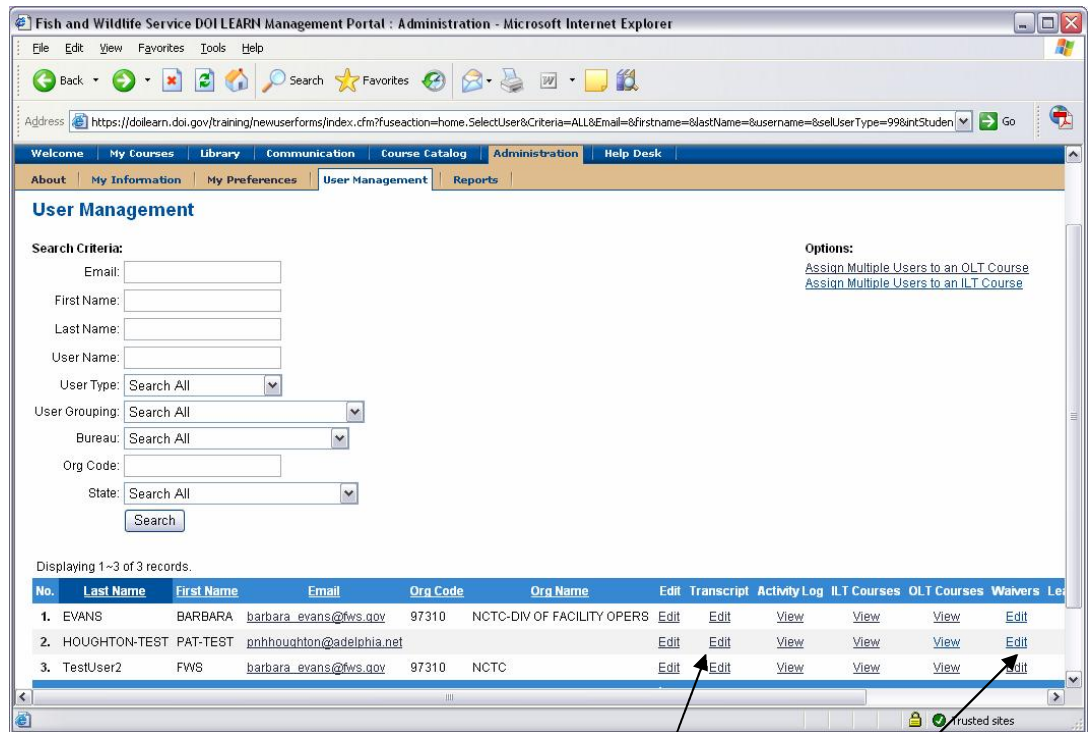
Click on the **User Management** link (Figure 1)

(Figure 1)



2. In the User Management screen simply click **'Search'** (Figure 2). This will provide a list of all employees that have claimed you as a supervisor. (Figure3)

(Figure 2)

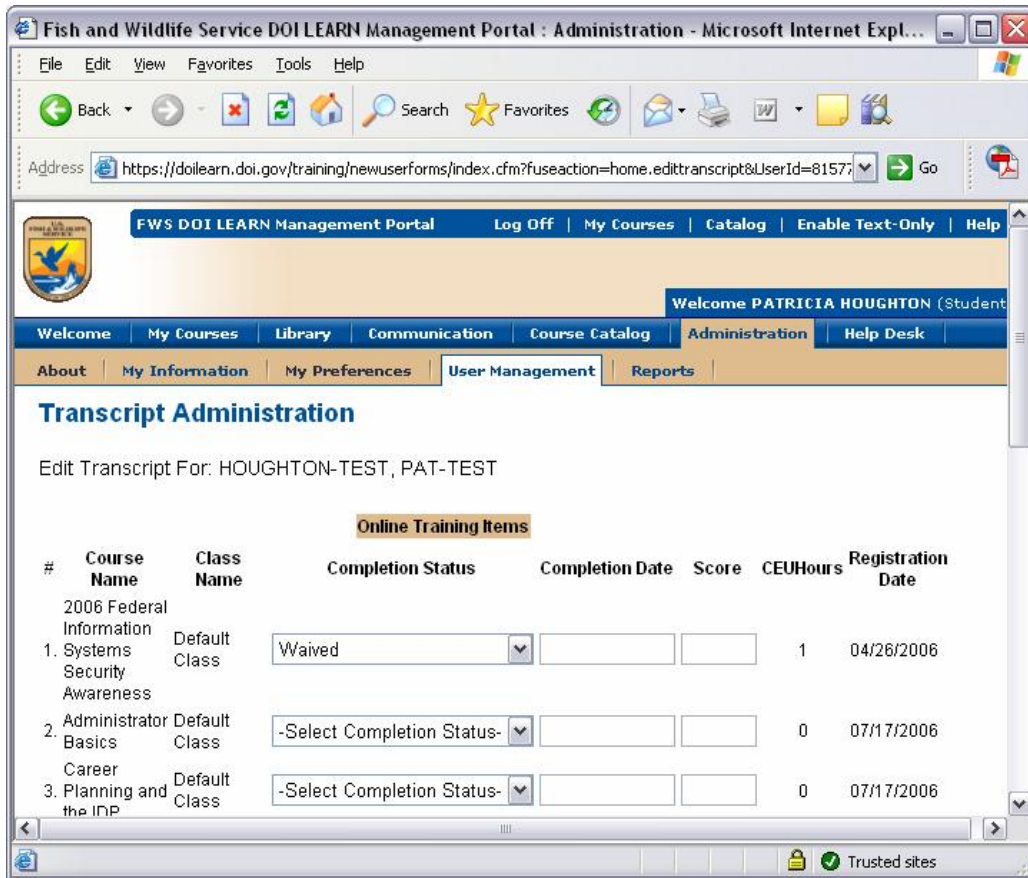


(Figure 3)

3. To mark completion by CD or, to add a transcript record of training taken outside DOI LEARN; click on the 'Update...' beneath the *Transcript* column. (See instructions A & B respectively below)

4. To grant a waiver for mandatory annual training, click on 'Edit' beneath the *Waivers* column header. (See instructions C below)

A. Update a transcript to reflect completion by CD or other means:



(Figure 4)

Once you click the **'Edit'** under the *Transcript* column (Figure 3) a *Transcript Administration* window will appear. (Figure 4A)

1. Select 'Completed' in the *Completion Status* field.
2. Insert *Completion Date*. mm/dd/yyyy.
3. In the *Score* field input one of the following codes based on the completion method:

111 - Completed by CD

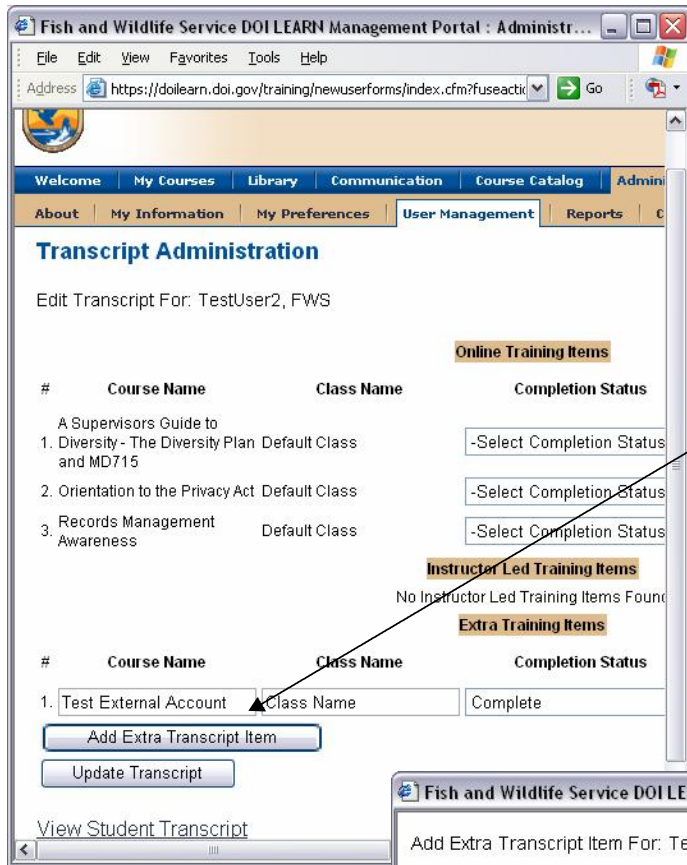
222 - Completed by Paper copy

333 - Completed Classroom training.

444 - Technical Difficulties – completed course but the users' PC wouldn't update the record.

4. **Be sure to click the 'Update Transcript' Button at the bottom of the page before closing!**

B. Add an extra transcript record for training taken outside of DOI LEARN:



Once you click the **'Edit'** under the *Transcript* column (figure 3) a *Transcript Administration* window will appear. (Figure 4A)

1. Scroll to the bottom of the screen and click on *Add Extra Transcript Item*.

This will open an administration window.

2. Fill in the appropriate fields and click **'Submit'** (Figure 4B)

Figure 4A

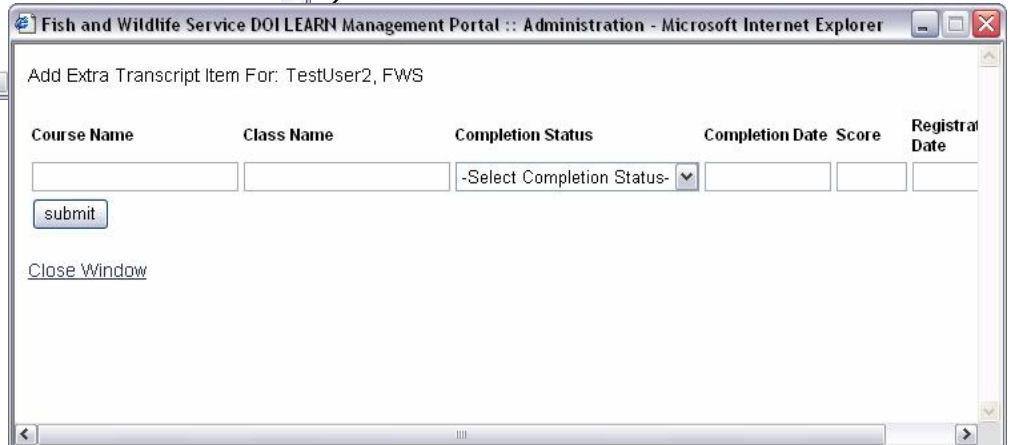


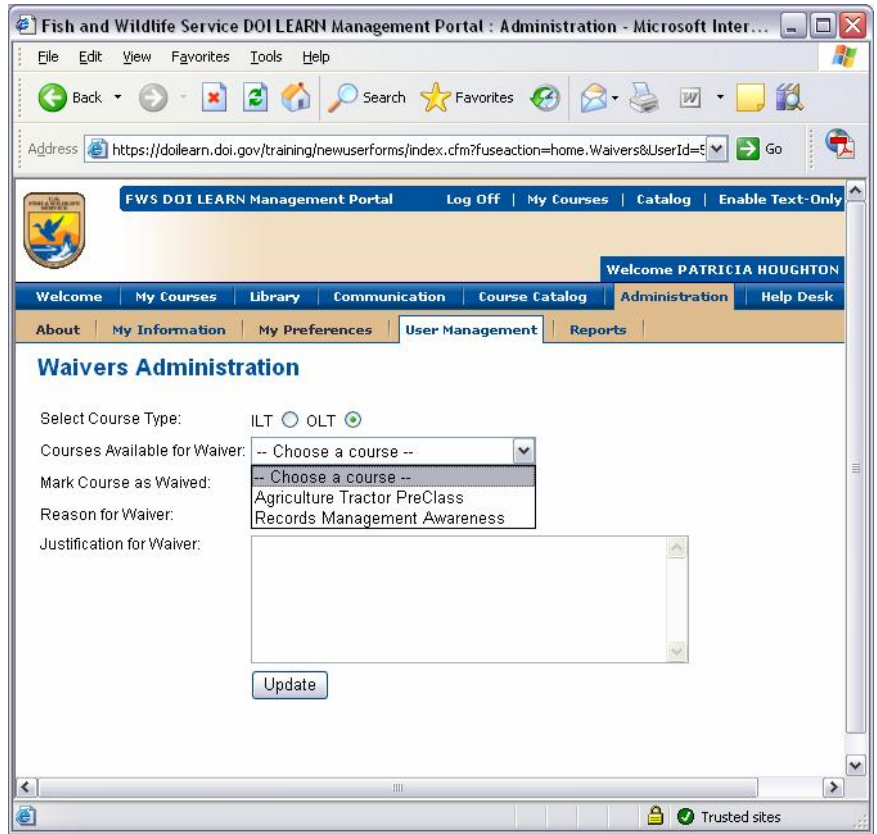
Figure 4B

C. Grant a waiver for a mandatory course:

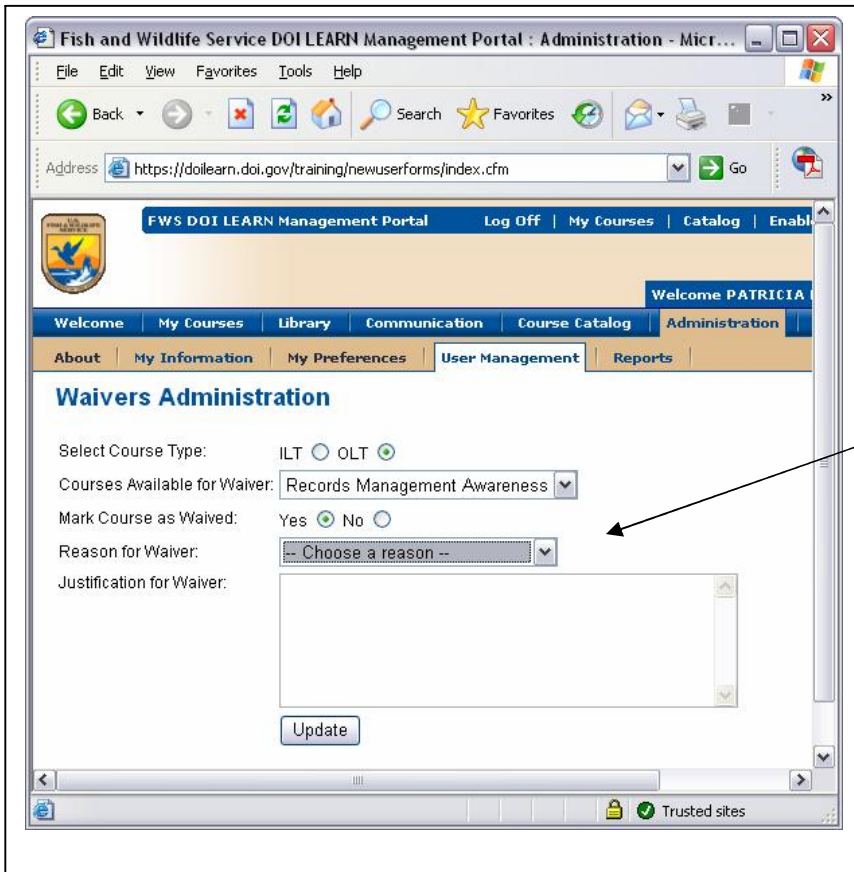
Once you click the **‘Edit’** under the *Waivers* column (Figure 3) a *Waivers Administration* will appear. (Figure 5)

1. In the Waivers Administration screen, leave the radio button selected to OLT. (Online Training)
2. In the field *Courses Available for Waiver*; select the course that needs the waiver.

Note: Only courses that have been assigned to the student and authorized for waivers will appear in this field.



(Figure 5)



3. In the *Mark Course as Waived* field check ‘Yes’. (Figure 6)

4. In the *Reason for Waiver* choose the appropriate reason. Also please add any further justification for the waiver in the text box provided.

5. **Once complete, be sure to click the “Update” button at the bottom of the screen!**

(Figure 6)