

Welcome to DOI LEARN!

Here are some tips on how to obtain your DOI LEARN account and maximize your use of DOI LEARN, a Learning Management System (LMS) designed to keep track of all things training and development related.

In General:

- ❖ You do NOT require a new DOI LEARN account when changing bureaus within DOI if you already have an account.
 - ❖ *Some* mandatory training is automatically assigned to new Employees and Contractors when your account is created.
 - Required training can be found under “My Required Learning” on your DOI LEARN Home Page.
 - If your Supervisor has advised you of required training not found under “My Required Learning,” you may self-register using the DOI LEARN Course Catalog.
 - ❖ Volunteers, including Emeritus, must self-register for training as directed by their Federal Supervisor/coordinator.
 - ❖ For DOI LEARN information, go to: <https://www.doi.gov/doilearn> Also, see USGS’s Human Capital DOI LEARN page at: https://www2.usgs.gov/humancapital/ecd/ecd_trainingdoi.html
 - ❖ NOTE: When requesting a new password from “forgot your password,” it is only valid for 7 days so change it ASAP.
 - ❖ NOTE: Do Not Request an External Account IF you know you will be a Federal Employee within 90 Days.
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NEW FEDERAL EMPLOYEES

- ❖ You are required to complete mandatory and any elective training through DOI LEARN,
- ❖ New *Employee* accounts are created automatically through regularly scheduled FPPS updates bi-monthly.
- ❖ DOI LEARN login information is sent automatically by email after you receive your first paycheck from FPPS/payroll.
 - Always check spam/junk folder if you feel you didn’t receive an email.
 - If you have received at least one federal paycheck and have not received your DOI LEARN login, contact: your Bureau Data Steward (DS). For USGS: oeppoilearn@usgs.gov
- ❖ *Federal Employees* should **NEVER** click the **Request New Account** link found on the DOI LEARN login page.
- ❖ If you recently were hired as a new employee and came from another DOI Bureau (i.e., as an employee, contractor, intern, volunteer, etc.) USGS contact: oeppoilearn@usgs.gov to request reactivation of your existing account. Others contact your DS.
 - Requests should include:
 - Name of Former Bureau
 - Middle initial – if you have one
 - Name of Bureau Supervisor

NEW EXTERNALS; Contractors, Volunteers, Emeritus, Co-Ops and Partners

- ❖ Externals are *not* considered *Employees* in DOI LEARN and these accounts are created & managed different than Fed Employees.
- ❖ New External accounts are NOT AUTOMATICALLY CREATED through FPPS updates.
- ❖ The **Request New Account** link, found on the DOI LEARN login page is used by Externals to establish a first-time ever account. All fields should be completed including Non-starred * **Reason for Account must contain the name of your Bureau Supervisor**.
- ❖ Use the **Request New Account** link, if you:
 - are a former/or retired Federal Employee returning as a contractor, volunteer, Emeritus, etc.
 - are a new External BUT have been affiliated with any other DOI Bureau in the past.
 - have an existing account that you have not accessed in more than 6 months.
- **In the Reason for Account** box you must include:
 - Former affiliation
 - Employment date if known
 - Middle initial – if you have one
 - **Name of Bureau Supervisor**

Detailed information and FAQ’s worth checking out:

http://www2.usgs.gov/humancapital/ecd/ecd_trainingdoi.html

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