HELPFUL INFORMATION YOU NEED TO KNOW ABOUT DOI LEARN

The DOI LEARN link to log in is: https://gm2.geolearning.com/geonext/doi/login.geo

The DOI LEARN web portal with important information is: http://www.doi.gov/doilearn

Logging in with Caution: If you are unsure of your Username and/or Password, please do not attempt to Login until you have contacted the Help Desk for assistance: 1-866-466-1998 or doilearn@geolearning.com

Do you need to know how to use DOI LEARN? Attend one of the training sessions available in January. Or view our power point slides at this link: http://training.usgs.gov/DOILearn/Index.html Each month, there will be training offered the 2nd and 4th Thursdays via webinar.

Catherine Book (BLM) is providing a 2 hr. webinar on using the "Report" feature in DOI LEARN. This training is for Supervisors, Program Managers, Instructors, Roster Managers, etc. It will be held Monday January 20, 2011 at 11am ET. You just need to email Catherine (cbook@blm.gov) and let her know you are interested in attending and she will email you the information to dial in. If you miss the Monday training due to the short notice of this posting, express your interest to Catherine to provide another webinar in January or February please.

Instructor and Roster Manager Role: Attend a 2 hr. webinar to learn about your role, how to create classes and manage rosters. January 13, 2011, at 11am ET. Register for this webinar in DOI LEARN by searching the course catalog for**:** doi learn upgrade

Learner and Supervisor Role: There will be a webinar January 27th - please keep checking the course catalog as the date approaches to sign up for the webinar by searching the catalog on: doi learn upgrade

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All Employees: Any mandatory training such as the IT Security Training (FISSA+) or No Fear (Discrimination and Whistleblowing) will be mass assigned to all employees in 2011 so you do not need to register for them through the catalog at this time. There is also a "Charge Card Approver Authority" training coming to all those who approve credit card charges in USGS. Watch your email for this mandatory training due Feb. 28th.

Waiver Requests for Employees and Supervisors: When an employee submits a waiver for training, the Supervisor must manage (approve) it, otherwise, the waiver does not go through the system so the employee will be emailed on delinquent mandatory training requirements they thought were waived. Please see this link for instructions on "How to Submit a Waiver" which also explains how to manage the waiver: http://training.usgs.gov/DOILearn/Index.html

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Supervisors: When approving your employee's training request, if the class has a cost, you need to fill in the required fields at the bottom of the approval screen like "Special Billing Notes." You can type 'None' to get past the required field, but you must click "Update" if any fields are entered and then click Approve. For help with this, please see the slides at this link: http://training.usgs.gov/DOILearn/Index.html

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If you are a **Supervisor/Manager/AO** or just need to know what Mandatory training is out there at this time to check completion status, please see this link: http://oedntcw1.cr.usgs.gov/DOILearn/MandtrngReports/MandtrngIndex.html

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New Hires, Contractors, and Volunteers, etc.

Federal Employees: Did you come on board at some point between April and July of 2010 and have not received a DOI LEARN Employee Account yet? Please email your Full Name, Email Address, and Supervisor's Name to the USGS DOI LEARN Support Team at: oeddoilearn@usgs.gov . Once your status and information have been confirmed, your Account will be created and you will receive an auto-email from the system with your Login Information.

Contractors and Volunteers (externals): Did you click on "Request a New Account" at some point in the past few months and your Contractor/Volunteer Account has not been created yet? Please email your Full Name, Email Address, and Supervisor's Name to the USGS DOI LEARN Support Team at: oeddoilearn@usgs.gov . Once your status and information have been confirmed, your Account Request will be Approved and you will receive an auto-email from the system with your Login Information.

Overall Update for Employees paid by FPPS coming on board: All Bureaus have been given the access by the Department of Interior to temporarily create Employee Accounts. USGS OED is working with Human Resources to set up a biweekly FPPS Data pull so that all New Hires will be batch uploaded after they get their First Pay Check. Our goal is to get this process set up as soon as possible. An auto-email goes out to the New Hire once the Account has been created. This will save a lot of wondering about "when" an Employee can start using the system for training.
NOTE: Please do not click on "Request a New Account" as a New Hire. This area is for Non-DOI, Contractors, and Volunteers only who need access to the system. Federal employees should not use this link.

Request for Learners and Instructors/Roster Managers

Learners: Please check your Transcript for any Past Classes that still show as "Not Attempted" and then notify the Instructor of that Class that your Progress still needs to be handled in DOI LEARN. NOTE: Even if you did not attend the Class, your Progress still needs to be updated within the system. If you do not know who the Instructor was, please email the USGS DOI LEARN Support

Team at oeddoilearn@usgs.gov with the following information: Course Name, Class Name, Dates, and your Progress (Completed, Dropped, Waived, etc).

Instructors/Roster Managers: Please check all of your Past Class Rosters within DOI LEARN and update the Progress of any Learners that still show as "Not Attempted" and if you run into any issues, please email the USGS DOI LEARN Support Team at oeddoilearn@usgs.gov

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Duplicate Issue: If you are aware of Duplicate Accounts within the system for the same User, please contact the USGS DOI LEARN Support Team at: oeddoilearn@usgs.gov so that they can be handled.

Username Issue: If you still have a Username that includes your Birth Date, or is incorrect in any way and you would like it updated, please contact the USGS DOI LEARN Support Team at: oeddoilearn@usgs.gov so they can fix it for you.

If you have any questions about this posting, please email: oeddoilearn@usgs.gov
If you have any DOI LEARN questions, please email the help desk at: doilearn@geolearning.com or call: 1-866-466-1998