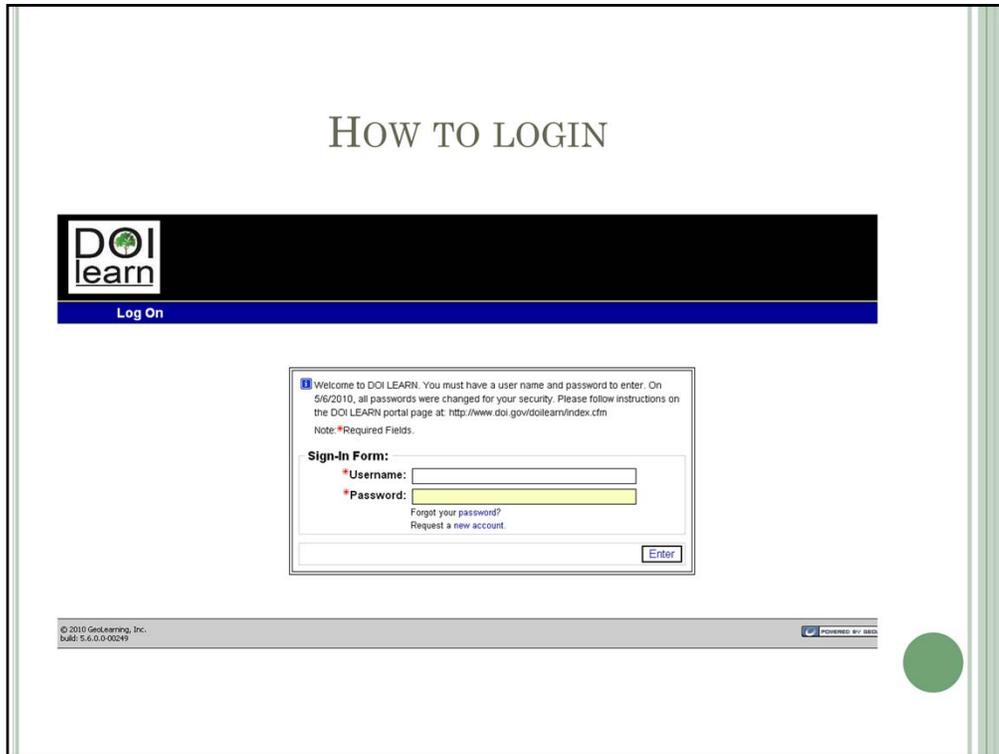




How to approve training.



Login Screen

To login to the new version of DOI Learn for the **first initial time**:

Username: The same username you have used to take training in the old version if you had an account in DOI LEARN

Password: !ChangeIT! The system will prompt you to change your password.

When your OLD password is requested, be sure to use the !ChangeIT! again and not your password from the old system.

Please take note of the password requirements as they have changed, you now must create a 12 digit password. Read the screen.

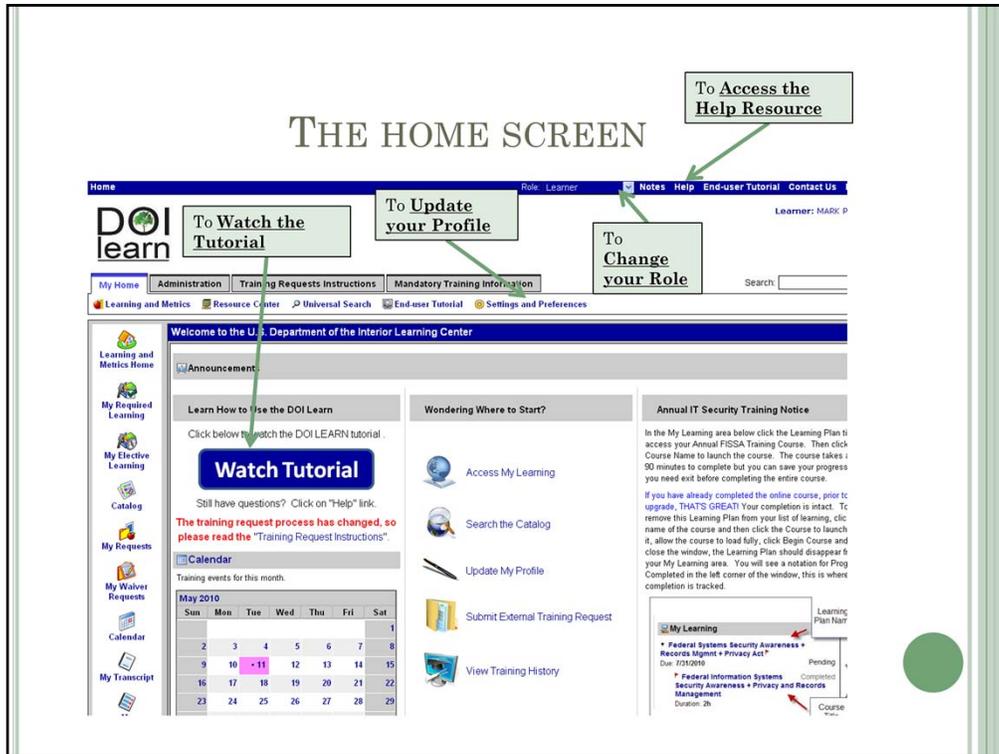
After your initial login, if you forget your password, you can click on "I forgot my Password" and one will be sent to the email in the system.

Only External people with NO previous DOI LEARN account, should click on "Request a new Account."

Once an external person receives an account in DOI LEARN, they can log in the same place as Federal employees.

If you were hired from January 2010 to June 2010, you may have an account in DOI LEARN. Try: the first letter of your first name, the first four letters of your last name, and your full

birthday for the username. (Ex. BSMIT03051955) Try: !ChangeIT! as the password.



Home Screen

Once you have logged in, PLEASE DO THE FOLLOWING:

Update Your Profile:

- click "Update My Profile" in the middle column when on the "My Home" tab.
- update all blank fields, address, phone, etc.. that pertain.
- set the Time Zone *Very Important***
- click Update in the bottom right corner
- click My Supervisors tab
- add or remove assigned supervisors as appropriate

Take a Tutorial:

- click WATCH Tutorial or the End-user Tutorial
- watch the tutorial as often as needed

Check out the online Help Resource:

- click "Help" at the top right of the screen

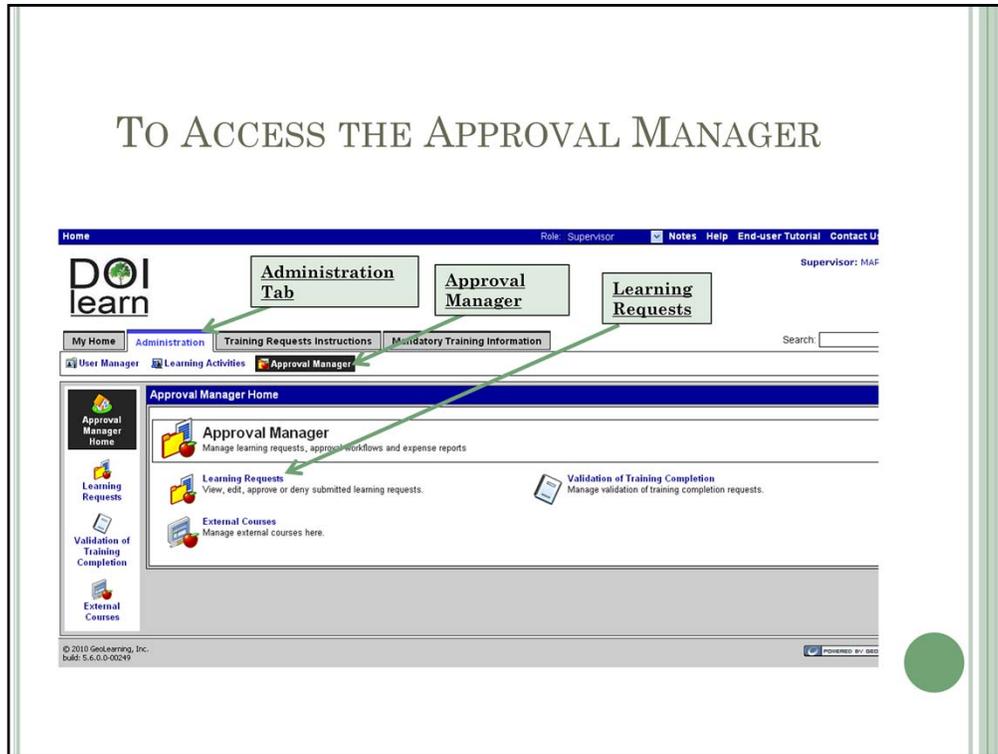
Change your Role:

- If you wish to use your supervisor role you must change your role on the top of the screen to "Supervisor"

NOTE: IF YOU ARE AN ALTERNATE APPROVER, YOU MUST TURN ON YOUR "APPROVES TRAINING" TO YES IN YOUR PROFILE. Then tell your employees to select you. You cannot

select them in this system.

TO ACCESS THE APPROVAL MANAGER



Access Approval Manager

After changing your role, you will have access to more tabs and links.

In order to approve training you have to:

- Click on the **Administration tab**
- Select **Approval Manager**
- Select **Learning Requests**

MANAGE REQUESTS

The screenshot shows the 'MANAGE REQUESTS' web application interface. The main content area is titled 'Manage Learning Requests: View/Edit Learning Requests'. It features a search bar, a 'Go' button, and an 'Advanced Search' button. Below the search bar are several tabs: 'Pending My Approval', 'All Requests', 'Open', 'Needs Agreement', 'Approved', 'Denied', 'Cancellation Requests', and 'Canceled'. The 'All Requests' tab is selected. Below the tabs is a table with the following columns: 'Select', 'Course', 'Request Date', 'Status', 'Levels Required', 'Levels Completed', 'User Name', and 'Email Address'. The table contains five rows of data. Below the table are 'Edit' and 'Print' buttons. The interface also includes a sidebar with navigation options like 'My Home', 'Administration', 'Reporting', 'User Manager', 'Learning Activities', and 'Approval Manager'. Callouts point to the 'All Requests Tab', 'Search Fields', 'Results per page', 'Select requests', and 'Edit button'.

Select	Course	Request Date	Status	Levels Required	Levels Completed	User Name	Email Address
<input type="radio"/>	drag racing	2/16/2010	Approved	1	1	DOI Employee70	mpalcsak@usgs.gov
<input type="radio"/>	drag racing	2/16/2010	Denied	1	1	DOI Employee71	mpalcsak@usgs.gov
<input type="radio"/>	MuShuWrapping	2/16/2010	Cancel	1	0	DOI Employee71	mpalcsak@usgs.gov
<input type="radio"/>	MuShuWrapping	2/16/2010	Approved	1	1	DOI Employee71	mpalcsak@usgs.gov
<input type="radio"/>	MuShuWrapping	2/16/2010	Approved	1	1	DOI Employee72	mpalcsak@usgs.gov

Manage Requests

Once you click on **Learning Requests**:

- It will default to the **“Pending My Approval”** Tab. You may need to change it to **All requests** to see your employees requests.
- Select the request** you wish to approve/deny and click on the **edit button**.
- You can also search for the specific request in the **Search fields**.
- You can change the **results per page** you see, but note that the more results per page to show, the longer the loading time.

APPROVAL SCREEN

Manage Learning Requests: Edit Learning Request

Learning Request For: DOI Employee70

Approve Deny Email Print

Details Approval Validation of Training Completion History

Select a tab to make edits or simply review. If edits are made remember to click the **Update** button to save the changes. Use the tools above to **Approve** or **Deny** this request.

Learning Request Details:

Trainee Name: DOI Employee70
Course Title: Fishing
Request Status: Open
Total Estimated Costs: \$0.00
User Group(s): Office of the Secretary

Add Review Comments: **Add Review Comments**

Trainee Information

* User Name: DOI_emp70
* First Name: DOI
* Last Name: Employee70
* Course Title: Fishing
* Course Code: USGS-OED-FISH

Back Update

Approval Screen

Once you select the requests to edit, the **Learning request details** screen will appear:

-Regardless of your decision it is recommended that you fill in the **Review Comments**; these will appear in an email sent to the employee.

-After filling in the review comments section, scroll down for more information and fields to fill in.

APPROVAL SCREEN CONT.

Description: PLEASE NOTE THAT THIS COURSE IS NOT AN ACTUAL COURSE. IT IS A DEVICE TO TRACK AND RENDER PAYMENT FOR A LICENSE TO THE SKILL SOFT LIBRARY. IT IS BEING USED TO PROVIDE ACCESS TO SKILL SOFT COURSES IDENTIFIED AS MEETING EEO REQUIREMENTS FOR FWS MANAGERS AND SUPERVISORS. (This device appears in DOI Learn as a prerequisite course.)

You can register for this course in DOI Learn and pay for it under the credit card option. Once this prerequisite course is approved by the supervisor via the DOI Learn approval queue, paid for by the supervisor or an administrative person, and processed by DOIU, no further approvals will be needed for the student to take the 16 SkillSoft courses currently available through DOI Learn.

Objectives:
To train users in the business and professional development field.

Target Audience:
FWS MANAGERS AND SUPERVISORS. PLEASE SEE NOTE IN COURSE DESCRIPTION. THIS COURSE IS THE PREREQUISITE FOR SKILLSOFT COURSES IDENTIFIED AS MEETING EEO REQUIREMENTS FOR FWS MANAGERS AND SUPERVISORS.

Approximate Duration: 0
Cost to Learner: 0
Internal Tuition:
Additional Course Tuition Information:
Is this course on your IDP?: Yes
Expected Year of Attendance: 2010
Expected Month of Attendance: 07 Jul
* Method of Payment: (None)

* Special Billing Notes (NOT for Credit Card INFO):

Approval Screen Continued

Even if there is NO cost, choose the Drop down next to Method of Payment and choose “No Payment Required”

-If there is a cost, choose a payment method – preferred Credit Card be used **then call the phone number located under the “My Employees” tab on the main screen to pay over the phone.**

-Type “NONE” in the Special Billing Notes or anything you need to tell the financial folks. This is a required field.

-Click “**Update**” in lower right corner

-The Screen refreshes with “Update Successful.”

-**Lastly, click “Approve” at the top right of the screen.**

IF THE SCREEN ERRORS IN RED, READ THE ERROR, MAKE THE PROPER CHANGES and this time click “Update” before “Approve”

-After filling in the review comments section, scroll down for more information and fields

to fill in.

APPROVAL SCREEN

Manage Learning Requests: Edit Learning Request

Learning Request For: DOI Employee70

Approve Deny Email Print

Details Approval Validation of Training Completion History

Select a tab to make edits or simply review. If edits are made remember to click the **Update** button to save the changes. Use the tools above to **Approve** or **Deny** this request.

Learning Request Details:

- Trainee Name: DOI Employee70
- Course Title: Fishing
- Request Status: Open
- Total Estimated Costs: \$0.00
- User Group(s): Office of the Secretary

Add Review Comments:

Trainee Information

- * User Name: DOI_emp70
- * First Name: DOI
- * Last Name: Employee70
- * Course Title: Fishing
- * Course Code: USGS-OED-FISH

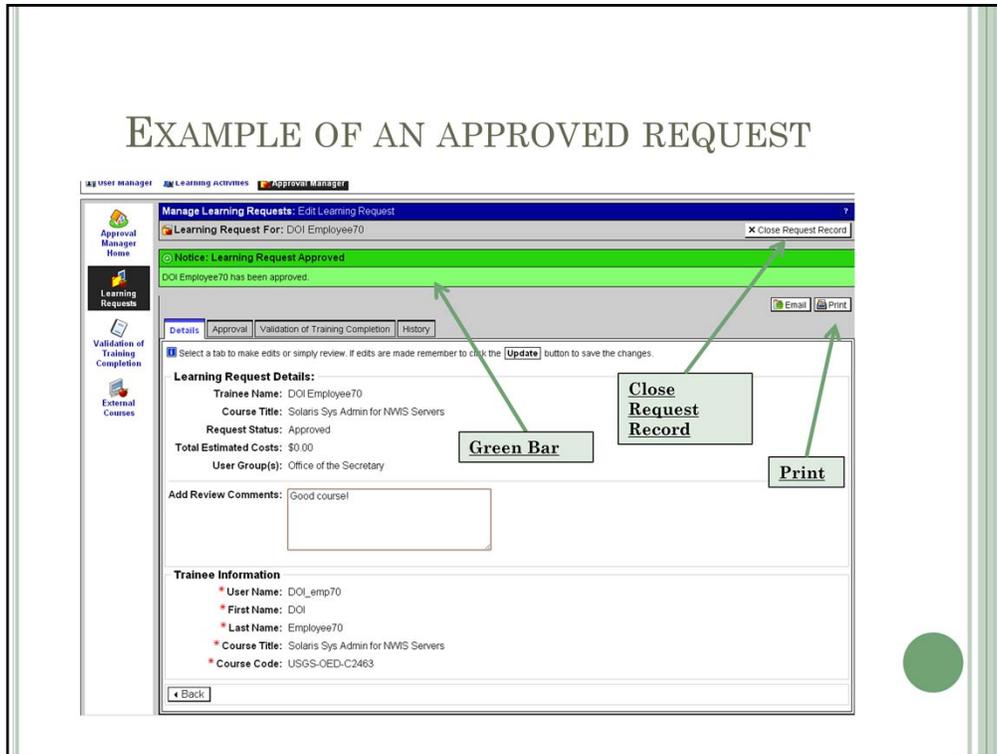
Back Update

Approval Screen

Lastly Click Approve

-You will see a Green Bar saying it was successfully approved.

EXAMPLE OF AN APPROVED REQUEST



Approved Request Example

-A **green bar** will appear at the top; if the bar is red your submission did not go through. You must read the notice and fix the errors to continue.

-You can **print** this confirmation for your records if you wish.

- After you are finished with the request, you must click on “**Close Request Record**” and you are finished with the Approval Manager.

Payment Information for Courses after Supervisor Approval

My Home
My Employees
Administration
DOI Reports
Reporting
Training Requests Instructions
Mandatory Training Information

Search:

My Employees

Manage My Employees Links

Click here go to the reporting screen to run a report to determine who is assigned to you

My Employees

Approval Queue & Payment Information

Manage Approval of Training Requests:
Click here to enter the [Approval Queue](#)

Manage Payment for Training Events Approved:
Please read the following instructions for paying for training.

IF TUITION IS REQUIRED AND BILLING INFORMATION IS NOT PROVIDED IN 3 BUSINESS DAYS, PENDING REQUEST WILL BE DENIED.

You must note the name of Responsible Bureau or office for learning events in DOI Learn.

For Bureau and Offices Learning Events:
Call the Responsible Bureau for the course to provide billing information. Dial 888-390-4447 to reach the DOI Learn Data Steward Help Desk line. Choose Menu Option 1 for Billing and then listen for the appropriate menu item to reach the Responsible Bureau.

For DOI University courses only:
DOI University accepts the following forms of payment for fee-based training:

Government Purchase Card - to pay please go to the DOI University payment site at <http://www.dou.nbc.gov/cc>

Frequently Asked Questions (for Supervisors)

Can I turn the system generated emails off? Unfortunately, NO, you cannot turn off the system generated emails. You could however, create a rule within your email client to send all of the emails to a specific folder that you could check each day. The automated emails come from the sender: Learning System Administrator.

Why is it important that my employees complete this new step of Certifying Training Completion? OPM's Enterprise Human Resources Integration system (eOPF) relies on accurate report of training costs from each agency. It's also important because your employee's training records are valuable to their career development and should be correct in their eOPF.

Payment Information

-Click the "My Employees" tab to see the payment information.

Note: the class name or course code shows the abbreviation of the bureau sponsoring training so you know who to call to provide payment.