

# SUPERVISOR - HOW TO CREATE AND COMPLETE A SF-182 ON BEHALF OF YOUR EMPLOYEES



U.S. Department of the Interior  
Learning Portal

**Slide#1:** Slides for the Supervisor – Your role with the SF-182 including creating a SF-182 on behalf of your employees, approving, marking it complete, and printing if necessary.

Use these slides for approving and marking complete if your employee created the SF-182 too. See Slides 10 and on.

# DOI Learn



U.S. Department of the Interior  
Learning Portal

## Login

 For help: email: [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com). DOI EMPLOYEES: DO NOT USE "Request New Account" link below to obtain access. More Info at: <http://www.doi.gov/doilearn/>

Note: \* Required Fields.

Login Form:

\* Username:

\* Password:

[Forgot your password?](#)

[Request a new account.](#)

Enter

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company

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build: 5.201608-00121

**Slide#2: Log into DOI LEARN:** <https://gm2.geolearning.com/geonext/doi/login.geo>

Enter your Username and Password here. If you need a new Password, click on "Forgot your Password?"

You can also contact the DOI LEARN helpdesk at 1-866-466-1998 or email:

[doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com) if your account is locked.

If you do not have an account, go to this link for information:

<https://www2.usgs.gov/humancapital/documents/DOILEARNAccounts.pdf> or to request a new account.

**NOTE:** if you need to Print a SF-182 that has already been Created and Approved, go to Slide #20. Otherwise, continue to Slide #3.

Home Role: Supervisor

# DOI Learn

My Home | My Employees | Administration | EEO & Diversity Courses | Reporting | Supervisory Training

Security Questions | Settings and Preferences | Dashboard

### My Home

**Announcements**

\*\*Federal employees, spouses and dependents are now eligible for a 5% tuition reduction on programs and courses offered online at Penn State World Campus, the online campus of Penn State. For more information about online programs please visit the Penn State World Campus website.

\*\*Did you recently purchase a Windows 10 computer? We have Windows 10 courses to help! Enroll in this bundle of courses - if you don't want to take them all, you can simply drop the ones you don't need.

**Wondering Where to Start?**

Search the Catalog Register for a Course	Update My Profile Update My Timezone	Update My Supervisor	Update/Change My Password	View My Transcript
Access My Elective Training	Access My Required Training	Print Completion Certificates: Required Training	Print Completion Certificates: Elective Training	View My Training Requests
Validate Training Completions <i>DOI Employees Only</i>	<b>Submit External Training Request SF-182 Training Form</b>	Find Online Resources, Course Materials & Other Documents	What Mandatory Training Do I Have to Take?	Job Aids, Desk References and How-To's

**Slide#3:** Once logged in: Make sure your Role says: Supervisor at the top right corner of the screen.

Click on “**Submit External Training Request SF-182 Training Form**” from the MY Home tab.

**NOTE:** It is recommended SF-182s NOT be created in DOI LEARN until **AFTER** the training has been completed.

Also, **NEVER** create a SF-182 for training that is IN DOI LEARN.

**Training Requests Submitted By Supervisors**

**Training Request Links for Supervisors**

Use the two links below to submit training on behalf of your employees. There are two types of training requests:

- (External) For training NOT listed in the DOI Learn catalog, [click here to submit a SF-182](#) (TIP: Print a blank SF-182 from the OPM website for references PRIOR TO COMPLETING TRAINING REQUEST.)
- (Internal) For training that IS listed in the DOI Learn catalog, [click here to go to the catalog](#). (TIP: You must be in the Supervisor role. Check "role" field at the top of the screen)

**External Training Request Instructions**

**External Training:** Training that is submitted on the SF-182 form AND IS NOT listed in the DOI Learn catalog. You must complete the entire form in DOI Learn and submit it for approval. Once the training is attended and marked Complete by your supervisor, you must Validate Training Completion to finalize the process.

**External Training Requests - Submitting:**

- All External Training Requests require Approval. Use the home page link entitled, Submit External Training Request Form. This provides you access to an automated SF-182.
- Complete the entire form and submit for approval as per your office or bureau instruction.
- If you would like, print the form for your records.
- Follow payment procedures for the external vendor and your office.
- You will get an e-mail that your training request has been approved. If it has not been approved, you must talk with your training approver.

**External Training Requests - Completing:**

- Once you attend the training, your Supervisor must mark the training as Complete, using the Gradebook.
- You must then go into DOI Learn and Validate and Certify your Training Completion.
- This provides a way for you to input your actual training costs
- Use the home page link entitled, Validate & Certify My Training Completions.
- NOTE: Unless you have authority from your bureau or office to submit a request on the behalf of others, do not submit a request on behalf of others.
- Any questions about training policy should be directed to your human resources offices.

**External Training Request - Cancelling:**

- You can only cancel an external training request if it has not been approved.
- Once an external request has been approved, you cannot cancel or edit this request in the system.

**Tips for Success With External Training Requests:**

- Make sure you discuss with your supervisor the training event prior to submitting the request and follow-up after submission to ensure approval is obtained. It is your responsibility to communicate with your supervisor prior to completing an external training request.
- Become familiar with the government-wide SF-182 form and gather all the information you need to complete the automated SF-182. The form and data elements are required by Office of Personnel Management. You can view a blank form at: [http://www.opm.gov/forms/pdf\\_fill/SF182.pdf](http://www.opm.gov/forms/pdf_fill/SF182.pdf)
- Seek assistance from your bureau or office training lead.
- Follow-up on training request.

**Internal Training Request Instructions**

**Internal Training:** Training that is sponsored by a DOI office or bureau AND IS listed in the DOI Learn catalog. This training may or may not require Supervisory approval to Enroll.

**Instructor-Led courses:**

**Slide#4:** Click on “**Click Here to Submit a SF-182**”

**Best Practice:**

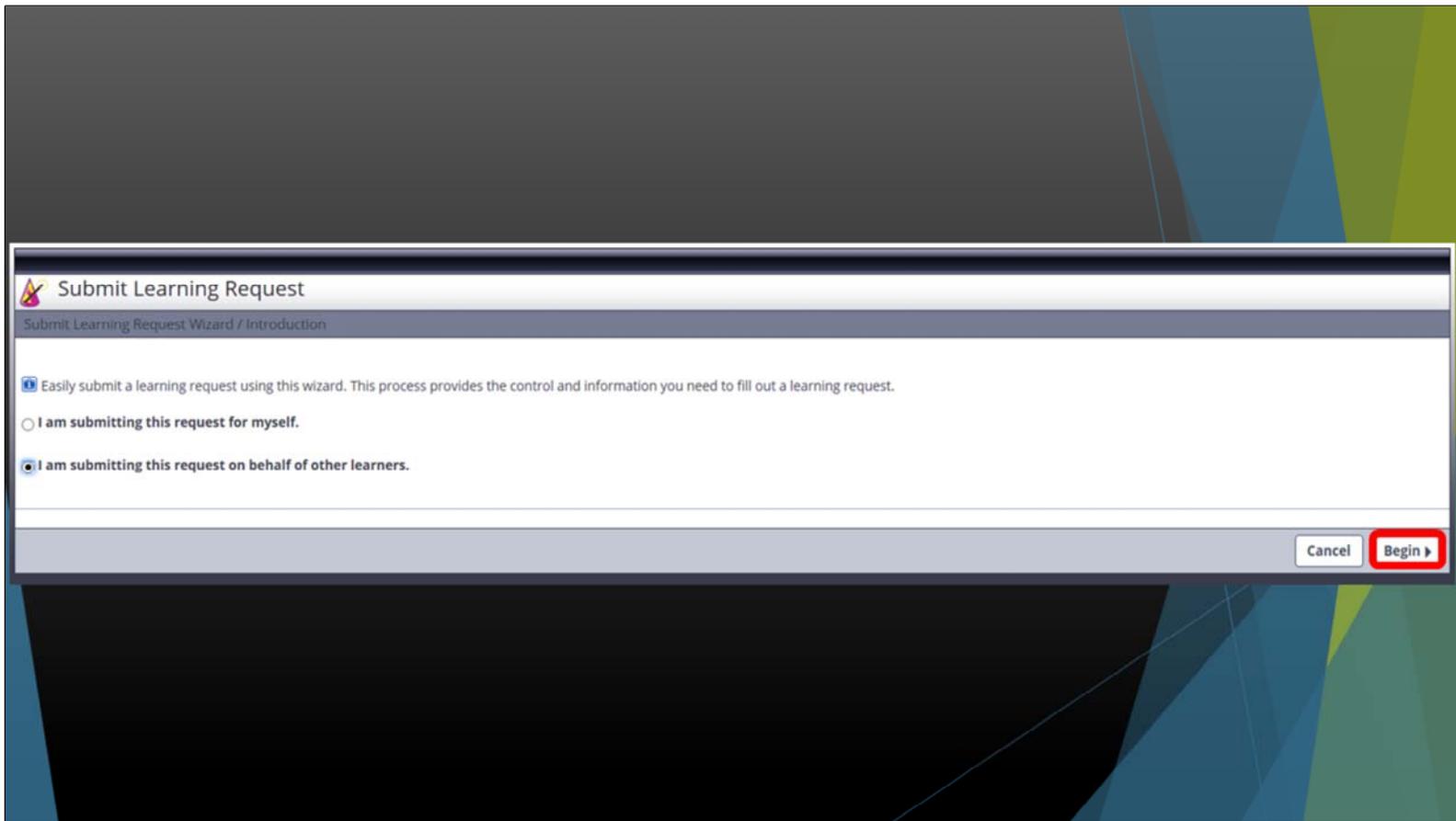
\*\*\*If you must use the SF-182 to pay for training, please go to OPM's web site:

[https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf) and fill out the form to fax to the vendor for payment. Then after the training, create the SF-182 in DOI LEARN for a document of record.\*\*\*

For commercial off-the-shelf training that costs between \$3500.01 and \$150,000.00, you will need to complete a SF-182 outside of DOI LEARN in order to get Training Officer Approval and for payment.

Please visit the Training Policy Website:

<https://www2.usgs.gov/humancapital/ecd/trainingpolicies.html> website for instructions.



**Slide#5:** A *Wizard* tool will guide you through the steps by asking a series of questions or presenting options.

Select the radio button next to **“I am submitting this request on behalf of other learners.”**  
(Note: You can also go here to submit a SF-182 for your yourself by selecting the first option above)

Click on **“Begin.”**

**Submit Learning Request**  
Submit Learning Request Wizard / Assign User

1 2 3 4 5

User Table Users By Group

Select users to assign a Learning Request for.

Search

Displaying 1-10 of 71 records. 10 25 50 100 200

Bucket

<input type="checkbox"/>	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input type="checkbox"/>	ah	Doe	John	noreply@sumtotalsystems.com	Active		FPPS Supervisors, Geological Survey
<input type="checkbox"/>	ak	Doe	John	noreply@sumtotalsystems.com	Active		FPPS Supervisors, Geological Survey
<input type="checkbox"/>	am	Doe	John	noreply@sumtotalsystems.com	Active		FPPS Supervisors, Geological Survey
<input type="checkbox"/>	ap	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="checkbox"/>	aw	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="checkbox"/>	ba	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="checkbox"/>	bv	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey

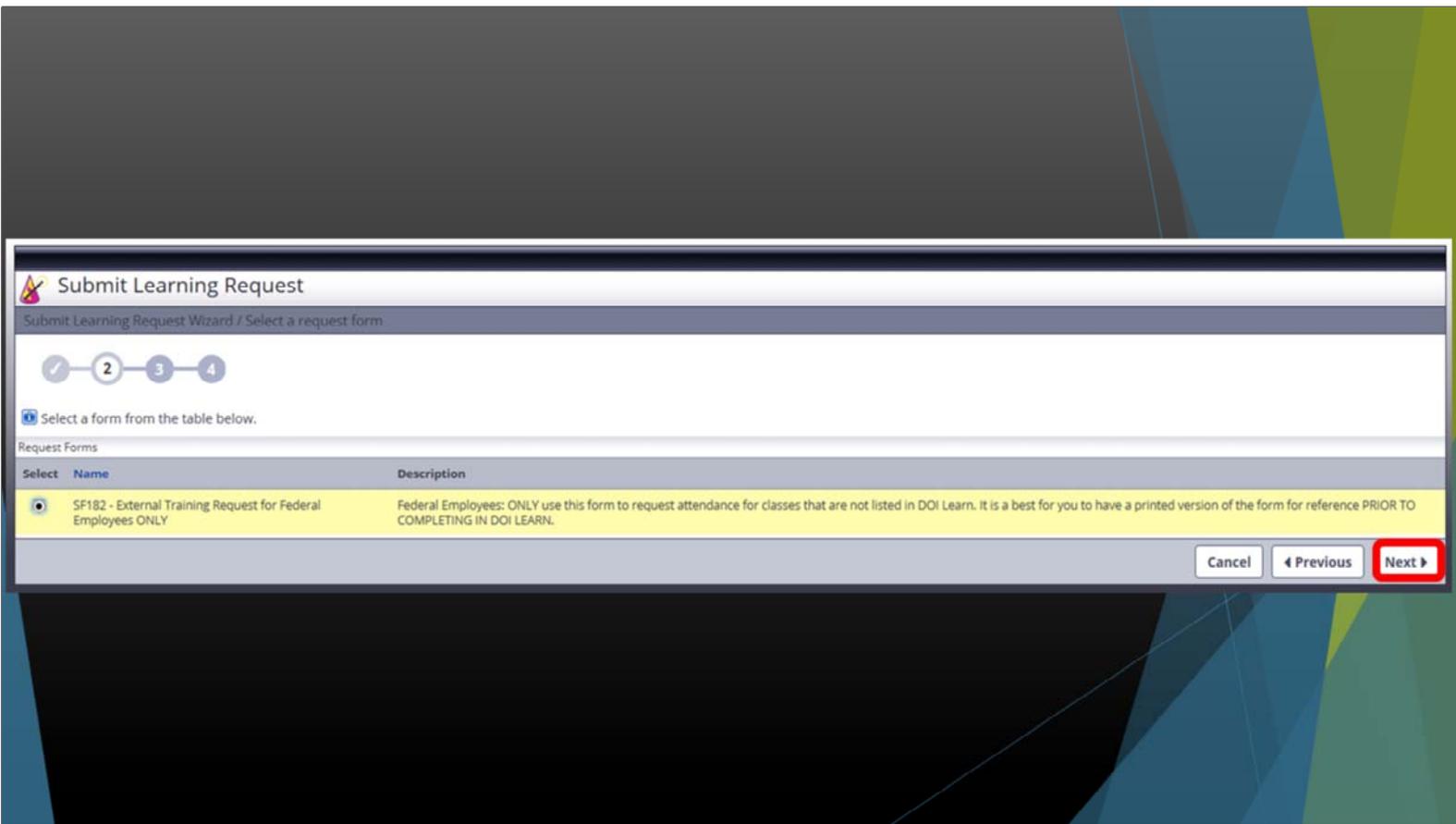
1 2 3 4 5 6 7 8 > >>

Cancel

**Slide#6:** Search and Select the radio button next to the employee's name you wish to submit a request for. You can use the **“Advanced Search”** button too.

Click on **“Next.”**

**REMINDER:** If you do not see the Employee's name you are looking for, it may be because they need to assign you as their Supervisor In their own DOI LEARN Profile.



**Slide#7:** Select the radio button next to the “SF182 – External Training Requests for Federal Employees ONLY.”

Click “Next.”

Submit Learning Request

Submit Learning Request Wizard / Request Fields

Please confirm the field information below. Select **Next** to continue.  
If there is no information to confirm, click **Next**.

Request Fields:

User Name jbraden  
 First Name John  
 Last Name Doe

\* Course Title  Enter Course title and add your name at the end (i.e. Security Overseas Seminar-John Doe)

\* Course Code  14922020160919190529

\* Training Objectives

\* Training Start Date  #  
Enter date in format M/d/yyyy

\* Training End Date  #  
Enter date in format M/d/yyyy

\* Training Duty Hours  0

\* Training Non-Duty Hours  0

\* Training Source Type Code  (None)

\* Training Category  (None)

\* Training Purpose Type  (None)

\* Training Type Code  (None)

\* Training Sub-Type Code  (None)

\* Training Delivery Type Code  (None)

\* Training Designation Type Code  (None)

\* CEU

Cancel Previous **Next**

**Slide#8:** Fill out the form. **Every** field with a **Red Asterisk** is required.

For definitions of each field, go to the OPM web site:

[http://www.opm.gov/forms/pdf\\_fill/sf182.pdf](http://www.opm.gov/forms/pdf_fill/sf182.pdf) or talk to your Administrative Officer.

**Course Title:** Add your name at the end of the title you enter (i.e. Security Overseas Seminar-John Doe).

**Course Code:** Add the Date you completed the training to the end of the pre-populated numbers: (i.e. 14922020160919190529-093016).

**Hours:** Hours must be in whole numbers.

**Training Credit Type Code:** Choose N/A if you are unsure.

**Direct Cost:** Do not use dollar signs or decimal points, round to the nearest dollar.

**8 digit code:** Use the code assigned to your Bureau. Seed your AO.

**Method of Payment:** Choose “**No Payment Required**” as this will not be paid through DOI LEARN.

Click “**NEXT.**”

**Note:** If you missed a mandatory field, you will get an error message at the top of the form. Fix all errors before continuing.

**Submit Learning Request**  
Submit Learning Request Wizard / Confirm Information Entered

1 2 3 4 5

Please review the information you provided below. To make changes, click **Previous** to go back to the appropriate step. Click **Save** to submit for approval.

Field Information

APPLICANT'S NAME: John I Doe Details

Course Title: Security Overseas Seminar (MQ 911)\_John Doe  
Course Code: DOE\_TRAVEL 101\_082216  
Training Objectives: Required by Agency for research duty longer than 30 days  
Training Start Date: 08/22/2016  
Training End Date: 08/23/2016  
Training Duty Hours: 16  
Training Non-Duty Hours: 0  
Training Source Type Code: 01 - Government Internal  
Training Category: Administrative and Support Tools  
Training Purpose Type: 03 - Improve/Maintain Present Performance  
Training Type Code: 01 - Training Program Area  
Training Sub-Type Code: 03 - Scientific  
Training Delivery Type Code: 01 - Traditional Classroom (no technology)  
Training Designation Type Code: 01 - Undergraduate Credit  
CEU: 0  
Training Credit Type Code: 01 - Semester Hours  
Training Accreditation Indicator: No  
Continued Service Agreement (if required by course):  
Continued Service Agreement Expiration Date:  
Vendor\_Name: Department of State  
Vendor\_Email: FSIRwregistrar@state.gov

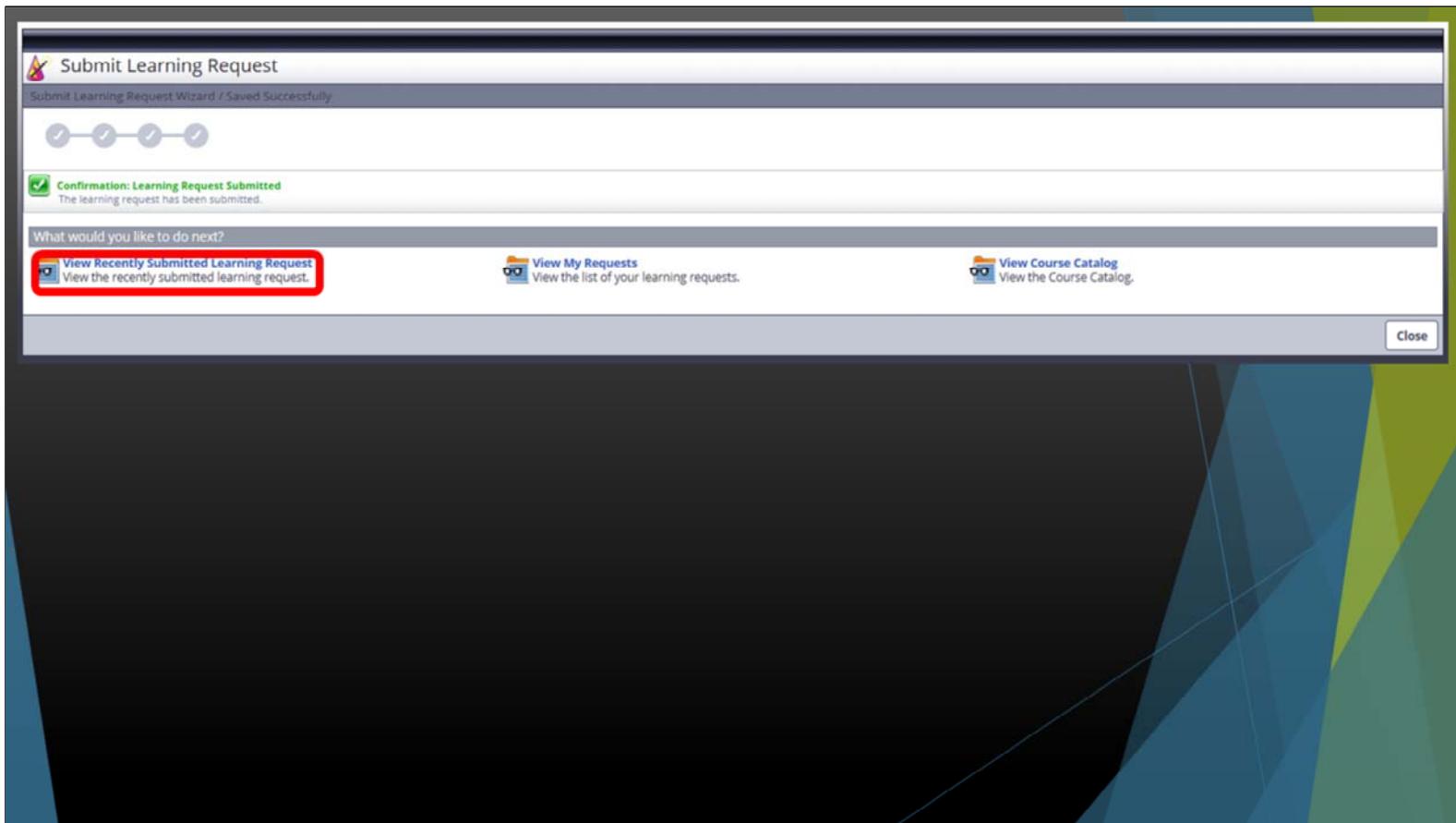
Cancel **Previous** **Save**

**Slide#9:** Review the information provided.

To make changes, click on “**Previous.**”

Otherwise, click on “**Save**” to submit for approval.

**NOTE:** Once saved, you cannot change it.



**Slide#10:** At the top of the screen, there will be a **GREEN** check mark stating the request has been submitted for Supervisor approval. If you filled this out for your employee, you will receive the email notification, provided they chose you as their Supervisor in their profile.

Click **“View Recently Submitted Learning Request”** to approve the request now.

**Manage Learning Request: Details**  
Learning Request For: John Doe Close Record

[Approve](#) [Approve and Complete](#) [Deny](#) [Email](#) [Print](#)

**Details** | Approval | Validation of Training Completion

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** John Doe  
**Request Form Name** SF182 - External Training Request for Federal Employees ONLY  
**Course Title** Security Overseas Seminar  
**Request Status** Open  
**Total Estimated Costs** \$385.00  
**User Group(s)**

Add Review Comments:

Trainee Information

**Agency Sub-Element Code**

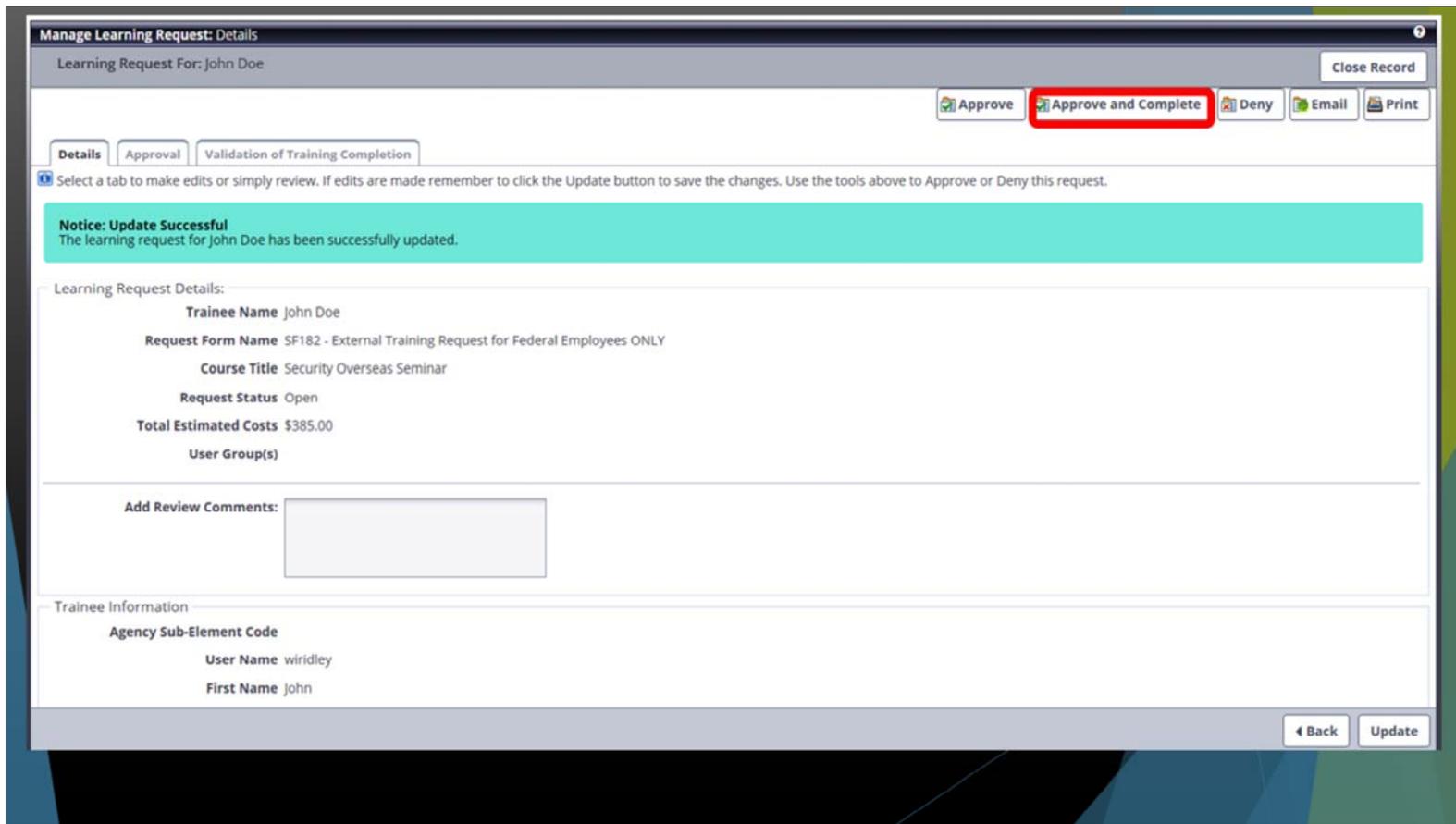
**User Name** wi  
**First Name** John  
**Initial** I  
**Last Name** Doe  
**Email Address** noreply@sumtotalsystems.com  
**Street Address 1** 4600 Westown Pkwy  
**Street Address 2**  
**City** West Des Moines  
**State/Province** Iowa  
**Postal Code** 50003

[Back](#) [Update](#)

**Slide#11:** It is recommended you fill in the “**Add Review Comments**” area as these will appear in the Approved or Denied email the employee receives from the system. Example: Approved by John Smith on 09/20/2016 or Denied due to lack of funding by John Smith on 09/20/2016.

After filling in the review comments section, review for any corrections.

Click “**Update.**”



**Slide#12:** The screen refreshes with Update Successful on a **green** banner.

If the training has already been COMPLETED, click on “**Approve and Complete.**”

If the training has not yet been completed, you can just “**Approve**” or “**Deny**” the creation of the SF-182. Then once the training is complete, update the Employee’s Gradebook. Go to slide #15 to complete this task.

**Note:** If the screen errors, read the error, make the proper changes and click “Update” before other actions.

**Manage Learning Request: Edit Completion Date**

Learner name: John Doe Close Record

Please enter the value for the Completion Date and Time. This value also appears as the Registration Date and Time. Click **Save...** to complete this approval.

\* Required Field.

Mark Complete:

Course Name: Security Overseas Seminar (MQ 911)

\* Completion Date and Time: 8/23/2016 4:30 PM 📅 ⌚

Enter date and time in format #/d/yyyy h:mm tt.

Cancel Save

**Slide#13:** Enter the **Time and Date** the training was completed in the format provided. A best guess estimate is OK for the time.

Click **“Save.”**

**Manage Learning Request: Details**

Learning Request For: John Doe

[Close Record](#) [Email](#) [Print](#)

**Notice: Learning Request Approved And Completed**  
John Doe is approved and Security Overseas Seminar (MQ 911) is completed.

**Details** | **Approval** | **Validation of Training Completion**

Select a tab to make edits or simply review. If edits are made remember to click the Update button to save the changes.

Learning Request Details:

**Trainee Name** John Doe  
**Request Form Name** SF182 - External Training Request for Federal Employees ONLY  
**Course Title** Security Overseas Seminar (MQ 911)  
**Request Status** Approved  
**Total Estimated Costs** \$385.00  
**User Group(s)**

Review Comments:

Trainee Information

**Agency Sub-Element Code**  
**User Name** wi  
**First Name** John  
**Initial** I  
**Last Name** Doe

[Back](#)

**Slide#14:** The screen refreshes with a **green** banner. If an error occurs, your submission did not go through. You must read the notice and fix the errors to continue by clicking **“Back.”**

If you clicked on **“Approve and Complete”** you have finished with the request, click **“Close Record.”**

If you clicked on **“Approved”**, continue on to Slide #15.

Home Role: Supervisor Notes Help Contact Us Log Off  
Logged in as:

DOI Learn

My Home **My Employees** Administration EEO & Diversity Courses Reporting Supervisory Training

Search

My Employees

Tasks to Manage Training for My Employees

- Approve Training Requests
- Mark Training Complete in the Gradebook**
- View a List of Assigned Employees
- View My Employees Training Validations
- Submit Training Requests for My Employees
- Run Custom-made Reports about My Employees
- Run Standard Reports about My Employees
- Find Online Resources, Course Materials & Other Documents
- What Mandatory Training Do I Have to Take?
- Job Aids, Desk References and How-Tos

Payment Information

**To provide payment:** Be sure you know the name of the Responsible Bureau or office for the desired learning events prior to calling.

- PLEASE PROVIDE TUITION PAYMENT INFORMATION WITHIN 3 BUSINESS DAYS.
- 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.

**General Tuition Information:**

- Actual Tuition fees may vary slightly from what is displayed in the request due to price fluctuations.
- Training Requests can be printed from the approval queue; and serves only as printed documentation of the submitted request and not a receipt.
- Once employees have attended training, the last step in the training process is to validate that they have actually completed the course and provide actual costs for that training. Visit: Validation of Training Completion.

Frequently Asked Questions (for Supervisors)

**NEW!** How do I print certificates of completion on behalf of my employees? From the 'My Employees' tab, click on 'View a list of my assigned employees'. Select an employee by clicking on the radio button next to their username and clicking on the 'Edit' button or by clicking on their hyperlinked username. Then click on the 'Learning Transcript' tab. Click on the radio button next to a course and click on the 'Print Certificate' button. Adobe Acrobat Reader will launch and you can print or save the certificate.

How do I assign an employee to my profile? Unfortunately, you cannot claim employees; they must claim you from their profile. They must login to the system and click the Update My Supervisor icon on the My Home tab.

If I don't receive an email about a pending training request, can I still approve the request? Yes, as long as the employee's profile has you listed as a supervisor you can approve their training request. You do not need to receive the email. Click on the My Employees tab and then click the Approve Training Requests icon.

**Slide#15:** Once the training has been completed, your final step is to mark the class as Complete in the DOI LEARN Gradebook. This step is only performed IF you did NOT approve and complete earlier (see Slide 11-14).

Log into DOI LEARN, Be sure you are using your Supervisor role.

Click on “**My Employee’s**” tab.

Then select “**Mark Training Complete in the Gradebook.**”

GradeBook: By Learner Name

Search

OLT Courses UDT Courses **By Learner Name**

Displaying 1-10 of 71 records. 10 25 50 100 200

Select	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input type="radio"/>	dkm	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="radio"/>	cra	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="radio"/>	hlo	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="radio"/>	rda	Doe	John	noreply@sumtotalsystems.com	Active	CSIRT-M	FPPS Supervisors, Geological Survey, IT Specialists, RBST, RBST 3 - IT Security Persnl
<input type="radio"/>	ext	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey, Volunteers
<input type="radio"/>	csa	Doe	John	noreply@sumtotalsystems.com	Active		FPPS Supervisors, Geological Survey
<input type="radio"/>	ldm	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="radio"/>	rdr	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="radio"/>	mno	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="radio"/>	dfe	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey

1 2 3 4 5 6 7 8 > >>

**Slide#16:** Search and Select the radio button next to the employee's name you wish to submit a request for. You can use the Advanced Search button if needed too.

Click on **“Edit.”**

**Gradebook: By Learner Name**  
Selected User: wi (John Doe) Close Record

Search

**Courses**

*This page shows all of the courses assigned to the selected learner. To update grade or completion status for a course, select the desired course and take the appropriate action.*

Displaying 1-17 of 17 records. [10](#) [25](#) [50](#) [100](#) [200](#)

<input type="checkbox"/>	Course Name <small>▲</small>	Course Type	Assignment Options	Class Details	Progress	Registration Status	Completion Date/Time	Grade	Certificate Available
<input type="checkbox"/>	2016 Federal Information Systems Security Awareness + Privacy and Records Management (FISSA+)	Online Course	Required		Completed	Enrolled	4/29/2016 9:18 AM (America/Denver)	94	Yes
<input type="checkbox"/>	2016 USGS Annual Ethics Training	Online Course	Required		Completed	Enrolled	8/22/2016 11:25 AM (America/Denver)	80	Yes
<input type="checkbox"/>	Security Overseas Seminar	External Training Course	Required		In Progress	Enrolled			No
<input type="checkbox"/>	DOI Charge Card Refresher Course	Online Course	Required		Completed	Enrolled	1/27/2014 9:00 AM (America/Denver)	100	Yes

**Slide#17:** Select the radio button next to the course you want to mark as complete.

Click on **“Mark As Complete.”**

**Manage Learning Request : Edit Completion Date**

Learner name: John Doe Close Record

Please enter the value for the Completion Date and Time. This value also appears as the Registration Date and Time. Click [Save...](#) to complete this approval.

\* Required Field.

Mark Complete:

Course Name: Security Overseas Seminar (MQ 911)

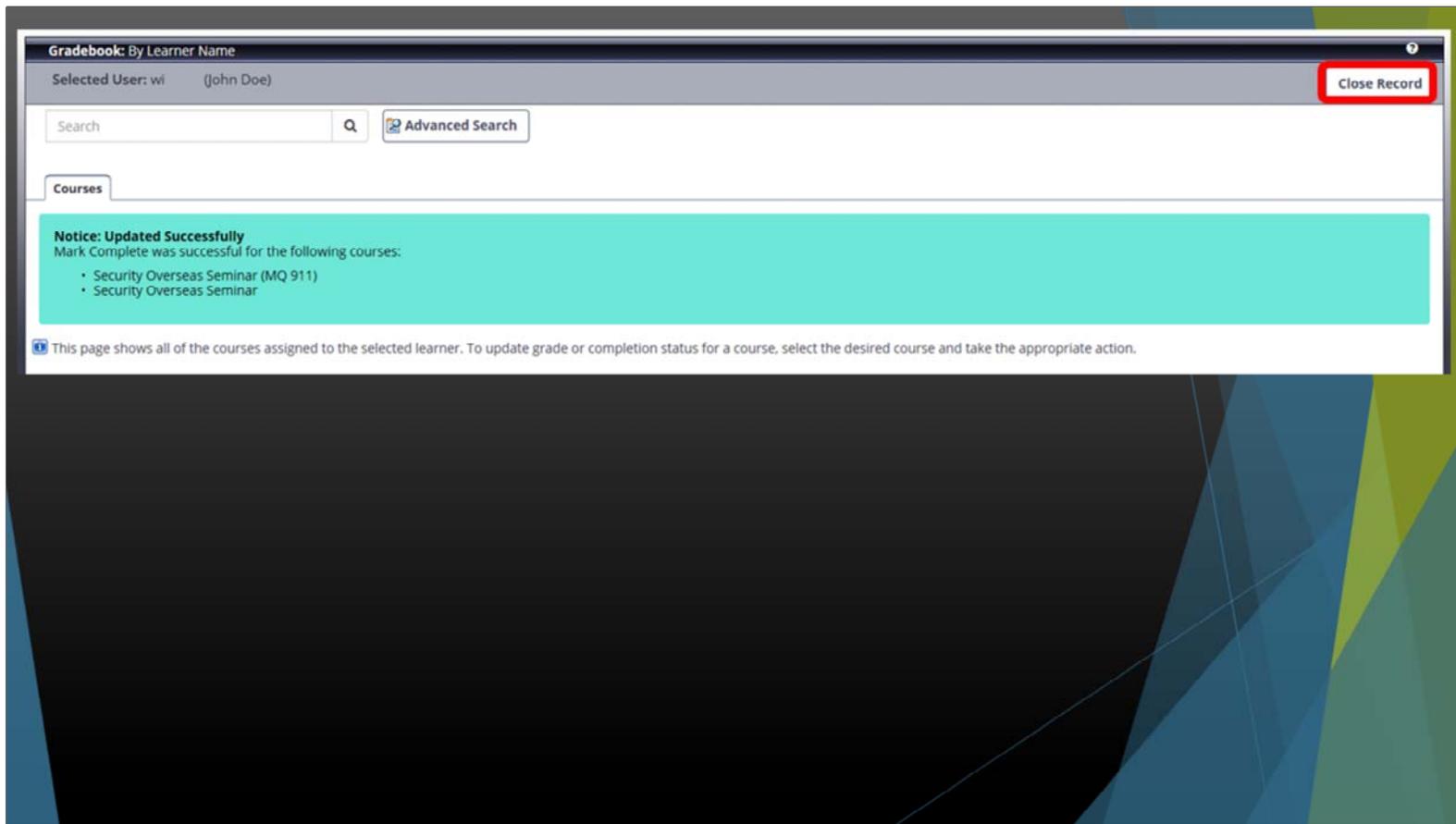
\* Completion Date and Time: 8/23/2016 4:30 PM

Enter date and time in format M/d/yyyy h:mm tt.

Cancel **Save**

**Slide#18:** Enter the **Time and Date** that the training was completed, or best guess estimate for the time.

Click **“Save.”**



**Slide#19:** A **Green** banner will appear saying the learning request was Updated Successfully. If an error occurs, your submission did not go through. You must read the notice and fix the errors to continue.

After you have finished with the request, click **“Close Record.”**

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**Slide#20:** To Print a SF-182 that has already been Created and Approved:  
Log into DOI LEARN, make sure your role is Supervisor.

Click on the “**My Employees**” tab.

Select “**Approve Training Request.**”

Manage Learning Requests: View/Edit Learning Requests:

Search [Q] [Advanced Search] [Submit a New Learning Request]

Pending My Approval All Requests Open Needs Agreement **Approved** Denied Cancellation Requests Canceled

To manage a record, select the desired item and take the appropriate action. Displaying 1-10 of 57 records. 10 25 50 100 200

Print

Select	Course	Learner Name	Request Date	Class Start Date	Class Name	Email Address	Status	Form Name	Levels Completed
<input type="radio"/>	40-Hour Supervision: Level I - Basic Skills - DOI University		2/22/2012	8/6/2012 8:30 AM (America/Los_Angeles)	DOIU-2012-0806-10-DLC-Sacramento, CA		Approved	DOI Employee Training Request	1
<input type="radio"/>	American Geophysical Union (AGU) Meeting		12/5/2013	12/9/2013 9:00 AM (America/Denver)	USGS-2013-1209-Denver, CO		Approved	DOI Employee Training Request	1
<input checked="" type="radio"/>	Contingency Planning Training (PDF file)		6/21/2011		Contingency Planning Training (PDF file)		Approved	SF182 - External Training Request for Federal Employees ONLY	1

Updated 10/18/2016

**Slide#21:** It will default to the **Pending My Approval** tab. You will need to change it to the **Approved** tab to see your employee's approved requests.

Select the **radio button** next to the request you would like to Print.

Click **"Print."**

You can also search for specific requests in the **Search** or open the **Advanced Search**. If more than 10 requests appear, you can click on the number next to Displaying # records to see more than 10.

**If you need further assistance, contact the DOI LEARN helpdesk at 1-866-466-1998 or [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com)**